

COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES (CPPS)

2025–2026

Updated: 9/17/2025

PRE-PHARMACY (PREP)

STUDENT HANDBOOK

2025–2026



COLLEGE OF PHARMACY

THE UNIVERSITY OF TOLEDO

Due to necessary revisions, a saved or printed copy of the Student Handbook may become outdated.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

Introduction

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

There are three separate Student Handbooks for distinct student populations: Doctor of Pharmacy (PharmD), Bachelor of Science in Pharmaceutical Sciences (BSPS) and Pre-Pharmacy (PREP).

The PREP Student Handbook (the “Handbook”) has been compiled as a reference for students to use during their pre-pharmacy course of study in the CPPS. It is designed to be used in conjunction with the College website, the Pharmacy tab on the myUT portal, and other resources available to students. Students are responsible for reviewing, understanding, and complying with the policies, procedures, and requirements as defined in the Handbook.

The content of the Handbook is subject to change. All changes are effective at such times the proper authorities determine and apply to matriculated students. Any questions regarding the information in this PREP Student Handbook, particularly with regard to perceived conflicts with other publications, should be directed to the Office of Student Affairs (CPPSadvicing@utoledo.edu or Wolfe Hall 1227).

THE UNIVERSITY OF TOLEDO
COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES
PRE-PHARMACY
STUDENT HANDBOOK

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Section 1: College of Pharmacy & Pharmaceutical Sciences Directory

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

College Administration (HSC)

Name	Title	Phone	Office	Email
Pam Heaton	Dean	419.383.1997	HEB145 Frederic and Mary Wolfe Ctr.	Pam.Heaton@utoledo.edu
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Liyanaaratchige Tillekeratne	Chair, Dept. of Medicinal and Biological Chemistry	419.530.1983	WO 2203 Wolfe Hall (MC)	Liyanaaratchige.Tillekeratne@utoledo.edu
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Susanne Nonekowski	Director of Drug Development and Design (DDAD)	HSC 419.383.1926 MC 419.530.1979	HEB 282A Frederic and Mary Wolfe Ctr. WO2831 Wolfe Hall	Susanne.Nonekowski@utoledo.edu
Gabriella Baki	Director of Cosmetic Science and Formulation Design (PCOS)	419.383.1973	HEB 114F Frederic and Mary Wolfe Ctr.	Gabriella.Baki@utoledo.edu
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Offices of Student Affairs and Admissions (HSC)

Name	Title	Phone	Office	Email
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Jing Meyer	Director of Student Services – Prof. Division	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	Jing.Meyer@utoledo.edu
Meghan Schumaker	Coordinator of PharmD Admissions	419.383.1904	HEB155 Frederic and Mary Wolfe Ctr.	Meghan.Schumaker@utoledo.edu
Robin Van Hoy	Director of Transfer Services and Recruitment	419.383.1992	HEB155 Frederic and Mary Wolfe Ctr.	Robin.VanHoy@utoledo.edu

Offices of Student Affairs and Admissions (MC)

Name	Title	Phone	Office	Email
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Gina Salazar	Enrollment Management Specialist	419.530.2010	Wolfe Hall 1227	Gina.Gass@utoledo.edu
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Bachelor of Science in Pharmaceutical Sciences (BSPS) Programs (HSC)

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PharmD Experiential Programs (HSC)

Name	Title	Phone	Office	Email
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Sherlette Hobbs	Prog. Accreditation Specialist (IPPE)	419.383.1944	HEB141 Frederic and Mary Wolfe Ctr.	Sherlette.Hobbs@utoledo.edu

CPPS Honors Program

Steven Peseckis	Director	419.704.6421	Wolfe Hall 2212	Steven.Peseckis@utoledo.edu
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Department of Medicinal and Biological Chemistry (HSC)

Name	Title	Phone	Office	Email
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Department of Pharmacy Practice (HSC)

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Ruby Wise	Program Accreditation Specialist	419.383.1922	HEB141	Ruby.Wise@utoledo.edu

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

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

Section 2: College Mission, Vision, Goals and Values

Mission Statement

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

Vision Statement

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

Goals

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

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

Core Values

The College is committed to promote a culture that values:

- Our students, alumni, staff, preceptors 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 Professionalism Pledge

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

STUDENTS

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

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

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

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

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

FACULTY

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

We pledge to value our role as mentors to students. In doing so, we will maintain the highest professional standards in our interactions with students, colleagues, staff and patients.

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

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

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

We will not tolerate abuse or exploitation of our students.

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

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

Section 3: Admission to the College

Non-Discrimination Policy

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

<https://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-02.pdf>

Direct-from-High School Students

The minimum criteria for Direct-from-High School students are:

- If applying without test scores: a high school grade point average (GPA) of 2.50
- if applying with tests scores: 2.0-2.49 GPA and a 20 ACT or 1030 SAT score

All undergraduate students in the CPPS will be considered pre-pharmacy students until admitted to the professional division of the PharmD or BSPS programs. For the entry-level PharmD and the BSPS programs, the CPPS limits student enrollment into the professional division (P1 year) in accordance with its facilities.

GED Students

Applicants with GED average standard score of 480 will be eligible for admission into the CPPS.

Direct Admission Students

Academically exceptional high school graduates may be offered direct admission to the professional division of the PharmD program. Automatic admission to the P1 year of the curriculum will be contingent on successful completion of the pre-pharmacy curriculum, while meeting specific academic standards.

Early Admission Students

Academically exceptional first-year students who are enrolled at UT may be offered early admission to the professional division of the PharmD program. Automatic admission to the P1 year will be contingent on successful completion of the pre-pharmacy curriculum while meeting specific academic standards.

Change-of-College Students

In order for a student to change from another college within UToledo to the CPPS, the student must have a UT cumulative grade point average (GPA) of at least 2.5 and be in good standing at the University.

Eligible UToledo students (seeking change of college into CPPS) may progress directly into the professional division of the BSPS program by completing a progression review form.

Transfer Students

In order for a student to transfer from other universities into the pre-pharmacy programs of the CPPS, the student must have a higher education cumulative grade point average (GPA) of at least 2.5 (this is based on all letter grades attained at all institutions of higher learning and uses the point average scale of A equaling 4 points), be in good standing at the university, and be eligible to return. The student may be required to take placement tests in chemistry and/or math. Students with course work from non-Ohio institutions will be evaluated on an individual basis. The student may be asked to supply course descriptions and syllabi so that course equivalencies can be determined.

