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This document was designed to supplement official publications of the College and University. Where discrepancies may exist between the material in the Handbook and other institutional policy publications, the latter takes precedence. If you have questions concerning anything in the Handbook, particularly with regard to perceived conflicts with other publications, please see a staff member in the Office of Student Affairs (HEB 155 or WOLFE HALL 1227)
## College of Pharmacy and Pharmaceutical Sciences Directory

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<td>Sahloff, PharmD, RPh</td>
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**Bachelor of Science in Pharmaceutical Sciences (BSPS) Office**

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<th>James</th>
<th>Director</th>
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**Center for Drug Design & Development (CD3)**

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**Honors Program**

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College Mission, Vision, Goals, Philosophy of the Curriculum and Core Values

Mission Statement

The mission of the College of Pharmacy and Pharmaceutical Sciences is to educate students to become pharmacists 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 improve the human condition by developing pharmacists and by advancing knowledge together with its application through research. This vision will be achieved through student-centered instruction and research in a collaborative, dynamic academic and practice environment.

Goals

The goals of the College of Pharmacy and Pharmaceutical Sciences are:

- To provide society with pharmacists who are leaders in the profession,
- To provide society with leaders in the pharmaceutical sciences,
- To serve the profession by achieving prominence in pharmacy education and research and
- To provide students with an optimal learning environment to attain personal and professional growth and success.

Philosophy of PharmD program

The program is designed to develop a broadly competent pharmacist, who is prepared to advance practice in a variety of settings and make an important impact on patients’ lives.

Core Values

The College is committed to promote a culture that values:

- Our students, alumni, staff, preceptors and faculty. We encourage strong positive relationships among these groups and support their professional development.
- 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 Pledge

The following pledge was adopted by College Faculty and Students in 2005. It is affirmed in the PP1, 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, http://pharmacy.auburn.edu/prospective_students/professional_degree/covenant.htm

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.”
Academic Programs

Bachelor of Science in Pharmaceutical Sciences (BSPS)
In response to the increasing demand for scientists, researchers, administrators, and professional sales representatives in the pharmaceutical fields, The University of Toledo College of Pharmacy and Pharmaceutical Sciences offers the bachelor of science in pharmaceutical sciences degree program as one of the first in Ohio. The bachelor of science in pharmaceutical sciences degree is a four-year baccalaureate program. Pharmaceutical sciences represent the collective basic sciences that underlie pharmacy. There are five majors under this degree program – medicinal and biological chemistry, pharmacology/toxicology, pharmaceutics, pharmacy administration and cosmetic science.

This degree program is designed for students who wish to pursue careers related to the pharmaceutical industry, pharmaceutical science and research, cosmetic formulation and manufacturing, pharmacy administration and sales, the biomedical industry, forensic science, as well as health-care administration. It also prepares students to pursue graduate studies or enter professional schools including medicine, dentistry, law and physician assistant programs.

Medicinal and Biological Chemistry (MBC) Major
Medicinal and biological chemistry is an interdisciplinary science. This major focuses on synthetic organic chemistry, biochemistry, molecular biology, biotechnology, pharmacology and pharmaceutical chemistry underlying the design, synthesis and development of drugs.

Pharmaceutics (PHAR) Major
Pharmaceutics is a multidisciplinary applied science that studies the physical and chemical attributes of drugs. It places a strong emphasis on the design and evaluation of drug delivery systems and dosage forms and also on the understanding and control of the factors influencing clinical response to drug therapy.

Pharmacology/Toxicology (PTOX) Major
Pharmacology and toxicology are biomedical sciences that study how to develop safe, effective drugs and prevent the harmful effects of chemicals. Pharmacology focuses on the way drugs interact with various living systems, including the properties, effects and mechanisms of drug action. Toxicology focuses on the interaction of toxic compounds in the body, including exposure assessment, dose response assessment and hazard identification.
Pharmacy Administration (PHAM) Major
Pharmacy administration focuses on the corporate and managerial aspects of the pharmacy profession. Students may earn a minor in business administration, international business, or professional sales, in addition to the bachelor of science in pharmaceutical sciences degree. See With one year of additional graduate study, students in the M.B.A. track options can receive a master of business administration degree.

Cosmetic Science (PHAC) Major
Cosmetic science is a multidisciplinary applied science that studies the physical and chemical attributes of products used to enhance beauty or for personal care. It places a strong emphasis on the design and evaluation of non-drug/drug delivery systems and the various product forms which maintains, repairs or improves the health of hair, nails and skin. It also relies on the understanding and control of the factors influencing the physiological and clinical responses to therapy by cleansing, hydrating, coloring, moisturizing, lubricating, etc. the hair and skin of babies, children, adolescents, adults and the aged. Cosmetic science also requires the understanding of business economics, marketing and the global interaction between people and products to make the industry grow and be profitable.

Doctor of Pharmacy (PharmD)
Following admission to the professional division, the entry-level PharmD program students will complete a bachelor of science in pharmaceutical sciences degree prior to more focused course work on pharmacotherapy and pharmaceutical care. Students in the entry-level PharmD track who have completed the bachelor of science in pharmaceutical sciences degree at The University of Toledo are eligible to continue in the PharmD program.

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. A total of 137 semester hours are required for graduation with the bachelor of science in pharmaceutical sciences-PharmD track degree. Effective Fall 2012, a total of 135 semester hours are required for graduation with the bachelor of science in pharmaceutical sciences-PharmD track degree.

All states now allow pharmacists who have completed an immunization certificate program to administer immunizations. Furthermore, in contemporary community pharmacy practice, many employers now require their pharmacists to have immunization certification along with
basic life support or cardiopulmonary resuscitation certification. As part of the curriculum in the UT 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. Students are also required to maintain cardiopulmonary resuscitation certification before or upon immunization certification. PharmD applicants 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 prior to applying for admission.

Master of Science in Pharmaceutical Sciences (MS)

Options

Pharmacy and Healthcare Administration is the pharmaceutical science focusing on managerial, economic, financial, legal, and behavioral concepts and principles involved in providing pharmaceutical services to patients. The overall objective of the MS in Pharmaceutical Sciences in Pharmacy Health Care Administration at The University of Toledo College of Pharmacy and Pharmaceutical Sciences is to develop, store, and disseminate information which could serve as a basis for decisions concerning the effectiveness and efficiency of pharmaceutical care. Therefore, the discipline is concerned with examining the accessibility, continuity and quality of the pharmaceutical service needed by patients, the services supplied by providers, and the role of professional management in health care administration.

Industrial Pharmacy Program
Develop a basic understanding of five functional areas: chemistry, computer science, engineering, pharmaceutical manufacturing and data analysis. Apply knowledge from these five functional areas to a contemporary industrial pharmacy project. Offer the opportunity to apply this knowledge within a specific manufacturing setting. This can be likened to an internship-type experience.

Pharmacology/Toxicology

pharmacology
The science that deals with the origin, nature, chemistry, effects, and uses of drugs; includes pharmacognosy, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and toxicology. The science that deals with the study of
drugs in all aspects: the properties and reactions of drugs, especially with relation to therapeutic value. The science that deals with the discovery, chemistry, composition, identification, biological/physiological effects, uses and manufacture of drugs.

**toxicology**
The study of the adverse effects of chemical, physical or biological agents on living organisms and the ecosystem, including the prevention and amelioration of such adverse effects.

Pharmacology and Toxicology are biomedical sciences which study how to develop safe, effective drugs and prevent the harmful effects of chemicals. Pharmacology focuses on the way drugs interact with various living systems that includes the properties, effects, and mechanisms of drug action. Toxicology focuses on the interaction of toxic compounds in the body that includes exposure assessment, dose response assessment, and hazard identification.

**MS and PhD in Medicinal Chemistry**
Graduate studies are available in the Department of Medicinal and Biological Chemistry leading to the MS and PhD degrees in Medicinal Chemistry. The focus of the educational program is on the theory and practice of drug design, with additional advanced-level instruction in the appropriate underlying scientific areas. Students normally focus entirely on course work during the first year of the program. This centers on advanced medicinal and biomedicinal chemistry courses, which are offered in small-group tutorial sessions. Students are expected to concentrate on fundamental concepts from the drug design literature and then formulate their own ideas about possible new directions based on recent advances in the field. Each student is responsible for a number of written and oral presentations.

