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

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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

## Office of the Dean/Administration

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early, II</td>
<td>Johnnie</td>
<td>Dean</td>
<td>419.383.1997</td>
<td>Wolfe Center</td>
<td><a href="mailto:johnnie.early@utoledo.edu">johnnie.early@utoledo.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exec. Administrative Dean; Assoc. Dean for Research &amp; Graduate Programs</td>
<td>419.383.1905</td>
<td>Wolfe Center</td>
<td><a href="mailto:marcia.mcinerney@utoledo.edu">marcia.mcinerney@utoledo.edu</a></td>
</tr>
<tr>
<td>McInerney</td>
<td>Marcia</td>
<td>Associate Dean for Academic Affairs</td>
<td>419.383.1953</td>
<td>Wolfe Center</td>
<td><a href="mailto:laurie.mauro@utoledo.edu">laurie.mauro@utoledo.edu</a></td>
</tr>
<tr>
<td>Schlembach</td>
<td>Robert</td>
<td>Historian; Interim Director, CPPS Alumni Affairs</td>
<td>419.383.1997</td>
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## Office of Student Affairs

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<tr>
<th>Last Name</th>
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<th>Phone</th>
<th>Office</th>
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<tbody>
<tr>
<td>Holiday-Goodman</td>
<td>Monica</td>
<td>Assoc. Dean for HSC Student Affairs and Diversity</td>
<td>419.383.1904</td>
<td>Wolfe Center</td>
<td><a href="mailto:monica.holiday-goodman@utoledo.edu">monica.holiday-goodman@utoledo.edu</a></td>
</tr>
<tr>
<td>Hobbs</td>
<td>Sherlette</td>
<td>Administrative Assistant I</td>
<td>419.383.1904</td>
<td>Wolfe Center</td>
<td><a href="mailto:Sherlette.Hobbs@utoledo.edu">Sherlette.Hobbs@utoledo.edu</a></td>
</tr>
<tr>
<td>Powers</td>
<td>Mary</td>
<td>Assoc. Dean for MC Student Affairs and Enrollment Management</td>
<td>419.530.2010</td>
<td>Wolfe Hall 1227 MC</td>
<td><a href="mailto:Mary.Powers@UToledo.Edu">Mary.Powers@UToledo.Edu</a></td>
</tr>
<tr>
<td>Felkey</td>
<td>Tana</td>
<td>Secretary II</td>
<td>419.530.2010</td>
<td>Wolfe Hall 1227 MC</td>
<td><a href="mailto:tana.felkey@utoledo.edu">tana.felkey@utoledo.edu</a></td>
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## Staff

<table>
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<tr>
<th>Last Name</th>
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<th>Phone</th>
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<tr>
<td>Abdullah</td>
<td>Amal</td>
<td>Coordinator of Internal Admissions</td>
<td>419.383.1904</td>
<td>Wolfe Center</td>
<td><a href="mailto:amal.abdullah@UToledo.Edu">amal.abdullah@UToledo.Edu</a></td>
</tr>
<tr>
<td>Lopez</td>
<td>Angela</td>
<td>Enrollment Management Specialist</td>
<td>419.530.2010</td>
<td>Wolfe Hall 1227 MC</td>
<td><a href="mailto:angela.lopez@utoledo.edu">angela.lopez@utoledo.edu</a></td>
</tr>
<tr>
<td>Meyer</td>
<td>Jing</td>
<td>Director of Student Services - Professional Division</td>
<td>419.383.1904</td>
<td>Wolfe Center</td>
<td><a href="mailto:jing.meyer@utoledo.edu">jing.meyer@utoledo.edu</a></td>
</tr>
<tr>
<td>Name</td>
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<td>Contact Info</td>
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<tr>
<td>Sobczak Deborah</td>
<td>Director of Student Services - Pre-professional Division</td>
<td>419.530.2010 Wolfe Hall 1227 MC <a href="mailto:deborah.sobczak@utoledo.edu">deborah.sobczak@utoledo.edu</a></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Treviño José</td>
<td>Director of Transfer Services and Recruitment</td>
<td>419.530.2010 Wolfe Hall 1227 MC <a href="mailto:jose.trevino@utoledo.edu">jose.trevino@utoledo.edu</a></td>
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**Bachelor of Science in Pharmaceutical Sciences (B.S.P.S.) Office**

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<th>Name</th>
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<tr>
<td>Slama</td>
<td>James Director</td>
<td>419.383.1925 Wolfe Center 274 HSC <a href="mailto:james.slama@utoledo.edu">james.slama@utoledo.edu</a></td>
</tr>
<tr>
<td>Borden</td>
<td>Mary Jo Internship Coordinator</td>
<td>419.383.1948 Wolfe Center 155 HSC <a href="mailto:maryjo.borden@utoledo.edu">maryjo.borden@utoledo.edu</a></td>
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**Honors Program**

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<tr>
<td>Ohlinger Martin</td>
<td>Director</td>
<td>419.383.1535 Wolfe Center 137 HSC <a href="mailto:martin.ohlinger@utoledo.edu">martin.ohlinger@utoledo.edu</a></td>
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<tr>
<td>Wall Katherine</td>
<td>Chair Dept of Medicinal and Biological Chem</td>
<td>419.383.1943 Wolfe Center 284A HSC <a href="mailto:katherine.wall@utoledo.edu">katherine.wall@utoledo.edu</a></td>
</tr>
<tr>
<td>Williams Fred</td>
<td>Chair Dept of Pharmacology and Experimental Therapeutics</td>
<td>419.383.1991 Wolfe Center 135F HSC <a href="mailto:frederick.williams2@utoledo.edu">frederick.williams2@utoledo.edu</a></td>
</tr>
<tr>
<td>Cappelletty Diane</td>
<td>Chair Dept of Pharmacy Practice</td>
<td>419.383.1957 Wolfe Center 135F HSC <a href="mailto:diane.cappelletty@utoledo.edu">diane.cappelletty@utoledo.edu</a></td>
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**MC:** Main Campus  
**HSC:** Health Science Campus  
**HEB:** Health Ed Building

**CPPS Departments, Centers and Offices**
For the most current info, please refer to: [http://www.utoledo.edu/pharmacy/depts/](http://www.utoledo.edu/pharmacy/depts/).