PharmD

Transfer students who wish to apply to the professional division of the PharmD program

are required to submit a PharmCAS application and meet all application and matriculation qualifications. Please see the UT CPPS PharmCAS web directory <https://www.pharmacas.org/node/32/webform/submission/133> or contact the Director of Transfer Services and Recruitment for more information.

BSPS

Transfer students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details.

TOEFL Requirements

PharmD

All international students are required to submit an internet-based TOEFL (iBT) meeting the following preferred minimum criteria prior to admission to the professional division of the PharmD program:

- Preferred total score of greater than or equal to 80 iBT, *and*
- Preferred score of greater than or equal to 18 in each of the four sub-categories of the iBT (reading, listening, speaking, and writing).

PREP and BSPS

International students entering as PREP students or directly into the BSPS program will follow The University of Toledo's TOEFL requirements.

Note that PREP students planning to eventually apply to the PharmD must meet the TOEFL requirements for that program prior to application.

ADMISSIONS CRITERIA

There are many avenues to enter the Professional Division programs. Care should be taken to follow the specific instructions for the program and year in which the student wishes to enter the professional division. Contact a pre-pharmacy advisor for guidance as needed.

General Criteria for Progression to the Professional Division of the Bachelor of Science in Pharmaceutical Sciences

The CPPS offers a four-year Bachelor of Science in Pharmaceutical Sciences (BSPS) degree to prepare students for a variety of careers in the pharmaceutical and biotechnological industries.

Students seeking the degree will need to complete two years of required pre-pharmacy coursework prior to entering the professional division. Following the completion of a core set of required courses, students will undergo a progression review at the completion of their second year. UT students must fill out a [BSPS Progression Review form](#) to initiate this review. Forms are available under the Pharmacy tab in the myUT portal.

Eligible UT (non-CPPS) or transfer students may progress directly into the professional division of the BSPS program. Students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details. The [BSPS Progression Review form](#) is available under the Pharmacy tab in the myUT portal.

Students are admitted to the professional division for the fall semester only.

Students must also have a minimum cumulative grade point average (GPA) of 2.5. Students with a cumulative GPA <2.5 can be reviewed by program administrators. Decisions may be made to admit, to admit conditionally, or to deny progression until the minimum GPA is achieved.

For final progression into the professional division, the following courses (or their equivalents) must be successfully completed:

CODE	TITLE	HOURS
BIOL 2170	Fundamentals of Life Science: Biomolecules, Cells, and Inheritance	4
BIOL 2180	Fundamentals of Life Science Laboratory: Biomolecules, Cells, and Inheritance	1
CHEM 1230	General Chemistry I	4
CHEM 1240	General Chemistry II	4
CHEM 1280	General Chemistry Lab I	1
CHEM 1290	General Chemistry Lab II	1

CHEM 2410	Organic Chemistry I	3
CHEM 2420	Organic Chemistry II	3
CHEM 2460	Organic Chemistry Laboratory I for Non-Majors	1
CHEM 2470	Organic Chemistry Laboratory II for Non-Majors	1
MATH 1750 and MATH 1760 or MATH 1850	Calculus For The Life Sciences With Applications I Calculus For The Life Sciences With Applications II <i>Single Variable Calculus I</i>	7 (or 4)
MATH2600 or MATH2640	Introduction to Statistics <i>Statistics for Applied Science</i>	3
CODE	TITLE	HOURS
PHCL 2610 or EXSC 2560 and EXSC 2570	Introductory Physiology <i>Anatomy and Physiology I</i> <i>Anatomy and Physiology II</i>	3 (or 6)
PHYS 1750 or PHYS 2070	Introduction to Physics <i>General Physics I</i>	4 (or 5)
ENGL 1110 or 1010	College Composition I	3
ENGL 1130 or 2950	College Composition II: Academic Disciplines and Discourse <i>or</i> Science and Technical Report Writing	3

General Criteria for Admission to the Professional Division of the Doctor of Pharmacy (PharmD)

Success as a pharmacist requires excellence in academic performance in addition to well-developed verbal and written communication skills. Therefore, the College uses several measures to evaluate these attributes in applicants. The admissions process is based on a holistic review that is in alignment with the College mission.

Students are admitted to the professional divisions for the fall semester only. 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.

Social Security Number Requirement

In order to obtain a valid intern license for the PharmD program, students are required to have a U.S. Social Security Number (SSN). International students should do this as early as possible during their PREP years. Directions can be found in the Office of International Student Services or at <http://www.utoledo.edu/cisp/international/SSN.html>.

PharmCAS

The University of Toledo utilizes The Pharmacy College Application Service (PharmCAS), a centralized application system. Recommendations by Evaluators must also be submitted as a component of the PharmCAS application. These Evaluators may be professors, employers, clergy, close family friends and health professionals (pharmacist, dentist, and physician), or others. Evaluators may not be relatives or University of Toledo CPPS faculty or staff. For additional information, contact CPPSadvising@utoledo.edu.

Admissions Pathways

There are several pathways for application to the PharmD program.

For more information about how to apply go to: <https://www.utoledo.edu/Programs/pharmd/how-to-apply/>

Section 4: Undergraduate, Professional and Graduate Academic Programs of Study

Accreditation Statement (PharmD)

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

Programs in CPPS

The CPPS prepares students for careers in the pharmaceutical sciences and the profession of pharmacy. It offers the Doctor of Pharmacy (PharmD) degree, Bachelor of Science in Pharmaceutical Sciences (BSPS) degree, Master of Science (MS), as well as Doctor of

Philosophy (PhD) in Pharmaceutical Sciences degrees. Those who enter the profession of pharmacy provide direct patient care services. Those who do not seek professional licensure as pharmacists may pursue careers related to the pharmaceutical industry, pharmaceutical science and research, pharmacy administration and sales, the biomedical industry, the personal products industry, forensic science, as well as health-care administration.

Details and curricula for these degrees can be found in the CPPS catalog <https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/degrees-programs-offered/> and in the PharmD or BSPS Student Handbooks.