Early in the program students generally rotate through two faculty laboratories, where they carry out small research projects. These experiences in turn provide a basis for choosing a laboratory in which to conduct subsequent thesis or dissertation research. Fundamental courses in computer-assisted drug design and the biochemical basis of disease are also offered in the first year.
In addition to this core program, students normally matriculate in advanced or basic courses in biochemistry, immunology, neurobiology, and synthetic and physical organic chemistry, some of which are individualized to match the students' specific research interests.

Fewer courses are taken in each successive year of the program, while attention to research increases. During the second year, MS students normally complete a research project and write a thesis. PhD students participate in a comprehensive examination, which includes both a written and an oral component, leading directly to PhD candidacy. Research leading to the PhD dissertation usually requires 2-3 years to complete following the initial 1-2 years of course work.

Certificate in Pharmacology
A graduate certificate program is available to any qualifying student holding a BS degree in natural science who wishes to take graduate-level courses in pharmacology and toxicology. Students completing this 15-semester-hour program will be awarded a certificate in pharmacology/toxicology.

College and University Policies

College Policies

Academic Performance Standards
Please refer to the UT Policy web site for additional information on academic policies.

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.

For all undergraduate students in the preprofessional division and in the professional division of the bachelor of science in pharmaceutical sciences, pharmacology/toxicology, medicinal and biological chemistry, pharmaceutics, pharmacy administration and cosmetic science majors in the College of Pharmacy and Pharmaceutical Sciences:

a) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater at the end of any semester will automatically be placed on probation.

b) Any student who fails to achieve a semester or cumulative GPA of 1.0 or greater at the end of any semester will automatically be placed on probation, will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences
Academic Performance Committee, and may be suspended (see section on Academic Performance) from the University without a preliminary probationary semester.

c) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater for any two of three consecutive semesters in attendance will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee, and may be suspended (see section on Academic Performance) from the University.

d) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.

For students entering into the professional division (P1-P2) of the BSPS PharmD major program:

a) Students must maintain a cumulative pharmacy core-curriculum GPA of 3.0. Beginning in the first year of the professional division, students whose semester or cumulative pharmacy core-curriculum GPA falls below 3.0 will be given an academic warning. A student with two or more consecutive semesters with a semester or cumulative pharmacy core-curriculum GPA of less than 3.0 will be placed on probation and undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that may result in dismissal from the PharmD program.

b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the PharmD curriculum (i.e., courses for which grades of less than a C are earned must be repeated).

c) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.

d) To assure matriculation into the post BSPS portion (P3-P4) of the PharmD curriculum, students must have an undergraduate cumulative pharmacy core-curriculum GPA of 3.0 or better and earned a "C" or better in all pharmacy core-curriculum courses. Students failing to achieve these two requirements will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that, if it does not result in the student's dismissal from the PharmD program, will most likely result in the student needing to enhance his/her undergraduate academic performance prior to being matriculated into the post BSPS portion (P3-P4) of the PharmD curriculum.
For students entering the post BSPS portion (P3-P4) of the PharmD curriculum:

a) Students must maintain a pharmacy core-curriculum cumulative GPA of 3.0. This pharmacy core-curriculum cumulative GPA will be computed beginning from the first semester of the post-bachelor of science in pharmaceutical sciences course work and will include all post-BSPS-level pharmacy courses and pharmacy approved electives (those listed below or those preapproved by College of Pharmacy and Pharmaceutical Sciences Curriculum Committee). Beginning in the Fall semester of the P3 year, students whose semester pharmacy core-curriculum GPA falls below 3.0 will be given an academic warning. Students whose pharmacy core-curriculum cumulative GPA falls below 3.0 (beyond the Fall semester of the P3 year) will be placed on probation and allowed one semester to restore their GPA to a cumulative pharmacy core-curriculum level of 3.0 or better. A student with two or more consecutive semesters with a pharmacy core-curriculum semester GPA of less than 3.0 will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that may result in dismissal from the PharmD program.

b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the PharmD curriculum (i.e., courses for which grades of less than a C are earned must be repeated).

c) Refer to "Experiential Performance Standards" for policies concerning students who fail to pass an Advanced Pharmacy Practice Experience (APPE). A grade of "Unsatisfactory" in any APPE will not have a negative impact on a student's post baccalaureate GPA, however.

d) GPA RECALCULATION POLICY FOR REPEATED COURSES IN THE POST-BACCALAUREATE COMPONENT (P3-P4) OF THE PHARMD PROGRAM:

Students within the P3-P4 years of the PharmD program who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. However, no grade is removed or erased from a transcript by retaking a course and having the GPA recalculated.

Credit will only be awarded once for repeated courses. All course grades for all attempts will appear on the student's official transcript regardless of whether the grade has been deleted. If a grade has been deleted, that grade will not be used
in determining the UT grade point average. However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. A copy of the approved petition will become part of the student’s permanent record file.

A student may petition to have a grade of less than B (<3.00) for required P3-P4 level non-Advanced Pharmacy Practice Experience (APPE) courses* excluded from UT GPA computation under the following conditions:

1. Before petitioning, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at The University of Toledo and earned a grade of B (3.00) or higher in the course retaken. If a grade of B (3.00) or higher is not earned when the course is retaken, grades from both attempts will be included in the GPA calculation.

2. No more than two courses, regardless of credit hours, may be deleted from the student’s transcript.

3. This policy applies only to the first recorded grade in a course that a student has repeated.

4. If a student retakes three or more courses, he/she may elect which courses to petition for GPA recalculation. Once the petition is approved, the choice of courses is final and may not be changed.

5. A course may only be petitioned once for GPA recalculation.

6. The GPA recalculation allowances provided by this policy are in addition to any GPA recalculation allowances that students may have used during the baccalaureate portion of their PharmD program.

*Required P3-P4 Level Non-APPE Courses

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e) Graduation requirements for Doctor of Pharmacy: Must have a cumulative post-baccalaureate GPA of 3.0 or better and earned a "C" or better in all post-baccalaureate pharmacy core-curriculum courses.

Good Standing

The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” in the following manner:

a) For all preprofessional students, and professional division students in the bachelor of science in pharmaceutical sciences program (pharmacology/toxicology, medicinal and biological chemistry, pharmaceutics, pharmacy administration and cosmetic science majors): a minimum cumulative GPA of 2.0 and a minimum GPA of 2.0 for the semester.

b) For all P1 and P2 professional division students in the PharmD program: a minimum cumulative pharmacy core-curriculum GPA of 3.0 and a minimum GPA of 3.0 for the semester.

c) For students in the post-baccalaureate portion of the PharmD program: a minimum pharmacy core-curriculum semester and cumulative GPA of 3.0.

Student Code of Professional Conduct

The Student Code of Professional Conduct gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The Student Code of Professional Conduct should be read broadly, and is not designed to define misconduct in exhaustive terms. The Student Code of Professional Conduct specifies the rights and responsibilities of the students, student organizations, the college, and the rights of other parties to the procedure.

Students and student organizations are required to engage in responsible social and professional conduct that reflects credit upon the College of Pharmacy and Pharmaceutical Sciences (CPPS) community and to model good citizenship in any community. Actions by students or student organizations, which interfere with the orderly functions of the college, or actions, which endanger the health or safety of members of the college community, will not be tolerated.

Delegation of Authority. The Dean of the CPPS or designee shall administer and implement this policy, including the promulgation of the standards of conduct, to be published and distributed as “The Student Code of Professional Conduct,” with procedures
and standards governing student conduct at UTCPPS. The Professional Conduct Committee is authorized to hear each matter and provide a final decision as to whether the code has been violated and a sanction if warranted. The Dean of the College will assure that the sanction is implemented.

**Application.**
This policy, along with the University of Toledo "The Student Code of Conduct" (see [http://www.utoledo.edu/studentaffairs/conduct/pdfs/StudentCodeofConduct08-26-08.pdf](http://www.utoledo.edu/studentaffairs/conduct/pdfs/StudentCodeofConduct08-26-08.pdf)), applies to all students and student organizations of the CPPS. In areas of overlap, this policy supersedes The University of Toledo "The Student Code of Conduct".

**Rules of Student Professional Conduct.**

I. Academic Rules.*

A. Examinations:

1. A student shall follow all instructions and procedures established by the CPPS or by its instructors concerning the administration of examinations.