**University Directory**
Find faculty/staff or students’ contact info by going to the portal (myUT.utoledo.edu). Click on University Directory in top-right corner (by tabs under LOGOUT). Enter all or part of last and/or first name, or department. Search by faculty/staff or student.

The University e-Directory can be found at: [https://www.utoledo.edu/edirectory/](https://www.utoledo.edu/edirectory/)
College Mission, Vision, Goals, Values and Expectations for Student Learners

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.

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 freshmen, P1 and P3 (PharmD) years.

STUDENTS

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

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

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

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

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

FACULTY

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

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

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

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

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

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

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

**Oath of a Pharmacist**

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

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:
I will consider the welfare of humanity and relief of suffering my primary concern.
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."

**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.

Student Code of Professional Conduct

The 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 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 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 https://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364_83_02.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".

Technical Standards

Approved by CPPS Faculty March 23, 2011. 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.

**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.

**CPPS Honors Program**

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

A variety of required and elective courses also are offered with honors sections in the professional divisions. 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 major electives.

The Bachelor of Science in pharmaceutical sciences with the Honors College medallion is attainable by all students who complete at least 33 semester hours of honors course work with a grade of B or better and who have a minimum cumulative GPA of 3.3. In addition, at least five hours of the 33 must be taken within the honors thesis project and honors seminar. These courses are to be taken within the departments of medicinal and biological chemistry, pharmacology and experimental therapeutics, or pharmacy practice. Graduation with departmental honors is also available to students who are not members of the Honors College, but who meet departmental honors requirements. These departmental honors requirements are a GPA of 3.2 or higher and completion of eight hours of honors course work in one department, including the honors thesis and seminar.

**Attendance Requirements**

Students in a professional school, as responsible individuals, are expected to attend all class meetings. The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University’s Missed Class Policy, #3364-71-14, [http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf](http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf).
Technology Requirements

ExamSoft is used in professional division PharmD and B.S.P.S. courses. A personal laptop computer (mac or PC) or an iPad will be required of all P1, P2 and P3 professional division students. A password will be provided to log into Examplify for the first time. Minimum system requirements and latest specifications can be found at: http://learn.examsoft.com/exam-software-products/examplify-from-examsoft.

Features and benefits:

- Delivers all types of exams and quizzes in multiple forms from a bank of instructor-prepared questions
- Questions will be tied back to learning objectives and program competencies to improve academic assessment
- May provide instant results for all but essay or instructor-graded questions
- Will perform statistical measures to allow instructors to know whether their questions actually measured what they were trying to measure
- Reduces the need for bubble sheets and printed exams, saving money and improving our environmental footprint
- Locks the user out of any other program while the exam is being administered to minimize opportunities for cheating
- Does not require an internet connection during the exam; exams are downloaded before being taken and uploaded after completion
- Simulates the environment for most standardized exams
Admission to the College

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.

Direct-from-High School Students

The minimum criteria for Direct-from-High School students are a high school grade point average (GPA) of 2.50 –OR- a composite ACT of 20 -OR- SAT 950 - (combined reading & math; test dates prior to March 2016) or 1030 new SAT (test dates March 2016 and later). All undergraduate students in the CPPS will be considered pre-pharmacy students until admitted to the professional divisions of the PharmD or B.S.P.S. programs. For the entry-level PharmD program, the CPPS limits student enrollment into the professional division (third year or P1 year) in accordance with its facilities.

Contingent Admission Students

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

Early Admission Students

Academically exceptional direct-from-high-school 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 standards.

Change-of-College Students

In order for a student to change from another college within The University of Toledo to the CPPS, the student must have a UT cumulative grade point average (GPA) of at least 2.7 and be in good standing at the University.
Transfer Students

In order for a student to transfer from other Ohio universities into the pre-pharmacy of any of the baccalaureate programs of the CPPS, the student must have a higher education cumulative grade point average (GPA) of at least 2.7 (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 meeting the eligibility requirements may apply directly to the PharmD program through PharmCAS. Transfer students interested in the PharmD program but who do not meet the requirements may enroll in the pre-pharmacy. Contact an academic advisor for more information.

➤ BSPS

Transfer students wishing to enroll in the BSPS program may be eligible to apply for direct admission to the professional division. Contact an academic advisor for more information.

GED Students

Applicants with GED scores equal to or greater than 170 for each of the four (4) subject scores will be eligible for admission into the CPPS.

TOEFL Requirements

➤ PharmD

All international students, regardless of graduating from a U.S. high school, and students who are U.S. citizens or permanent residents and did not graduate from a U.S. high school are required to submit an internet-based TOEFL with the following minimum criteria prior to application to the professional division of the PharmD program:
A minimum total score of 80 iBT, and

A minimum score of 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.

PCAT

The Pharmacy College Aptitude Test (PCAT) provides a standardized method of assessing the applicant’s skills needed for success in a pharmacy program. Academic achievement as assessed by cumulative GPA and science GPA, as defined in the College Catalog, and communication skills, as measured by the essay and interview, are other key components evaluated in the application review process. Although each component serves a unique purpose, none of these is a sole determinant of admission and the predictive value of all components is continually evaluated.

The PCAT is required for admission to the PharmD professional division, with the exception of those contingent admit students and early admission students who have met the specified requirements to the professional division.

PCAT Guidelines

1. There will be a minimum PCAT score of 30th percentile and 2 writing score required for students applying for admission in Fall 2018.
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. Tests must be taken within the previous two years.
4. It is recommended that students take the PCAT after their freshmen coursework is completed, ideally no earlier than September of their second pre-pharmacy year. However, July testing prior to the second pre-pharmacy 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 or
percentile and writing scores will be used to determine interviewees.

7. Contingent or Early Admission students who are concerned that they will not meet the specified GPA requirements for admissions are 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 website: http://www.pcatweb.info/.

10. Register Early! For fall PCAT test dates, registration typically opens in March.

11. PharmCAS Code is 0104.

ADMISSIONS CRITERIA

There are many avenues to enter the Professional Division programs. Please be sure to follow the specific instructions for the program and year in which you will enter the professional division. Contact a pre-pharmacy division advisor for guidance as needed.