Changes to Curriculum

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

Course Registration Restrictions

The only pharmacy courses a pre-pharmacy student is permitted to take through the CPPS are:

CODE	TITLE	HOURS
PHPR 1000	Orientation	1
PHPR 2020	Careers in Cosmetic Science	1
PHPR 2040	Introduction to Cosmetic Science	1
PHCL 2220	Drugs, Medicine and Society	3
PHCL 2610	Introductory Physiology	3
PHCL 2900	Pharmacology Research Introduction	1-3
MBC 2960	Undergraduate Research	1-6

Only students admitted to the professional division will be allowed to take 3000- or 4000-level courses in the college.

Pre-Pharmacy (PREP) Requirements

In the first two years of the Bachelor of Science in Pharmaceutical Sciences program, students will be broadly trained in the arts, humanities and social sciences – although the natural sciences will receive emphasis. The pre-pharmacy curriculum of the CPPS is equivalent for the PharmD and the BSPS degrees. Courses may or may not be taken in the order below. Please work with your advisor on your individualized plan of study. Placement in math and chemistry will determine if additional hours are required to meet prerequisites.

FIRST TERM		Hrs.
<i>Fall 1st Year</i>		
PHPR 1000 ¹	Orientation ¹	1
MATH 1750 or MATH 1850	Calculus for the Life Sciences with Applications I <i>Or Single Variable Calculus I</i>	4
CHEM 1230	General Chemistry I	4
CHEM 1280	General Chemistry Lab 1	1
UT Core Requirement (ENGL 1110 College Comp 1 or equivalent)		3
UT Core Requirement (Social Sciences Core) ²		3
Hours		16
SECOND TERM		
<i>Spring 1st Year</i>		
MATH 1760	Calculus for the Life Sciences II (or equivalent) *	3
CHEM 1240	General Chemistry II	4
CHEM 1290	General Chemistry Lab II	1
BIOL 2170	Biomolecules, Cells, and Inheritance	4
BIOL 2180	Biomolecules, Cells & Inheritance Lab	1
UT Core Requirement (ENGL 1130 or 2950)		3

		Hours	16
THIRD TERM			
<i>Fall 2nd Year</i>			
PHPR 2000 ¹	Introduction to Pharmacy & Pharmaceutical Sciences II		1
CHEM 2410	Organic Chemistry I		3
CHEM 2460	Organic Chemistry Lab I for non-majors		1
PHYS 1750 ¹	Introduction to Physics (or equivalent)*		4
MATH 2600	Introduction to Stats (or equivalent)*		3
UT Core Requirement (Multicultural Diversity of US) ²			3
UT Core Requirement (Arts/Humanities Core) ²			3
		Hours	18
FOURTH TERM			
<i>Spring 2nd Year</i>			
CHEM 2420	Organic Chemistry II		3
CHEM 2470	Organic Chemistry Lab II for non-majors		1
PHCL 2610	Intro to Physiology (or equivalent)		3
UT Core Requirements (Social Sciences Core) ECON 1200 required for COS ²			3
UT CORE Requirement (Arts/Humanities Core) ²			3
UT Core Requirement (Multicultural Non-US Diversity) ²			3
		Hours	16
		Total Hours	66

¹Only offered during fall semesters.

²If double-dip, PREP course load reduced by 3 hours. Minimum of 60 earned hours required prior to PharmD P1 (professional year one).

Pharmaceutical Sciences (BSPS) Majors

In response to the increasing demand for scientists, researchers, administrators, and professional sales representatives in the pharmaceutical fields, The University of Toledo CPPS offers the BSPS as one of the first in Ohio. The BSPS degree is a four-year baccalaureate program. Pharmaceutical sciences represent the collective basic sciences that underlie pharmacy.

This degree program is designed for students who wish to pursue careers related to pharmaceutical science and research, , , biomedical science,, product formulation and testing , forensic science, clinical and regulatory affairs, technical writing,, , product marketing and sales, and healthcare administration. It also prepares students to pursue graduate studies or enter professional schools including medicine, dentistry, law and physician assistant programs. Our graduates are in high demand because of their unique training and preparation.

During the professional division of the BSPS degree program (i.e.,the final two years of the program), students will complete specialized coursework and a required internship experience. Specifically, students will have the option to pursue one of two major options throughout the professional division of the BSPS degree program. Regardless of which major specialization students choose, a minimum of 120 semester hours is required for graduation for all BSPS non-PharmD majors. BSPS students choose one of two major options

The curriculum for each BSPS major option (and the PCOS minor) can be found under the Pharmacy tab in the portal in the Academic Resources section and in the college catalog:

1. [BSPS in Cosmetic Science and Formulation Design \(PCOS\)](#)
2. [BSPS in Drug Discovery & Design](#)
3. [Cosmetic Science Minor](#)

BSPS Double Major Option

- All program requirements for both majors have to be successfully fulfilled.
- Internship for both majors should be taken in different semesters.
- A minimum of 144 semester hours for any dual majors is required.

BSPS Internship

Both majors in the BSPS degree program require a 400-hour internship experience at a local, regional, national or international site. Most students complete their internship in the summer after their P1 year. Students are generally assigned to ongoing projects at the site and are evaluated on their performance by the site supervisor. A written internship paper, technical report, and/or presentation, along with the supervisor's evaluation, are submitted to the internship course instructor following completion of the experience.

Pharmacy Graduate Degree Programs

The CPPS offers several graduate degrees in the pharmaceutical sciences:

- Master of Science in Pharmaceutical Sciences degree with program options in: Pharmacology/Toxicology, Industrial Pharmacy, [Cosmetic Science and Formulation Design \(Online\)](#) as well as Health Outcomes and Socioeconomic Sciences
- Cosmetic Science and Formulation Design [Graduate Certificate Program](#)
- Master of Science in Medicinal Chemistry
- Doctor of Philosophy in Experimental Therapeutics
- Doctor of Philosophy in Medicinal Chemistry

Students should refer to the Graduate catalog and contact the CPPS for admission and curricular requirements.

There are also a number of dual degrees available:

- [BSPS/MS in Law with Regulatory Compliance - Early Admission/Bridge Program](#)
- [BSPS/MS in Medicinal Chemistry](#)
- [BSPS/MS in Pharmacology Toxicology](#)

Pre-Med or Other Pre-Professional Health Care Options

The BSPS degree program is an excellent educational choice for pre-med or any pre-professional health care pathway. Majoring in Drug Discovery and Design will provide a particularly strong foundation for health professions study.

The curriculum of the pre-pharmacy program for students planning to take the MCAT and apply to

medical school will require additional coursework. Consultation with an academic advisor and the Pre-Health Advising Center is strongly encouraged.