   Additionally:

   a. A student shall not begin an examination before the announced appointed time or continue working on an examination after the announced conclusion of the examination period.

   b. At the conclusion of an examination, a student shall submit all questions, answers, or other materials as required by the instructor.

2. If a student learns of information other than that released or authorized by the instructor which concerns an examination, the student shall notify the instructor, or, if the instructor is unavailable, the chairman of the department in which the course resides. The student shall not take the scheduled examination unless specifically authorized by the instructor or the department chairman.

3. Except insofar as may be specifically authorized by the College, instructor, or exam proctor, a student shall not at any time receive or obtain any information concerning the content of an examination, and shall not, during the course of an examination, receive or obtain any form of aid or refer to any materials or sources other than the examination materials.
4. Except insofar as may be specifically authorized by the College, instructor, or exam proctor, a student shall not at any time give or communicate any information concerning the content of an examination, or give or communicate any aid to a person taking an examination, and shall not, during the examination, display any materials inside or outside of the examination room.

5. Once an examination begins, a student shall not communicate in any manner with any unauthorized person, except insofar as may be reasonably required by a personal emergency.

6. A student who is taking or has taken an examination shall not discuss any part of that examination with a person who the student has reason to believe is taking or will take an examination in that course, or with any other person under circumstances in which the student should reasonably know that the discussion is likely to endanger the security of the examination questions.

7. A student shall not take an examination for another, or permit another to take an examination in his or her place.

8. A student shall not attempt to invade the security maintained for the preparation and storage of an examination.

B. Assignments: A student shall follow the instructions given by the instructor or other authorized persons concerning papers or other assignments for academic credit and shall not consult with persons or receive aid in any form contrary to specific instructions.

C. Plagiarism: A student shall not represent the work of another as his or her own, or use a passage or idea from the written work of another without proper quotation marks, citation, or other explanatory insert.

D. Interference with Academic Materials: A student shall not take, convert, conceal, misfile, misrepresent, deface, damage, or destroy any property related to academic assignments, research, or examinations.

II. Non-Academic Rules

A. Individual performance

1. A student shall demonstrate independent and self-directed learning and develop habits for lifelong learning.

2. A student shall recognize personal limitations and seek appropriate help.

3. A student shall accept constructive feedback and make changes accordingly.
4. A student shall fulfill all educational assignments and responsibilities on time.

5. A student shall be punctual for all educational experiences (i.e., exams, clinic, small group sessions, site visits).

6. A student shall not use fatigue, stress, or personal problems to justify unprofessional behavior.

7. A student shall adhere to dress code consistent with institutional or site specific standards.

B. Relationships with students, faculty, staff, patients and community

1. A student shall be responsible for establishing and maintaining appropriate boundaries in all learning situations.

2. A student shall be respectful at all times of all parties involved.

3. A student shall demonstrate respect for the professional competence, knowledge, qualifications, and services of faculty, preceptor, or colleague.

4. A student shall demonstrate respect for diversity of race, gender, religion, sexual orientation, age, disability and socioeconomic status.

5. A student shall strive to resolve conflict in a manner that respects the dignity of every person involved.

6. A student shall maintain awareness and adapt to individual differences in all parties involved, including those related to culture and pharmacy literacy.

C. Support of ethical principles of the pharmacy profession

1. A student shall maintain honesty and empathy in all interactions.

2. A student shall promote patient safety and care at all times.

3. A PharmD student shall acquire a valid Ohio Pharmacy Intern License by December 31 of the P1 year and maintain the license throughout the program.

4. A student shall contribute to an atmosphere conducive to learning and be committed to advancing scientific knowledge.

5. A student shall protect patient confidentiality.
6. A student shall abide by the University policy on Research Misconduct (Policy number 3364-70-00 available at http://www.utoledo.edu/policies/academic/research/pdfs/3364_70_00.pdf).

7. A student shall not engage in any illegal activity whatsoever.

III. Procedures and Appeals. Students in the College of Pharmacy and Pharmaceutical Sciences (CPPS) are held to the highest standards of professionalism as outlined above.

A. Allegations

1. Any person who has evidence that a student in the CPPS has violated this code, may submit a written statement describing the allegation and supporting evidence to the Chair of the Professional Conduct Committee. The statement must be signed and include appropriate contact information.

B. Due process

1. Due process will be provided to a student accused of violating this code. The Professional Conduct Committee chair will do the following:

   a) Notify in writing the student of the charge(s), the date, time, and location of the hearing. Notice of the hearing must allow the student the opportunity to be present. The student may waive the right to such appearance at his/her sole discretion.

   b) Provide the student (by way of a statement or other summary) any relevant information or evidence that a complainant plans to bring or that will be considered by the committee relating to the allegations before the committee. The complainant may present affidavits of persons unavailable to come before the committee, exhibits, witnesses and any other similar information for the committee. All written materials must be provided to the student least three (3) business days prior to the hearing.

   c) Notify in writing the student of the specific protocols to be followed in the investigation/hearing and to provide a copy of this policy to the student. The student is entitled to have an individual acting as an adviser be present at the hearing.

   d) Invite the complainant(s) to the hearing.

   e) Preside at the hearing, for which minutes will be kept, and at the committee chair’s request, which may be recorded or transcribed.

   f) Assure that the hearing is not, and should not be construed to be a legal proceeding. Both the complainant(s) and the student will be permitted to make any statement relevant to the issue(s) being addressed.

   g) Provide the student a full opportunity to present any relevant information to the committee relating to the allegations before the committee. The
student may present affidavits of persons unavailable to come before the committee, exhibits, witnesses and any other similar information for the committee to consider. If the student desires to distribute written materials to the committee members, he/she must present them at least three business days prior to the meeting.

h) Make it known that the student is expected to cooperate in the investigation/hearing. The complainant is expected to cooperate in the investigation/hearing and cannot be guaranteed anonymity.

i) Assure that any decision for student sanctions will be based on the deliberations of the committee. The findings and conclusions shall be provided in a written statement of findings and actions signed by the chair of the committee and delivered via email followed by certified mail to the student (with a copy to the Dean of the CPPS) within three business days after the hearing.

C. Appeal
1. The Student may appeal the committee’s decision to the Dean of the CPPS in writing, requesting a review related to the following that apply: (1) the failure of process; or (2) a review of the evidence concerning the charges and/or sanctions.

a) A written request for appeal must be received within ten days following the issuance of the written recommendation, or any further right to appeal is waived.

b) The Dean of the CPPS may review all of the evidence presented in the hearing; the applicable process matters raised by the student (if any), and the specific concerns about the evidence concerning the charges and/or sanctions.

c) After completing such review, the Dean of the CPPS may ask for a meeting with the student.

d) Upon completion of the review of the appeal, the Dean of the CPPS may choose to uphold or reverse the committee decision. The Dean shall inform the committee of the outcome.

e) The Dean of the CPPS will inform the student of his decision regarding the appeal within ten days from the date in which the appeal was first filed by the student.

D. Pendency of Action
1. Generally, implementation of 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 of the CPPS 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.

E. Sanctions

1. General. A student who has been found guilty of violating this Code will be subject to such sanctions as may be determined by the Professional Conduct Committee and implemented by the Dean of the CPPS. General reports on the activities of the Professional conduct committee will be provided to faculty, staff and students of the CPPS.

2. Types of Sanctions. The Professional Conduct Committee may impose whatever sanctions they deem appropriate under the circumstances. Sanctions may include:

   a) Permanent expulsion from the CPPS;

   b) Suspension from the CPPS for a specified time, or until the Professional Conduct Committee revokes the suspension;

   c) Loss of credit (i.e., the grade of "F") for any course to which the violation was directly related;

   d) Restitution to the University, organization, or person of the property, or the monetary value of the property, taken, misappropriated, damaged, destroyed, or otherwise interfered with;

   e) Probation for a specified time, which shall include removal from, and denial of eligibility for all offices or positions in Pharmacy student government and organizations and University student government;

   f) Loss of CPPS or University services or privileges, such as the use of the Student Lounge and computing facilities or University computer facilities, for a specified period of time, so far as consistent with the nature of the violation;

   g) Recommendation to the President and, with his or her approval, to the Board of Trustees, that a granted degree be withdrawn, in the event that a final determination that this Code was violated is not made by the Professional Conduct Committee until after the degree has been awarded;

   h) Any other sanction deemed appropriate by the Professional Conduct Committee;

   i) Any combination of the sanctions listed above.
F. Interpretation and Revision

1. Any question of interpretation or application of the Student Code of Professional Conduct shall be referred to the chair of the Professional Conduct Committee or his/her designee for final determination.