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.

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 (B.S.P.S.) 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 during their second year. UT students must fill out a form to initiate this review. Forms will be available in the OSA (Wolfe Hall 1227) and under the Pharmacy tab.

UT PREP students can declare their intended major as early as freshman year. Students should meet with their advisor to discuss and fill out the required form.
Eligible transfer (external or internal) students may apply directly to the professional division of the BSPS program. All persons wishing to enter the professional division of the BSPS program must meet the following criteria.

**Eligibility for Progression Review**
To be eligible to apply for admission or for progression review into the BSPS professional division, the following (or their equivalents) must be completed:

- **Courses:**
  - BIOL 2170 and 2180
  - CHEM 1230, 1240, 1280, 1290, 2410 and 2460
  - MATH 1850 (or 1750)
  - PHYS 1750 (or 2070)

- A minimum 2.7 University of Toledo cumulative GPA. Students who have a cumulative GPA ≥ 2.5 but < 2.7 will be reviewed by program administrators, and a decision made to admit, to admit conditionally, or to deny admission until the minimum GPA is achieved.

**Final Admission/Progression**
For final admission/progression into the professional division, the following (or their equivalents) must be completed:

- **Courses:**
  - BIOL 2170 and 2180
  - CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
  - MATH 1850 (or 1750)
  - PHCL 2610
  - PHYS 1750 (or 2070 and 2080)
  - ENGL 1110 and ENGL 1130

- Minimum 2.7 University of Toledo GPA (cumulative) following the spring and, if applicable, summer semesters. Students who have a cumulative GPA ≥ 2.5 but < 2.7 will be reviewed by program administrators, and a decision made to admit, to admit conditionally, or to deny admission until the minimum GPA is achieved.

**Evaluation**
Each application will be evaluated on the basis of the applicant's:

- Cumulative GPA
General Criteria for Application 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.

Beginning with Fall 2018 admission to the professional division of the PharmD program, The University of Toledo will utilize The Pharmacy College Application Service (PharmCAS), a centralized application system. Two recommendations must also be submitted as a component of the PharmCAS application. 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 CPPS faculty or staff are not acceptable. In addition to the PharmCAS application, applicants must also submit a supplemental application directly to The University of Toledo CPPS through the Professional Division Admissions website. There are several pathways for application to the PharmD program. They are described as follows.

- **Contingent Admission (0+6)**

This pathway is designed for highly qualified high school seniors applying to the University of Toledo. During their second year at UT, students continuing to meet the Contingent Admission criteria will be required to submit a PharmCAS application and supplemental application.

**Eligibility for Application**
To be eligible to apply through the "Contingent Admission" pathway, the following (or their equivalents) must be completed:

- High school GPA of 3.75 or higher
- ACT composite score of 29 or higher (SAT >1300)

The PCAT is NOT required to apply through the Early Admission pathway.

**Evaluation**
Each application will be evaluated on the basis of the applicant's:

- High school GPA of 3.75 or higher
- ACT composite score of 29 or higher (SAT >1300)
- Essay (2 hours, online)
Applicants will be notified of the Admissions Committee’s decision in a timely manner. Successful applicants must meet the Final Admission requirements listed below.

**Final Admission**
For final admission into the professional division, the following (or their equivalents) must be completed:

- **Courses:**
  - BIOL 2170 and 2180
  - CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
  - MATH 1850 (or 1750/1760)
  - MATH 2640 (or 2600)
  - PHCL 2610 (or KINE 2560 AND KINE 2570)
  - PHYS 1750 or 2070/2080
  - ENGL 1110 (or HON 1010)
  - ENGL 1130 (or HON 1020 OR ENGL 2950)

- A minimum of 60 earned semester hours

- Science AND cumulative GPAs of 3.5 or higher in pre-pharmacy coursework at the end of the sophomore (second year) fall semester at UT

- Semester GPA of 2.0 or higher during sophomore (second year) spring and summer semesters at UT

- Must “pass” all remaining required coursework

- Must have a valid Social Security number

- Must complete the health requirements as defined by The University of Toledo CPPS

**Early Admission (1+5)**
This pathway is designed for highly qualified direct-from-high-school first-year UT students who did not receive Contingent Admission (did not apply or not awarded). Early Admission applicants will be required to submit a PharmCAS application and supplemental application.

**Eligibility for Application**
To be eligible to apply through the "Early Admission" pathway, the following (or their equivalents) must be completed:
• Science AND cumulative GPAs of 3.75 or higher at the end of the first year at UT

• Applicant must be a full-time student each academic semester (Fall and Spring of first college year).

• The following required science-GPA courses and corresponding labs MUST have been taken at UT during the first year as a UT student or credit earned in high school:
  
  o MATH 1850 (or MATH 1750/1760)
  o BIOL 2170 and 2180
  o CHEM 1230, 1280, 1240, and 1290
  o PHCL 2610 (KINE 2560)

• The PCAT is NOT required to apply through the Early Admission pathway.

**Evaluation**

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

• Cumulative GPA

• Science GPA using the following courses (only first attempt included):
  
  o MATH 1850 (or MATH 1750)
  o BIOL 2170
  o CHEM 1230 and 1240
  o PHCL 2610 (KINE 2560)

• Comprehensive communication review (interview with an essay component)

Applicants will be notified of the Admissions Committee’s decision in a timely manner. Successful applicants must meet the Final Admission requirements listed below.

**Final Admission**

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

• Courses:
  
  o BIOL 2170 and 2180
  o CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
  o MATH 1850 (or 1750/1760)
  o MATH 2640 (or 2600)
  o PHCL 2610 (KINE 2560 AND KINE 2570)
  o PHYS 1750 or 2070/2080
  o ENGL 1110 (or HON 1010)
  o ENGL 1130 (or HON 1020 OR ENGL 2950)
• A minimum of 60 earned semester hours
• Science AND cumulative GPAs of 3.5 or higher in sophomore fall courses
• Science AND cumulative GPAs of 3.0 or higher in sophomore spring and summer courses
• Must have a valid Social Security number
• Must complete the health requirements as defined by The University of Toledo CPPS
• Earn C or higher in the following courses which must be taken at UT or credit earned in high school:
  o CHEM 1280, 1290, 2410, 2420, 2460 and 2470
  o BIOL 2180
  o PHYS 1750 or 2070/2080
  o MATH 2640 (or 2600)
  o PHCL 2610 (or KINE 2560 AND KINE 2570)

➢ **Traditional Admission with Guaranteed Interview (2 + 4)**

This pathway is designed for any college student who meets the following admission requirements.