[Pre-Health Advising Center \(utoledo.edu\)](http://utoledo.edu)

Doctor of Pharmacy (PharmD)

Following admission to the professional division, the entry-level PharmD program students will complete a BSPS degree prior to more focused course work in pharmacotherapy and pharmaceutical care. Students in the entry-level PharmD track who have completed the BSPS 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 126.5 semester hours is required for graduation with the Bachelor of Science in Pharmaceutical Sciences-Pharm.D. track degree. A total of 69 graduate semester hours is required for graduation with the Pharm.D. degree.

Additional information can be found under the Pharmacy tab in the portal, in the Academic Resources section or in the college catalog [HERE](#).

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.

PharmD/MBA Dual Degree

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

PharmD/MBA Dual Degree Admissions

The admission process for the PharmD/MBA will require that students apply to each program separately. More specifically, students will apply during the P2 year of the PharmD program and be required to meet the admission requirements of the MBA program as administered by the COBI, and the same students will be required to apply and meet the P3 matriculation requirements of the PharmD program as administered by

the CPPS. GMAT is waived for the MBA application for PharmD students.

For further MBA admission information please refer to the COBI catalog: <https://catalog.utoledo.edu/graduate/business-innovation/>.

Residency Programs

The College of Pharmacy and Pharmaceutical Sciences has residency programs that provide outstanding opportunities for pharmacy graduates to advance their careers. The college offers residency opportunities in health systems pharmacy, community pharmacy, and managed care pharmacy.

Honors Program

Honors College (JSHC). Highly qualified students entering the University in the CPPS will be considered for entry into honors courses and honors sections of courses offered throughout the undergraduate curriculum. Decisions regarding entry of students into the Honors College will be made after evaluation of the honors application by the JSHC. During the first two years of study, the CPPS offers courses that orient the student toward the profession of pharmacy and the pharmaceutical sciences. Many honors students take much of their honors course work (required and elective courses) during the first two years of the curriculum.

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

The Bachelor of Science in Pharmaceutical Sciences with the Honors College medallion is attainable by all students who complete the current requirements. CPPS students in the JSHC honors program complete the Blue Track Honors Curriculum (with the Gold Track being optional). Specific details and requirements are outlined at <https://www.utoledo.edu/honors/curriculum.html>). Graduation with departmental honors is also available to students who are not members of the Honors College, but who meet departmental honors requirements. These departmental honors requirements are a GPA of 3.2 or higher and completion of eight hours of honors course work in one department, including the honors thesis and seminar.

Section 5: College Policies, Procedures and Expectations

Student Code of Professional Conduct

Statement and Purpose

The CPPS Student Code of Professional Conduct gives general notice of expected and prohibited conduct and of the sanctions to be imposed if prohibited 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 other involved parties. Please view the Student Code of Professional Conduct at this link: [Student Code of Professional Conduct < University of Toledo \(utoledo.edu\)](#)

Students and student organizations are required to engage in responsible social and professional conduct that reflects credit upon the 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 Student Progress 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

The CPPS Student Code of Professional Conduct, along with The University of Toledo document, "The Student Code of Conduct (see [The University Student Code of Conduct \(utoledo.edu\)](#)), applies to all students and student organizations of the CPPS. In areas of overlap, the CPPS policy supersedes “The University of Toledo Student Code of Conduct”.

[Academic and non-academic rules of student professional conduct](#) can be found on the web.

Technical Standards (PharmD)

The University of Toledo College of Pharmacy and Pharmaceutical Sciences is committed to equal access for all qualified applicants and students. Minimal Technical Standards for Admission, Matriculation, and Graduation state the expectations of all UT Pharm D students. The Standards provide information to allow a candidate to make an informed decision for application and are a guide to accommodation of students with disabilities. Academic adjustments can be made for disabilities in some instances, but a student must be able to perform in a reasonably independent manner. The use of a trained intermediary in a way that a candidate's judgment must be mediated by another's power of selection and observation is not acceptable. In the exceptional case, where either reasonable accommodation cannot be provided or adequate assurance of function obtained, admission may be denied or rescinded. *If accommodations are required, candidates should contact: Office of Accessibility and Disability Resources, studentdisability@utoledo.edu, 419-530-4981*

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.

Details about these essential skills needed to fulfill this requirement in the areas of 1) Observation and Hearing, 2) Communication, 3) Sensory/Motor, 4) Behavioral and Social Attributes, and 5) Conceptual, Integrative and Quantitative Abilities: see [technical standards](#).

Personal Fitness

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

Ethical Responsibility

The most serious offense with which pharmacy students may become involved is the misuse of and/or dependence upon dangerous drugs. The CPPS views the admitted or proven personal abuse of such drugs, their transmittal or sale to other individuals, or the use of drug documents to illegally obtain controlled or legend drugs as unprofessional conduct, which may result in dismissal from the CPPS. In addition, boards of pharmacy may revoke the internship license and/or deny licensure for various drug offenses. Drug abuse in any form and/or misuse of drug documents must be avoided.

Academic Responsibility

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

Attendance Requirements

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

Academic Performance Standards

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. [University Academic Performance Procedure](#)

PREP Academic Performance Standards

Good Academic Standing

- A minimum cumulative UT grade point average of 2.0.
- An undergraduate student must be in good academic standing to be eligible to graduate from UT.
- An undergraduate student must be in good academic standing to be an officer in a CPPS student organization.

Academic Alert

Students with less than 30 UToledo GPA hours and with less than a 2.0 UToledo cumulative GPA will receive an Academic Alert. An Academic Alert serves as an early alert to below-average academic performance. Students who receive an Academic Alert are required to enroll in a University-sponsored academic recovery program the following semester. The program is designed to provide students with the skills and support necessary to improve academically.

Academic Warning

Students will be placed on Academic Warning when their cumulative GPA has dropped below 2.0, and they have 30 or more UToledo GPA cumulative semester hours. In successive semesters, students with a cumulative UToledo GPA below 2.0 will remain on Academic Warning. Students will be removed from Academic Warning when their cumulative UToledo GPA is 2.0 or greater. A student on Academic Warning is required to fulfill requirements to remain eligible for registration. These requirements include, but are not limited to, participation in a University-sponsored academic recovery program, regular attendance in courses, utilizing University tutoring and/or other student success initiatives.