2. The Student Code of Professional Conduct shall be reviewed for consistency and procedure every 2 years under the direction of the chair of the Professional Conduct Committee.

3. Recommendations for change will be submitted in writing to the chair of the Professional Conduct Committee for final review.

* modified from The University of Toledo College of Law Code of Student Professional Conduct with permission)

Student Complaints Related to ACPE Standards

The following link will connect you to the Accreditation Council for Pharmacy Education (ACPE) web site that lists the standards for accreditation of Colleges of Pharmacy: http://www.utoledo.edu/pharmacy/current/acpestandards.html. We encourage students to familiarize themselves with the accreditation standards.

Student complaints specifically related to ACPE standards should be submitted on the appropriate form to the College of Pharmacy and Pharmaceutical Sciences Office of Student Affairs (Wolfe Hall 1227 or Wolfe Center HEB 155) in care of the Associate Dean for Student Affairs. Forms and a copy of the ACPE Standards are also available in the Office of Student Affairs at both locations and on college website. 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 http://www.acpe-accredit.org/complaints/default.asp for information on submission of complaints directly to ACPE.
Student issues or complaints regarding specific courses should be resolved via discussion with the course instructor. If further resolution is required, the department chairman should be consulted and grievance procedures outlined in the University catalog followed.

Technical Standards

Approved by CPPS Faculty 03 23 11. A candidate for the PharmD program 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 are essential to fulfill this requirement.

1. **Observation and Hearing**: Students must have the ability to observe demonstrations and experiments in the basic sciences. Students must be able to observe a patient accurately at a distance and close at hand. Students must possess the auditory ability sufficient to monitor and assess health needs.

2. **Communication**: Students must be able to communicate effectively and sensitively with patients in the English language. Students must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team, staff, faculty members, and patients. Communication includes speech, reading, writing, and computer literacy.

3. **Sensory/Motor**: Students need enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom and clinical experiences. Students must possess sufficient motor function to perform experiments in the basic sciences and execute movements to provide pharmacy care to patients. This includes the fine and gross motor skills necessary to participate in laboratory exercises, to engage in physical assessment of patients and to provide patient care. In the laboratory setting, examples of these motor skills include the ability to operate lab equipment including microscopes, the use of sterile technique when handling microorganisms and operation of laboratory safety equipment. In the clinical setting, examples of required motor skills include palpation, auscultation, and the ability to prepare all routine types of medications including sterile and non-sterile compounding.

4. **Behavioral and Social Attributes**: Students must possess the emotional health required for full utilization of intellectual abilities. They must be able to tolerate physically, mentally, and emotionally taxing workloads, adapt to changing environments, and function effectively under stress. Students must possess compassion, honesty, integrity, maturity, interpersonal skills, concern for others, the ethical standards of the profession, and motivation to excel in the practice of pharmacy. Illicit drug use and alcohol impairment are not tolerated, and all students must submit to periodic criminal history checks and drug screens.

5. **Intellectual, Conceptual, Integrative and Quantitative Abilities**: Students must be able to measure, calculate, reason, analyze, and interpret data. They must be able to
synthesize and apply complex information. Students must possess the ability to integrate and process information promptly and accurately and to engage in problem solving.

University Policies

Student Absentee Policies

Students in a professional school, as responsible individuals, are expected to attend all class meetings. The university supports basic protections and reasonable accommodations for students who miss class 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 Missed Class Policy. Please follow the link below for the complete policy. http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364_71_50.pdf

Student Grievances

This general procedure is applicable only to those administrative actions for which no special grievance procedure has been established. Special procedures have been established for certain academic, disciplinary, athletic and employment related matters, among others. Students desiring to appeal actions or procedures of University administrative offices may do so as follows:

1. Discuss the concern with the administrator involved.
2. If satisfaction is not received, the student may appeal to the office director or supervisor of the administrator involved.
3. The appropriate vice president and, finally, the President of the University are available for further appeal of administrative grievances, if necessary.

The appeal must follow the University administrative hierarchy as shown in the organization chart. Questions relating to the operation of this procedure should be directed to the Office of the Dean of Students https://www.utoledo.edu/studentaffairs/dos/.

University Academic Dishonesty Policy

Academic dishonesty, including, but not limited to, cheating and plagiarism is a violation of acceptable standards of behavior and a violation of the Student Code of Conduct. Cases of alleged academic dishonesty shall be resolved at the departmental, college, or graduate level in accordance with procedures printed in the University catalogue or printed in
departmental, college, or graduate school publications. The accused student has the right to request that the case be reviewed by the Student Grievance Council http://www.utoledo.edu/dl/students/dishonesty.html.

University Sexual Harassment Policy http://www.utoledo.edu/policies/administration/diversity/ pdfs/3364_50_01.pdf

University Student Conduct Code http://www.utoledo.edu/studentaffairs/conduct/pdfs/StudentCodeofConduct08-26-08.pdf

Student Services

Office of Student Affairs Mission Statement
In concert with the mission statement of The University of Toledo College of Pharmacy and Pharmaceutical Sciences, the mission of the 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 "pharmacy student care" possible.

Pre-professional Division Advising

Advising Process
Pre-professional division students can make an advising appointment by clicking on the Schedule Now link below, by calling the Main Campus Office of Student Affairs 419.530.2010 or by stopping in Wolfe Hall Room 1227.

In lieu of making an appointment, students may email advisors directly with questions or visit advisors during posted walk-in advising hours. In addition to obtaining advising services through the Office of Student Affairs, all pre-professional division Honors Students are required to meet with their faculty Honors advisor at least once each term.

Student Athletes must meet with Deb Sobczak each term to complete their required Academic Plan of Degree Coursework form.
Pre-professional (PREP) Curriculum Guide

<table>
<thead>
<tr>
<th>PP1 (1st year)</th>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
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Chemistry sequence: (CHEM1090 grade of ≥C required), CHEM1230/1280, CHEM1240/1290, CHEM2410/2460, CHEM2420/2470 (CHEM1200, CHEM2430, + CHEM2440 are optional 1-hour pass/no credit courses)
Math sequence: (MATH0910, MATH0950, MATH0980 or MATH1200, MATH1320), MATH1750, MATH1760

PHCL2600 pre-requisites: BIOL2150/60, BIOL2170/80, CHEM1230/80, CHEM1240/90, 30 earned hours, and ≥2.5 cumulative GPA

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<th>PP2 (2nd year)</th>
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<th>Spring Semester</th>
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<td>PHCL2600 *</td>
<td>Functional Anatomy/Pathophysiology I (only offered fall semester)</td>
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<td>Intro to Physics (only offered fall semester)</td>
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<td>or PHYS2070 *</td>
<td>General Physics I (must be taken with 2080 as alternative to 1750; only offered fall semester)</td>
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Apply to Professional Div (P1) at end of Fall Semester of PP2

Minimum of 44 earned semester credit hours and ≥2.7 cumulative and science GPA’s are required to apply to the P1.

* Grades from these eight science courses are used in the calculation of the student’s science GPA at the time of application to P1.

Minimum of 63 earned semester credit hours are required to begin P1.

**UT General Education Requirements**

*must be completed prior to BSPS graduation – may be taken during summer semesters; exception: Micro Economics, English Writing/Composition I and II must be completed prior to P1 year*

<table>
<thead>
<tr>
<th>English Comp (2 required)</th>
<th>Social Sci (2 required)</th>
<th>Humanities/Fine Arts (2 required)</th>
<th>Diversity (Multicultural)</th>
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<tr>
<td>ENGL1110 or HON1010 (3 hrs) and ENGL1130, 1140, 1150,2950 or HON1020</td>
<td>ECON1200 and PSY1010 or SOC1010</td>
<td>2 courses or ≥6 hours from different departments/disciplines</td>
<td>2 courses, ≥6 hours; 1 US and 1 Non-US</td>
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10.17.2012 psh
Plan of Study

PRE-PROFESSIONAL DIVISION (PREP)

PLAN OF STUDY (POS)

Please record all coursework that you plan to take during your pre-professional division (either 2 or 3 years). Refer to the PREP Curriculum sheet.

Name

Rocket ID #

Cell phone #

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**FALL 20** **SPRING 20** **SUMMER 20**

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YEAR TOTAL HRS __

Please read the following statements, sign & date below.