**Eligibility for Application**

To be eligible to apply through the "Traditional Admission with Guaranteed Interview" pathway, the following (or their equivalents) must be completed:

• Science AND cumulative GPAs of 3.50 or higher

• The following required science courses MUST have been completed by the end of fall semester of sophomore 2nd year:
  o MATH 1850 (or MATH 1750)
  o BIOL 2170 and 2180
  o CHEM 1230, 1280, 1240, 1290, 2410, and 2460
  o PHCL 2610 (or KINE 2560)
  o PHYS 1750 (or 2070)

• PCAT score ≥ 60th percentile AND writing score of 3 or higher

• Completed PharmCAS application (and supplemental?)

• A minimum of 44 earned semester hours
**Evaluation**
Each application will be evaluated on the basis of the applicant's:
- Cumulative GPA
- Science GPA in the following specified courses:
  - BIOL 2170
  - CHEM 1230, 1240 and 2410
  - MATH 1850 (or 1750)
  - PHYS 1750 (or 2070)
  - PHCL 2610 (KINE 2560)
- PCAT Score(s)
- Personal interview

**Final Admission**
For final admission into the professional division, the following (or their equivalents) must be completed:
- Courses:
  - BIOL 2170 and 2180
  - CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
  - MATH 1850 (or 1750/1760)
  - MATH 2640 (or 2600)
  - PHCL 2610 (or KINE 2560/2570)
  - PHYS 1750 or 2070/2080
  - ENGL 1110 (or HON 1010)
  - ENGL 1130 (or HON 1020 OR ENGL 2950)
- A minimum of 60 earned semester hours
- Minimum 2.0 GPA (cumulative and semester) for the spring and, if applicable, summer semesters
- Must have a valid Social Security number
- Must complete the health requirements as defined by The University of Toledo CPPS

➤ **Traditional Admission (2+4)**
This pathway is designed for any college student who meets the following admission requirements.
**Eligibility for Application**
To be eligible to apply through the "Traditional Admission" pathway, the following (or their equivalents) must be completed:

- Science AND cumulative GPAs of 3.00 or higher
- The following required science courses MUST have been completed by the end of fall semester of sophomore 2\textsuperscript{nd} year:
  - MATH 1850 (or MATH 1750)
  - BIOL 2170 and 2180
  - CHEM 1230, 1280, 1240, 1290, 2410, and 2460
  - PHCL 2610 (or KINE 2560)
  - PHYS 1750 (or 2070)
- PCAT score \(\geq 30\textsuperscript{th}\) percentile AND writing score of 2 or higher
- Completed PharmCAS application
- Supplemental application
- A minimum of 44 earned semester hours

**Final Admission**
For final admission into the professional division, the following (or their equivalents) must be completed:

- Courses
  - BIOL 2170 and 2180
  - CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460 and 2470
  - MATH 1850 (or 1750/1760)
  - MATH 2640 (or 2600)
  - PHCL 2610 (or KINE 2560/2570)
  - PHYS 1750 (or 2070/2080)
  - ENGL 1110 (or HON 1010)
  - ENGL 1130 (or HON 1020 OR ENGL 2950)
- A minimum of 60 earned semester hours
- Minimum 2.0 GPA (cumulative and semester) for the spring and, if applicable, summer semesters
- Must have a valid Social Security number
- Must complete the health requirements as defined by The University of Toledo CPPS
**Evaluation**
Each application will be evaluated on the basis of the applicant’s:

- Cumulative GPA

- Science GPA in the following specified courses:
  - CHEM 1230, 1240 and 2410
  - BIOL 2170
  - MATH 1850 (or 1750)
  - PHYS 1750 (or 2070)
  - PHCL 2610 (or KINE 2560)

- PCAT Score(s)