Academic Suspension

Students must be given a minimum of one semester on Academic Warning prior to being placed on academic suspension. Students may remain on Academic Warning as long as their semester GPA is above 2.0 and their cumulative GPA is below 2.0. If a student's semester GPA and cumulative GPA both fall below 2.0 after a semester on Academic Warning, a student may be suspended. Individual colleges or degree programs may establish an appeal process to allow students subject to suspension to continue their enrollment within that college or degree program. Individual colleges or degree programs may also choose to immediately accept students suspended from other colleges or degree programs provided that these students meet the transfer student admission requirements of that program.

Readmission and Subsequent Suspension

After serving the suspension term, students may petition for readmission to the degree program from which they were suspended. Each academic college or degree program will establish its own policies and procedures for acceptance of readmission petitions, reinstatement of suspended students, and the return of reinstated students to academic good standing. If the readmission is approved, degree programs and/or academic colleges may issue conditions that must be satisfied for students returning from suspension to continue their enrollment after readmission. Undergraduate students serving a suspension will not be allowed to take any courses at the University of Toledo. If a suspended student takes courses at another institution and wishes to petition for readmission to the University following the term of their suspension, then they must successfully petition for readmission and meet the transfer student admission requirements for the degree program in which they wish to continue their studies. Students who are granted readmission after their first suspension must maintain a term GPA of 2.0 or greater for each semester until they return to good academic standing and meet any additional conditions of the readmission agreement provided by the college or degree program. Students who fail to meet these conditions are subject to a second suspension from the University of Toledo and are not eligible for readmission for at least one calendar year. Students who are granted readmission after their second suspension must

maintain a term GPA of 2.0 or greater for each semester until they return to academic good standing and meet any additional conditions of the readmission agreement provided by the college or degree program. Students who fail to meet these conditions are subject to a third suspension from the University of Toledo and are not eligible for readmission for at least three years.

Section 6: University and Federal Policies and Procedures

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

<http://www.utoledo.edu/policies/>.

Prior Learning Assessment

Students may be eligible to receive college credit for knowledge and relevant work, volunteer, and life experiences through Prior Learning Assessment (PLA). More information can be found at [Prior Learning Assessment](#).

GPA Recalculation (Grade Deletion) Policy - Undergraduate

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 eighteen (18) semester hours of coursework taken in any UT college, may be excluded from the student's transcript. Find the Petition for GPA Recalculation on the myUT portal (Student Tab > My Records > Petition for GPA Recalculation). More information can be found at [GPA Recalculation Policy](#).

Deletions of grades are not done automatically. The process must be initiated by the student's filing of the petition. Upon submission, the request will be sent to the Registrar's Office. Students will receive a notification of the status of the request once it has been reviewed.

Inclement Weather or Other Emergency/Disaster

If severe weather or another type of emergency affects classes or University operations, the University will announce this information through the following channels:

- UT Alert notification system – register and update your contact information as needed through the UT Alert Registration/Update link in the myUT portal in the Student tab, My Other Resources;
- Rave Guardian smart phone app - download free from your app store;
- Website - visit myut.utoledo.edu, and utoledo.edu/weather for up-to-date (time-stamped) news;
- Social Media - UToledo on [Facebook](#) and [X \(formerly Twitter\)](#); and
- Local media outlets - TV and radio stations

The University is located in Lucas County and will close when Lucas County declares a “Level 3 Snow Emergency.” Please click [HERE](#) for more information and the complete policy. Continuity of Operations plan found by clicking [HERE](#).

Missed Class Policy

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

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

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

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

Please click [HERE](#) for more info and the complete Missed Class policy.

University Academic Dishonesty Policy

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

Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor’s advice. For more info and examples of academic dishonesty, please refer to: <http://www.utoledo.edu/dl/students/dishonesty.html>.

Incident Report

If you have experienced or witnessed an incident of bullying, discrimination and/or harassment at The University of Toledo please click here to [Report a Concern](#).

For emergency (medical/fire response, crimes in progress) call UToledo Police at 911.
For non-emergency call 419-530-2601.

University Student Code of Conduct

The CPPS adheres to all of The University of Toledo policies and procedures. Please refer to the UToledo Policy web site for additional information on academic and conduct policies governing all students enrolled at the University. In any case in which University, college and/or departmental policies conflict, the most stringent policy applies, unless waived by the college. Students should consult with the college for a complete listing of all policies and procedures specifically related to the CPPS. Refer to the [University Policies](#) that apply to all students.

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

University Title IX (Sexual Discrimination, Harassment or Assault) Policy

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr> .

Administrative Contact Information

Complaints or notice of alleged Title IX policy violations, or inquiries about or concerns regarding Title IX policy and procedures, may be made internally to:

Michelle McDevitt,
Director Title IX and Compliance & Title IX Coordinator Office of
Title IX and Compliance
2801W. Bancroft St. Mail
Stop 137
Toledo, OH 43606-3390
Snyder Memorial Hall 1120
(419) 530-4191
titleix@utoledo.edu
<https://www.utoledo.edu/title-ix/>

Inquiries may be made externally to:

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Notice or complaints of sex discrimination, sexual harassment and/or retaliation may be made using any of the following options:

- (1) File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other Official with Authority.
- (2) Report online, using the reporting form posted at https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=7

Anonymous reports are accepted but can give rise to difficulty investigating. The University

tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Reporting carries no obligation to initiate a formal response as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to the health and/or safety of the University community. The Complainant is largely in control due to this process being Complainant-driven.

(3) Report using the University Anonymous Reporting Hotline **1-888-416-1308**.

<https://www.utoledo.edu/offices/internalaudit/institutional-compliance/Anonymous%20Reporting.html>

For additional info and the policy, go to: [Incident Report \(utoledo.edu\)](#)

FERPA

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is a Federal Law giving students certain rights regarding the confidentiality of their educational records and can be found [HERE](#). Our official publication is the "[Confidentiality of Student Records](#)" and is available for review in the University Policy website.

The FERPA consent form for financial info can be found under My Accounts tab in the portal.

Proxy Access

Proxy Access provides a Proxy (the person authorized by the student) the ability to view specific student information on-line (e.g. unofficial academic transcript, midterm grades, final grades, etc.) The proxy link can be found under My Other Resources tab in the portal. A valid e-mail address is required to have a Proxy account created and to access the site.

Section 7: Student Services/Advising

CPPS 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 CPPS Office of Student Affairs is to provide current and prospective students with advising and support services that help to ensure their success in completing their College degree programs. The staff is dedicated to supplying the highest quality of "pharmacy student care" possible.