All prerequisites must be successfully completed before advancing into the next course in the sequence. If I receive a non-passing grade, I will schedule an appointment with an advisor immediately. If this is not done, my progression in my program of study may be delayed or jeopardized. Each term, I will also assess my GPA and academic standing relative to the College of Pharmacy and Pharmaceutical Sciences Academic Performance Standards (probation/suspension criteria). I am aware that it is my ultimate responsibility to select and register for the correct courses to fulfill my degree requirements.

Electronic Signature

Date

10.17.2012 psh
Professional Division Admission Criteria

Students are admitted to the professional divisions for the fall semester. The number of students who receive final acceptance into the professional divisions will be limited to the space available. Because the number of applicants usually exceeds the number of spaces available, students are admitted on the basis of the following general criteria.

Non-Discrimination Policy
The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts, and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status or the presence of a disability. The University will take affirmative action as required by federal or state law.

Eligibility for Application
To be eligible to apply for admission into the professional divisions, all applicants must complete the following or their equivalents:
- BIOL 2150, 2160, 2170 and 2180
- CHEM 1230, 1240, 1280, 1290, 2410 and 2460
- MATH 1750
- PHCL 2600
- PHYS 1750 or 2070
- **PCAT score effective for Fall 2014 admission to the Pharm.D. professional division
- A minimum of 44 earned semester hours
- A minimum 2.7 cumulative and science GPA
- Matriculated in The University of Toledo College of Pharmacy and Pharmaceutical Sciences and enrolled in any University of Toledo course(s) during either the fall or spring semester of the academic year in which they apply

**PCAT Guidelines

*Effective for Fall 2014 admission to the PharmD professional division*
1. There will be no minimum PCAT score required for students applying for admission in Fall 2014.
2. The most recent PCAT score (composite score and writing score) obtained by a student will be used for admissions purposes, regardless of the number of times the student takes the test.
3. For applicants applying for admission to the Fall 2014 PharmD class, PCAT scores obtained prior to July 2012 will not be considered. This two-year time limit will continue in subsequent years.
4. It is recommended that students take the PCAT after the PP1* coursework is completed, ideally no earlier than September of the PP2* year. However, July testing prior to the PP2 year is available for those who wish to take it then.
5. If additional fall test dates are offered, no PCAT score will be accepted from tests taken after December 1 of the year prior to admission.
6. The cumulative GPA, science GPA, essay score and PCAT composite and writing scores will be used to determine interviewees.
7. Contingent Admission students who are concerned that they will not meet the 3.5 GPA requirements for admissions will be advised to take the PCAT.
8. Students may wish to consider taking a practice test. (For example, there is an online practice test available for a nominal fee from PCAT publishing company, Pearson).
9. For information on the PCAT and practice test see PCAT web site: http://www.pcatweb.info/.
10. Register Early! For fall PCAT test dates, registration opens in March.
11. UT’s School Code is 051.

*PP1 = pre-professional year one
*PP2 = pre-professional year two

Application
Applicants to the Pharm.D. program will provide the Admissions Committee with a personal essay to be written at a designated time, date and location as indicated on the Internal Admissions website. In addition two recommendations must be submitted through the Internal Admissions website. The recommendations may be from professors, employers, clergy, close family friends and health professionals (pharmacist, dentist, and physician), or others. Recommendations from relatives or University of Toledo College of Pharmacy and Pharmaceutical Sciences faculty or staff are not acceptable.

Applicants to the B.S.P.S. programs will also submit application materials through the Internal Admissions website by the deadline published on this site.

There are no exceptions to the deadlines.

Final Admission
In order to be finally admitted into the professional division, an applicant must have completed the following or their equivalents:

- BIOL 2150, 2160, 2170 and 2180
- CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
- MATH 1750 and 1760
- ECON 1200
- PHCL 2600 and 2620
- PHYS 1750 or 2070/2080

**ENGL Comp I and ENGL Comp II effective for Fall 2014 admission to the Pharm.D. and B.S.P.S. professional divisions**
A minimum of 63 earned semester hours
Maintain a minimum 2.0 GPA (cumulative and semester) for the spring and, if applicable, summer semesters
Must have a valid Social Security number (for the Pharm.D. only)
Must complete the health requirements as defined by The University of Toledo College of Pharmacy and Pharmaceutical Sciences (for the Pharm.D. only)

If an applicant is accepted into the professional division, the acceptance will be provisional, pending the completion of the above requirements. All course prerequisites for the professional divisions must be completed two weeks before the first day of professional division classes in the fall semester for which the application is made. If the applicant fails to meet the deadline for the completion of prerequisite courses, he/she will lose provisional admission status and must apply again for admission to the professional divisions in a subsequent year. It is the student’s responsibility to contact the coordinator of internal admissions in the Office of Student Affairs if he/she plans to complete requirements over the summer prior to the start of the P1 year.

**Evaluation**

Each application will be evaluated on the basis of the applicant’s:

- Personal essay (for Pharm.D. applicants only)
- Personal interview at the discretion of the committee (for Pharm.D. applicants only)
- Cumulative GPA
- Science GPA in the following specified courses:
  - CHEM 1230, 1240 and 2410
  - BIOL 2150 and 2170
  - MATH 1750
  - PHYS 1750 or 2070
  - PHCL 2600

**PCAT score effective for Fall 2014 admission to the Pharm.D. professional division.**

The admissions committee will use the better grade for the first two of all attempts for any science course used in the calculation of the science GPA. This rule applies to all applicants, including transfer students. All transfer or quarter courses equivalent to these specified courses will be evaluated for their respective equivalent semester hours. All applicants must have a cumulative GPA based on a minimum of 16 semester hours at The University of Toledo (a letter grade must be received in each course). If a student has taken fewer than 30 quality hours at The University of Toledo, the higher education GPA will be used in the evaluation in place of the UT cumulative GPA, if the higher education GPA value is less than the UT cumulative GPA. If the higher education GPA is greater than the UT cumulative GPA,
the latter will be used.

Transfer Students
Specific criteria have been approved by the faculty of the College of Pharmacy and Pharmaceutical Sciences for the application of transfer students or of change-of-college students to the professional divisions. These are outlined as follows:

a) Transfer students who wish to apply to the professional division must have been enrolled in The University of Toledo College of Pharmacy and Pharmaceutical Sciences and registered for 16 hours (a letter grade must be received in each course) prior to application.

b) The general criteria for admission to the professional divisions will be applied to the transfer student in the same manner as for the continuing College of Pharmacy and Pharmaceutical Sciences student, i.e., cumulative GPA, science GPA, essential courses or their equivalents through the fall semester of the second year, personal essay, personal interview (for Pharm.D. applicants), and an accumulation of at least 44 earned semester hours. The applicant’s cumulative GPA from The University of Toledo or higher education GPA (as described previously), science GPA based on equivalent specified courses (UT or otherwise) as stated above, personal essay and personal interview (for Pharm.D. applicants) will be used in determining admission.

c) The essential courses for final admission to the professional divisions consist of those listed previously. Equivalencies must be determined and appear on the student’s transcript and/or in the student’s degree audit prior to application. In general, a three-quarter course sequence is necessary to fulfill a two-semester course sequence. See an adviser for further information.

d) In surveying the essential courses, the admissions committee has observed that equivalency is almost automatic for courses in general chemistry, general biology, organic chemistry and physics. Difficulty in determining equivalency has occurred with the mathematics sequence and the functional anatomy and pathophysiology sequence.

e) The only pharmacy courses a preprofessional student is permitted to take through the College of Pharmacy and Pharmaceutical Sciences are PHPR 1000 and PHCL 2220, 2600 and 2620, until final admission to the professional divisions is achieved.
Academic Performance Standards

Please refer to the UT Policy web site for additional information on academic policies.

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.

For all undergraduate students in the preprofessional division in the College of Pharmacy and Pharmaceutical Sciences:

a) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater at the end of any semester will automatically be placed on probation.

b) Any student who fails to achieve a semester or cumulative GPA of 1.0 or greater at the end of any semester will automatically be placed on probation, will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee, and may be suspended (see section on Academic Performance) from the University without a preliminary probationary semester.

c) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater for any two of three consecutive semesters in attendance will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee, and may be suspended (see section on Academic Performance) from the University.

d) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.