- Personal interview at the discretion of the committee

The admissions committee will use the better grade of 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 GPA 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.
<table>
<thead>
<tr>
<th>Pathways to Apply to PharmD Professional Division</th>
<th>Contingent Admission (0+6)</th>
<th>Early Admissions (1+5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Highly qualified high school seniors may apply</td>
<td>Highly qualified Direct-from-High School students who are enrolled in their first year at UT and who did not receive Contingent Admission</td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td>December 1 of senior year in high school</td>
<td>Summer semester after first year at UT</td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td>High school GPA of 3.75 or higher</td>
<td>Science AND cumulative GPAs of 3.75 or higher</td>
</tr>
<tr>
<td></td>
<td>ACT composite score 29 or higher (SAT ( \geq 1300 ))</td>
<td>Five specific required science courses must have been taken at UT or credit earned in high school; courses are in alignment with the CPPS-approved curriculum and vary depending on application year</td>
</tr>
<tr>
<td></td>
<td>Essay (2 hours, online) Phone interview</td>
<td></td>
</tr>
<tr>
<td><strong>Interview</strong></td>
<td>Phone interviews conducted after application review and essay review</td>
<td>Face-to-face, comprehensive communication review/evaluation</td>
</tr>
<tr>
<td><strong>PCAT</strong></td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td><strong>PharmCAS</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>TOEFL</strong></td>
<td>International students: IBT TOEFL minimum score of 80 Four minimum sub-category scores of 18</td>
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</tr>
<tr>
<td><strong>Other Anticipated Costs</strong></td>
<td>PharmCAS and supplemental application</td>
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</tr>
<tr>
<td><strong>Additional Information</strong></td>
<td>Must maintain high level of academic achievement in pre-pharmacy coursework at UT including: Science AND cumulative GPAs of 3.5 or higher prior to progression review at end of sophomore (second year) fall semester at UT Semester GPA of 2.0 or higher during sophomore (second year) spring and summer semesters at UT Must “pass” all remaining required coursework</td>
<td>Must maintain high level of academic achievement in pre-pharmacy coursework for sophomore year of school at UT. Science AND cumulative GPAs of 3.5 or higher in sophomore fall courses Minimum science and cumulative GPAs of 3.0 or higher during sophomore spring and summer courses Must earn C or higher in specific science courses taken during sophomore year prior to entering professional division. See policy for more information.</td>
</tr>
<tr>
<td>Pathways to Apply to PharmD Professional Division</td>
<td>Traditional Admissions with Guaranteed Interview (2+4)</td>
<td>Traditional Admissions (2+4)</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Any college student who meets the college’s admission requirements</td>
<td>Any college student who meets the college’s admission requirements</td>
</tr>
<tr>
<td><strong>Deadline</strong></td>
<td>Date varies</td>
<td>Date varies</td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td>Science AND cumulative GPAs of 3.50 or higher (if ≤30 graded hours taken at UT, will use Higher Ed GPA if less than cumulative) Specific required science courses are in alignment with the CPPS-approved curriculum and vary depending on application year. Minimum of 44 earned hours</td>
<td>Science AND cumulative GPAs of 3.00 or higher (if ≤30 graded hours taken at UT, will use Higher Ed GPA if less than cumulative) Specific required science courses are in alignment with the CPPS-approved curriculum and vary depending on application year Minimum of 44 earned hours</td>
</tr>
<tr>
<td><strong>Interview</strong></td>
<td>Face-to-Face, comprehensive communication review/MMI</td>
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<tr>
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<td><strong>TOEFL</strong></td>
<td>International students: IBT TOEFL minimum score of 80 Four minimum sub-category scores of 18</td>
<td>International students: IBT TOEFL minimum score of 80 Four minimum sub-category scores of 18</td>
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<td><strong>Other Anticipated Costs</strong></td>
<td>PharmCAS, PCAT, and supplemental admission application</td>
<td>PharmCAS, PCAT, and supplemental application</td>
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<tr>
<td><strong>Additional Information</strong></td>
<td>Following review of GPA and PCAT scores, those meeting at least the minimum requirements will advance directly to the interview portion of the admission process. Supplemental application is required, which may include letters of recommendation and student activities list. Interview selection is competitive.</td>
<td>Supplemental application required, which may include letters of recommendation and activities list. Interview selection is competitive.</td>
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</tbody>
</table>

Admission policies are subject to change. Contact the Office of Student Affairs for most updated information.
Undergraduate and Professional Academic Programs of Study

Accreditation

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

Programs in Pharmacy and the Pharmaceutical Sciences

The CPPS prepares students for careers in the pharmaceutical sciences and the profession of pharmacy. Those who do not seek professional licensure may work in the medical, legal and biomedical professions. Those who enter the profession of pharmacy provide direct patient care services.

Professional division curricular requirements for the degree programs will be those listed in the catalog for the year in which the student enters the professional division.

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. 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.

(Please note that the CPPS professional division curriculum is currently under review and will be changing for students entering P1 in Fall 2018 or beyond.)

Credit Hour Requirement for Graduation

The University of Toledo requires a minimum of 120 semester hours for graduation with a BS degree. Credit hour requirements in the CPPS vary by major.

Course Registration Restrictions

The only pharmacy courses a pre-pharmacy student is permitted to take through the CPPS are PHPR 1000, 2040; PHCL 2220, 2610, and 2900; and MBC 2960. Only students admitted to the professional division will be allowed to take 3000- or 4000-level courses in the college. Courses taken at other colleges of pharmacy will not substitute for required professional division courses.
Pre-pharmacy

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 similar for the PharmD and the B.S.P.S. degrees.

**College of Pharmacy & Pharmaceutical Sciences (CPPS)**

**Pre-Pharmacy (PREP) Curriculum Guide**

### Fall 1st year
- **PHPR 1000** Orientation 1
- **MATH 1850** Calculus I (or equivalent)* 4
- **CHEM 1230** General Chemistry I 4
- **CHEM 1280** General Chemistry Lab I 1
- **BIOL 2170** Biomolecules, Cells, & Inheritance 4
- **BIOL 2180** Biomolecules, Cells, & Inheritance lab 1

### Spring 1st year
- **PHCL 2610** Intro to Physiology 3
- **MATH 2640** Statistics for Applied Science (or equivalent)* 3
- **CHEM 1240** General Chemistry II 4
- **CHEM 1290** General Chemistry Lab II 1
- **UT Core Requirement (ENGL 1110 or equivalent)*** 3
- **UT Core Requirement (US Diversity)** 3

### Fall 2nd year
- **CHEM 2410** Organic Chemistry I 3
- **CHEM 2460** Organic Chemistry Lab I 1
- **PHYS 1750** Introduction to Physics (or equivalent)* 4
- **UT Core Requirement (ENGL 1130 or equivalent)*** 3
- **UT Core Requirement (Social Science)** 3

### Spring 2nd year
- **CHEM 2420** Organic Chemistry II 3
- **CHEM 2470** Organic Chemistry Lab II 1
- **UT Core Requirement (Social Science)** 3
- **UT Core Requirement (Humanities/Fine Arts)** 3
- **UT Core Requirement (Humanities/Fine Arts)** 3
- **UT Core Requirement (Non-US Culture)** 3
1 Only offered during fall semesters
2 Not required prior to P1 for BSPS-only applicants
3 If double-dip, PREP course load reduced by 3 hours

**Early Admission science-GPA courses:**
- CHEM1230
- CHEM1240
- MATH1850 or 1750
- BIOL2170
- PHCL2610

**Contingent Admission & Traditional Admission science-GPA courses:**
- CHEM1230
- CHEM1240
- CHEM2410
- PHYS1750 or 2070
- MATH1850 or 1750
- BIOL2170
- PHCL2610

**Equivalent courses:**
- MATH1850 = MATH1750+1760
- MATH2640 = MATH2600
- PHYS1750 = PHYS2070+2080
- ENGL1110 = HON1010
- ENGL1130 = HON1020 or ENGL2950
Bachelor of Science in Pharmaceutical Sciences (B.S.P.S.)