CPPS Student Organizations

Students must be in good standing to hold an office in a student organization. See this link below for more information:

<http://www.utoledo.edu/pharmacy/current/studentorganizations.html>

UToledo Student Organizations (Office of Student Involvement & Leadership)

[Organizations - Involvement Network \(utoledo.edu\)](#)

Computer Labs/Resource Centers

Main Campus: located in Wolfe Hall, room 1259

Health Science Campus: located in Health Ed Bldg, room 150A

Hours are posted on the doors. Both rooms are accessible only to students enrolled in CPPS. Key card access is required.

How to Calculate Grade Point Averages (GPA's) and Definitions of Terms:

Grade Values

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

NO OTHER GRADES (PS, NC, IN, 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:

COURSE	GRADE TYPE	GRADE	EARNED HOURS	GPA HOURS	GRADE VALUE	QUALITY POINTS
ENGL1110 Composition I	G/NC	B	3	3	x 3.00 =	9.00
CHEM1200 Problem Solving	PS/NC	PS	1	0*	x 0.00* =	0.00
CHEM1230 Gen Chemistry	Normal	A-	4	4	x 3.67 =	14.68
Totals			8	7		23.68

* 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 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.

Degree Audit

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

Students should check their degree audit any time a change is made to their schedule.

Remember it is the student's ultimate responsibility to make sure they are fulfilling degree requirements.

Instructions for running a degree audit can be found under the Student tab in the My Records section. Special attention should be paid to the catalog year or application cycle to the professional division. Students can select a different program (instead of their declared program) to run a "what-if" degree audit if they are considering a major/college change.

If a student notices a problem with their audit or would like to discuss/review their audit, they can bring a printed copy (printer friendly version) to an advising appointment with their academic advisor or email their advisor at advising@utoledo.edu.

Transfer Credit/Transferology

To find an equivalent course (at another institution) to a specific UT course, students should follow these instructions:

1. Go to www.transferology.com

2. Create an account (name, email, password) and Login.
3. Click on “Find a Replacement Course” tab (top right).
4. Type in “University of Toledo” for “school you currently attend” (if you type partial e.g. “Toledo” it will bring up a pull-down list).
5. Type in the Department of the course(s) you want credit for (Engl, Econ, etc.) – again, it will bring a pull-down list of options if you aren’t sure of exact department name. For science courses, list both lecture and the lab.
6. Select the correct course(s) from the list provided by clicking the Green + Sign.
7. Continue with different departments/courses until all possibilities have been uploaded.
8. Click “search for matches” (upper right above list of courses) to see ALL schools in the database that match these courses.
9. The search can be narrowed by typing in a school or city name at the top.
10. To see the course name/number at the other school, click on the blue Match button (left).
11. Transferology will save the list of UT target courses if the student logs out (or they can be deleted).

If the course or institution is NOT found on <https://www.transferology.com/index.htm>, students can submit a course description and syllabus of a course from a different institution to Transfer@utoledo.edu to be evaluated for equivalency.

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

After completing the course and earning a grade, students must request an official transcript be sent to:

The University of Toledo
Office of Undergraduate Admission
Mail Stop 306
2801 West Bancroft Street
Toledo, OH 43606

Alternatively, you can send your transcripts via Naviance, Parchment or by email to admprocessing@utoledo.edu.

The course must be passed in order to receive credit.
The grade from the transferred course will **not** be averaged in the UT cumulative GPA; however, the hours will be added to the UT earned hours.

Pre-Pharmacy (PREP) Advising

Advising for the Pre-Pharmacy students is conducted by Ms. Julie Croy. Currently, all advising appointments are by appointment only. Students can make an advising appointment through Starfish and choose their option of modality (virtual, face-to-face, phone). Pre-Pharmacy students can also call the Main Campus Office of Student Affairs at 419.530.1970 to schedule an advising appointment.

In lieu of making an appointment, students may email advisors directly with questions at advising@utoledo.edu.

PREP Advising – Student Athletes

Student athletes must schedule an individual appointment with their advisor each semester to review NCAA eligibility requirements and obtain signed approval form.

PREP Advising – Honors Students

Honor students will be notified of their assigned Honors faculty advisor via email in the fall term. At least one individual appointment with the honors faculty advisor is required each semester prior to registration for the subsequent term.

Advisor Responsibilities

Advisors will:

- Provide contact info & post office hours.
- Clearly communicate UT's curriculum, requirements, policies & procedures.
- Make referrals to other campus resources as needed to meet their educational goals.
- Provide accurate & relevant information.
- Act in the best interest of students.
- Guide & assist students through the course selection, registration, academic & career exploration processes.

Student Responsibilities

Students are expected to:

- Set, change or cancel appointments with your academic advisor in a timely manner.
- Meet with your advisor on a regular basis and come prepared to your advising appointment.
- Be open and honest about your educational goals and ask questions about issues you do not understand.
- Follow through on advisor recommendations, suggested actions, resources and referrals.
- Understand and accept that you are ultimately responsible for your education and decisions.

Tips for successful advising appointments

- Meet with your advisor every term, even if it isn't required.
- Come prepared for your advising appointment by bringing any questions you have so your advisor can address them.
- Arrive on time for your appointment. If you are late, you are cheating yourself of time with your advisor. Call or go online to cancel an appointment you cannot keep.
- Use your advisor as a resource. Advisors are familiar with many programs and services on campus. If you do not know where to go for help, let your advisor point you in the right direction.
- Please be respectful and professional. Refrain from any cell phone use or texting during your appointment.

Section 8: University Registration and Records

Office of the Registrar forms

Please see the list below for some of the printable and online forms that can be found at <https://www.utoledo.edu/offices/registrar/forms.html>.

- [Academic Forgiveness Petition](#)
- [Concurrent Enrollment Form](#)
After UT college advisor's approval, bring the completed form to the Registrar's Office
- [Course Request \(Add/Drop\) Form](#)
- [Credit by Assessment Form](#)
- [GPA Recalculation Form \(Grade Deletion\)](#)
Find Petition for GPA Recalculation on the myUT portal (Student Tab > My Records > Petition for GPA Recalculation)
- [Medical Withdrawal Application](#)
- [Monroe County Michigan Reciprocity Application](#)
- [Name Change Application](#)
- [Ohio In-State Residency Application](#)
- [Pass/No Credit Grade Petition](#)
CPPS restricts to a maximum of 7 hours (excluding science or calculus courses).
- [Selective Service Statement](#)
- [Transcript Requests](#)

- [Tuition Guarantee Appeal](#)
**Deadline to apply for Fall 2025: July 25, 2025*
- [Withdrawal Form](#)
Be sure to check financial ramifications before processing.