Grades, GPA calculation and GPA recalculation (Grade Deletion) policy

Students who have retaken a course and earned a higher grade may petition the college that offered the course to have the first grade excluded (deleted) from their cumulative GPA computation. Both courses must have been taken at The University of Toledo. No more than twelve (12) semester hours of coursework (typically three science courses), taken in any UT college, may be deleted from the student’s transcript. A GPA Recalculation form may be obtained in the colleges’ offices of students affairs/services or online at http://registrar.utoledo.edu/forms.asp. For courses offered through the College of Natural Sciences and Mathematics (i.e., chemistry, math, biology, physics), complete the form, obtain the signature of the instructor of the first course, and take it to UH3000 for processing. For pre-professional division courses in the College of Pharmacy and Pharmaceutical Sciences (i.e. PHCL2600), complete the form, obtain the signature of the instructor of the first course, and take it to WOLFE HALL1227 for processing. Remember, deletions of grades are not done automatically. The process must be initiated by the
student’s filing of the petition with the appropriate college office. If the petition is approved, the Office of the Registrar will amend the student’s transcript with the notation “E” next to the original course and the cumulative GPA will be recalculated.

Transfer Credit
To determine if a particular course could be taken at another institution with the credits transferred here, students may complete a Transfer Credit Inquiry (TCI) form. This form is located in the College of Pharmacy and Pharmaceutical Sciences Office of Student Affairs [WOLFE HALL 1227 or HEB155] or on the Pharmacy tab in the portal. The instructions for completing this form are clearly outlined on the form. In order to determine some equivalencies, a student may have to submit a syllabus and a course description from the institution where the student is going to take summer courses. Please make sure to check with the institution to make sure that they will be offering the requested course(s) -- the College of Pharmacy and Pharmaceutical Sciences cannot guarantee that the equivalent courses will be offered during the summer at another institution. To determine if the course is equivalent to UT’s, students should go to www.transfer.org. This site gives the equivalencies of most Ohio institutions and some out-of-state schools.

After completing the course, students must request that the 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 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 eight science GPA courses (used in determining acceptance into the professional division), the grade and semester hour equivalent will be used in the science GPA calculation.

Professional Division Advising

The professional division advising is conducted by the Coordinator of Advising and Student Services for the Professional Division and faculty advisors. After students are accepted into the professional division, they will have an assigned faculty advisor. Professional division honors students will retain the same advisor as they had in the pre-professional division.

Students will be notified of their assigned faculty advisor via email.

An Appointment with your faculty advisor is strongly encouraged and is mandatory for P1 professional division students. Newly admitted professional division students are required to meet with their faculty advisers during the P1 year. Students will not be permitted to register for fall P2 classes until they have met with their faculty advisors. Faculty advisor contact
information will be emailed to students and can also be found at the College's website, under Current Student.

**Appointments** with the Coordinator of Advising and Student Services for the Professional Division, are welcome and can be made by calling 419.383.1904. When making an appointment, you will be asked to give your name, Rocket ID number, phone number and reason for appointment. Most appointments are scheduled for 30-minute intervals.

**Group advising workshops** for different levels of professional division students will be held during the academic year. Students will be notified of the time and location via email.

**Walk-in Advising** is available for professional division students in the Student Affairs’ Offices. Walk-in Advising is designed for brief questions or concerns. It is first come-first served. Changes to the standard “walk-in” schedule listed below will be posted at the Student Affairs’ Offices:

<table>
<thead>
<tr>
<th>M – F</th>
<th>11:00am – 12:00 pm</th>
<th>Wolfe Center HEB 155</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>1:00 pm – 5 pm</td>
<td>Wolfe Hall 1227 Skype</td>
</tr>
</tbody>
</table>

**PharmD and BSPS Curricula**
PharmD Curriculum
[http://www.utoledo.edu/pharmacy/academic_programs/pharmdprogram/entryphd.html](http://www.utoledo.edu/pharmacy/academic_programs/pharmdprogram/entryphd.html)

BSPS Curricula (All Majors)
[http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bspharmsci.html](http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bspharmsci.html)

**PharmD Experiential Education**
The Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are designed to provide active learning and are an extension of the information learned throughout the PharmD didactic curriculum. Both IPPEs and APPEs involve student participation and service in a variety of settings with an emphasis on the community and institutional pharmacy settings. Students have the opportunity to apply information learned throughout their coursework and experience different pharmacy settings. By completing the IPPE and APPE experiences, students have the opportunity to
develop professionally in the field of pharmacy, receive hands-on training in many pharmacy career areas, practice with experienced pharmacists, and gain appreciation for the roles of other members of the healthcare team.

- Advanced Pharmacy Practice Experience (APPE) Program
- Introductory Pharmacy Practice Experience (IPPE) Program
- Preceptor Training
- Education Management System (EMS)
- Contact Information
- Pharmacists’ Letter

IPPEs are started during the first year of the professional division of pharmacy (P1 year) and continued through the second and third years of the professional division (P2 and P3 years). APPEs are completed throughout the final year of the PharmD curriculum (P4 year) and build upon the information and skills learned throughout the P1-P3 years. For further information regarding the structure, purpose and goals of IPPEs and APPEs, please visit the links above.

**Intern License**
Ohio internship licensing information will be provided to all new P1 students at a class meeting following acceptance into the PharmD program. Contact info for licensing questions in Ohio:

Ohio State Board of Pharmacy
77 S. High Street, 17th Floor
Columbus OH 43215-0320
Phone: #614.466.4143

**WEBSITES FOR STATE BOARD APPLICATION FORMS**
- Practical Experience Affidavit—http://pharmacy.ohio.gov/PracExpAff-0103-0404.pdf

**MICHIGAN Intern Application Packet** (Internship Training Affidavit included)
**Pharmacy Preceptor Application**
**Pharmacist Licensure Application**
BSPS Internship

All BSPS students must complete a 10-week internship placement at the end of the third year of study. The internship is designed to provide practical, real-world experience in the student's field.

Academic Performance Standards

Please refer to the UT Policy web site for additional information on academic policies. 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.

For all undergraduate students in the professional division of the bachelor of science in pharmaceutical sciences, pharmacology/toxicology, medicinal and biological chemistry, pharmaceutics, pharmacy administration and cosmetic science majors in the College of Pharmacy and Pharmaceutical Sciences:

a) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater at the end of any semester will automatically be placed on probation.

b) Any student who fails to achieve a semester or cumulative GPA of 1.0 or greater at the end of any semester will automatically be placed on probation, will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee, and may be suspended (see section on suspension below) from the University without a preliminary probationary semester.

c) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater for any two of three consecutive semesters in attendance will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee, and may be suspended (see section on suspension below) from the University.

d) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.
For students entering into the professional division (P1-P2) of the BSPS PharmD major program:

a) Students must maintain a cumulative pharmacy core-curriculum GPA of 3.0. Beginning in the first year of the professional division, students whose semester or cumulative pharmacy core-curriculum (see below) GPA falls below 3.0 will be given an academic warning. A student with two or more consecutive semesters with a semester or cumulative pharmacy core-curriculum GPA of less than 3.0 will be placed on probation and undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that may result in dismissal from the PharmD program.

b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the PharmD curriculum (i.e., courses for which grades of less than a C are earned must be repeated).

c) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.

d) To assure matriculation into the post BSPS portion (P3-P4) of the PharmD curriculum, students must have an undergraduate cumulative pharmacy core-curriculum GPA of 3.0 or better and earned a C or better in all pharmacy core-curriculum courses. Students failing to achieve these two requirements will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that, if it does not result in the student's dismissal from the PharmD program, will most likely result in the student needing to enhance his/her undergraduate academic performance prior to being matriculated into the post BSPS portion (P3-P4) of the PharmD curriculum.