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.

This degree program is designed for students who wish to attend medical school or pursue careers related to the pharmaceutical industry, pharmaceutical science and research, pharmacy administration and sales, the biomedical industry, forensic science, and health care administration. It also prepares students to enter law school or pursue graduate studies.

In the professional division of the Bachelor of Science in Pharmaceutical Sciences degree program, the last two years of the program, advanced courses of study and internship in each major lead to a unique concentration in the pharmaceutical fields.

All five majors in the Bachelor of Science in Pharmaceutical Sciences degree program require real-life workplace internships in a variety of appropriate settings at local, regional, national and international sites. Most students schedule their internships 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 project supervisor. Specific details of internship requirements will be provided prior to placement.

Graduates of the B.S. in Pharmaceutical Sciences program have a variety of career paths from which to choose, including medicine, nursing, pre-clinical research and development, clinical and regulatory affairs, product marketing and sales, science writing and editing, investment analysis, forensic science, product testing, and manufacturing. Our graduates are in high demand because of their unique training and preparation.

The University of Toledo requires a minimum of 120 semester hours for graduation with a Bachelor of Science degree. Credit hour requirements in the College of Pharmacy and Pharmaceutical Sciences vary by major.
There are five majors in this degree program:

**Medicinal and Biological Chemistry (MBC) Major**
Medicinal and Biological Chemistry is the scientific discipline involved with designing, synthesizing and developing pharmaceutical drugs. It involves the invention, discovery, design, identification and preparation of biologically active compounds, the study of their metabolism, the interpretation of their mode of action at the molecular level and the construction of structure-activity relationships. Medicinal and Biological Chemistry (MBC) is an interdisciplinary science with areas of focus in synthetic organic chemistry, biochemistry, molecular biology, biotechnology, pharmacology, and pharmaceutical chemistry underlying the design, synthesis and development of drugs. The MBC major offers an entry to applied research in rational drug design and provides training in science research for the development of new drugs and therapeutics.

**B.S.P.S.-MBC/MS in Medicinal Chemistry**
B.S./M.S. in Medicinal Chemistry is an additional degree option that allows students to obtain both a BS and MS in Pharmaceutical Sciences degree in five calendar years. BS in Pharmaceutical Sciences students choose a faculty mentor as an internship mentor during the undergraduate years and continue the MS thesis research with the same mentor.

**Pharmaceutics (PHAR) Major**
Pharmaceutics is the science of preparing and dispensing drugs. Pharmaceutics is a multidisciplinary applied science which 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. Specialists in pharmaceutics aid in developing, manufacturing, and evaluating products such as tablets, capsules, ointments, and liquids for medicinal, nutritional, and cosmetic use.

**Pharmacology/Toxicology (PTOX) Major**
Pharmacology is the science that deals with the origin, nature, chemistry, effects, and uses of drugs; it includes pharmacognosy, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and toxicology. Pharmacology deals with the study of drugs in all aspects: the properties and reactions of drugs, especially with relation to therapeutic value, as well as the discovery, chemistry, composition, identification, biological/physiological effects, uses and manufacture of drugs. Toxicology is the study of the adverse effects of chemical, physical or biological agents and toxic compounds on living organisms and the ecosystem, including the prevention and amelioration of such adverse effects. Pharmacologists and toxicologists study how to develop safe, effective drugs and prevent the harmful effects of chemicals.
Pharmacy Administration (PHAM) Major
Pharmacy Administration focuses on the business of pharmacy healthcare. Students are prepared in the foundational sciences of pharmacy, including pharmacology and medicinal chemistry, in addition to anatomy and physiology, chemistry, biology, physics, and calculus. However, the curriculum in the junior and senior years of the program focuses on the healthcare landscape and the business of healthcare, along with foundational business classes including economics, management, marketing, finance, sales, business statistics and analysis, accounting, organizational behavior, and an industry-based internship.

B.S.P.S.-PHAM/MBA Track
The MBA track coursework allows students to complete up to 24 credits of graduate coursework toward the MBA degree as an undergraduate. With one year of additional graduate study, students in the M.B.A. track options can receive a master of business administration degree.

B.S.P.S.-PHAM/MS-HOSS
Students also have the opportunity to pursue a Master’s degree in Health Outcomes and Socioeconomic Sciences, a unique program offered to B.S.P.S. students at The University of Toledo interested in focusing on patient and population healthcare outcomes, comparative effectiveness research, economic outcomes of drug and disease management, and the social and behavioral influences of patient and healthcare provider interaction.

Cosmetic Science and Formulation Design (PCOS) Major
Cosmetic Science and Formulation Design is the interdisciplinary science involved with developing, formulating and producing cosmetics and personal care products. The major places a strong emphasis on the underlying design, synthesis, and development of products associated with the personal care, beauty and welfare of people and their animal companions. The curriculum includes courses in synthetic organic chemistry, biochemistry, molecular biology, biotechnology, pharmacology, and pharmaceutical chemistry.

The curriculum for each major of the B.S.P.S. program can be found in the University catalog and on the Pharmacy tab in the portal (http://myut.utoledo.edu/) under the Academic Resources section.

Double Major within the B.S.P.S. Program Requirements
- All program requirements for both majors have to be successfully fulfilled.
- Internship for both majors should be taken at different semesters and student will pay a total of 6 terms of practicum fees.
- A minimum of 150 semester hours for any dual majors is required. For MBC and PTOX dual majors, a minimum of 38 major elective hours is required.
B.S.P.S. Internship Description

All five majors in the Bachelor of Science in pharmaceutical sciences degree program require a real-life workplace internship available in a variety of appropriate settings at local, regional, national and international sites. Most students schedule their internships 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 or a technical report and/or a presentation, along with the supervisor's evaluation are submitted to the internship course instructor following completion of the experience.

Pharmaceutical Science Pre-Med

The B.S. in Pharmaceutical Sciences is an excellent choice for Pre-Med education. Majoring in Medicinal and Biological Chemistry or Pharmacology/Toxicology will place you ahead of the curve in medical school and will make your medical school application unique.