Preferred First Name

Preferred first name is the name a student is called in day-to-day life. It is a first name they are known by other than their legal first name.

A legal first name is the official first name of record; this will be on official transcripts, tax forms, Rocket ID card, diploma, and payroll records, for example.

To change a preferred first name, follow these steps:

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

Once saved, the preferred first name will appear on myUT portal, Blackboard, and eDirectory. The legal name will appear on official transcripts, Rocket ID Card, and degree audit.

https://www.utoledo.edu/offices/registrar/student_records/preferred_first_name.html

Medical Withdrawal Application

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

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

Please contact via email at registrar@utoledo.edu to obtain the Application for Medical Withdraw or to request additional information.

Identifying Term of Enrollment

On Course Request forms, etc., the term field is signified by two digits (05 = Winter Intersession, 10 = Spring semester, 30 = Summer semester, 40 = Fall semester).

Schedule of Classes

For the most up-to-date live class search, go to:

http://www.utoledo.edu/offices/registrar/sch_classes.html.

Finance Brochures, Tuition and Fees

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

http://www.utoledo.edu/offices/treasurer/finance_brochures.html.

Tuition Guarantee

The Toledo Tuition Guarantee Plan is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. New, degree-seeking undergraduate students who enroll at The University of Toledo for the first time beginning summer or fall semester 2018 will be the first cohort to participate in the Toledo Tuition Guarantee Plan. The Plan provides a fixed undergraduate tuition rate and fixed-rate fees for four years. For specific details, go to RSC (Rocket Solution Central) or <http://www.utoledo.edu/offices/treasurer/tuition/guarantee/>.

Academic Course Load

For undergraduate students, full-time status are 12 -18 credit hours, half time are 6 credit hours, maximum credit hours are 20 hours. If for some reason students need to take over the maximum credit hours, pre-pharmacy students should contact their assigned academic advisor.

Double Dipping Courses

This term refers to a course that simultaneously satisfies two areas (attributes) in the Core Curriculum. You are permitted to double-dip once.

Class Rank

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

Freshman: 1-29.9 earned hours

Junior: 60-89.9 earned hours

Sophomore: 30-59.9 earned hours

Senior: 90+ earned hours

Course Registration – How to Add a Class★

During Early or Open Registration If the class is open:	During Early or Open Registration If the class is closed:	After Semester Begins (Late registration fee may apply)
<p>1. Register for the class at http://myut.utoledo.edu.</p> <p>Log into Student Profile.</p> <p>Click on link: Register/ Drop/Withdraw Classes.</p> <p>2. Registration priority times are determined by the student's earned hours. Times can be found at: https://www.utoledo.edu/offices/registrar/registration-dates.html</p>	<p>1. Print a Course Request form https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf</p> <p>2. Ask the instructor if they will sign you into the closed class. If not, you must pick another section or class.</p> <p>3. If the instructor signs the form, take form to Rocket Solutions Central at RH1200 for processing.</p>	<p>1. First 5 days of the term: register at http://myut.utoledo.edu.</p> <p>2. As of 6th day of term: Print a Course Request form https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf</p> <p>3. Ask the instructor if they will sign you into the class. If not, you must pick another section or class.</p> <p>4. If the instructor signs the form, take form to Rocket Solutions Central at RH1200 for processing.</p> <p>5. As of the 15th day of the term, in addition to the instructor's signature, you must also get the Dean's designee's signature on the form via email to CPPSadvising@utoledo.edu to make arrangements.</p>

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

Waitlist

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

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

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

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

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

For more info, go to: <https://www.utoledo.edu/offices/registrar/self-service-registration.html#waitlisting>.

Course Deregistration - How to Exit a Course

If you want to drop or withdraw from a class, make sure to research the possible impact on your financial aid or scholarship(s) before you do so.	
Continuous Registration through 15 th day of term:	After 15 th day of term but before the end of the 10 th week of classes:
<ol style="list-style-type: none">1. Web DROP the class at http://myut.utoledo.edu.2. Instructor and/or advisor signatures are NOT required.	<ol style="list-style-type: none">1. Withdraw online at http://myut.utoledo.edu or print and follow instructions: https://www.utoledo.edu/offices/registrar/pdfs/petition-for-official-withdrawal.pdf2. Instructor and/or advisor signatures are NOT required. <u>However, please inform your advisor at your next advising session that you have withdrawn from the course.</u> *Discussion with advisor is recommended.

Withdrawal Warning

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

Refunds

Refunds are prorated. Refer to the refund schedule at:

<https://www.utoledo.edu/offices/treasurer/tuition/DatesFall.html#RefundPercentage>.

Pass/No Credit (P/NC) Grade Option

P/NC grading is not available for courses taught in the CPPS. In addition to courses for which P/NC grading is used exclusively, a student may elect P/NC grading for an additional seven credit hours (exclusive of hours from Spring 2020 Special Grading: PC/PE/NE). CPPS students cannot use P/NC for natural science and math courses. Once the petition is filed, the request is irrevocable.

Grade Requirements to Advance

To advance into the next course in a sequence, students must first pass the pre-requisite course. If they do not, they are responsible for dropping the next course in the sequence. Failure to do so may result in the Registrar's Office deregistering those classes from the student's schedule.

Some courses have higher requirements than D- or above. For example, CHEM1090, Elementary Chem requires a grade of C or higher to advance into CHEM1230, Gen Chem I. CHEM1230, Gen Chem I requires a grade of C or higher to advance into CHEM1240, Gen Chem II. All math courses require at least C- or above to advance into the next class in the sequence. Please check online, with the department, on the course syllabus, or with your advisor if you are unsure of the requirements.