For students entering the post BSPS portion (P3-P4) of the PharmD curriculum:

a) Students must maintain a pharmacy core-curriculum cumulative GPA of 3.0. This pharmacy core-curriculum cumulative GPA will be computed beginning from the first semester of the post-bachelor of science in pharmaceutical sciences course work and will include all post-BSPS-level pharmacy courses and pharmacy approved electives (those listed below or those preapproved by College of Pharmacy and Pharmaceutical Sciences Curriculum Committee). Beginning in the Fall semester of the P3 year, students whose semester pharmacy core-curriculum GPA falls below 3.0 will be given an academic warning. Students whose pharmacy core-curriculum cumulative GPA falls below 3.0 (beyond the Fall semester of the P3 year) will be placed on probation and allowed one semester to restore their GPA to a cumulative
pharmacy core-curriculum level of 3.0 or better. A student with two or more consecutive semesters with a pharmacy core-curriculum semester (this may include P2 Spring semester, but will not include the P3 Summer Semester) or cumulative pharmacy core-curriculum GPA of less than 3.0 will undergo a record review by the College of Pharmacy and Pharmaceutical Sciences Academic Performance Committee that may result in dismissal from the PharmD program.

b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the PharmD curriculum (i.e., courses for which grades of less than a C are earned must be repeated).

c) Refer to "Experiential Performance Standards" for policies concerning students who fail to pass an Advanced Pharmacy Practice Experience (APPE). A grade of "Unsatisfactory" in any APPE will not have a negative impact on a student's post baccalaureate GPA, however.

GPA Recalculation Policy For Repeated Courses In The Post-Baccalaureate Component (P3-P4) of The PharmD Program:

Students within the P3-P4 years of the PharmD program who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. **However, no grade is removed or erased from a transcript by retaking a course and having the GPA recalculated.**

Credit will only be awarded once for repeated courses. All course grades for all attempts will appear on the student’s official transcript regardless of whether the grade has been deleted. **If a grade has been deleted, that grade will not be used in determining the UT grade point average.** However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. A copy of the approved petition will become part of the student’s permanent record file.

A student may petition to have a grade of less than B (<3.00) for required P3-P4 level non-Advanced Pharmacy Practice Experience (APPE) courses* excluded from UT GPA computation under the following conditions:

1. Before petitioning, a student must have retaken the **same course** (or the renumbered substitute for that course) in the same department at The University of Toledo and earned a grade of B (3.00) or higher in the course retaken. If a grade of B (3.00) or higher is not earned when the course is retaken, grades from both attempts will be included in the GPA calculation.
2. No more than two courses, regardless of credit hours, may be deleted from the student’s transcript.

3. This policy applies only to the first recorded grade in a course that a student has repeated.

4. If a student retakes three or more courses, he/she may elect which courses to petition for GPA recalculation. Once the petition is approved, the choice of courses is final and may not be changed.

5. A course may only be petitioned once for GPA recalculation.

6. The GPA recalculation allowances provided by this policy are in addition to any GPA recalculation allowances that students may have used during the baccalaureate portion of their PharmD program.

*Required P3-P4 Level Non-APPE Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>MBC 5300</td>
<td>PHPR 5300</td>
<td>PHPR 6120</td>
<td>PHPR 6160</td>
<td>PHPR 6280</td>
<td>PHPR 6610</td>
</tr>
<tr>
<td>MBC 6320</td>
<td>PHPR 6070</td>
<td>PHPR 6130</td>
<td>PHPR 6250</td>
<td>PHPR 6310</td>
<td>PHPR 6920</td>
</tr>
<tr>
<td>PHCL 6320</td>
<td>PHPR 6080</td>
<td>PHPR 6140</td>
<td>PHPR 6260</td>
<td>PHPR 6340</td>
<td>PHPR 8620</td>
</tr>
</tbody>
</table>

Graduation

Graduation requirements for Doctor of Pharmacy: Must have a cumulative post-baccalaureate GPA of 3.0 or better and earned a "C" grade or better in all post-baccalaureate pharmacy core-curriculum courses.

University Graduation, deadlines for application, and general information:
http://www.utoledo.edu/commencement/ and
http://www.utoledo.edu/offices/registrar/commencement.html

Application for Graduation:
http://www.utoledo.edu/offices/registrar/pdfs/GraduationApplication.pdf
College of Pharmacy and Pharmaceutical Sciences Graduation information and dates:
http://www.utoledo.edu/pharmacy/current/Graduation/graduation.html
Registration and Records

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.

FERPA PRIOR CONSENT FORM FOR MEETINGS
http://www.utoledo.edu/offices/registrar/pdfs/FERPAconsent.pdf

HIPPA
University of Toledo College of Pharmacy and Pharmaceutical Sciences students agree to protect the confidentiality of patient information in accordance with the HIPPA requirements. For complete information please connect to the following website:
http://www.utoledo.edu/pharmacy/current/Experiential/APPE.html
Course Registration

**HOW TO ADD A CLASS**

<table>
<thead>
<tr>
<th>During Early or Open Registration</th>
<th>During Early or Open Registration</th>
<th>After Semester Begins (Late registration fee may apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the class is open:</strong></td>
<td><strong>If the class is closed:</strong></td>
<td><strong>First 5 days of the term</strong>, register at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a>.</td>
</tr>
<tr>
<td>1. Register for the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a> or in person in Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
<td>1. Print a Course Request Form <a href="http://www.utoledo.edu/offices/registrar/pdfs/courserequest.pdf">http://www.utoledo.edu/offices/registrar/pdfs/courserequest.pdf</a> or pick up the form in the Office of Student Affairs (WOLFE HALL1227/HEB155) or Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
<td>2. <strong>As of 6th day of term</strong>, print a Course Request Form <a href="http://www.utoledo.edu/offices/registrar/pdfs/courserequest.pdf">http://www.utoledo.edu/offices/registrar/pdfs/courserequest.pdf</a> or pick up the form in the Office of Student Affairs (WOLFE HALL1227/HEB155) or Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
</tr>
<tr>
<td>2. Registration priority times are determined by the student’s earned hours. These times can be found at <a href="http://www.utoledo.edu/offices/registrar/registration_dates.html">http://www.utoledo.edu/offices/registrar/registration_dates.html</a></td>
<td>2. <strong>Ask</strong> the instructor if he/she will sign you into the closed class. If not, you must pick another section or class.</td>
<td>3. <strong>Ask</strong> the instructor if he/she will sign you into the class. If not, you must pick another section or class.</td>
</tr>
<tr>
<td>3. If the instructor signs the form, take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<td>3. If the instructor signs the form, take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<td>4. If the instructor has signed the form, you must also get the Dean’s designee’s signature on the form (WOLFE HALL1227/HEB155).</td>
</tr>
<tr>
<td><strong>After Semester Begins (Late registration fee may apply)</strong></td>
<td>5. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<td>6. <strong>As of the 15th day of the term</strong>, print a Request for Non-Funded Late Registration Form <a href="http://www.utoledo.edu/offices/registrar/pdfs/Request_for_NON_FUNDED_LATE_RE.pdf">http://www.utoledo.edu/offices/registrar/pdfs/Request_for_NON_FUNDED_LATE_RE.pdf</a></td>
</tr>
<tr>
<td>7. Obtain the signatures of the instructor, Assoc. Dean, and the appropriate Provost/Chancellor (UH3340/MLB0213).</td>
<td>7. Obtain the signatures of the instructor, Assoc. Dean, and the appropriate Provost/Chancellor (UH3340/MLB0213).</td>
<td>8. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
</tr>
</tbody>
</table>
Make sure to check for holds at [http://myut.utoledo.edu](http://myut.utoledo.edu) before you attempt registration.

**Waitlisting**

Students who attempt to register for a class that is full or 'closed' may put themselves on a waiting list. When an open seat becomes available, an email will be sent to the next student in the Waitlist queue via their student rocket email address.

The student will have 24 hours from the delivery of the email to add the class.

Waitlisting will be available to students until 10 p.m. on the evening prior to the start of the semester.

Additional information can be found at: [http://www.utoledo.edu/offices/registrar/waitlisting.html](http://www.utoledo.edu/offices/registrar/waitlisting.html).

**Schedule of Classes**
For the most up-to-date course info, go to: [http://www.utoledo.edu/offices/registrar/sch_classes.html](http://www.utoledo.edu/offices/registrar/sch_classes.html).

**Tuition Rates, Fees & Policies**
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: [http://www.utoledo.edu/offices/treasurer/finance_brochures.html](http://www.utoledo.edu/offices/treasurer/finance_brochures.html).