The physicians of the future will need to understand more than just the anatomy of the human body; they will need the skills to personalize medicine by tailoring drug therapies to each patient. Personalized medicine is the next big shift in medical care, and doctors who know about therapeutics, biological chemistry and even drug delivery methods will be in a position to advance medical care. The B.S. in Pharmaceutical Sciences program trains students to apply pharmaceutical knowledge in a way that prepares them for the future of medicine.

The curriculum of the pre-pharmacy for students planning to take the MCAT and apply to medical school requires additional coursework. Consultation with the UT pre-med advisor is strongly encouraged.

College of Pharmacy & Pharmaceutical Sciences (CPPS)
Pre-Pharmacy (PREP) Curriculum Guide
Pre-Med/Pre-Dent/Pre-Vet Option

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<tbody>
<tr>
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**Spring 1st year**

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<td>Diversity of Life, Evolution &amp; Adaptation</td>
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<tr>
<td>MATH</td>
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<td>Statistics for Applied Science (or equivalent)*^2</td>
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<td>PSY1010 (Social Science)</td>
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**Summer 1st year**

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**Fall 2nd year**

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**Spring 2nd year**

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<td>Organic Chemistry Lab II</td>
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<td>2080</td>
<td>General Physics II^4</td>
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**Summer 2nd year**

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**Total Credits**

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<td><strong>Total Credits</strong></td>
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</table>
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 in 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 136 semester hours are required for graduation with the Bachelor of Science in pharmaceutical sciences-PharmD track degree. A total of 75 graduate semester hours is required for graduation with the PharmD degree.

The curriculum for the PharmD program can be found in the University catalog and on the Pharmacy tab in the portal (http://myut.utoledo.edu/) under the Academic Resources section. (Please note that the CPPS professional division curriculum is currently under review and will be changing Fall 2018.)

Immunization Certification

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.

**Pharmacy Licensure Program**

The program of study leading to pharmacy licensure for entering freshmen is the entry-level doctor of pharmacy (PharmD). Students seeking a degree that will lead to pharmacy licensure will need to complete two years of required pre-pharmacy course work prior to entering the professional division. Following the completion of a core set of required courses, students will apply to the professional division during their second year. Admission to the professional division of the college (third year or P1 year) is competitive.

**Licensure Requirement**

A valid Ohio Intern license is required of all students entering the professional division of the PharmD program. Any P1 student who does not obtain a valid Ohio intern license by December 31st of the P1 year will be withdrawn from all spring semester courses and will not be allowed to register for or take classes until a valid Ohio intern license is obtained. Depending upon the circumstances and length of time needed to resolve the issue, failure to obtain a valid Ohio intern license may result in forfeiture of the student’s seat in the P1 class, necessitating reapplication to the professional division.

In addition, any student in the professional division of the PharmD program who does not annually renew his/her license before September 15th will be withdrawn from all courses effective immediately. Depending upon the circumstances and length of time needed to resolve the issue, failure to renew an Ohio intern license may result in forfeiture of the student’s seat in the PharmD class, necessitating reapplication to the professional division.

**Social Security Number Requirement**

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

The College of Pharmacy and Pharmaceutical Science (CPPS) and the College of Business and Innovation (COBI) have collaborated to enable students in the PharmD program to earn an MBA.

The admission process for the PharmD/MBA will require that students apply to each program separately. More specifically, students will apply and be required to meet the admission requirements of the MBA program as administered by the COBI, and the same students will be required to apply and meet the admission requirements of the PharmD program as administered by the CPPS. PharmD students take the Pharmacy College Admission Test (PCAT), and that would be accepted by the MBA program in lieu of the GMAT. 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.

Suggested Curriculum for the PharmD/MBA Dual Degree Program

*Please note that the CPPS professional division curriculum is currently under review and will be changing."

P1 Year

**Fall Semester (17 credits)**
- MBC 3310 Medicinal Chemistry I ........................................ 2
- MBC 3550 Physiological Chemistry I .................................... 3
- PHCL 3700 Pharmacology I .................................................. 3
- PHPR 3130 PPT-1 .................................................................. 2
- PHPR 3070 PPD-1 ................................................................. 4
- PHPR 3260 PHCAD-1 ............................................................ 2
- PHPR 3920 IPPE-1 ................................................................ 1

**Spring Semester (18 credits)**
- MBC 3320 Medicinal Chemistry II ......................................... 2
- MBC 3560 Physiological Chemistry II .................................... 3
- MBC 3800 Microbiology & Immunology ............................... 3
- MBC 3850 Microbiology & Immunology Lab ........................ 1
- PHCL 3720 Pharmacology II ............................................... 2
- PHPR 3140 PPT-2 ................................................................. 2
- PHPR 3080 PPD-2 ................................................................. 4
- PHPR 3920 IPPE-1 ................................................................. 1

**Optional summer for MBA (12 credits)**
- ECON 1150 Principles of Macroeconomics
- BUAD 2040 Financial Accounting Information
- BUAD 2050 Accounting for Business Decisions
- BUAD 3020 Principles of Manufacturing & Service Systems
P2 Year

Fall Semester (16 credits)
PHPR 4160 Pharmacokinetics ............................................ 3
PHCL 4700 Pharmacology III ........................................... 2
PHPR 4070 PPD-3 ........................................................... 3
PHPR 4130 PPT-3 ............................................................ 4
PHPR 4920 IPPE-2 .......................................................... 1
Undergraduate Professional Electives* .................................... 3
  - One MBA course (BUAD 3010)

Spring Semester (16-17 credits)
MBC 4300 Medicinal Chemistry III ........................................ 2
PHCL 4720 Pharmacology IV ............................................... 2
PHPR 4330 Research Design & Drug Literature Eval I ............. 2
PHPR 4080 PPD-4 ........................................................... 3
PHPR 4140 PPT-4 ......................................................... 4
PHPR 4920 IPPE-2 .......................................................... 1
PHPR 4520 PHCAD-2 ....................................................... 2
  - One MBA course (BUAD 3040)

* A total of 3 credit hours of Undergraduate Professional Electives are required; business coursework would be accepted as fulfilling these requirements
Note: At the end of the P2 year, students are candidates for a B.S. degree in pharmaceutical sciences leading toward a PharmD degree.