Grades - Definitions

What Certain Grades Mean and What to Do about Them

GRADE	MEANING	ACTION
F	Failure	If you get an “F” for a course, do <u>not</u> take the next course in the sequence. See your academic advisor. You must repeat and pass the same course to receive credit.
IN	Incomplete Requirements for the course have not been met. An IN grade will NOT be considered in computing your GPA. May impact your financial aid.	DO NOT RE-REGISTER FOR THIS COURSE. Check with your instructor to see what needs to be done to complete the requirements. These requirements must be completed before the end of the term following the term in which the IN grade was received; otherwise the IN grade will update to the default grade assigned by the instructor when submitting the IN . Student may request a one-semester extension.
PS/NC	Pass/No Credit A grade of $\geq C$ will be posted as PS. A grade of $< C$ will be posted as NC. Pharmacy, calculus and science courses cannot be taken Pass/No Credit. A grade of PS or NC <u>does not</u> impact your GPA.	No action required if PS. If NC, you must successfully repeat the same course to receive credit.
PC/PE/NE	Special Pass/No Credit Spring 2020 Only available during this term due to COVID-19 move to all online classes.	N/A
GRADE/ NC	Grade/No Credit <i>English Comp I</i> courses use this type of grading. The actual grade will be posted if you earn $\geq C$; NC will be posted if you earn $< C$.	No action required if grade $\geq C$. If NC, you must successfully repeat the same course to receive credit.
W	Withdrawal The <i>student</i> has formally withdrawn from a class before the end of the 10 th week of the term. No impact to your GPA. May impact financial aid or scholarship requirements.	No action is required. (Check financial aid and scholarship requirements PRIOR to withdrawing from any class.)
PR	Progress Given to denote work in progress. May impact your financial aid.	After work is completed, the instructor will post your final grade.
PRS/PRU	Progress Satisfactory/Progress Unsatisfactory. Interim grade types that can be assigned for research and special projects that may not be completed by the end of the grading period. Assigned based on the students’ progress at the time the grade is issued.	If not completed by the time of graduation the PRS grade can be administratively changed to a PS or S grade. Likewise, a grade of PRU can be administratively changed to an F, NC or U grade. Must be removed before student can graduate.

The University core curriculum courses must be completed with an average of “C” grade. **An**

average of less than a 2.00 does not fulfill the UT core requirement. Consult the General Info section of the UT Undergraduate Catalog for further details, 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.

Academic Calendars

<http://www.utoledo.edu/offices/provost/calendar/>

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

It is imperative that the University be kept informed of any changes to a student's name, phone number, permanent address, local address or email address. To change, go to myUT- Student Self Service at <http://myut.utoledo.edu/> and click on Update Personal Information link under the Student tab.

Students should also make sure their voice mailbox is set up and check periodically to make sure it is not full and therefore, not accepting messages.

UTAD Email Account

All registered UToledo students have a UTAD email account using the default format of **Firstname.Lastname@rockets.utoledo.edu**. All official email communications from the University to students will be sent to this address. It is the student's responsibility to check this account regularly (preferably daily). For technical assistance, please contact the IT Help Desk at 419.530.2400 or ITHELPDESK@utoledo.edu.

Section 9: College and University Resources

Safety

If you feel a threat/behavior is imminent, or an act of violence or a suicide attempt has occurred, please contact The University of Toledo Police Dept at **911**.

UT Alert Emergency Notification System

UT Alert is an emergency notification system for UT. This system lets users opt in to receive alerts in the event of MAJOR emergencies including fire, evacuation, weather-related emergencies, and other situations at The University of Toledo. You can choose to receive UT Alerts by text and email. Please see the following link for more information [UToledo Alert](#).

EMERGENCY: 911

[MEDICAL/FIRE RESPONSE, CRIMES IN PROGRESS]

Non-Emergency: 419.530.2601

University of Toledo Policy – Main Campus

Night Watch

Escort Service: 419.530.3024

COVID-19; Student Safety Commitment

Dashboard: <https://www.utoledo.edu/coronavirus/>

Student Emergency Contact. Update link can be found in the “**Student**” tab under “**My Toolkit**” in the portal.

Rocket Care Response Report

The [Rocket Care Report \(maxient.com\)](#) are used to connect UToledo students with help and resources to ensure well-being and a safe learning environment for all. Anyone may submit a form.

For more info, contact the Office of Student Advocacy and Support, Main Campus Student Union Room 2521, or 419-530-2471 or rocketresponse@utoledo.edu.

Health and Wellness Services

Medical Services

Students may seek health care services at the Main Campus Medical Center, located at 1735 West Rocket Dr. (Phone number 530-3451). Appointments are available 10 a.m. to 4 p.m. Monday - Friday. Walk-ins can be accommodated.

Counseling Center

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

Office of Accessibility and Disability Resources

Accessibility and Disability Resources (ADR) partners with students, faculty and staff to facilitate disability access essential to sustaining an inclusive campus experience. Access and accommodations ensure equal opportunity for students with disabilities to participate in all of the programs, activities and services designed to transform our students into the diverse community of leaders we count on to improve the human condition. For more info, go to [The Office Of Accessibility and Disability Resources \(utoledo.edu\)](#), call 419.530.4981, or email StudentDisability@utoledo.edu.

Financial Aid/Scholarships

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](#).

Scholarships and awards (not offered through the CPPS) 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 RocketSolutionCentral@utoledo.edu, Rocket Solution Central, Rocket Hall room 1200.

College Scholarships

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

Undergraduate Research

There are two Intro to Research courses explicitly designed for PREP students: PHCL2900 and MBC2960. Check out the research interests of our CPPS faculty at <http://www.utoledo.edu/pharmacy/Research/index.html>

Tutoring – Help Centers – Student Success

The Learning Enhancement Center (LEC) is a free resource on campus to provide tutoring, supplemental instruction and academic workshops. It is located on the 1st floor of Carlson Library, room 1021, 419.530.2449. For details, go to <http://www.utoledo.edu/success/lec/>.

Some departments offer Help Centers. Chemistry: BO2043. Tutoring and Help Center days/times are posted in the glass case directly across from the CPPS Office of Student Affairs, WO1227.

Links to resources can be found at <https://www.utoledo.edu/success/>.

CPPS Catalog

<https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/>

UToledo Catalogs

<http://www.utoledo.edu/catalog/>

UToledo Campus Maps/Directions

<http://www.utoledo.edu/campus/directions/>

IT- Help Desk, Email, Security, etc.

<http://www.utoledo.edu/it/>

Open Computer Labs on campus for students

[Open Labs for Students \(utoledo.edu\)](#)

Student Lockers – Wolfe Hall Main Campus

Student lockers are available on a first-come, first-serve basis for any student. The lockers are located in the hallway near the Resource Center/Computer Lab (WO1259).