**Academic Course Overload**
A student who wishes to enroll for more than 21 semester hours in the fall or spring semester, or 16 hours during the summer semester must obtain a signature from the Associate Dean of Student Affairs.
**HOW TO EXIT A CLASS**

<table>
<thead>
<tr>
<th>Continuous Registration through 15th day of term</th>
<th>After 15th day of term but before the end of the 10th week of classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Web Drop the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a></td>
<td>1. Obtain a withdrawal form in Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) or print one from <a href="http://www.utoledo.edu/offices/registrar/pdfs/PetitionForOfficialWithdrawal.pdf">http://www.utoledo.edu/offices/registrar/pdfs/PetitionForOfficialWithdrawal.pdf</a> These forms are not available in the Office of Student Affairs.</td>
</tr>
<tr>
<td>2. Or fill out a Course Request Form at Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
<td>2. Instructor and/or advisor signatures are NOT required. However, please inform your advisor at your next advising session that you have withdrawn from the course.</td>
</tr>
<tr>
<td>3. Instructor and/or advisor signatures are NOT required.</td>
<td></td>
</tr>
</tbody>
</table>

★If you fall below full-time status (12-16 hrs) as a result of exiting a class, you may lose your financial aid and/or be taken off your family’s health insurance. Make sure to research the ramifications of exiting a class before you do so.

**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.

Invalidation
Effective Fall semester 2012, students may be removed from all classes and housing they are registered for if they have an outstanding balance and have not made the appropriate payment arrangements. Please refer to the Treasurer's Office Web site for further information and payment deadlines. It is essential that students be proactive in registering and attending those courses they can pay for and expect to complete. It is the student’s responsibility to drop or withdraw from unwanted courses before there is a negative academic and financial impact. Students with unsettled treasurer bills will not be able to register for future semesters.
Refunds

Refunds are prorated. Refer to the refund schedule at http://www.utoledo.edu/offices/registrar/registration_dates.html

Grades

**WHAT CERTAIN GRADES MEAN AND WHAT TO DO ABOUT THEM**

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

*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, math 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 (www.catalog.utoledo.edu).

**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.**
HOW TO CALCULATE YOUR GPA’S

DEFINITIONS OF TERMS USED TO CALCULATE GRADE POINT AVERAGES (GPA’S):

Grade Values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

NO OTHER GRADES (PS, NC, W, PR) ARE USED IN CALCULATING A GPA.

GPA Hours: Credit hours of courses for which a grade value was assigned (see grade value chart above.)

Quality Points: Number of points earned for a course (credit hours are multiplied by the grade value for each course).

HOW TO CALCULATE A SEMESTER GPA:

1. Multiply the number of credit hours for each course by the grade value for each grade to determine the quality points.

For example:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>GRADE TYPE</th>
<th>GRADE</th>
<th>EARNED HOURS</th>
<th>GPA HOURS</th>
<th>GRADE VALUE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1110</td>
<td>G/NC</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>x</td>
<td>3.00</td>
</tr>
<tr>
<td>CHEM1200</td>
<td>PS/NC</td>
<td>PS</td>
<td>1</td>
<td>0*</td>
<td>x</td>
<td>0.00*</td>
</tr>
<tr>
<td>CHEM1230</td>
<td>Normal</td>
<td>A-</td>
<td>4</td>
<td>4</td>
<td>x</td>
<td>3.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Totals

*The PS grade for Problem Solving in General Chemistry (CHEM1200) has no grade value; therefore, there are no quality points earned for that course. The hours are counted only as earned hours on the transcript, not as GPA hours.

2. Divide the total quality points by the total GPA hours to determine the GPA for the semester.

a. In the example above, the total quality points (23.68) would be divided by the total GPA hours (7). Thus, the semester GPA would be 3.383 (23.68 divided by 7).
HOW TO CALCULATE A CUMULATIVE GPA:

1. **Add** the total quality points for all semesters. Then **add** the total GPA hours for all terms.

2. **Divide** the quality points by the GPA hours to determine the cumulative GPA for all coursework taken at The University of Toledo.

HOW TO CALCULATE A SCIENCE GPA:

1. **Add** the total GPA hours for BIOL2150, BIOL2170, CHEM1230, CHEM1240, CHEM2410, MATH1750, PHCL2600, PHYS 1750 or PHYS 2070 (should total 31 or 32 hours depending on which physics was taken).

2. **Add** the total quality points for these same eight (8) courses. Remember to use the better grade of the first two attempts if any of these eight (8) science courses were repeated.

2. **Divide** the quality points by the GPA hours to determine the science GPA.

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).

CLASS RANK/STANDING

The University of Toledo ranks students based upon the number of semester hours earned (successfully completed); the College of Pharmacy and Pharmaceutical Sciences identifies students by class standing.

UT:

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

CPPS:

- PP1 (1st-year pre-professional division) <30 earned hours
- PP2 (2nd-year pre-professional division) ≥30 earned hours, ≥2.5 cumulative GPA, and enrolled in PHCL2600, Functional Anatomy & Pathophysiology
- P1 (1st-year professional division) ≥63 earned hours and officially accepted*

*Only students accepted into the professional division are permitted to enroll in 3000-level or higher courses in the College of Pharmacy and Pharmaceutical Sciences (MBC, PHPR and PHCL).
Changing Personal Information (Name, Phone, Address, Email, Etc)

It is imperative that the University and the College of Pharmacy and Pharmaceutical Sciences Student Affairs Office 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. For name changes, it is very important that you also contact the Student Affairs Office (419.530.2010 or WOLFE HALL 1227/ 383.1904 HEB 155). Failure to keep this information up to date may result in delayed, misdirected, or lost correspondence.

UTAD Email
Effective June 1, 2006 all registered students will have a UTAD email account created for them (if one does not already exist) and the default Firstname.Lastname@rockets.utoledo.edu will be assigned to that account. All official email communications from the University to students will be sent to this address. It is your responsibility to check this account regularly. Mail will no longer be forwarded to an outside “preferred email address”. If you have any questions or if you need technical assistance, please contact the EIT Help Desk at 419.530.2400 or eitservice@utoledo.edu.

Safety:

UT Alert Information
UT Alert is an emergency notification system for The University of Toledo. 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. Below are the University of Toledo’s policies and procedures on the use of the UT ALERT Emergency Notification System.

https://stuweb00.utoledo.edu/redalert/

Police/Fire/Medical Response – for Main Campus, Scott Park Campus and Health Science Campus

Call 419.530.2600

Non-emergency (including Lost & Found) – for Main Campus

Call 419.530.2601

Night Watch (Escort Service) Call 419.30.3024
Registrar Forms

All of the following forms can be accessed at:
http://www.utoledo.edu/offices/registrar/forms.html

- Administrative Adjustment Petition
- Concurrent Enrollment Form
- Course Request & Seminar Request Form
- Credit by Exam Form
- GPA Recalculation Form (Grade Deletion)
- Graduation Application
- Letter Request (HSC students only)
- Name Change Application
- Pass/No Credit Grade Petition
- Petition for Academic Forgiveness
- Replacement Diploma Application
- Request for Non-funded Late Registration
- Selective Service Statement
- Transcript Request Form
- Withdrawal Form

Financial Aid

The Office of Student Financial Aid offers a variety of services and programs at
http://www.utoledo.edu/financialaid/. Students can determine their eligibility to apply by reviewing the checklist at http://www.utoledo.edu/financialaid/apply.html.

Scholarships and awards (not offered through the College of Pharmacy and Pharmaceutical Sciences) can be viewed at http://www.utoledo.edu/financialaid/scholarships/index.html.

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.

College Scholarships

The on-line scholarship application for the UT College of Pharmacy and Pharmaceutical Sciences can be found at: http://www.utoledo.edu/pharmacy/current/scholarships.html. The application is typically available during the end of the fall semester of each academic year.
Student Organizations
http://www.utoledo.edu/pharmacy/current/studentorganizations.html

Following is a list of the CPPS Student Organizations. Students must be in good standing to hold an office.

American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP)
Alpha Zeta Omega (AZO) American Association of Pharmaceutical Scientists(AAPS)
Kappa Psi, Beta Lambda chapter
Lambda Kappa Sigma (LKS)
Pharmacy Student Ambassadors
Pharmacy Student Council
Preprofessional Organization (PPO)
Phi Lambda Sigma
Rho Chi Honor Society
Student National Pharmaceutical Association (SNPhA)
Student Society of Health System Pharmacists (SSHSP)

Resources

Health Science and Main Campus Services
http://issuu.com/utcp/docs/onefuture

Undergraduate Research Opportunities & Faculty Research Interests
http://www.utoledo.edu/pharmacy/Research/index.html

University of Toledo Catalog
http://www.utoledo.edu/catalog/

University Student Handbook
http://www.utoledo.edu/studentaffairs/pdfs/handbook.pdf