P3 Year

Summer Semester Immediately Following P2 Year (15 credits)
PHPR 6120 PPT-5 ................................................................ 3
  - BUAD 6100 - Accounting for Decision Making (pre-req: ACCT 2040 or 5000)
  - BUAD 6200 - Financial Systems (pre-req: FINA 3040 or 5310)
  - BUAD 6300 - Strategic Marketing and Analysis (pre-req: MKTG 3010 or 5410)
  - BUAD 6400 - Results-Based Management

Fall Semester (17-20 credits)
MBC 5300 Molecular Basis of Cancer Chemotherapy .......... 1
PHPR 5300 Design & Applications of Cancer Chemo .......... 1
PHPR 6070 PPD-5 ........................................................... 3
PHPR 6130 PPT-6 ........................................................... 4
PHPR 6160 Advanced Applied Pharmacokinetics .......... 3
PHPR 6260 PHCAD-3 ....................................................... 1
PHPR 6610 Seminar I ......................................................... 1
PHPR 6340 Research Design & Drug Literature Eval 2 .... 2
PHPR 6920 IPPE-3 .......................................................... 1
Graduate Professional Electives* ......................................... 3
  - BUAD 6500 - International Business

Spring Semester (16-19 credits)
MBC 6320 Neurological & Psychiatric Drugs .................... 1
PHCL 6320 Neurological & Psychiatric Pharmacology .... 1
PHPR 6080 PPD-6 ........................................................... 3
PHPR 6140 PPT-7 ........................................................... 4
PHPR 6250 Self-care ......................................................... 4
PHPR 6280 PHCAD-4 ....................................................... 2
PHPR 6310 Jurisprudence & Ethics ........................................ 1
Graduate Professional Electives* ........................................ 3
  • BUAD 6600 - Supply Chain Management

Optional summer for MBA (6 credits)
  • BUAD 6800 - Information Technology and E-Business
  • BUAD 6900 - Strategic Management Capstone

P4 Year

Fall Semester:
PHPR 8620 Seminar II (Fall or Spring) ......................... 2
PHPR 8940:001 Advanced Pharmacy Practice Experience I .... 4
PHPR 8940:002 Advanced Pharmacy Practice Experience II .... 4
PHPR 8940:003 Advanced Pharmacy Practice Experience III ... 4
PHPR 8940:004 Advanced Pharmacy Practice Experience IV ... 4

Spring Semester
PHPR 8620 Seminar II (Fall or Spring) ......................... 2
PHPR 8940:005 Advanced Pharmacy Practice Experience V ... 4
PHPR 8940:006 Advanced Pharmacy Practice Experience VI ... 4
PHPR 8940:007 Advanced Pharmacy Practice Experience VII .. 4
PHPR 8940:008 Advanced Pharmacy Practice Experience VIII 4

3 APPE electives (in management/administration/managed care/public health) will be accepted for
the general MBA
Note: At the end of the P4 year, students are candidates for the PharmD and MBA degrees. Degrees will
be granted separately, and one can be earned without having to finish the other.

The 5000-level business courses have undergraduate equivalencies which may be
taken while the student is taking pre-pharmacy courses:

<table>
<thead>
<tr>
<th>Common Body of Knowledge (18 hours)</th>
<th>Hours</th>
<th>UT Undergrad Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 5000 Financial &amp; Managerial Accounting</td>
<td>3</td>
<td>BUAD 2040 Financial Accounting Info and BUAD 2050 Accounting for Business Decisions or ACTG 1040 Financial Accounting and ACTG 1050 Managerial Accounting</td>
</tr>
<tr>
<td>FINA 5310 Managerial Finance</td>
<td>3</td>
<td>BUAD 3040 Principles of Financial Mgmt</td>
</tr>
<tr>
<td>FINA 5210 Economics for Business Decisions</td>
<td>3</td>
<td>ECON 1150 Principles of Macroeconomics and ECON 1200 Principles of Microeconomics</td>
</tr>
<tr>
<td>MKTG 5410 Marketing Systems</td>
<td>3</td>
<td>BUAD 3010 Principles of Marketing</td>
</tr>
<tr>
<td>OPMT 5510 Applied Business Statistics</td>
<td>3</td>
<td>BUAD 2060 Data Analysis for Business or MATH 2600 Intro to Statistics or PHPR 4330 Drug Literature Evaluation &amp; Research Design I</td>
</tr>
</tbody>
</table>
Please contact CPPS and COBI academic advisors for additional details about the PharmD/MBA curriculum.

**MBA Curriculum and Admissions Process**

Please see the COBI catalog and academic advisors for specific and up-to-date information.

**Pharmacy Graduate Degree Programs**

The CPPS offers several graduate degrees in the pharmaceutical sciences – the Master of Science in Pharmaceutical Sciences degree with program options in pharmacology/toxicology, industrial pharmacy and health outcomes and socioeconomic sciences; the master of science in medicinal chemistry degree; the doctor of philosophy in experimental therapeutics, and the doctor of philosophy in medicinal chemistry degree. Students should contact the CPPS for admission and curricular requirements.

**Master of Science in Pharmaceutical Sciences (MS)**

**Health Outcomes and Socioeconomic Sciences**

Health Outcomes and Socioeconomic Sciences is the pharmaceutical science focusing on patient and population healthcare outcomes, comparative effectiveness research, economic outcomes of drug and disease management, and the social and behavioral influences of patient and healthcare provider actions.

**Industrial Pharmacy**

This degree is designed to prepare an individual for responsibilities in professional practice, the pharmaceutical industry and scientific research beyond those possible with a baccalaureate degree.

The Industrial Pharmacy program at The University of Toledo prepares students to assume pharmaceutical manufacturing positions performing a variety of specialized tasks including pre-formulation evaluation, dosage form design, and stability testing.
Pharmacology/Toxicology
This degree provides training for careers in research and development within the pharmaceutical and chemical industries, in governmental regulatory agencies and environmental toxicology. 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
The focus of the Medicinal Chemistry educational program is on the theory and practice of drug design, with additional advanced-level instruction in the appropriate underlying scientific areas. One of the program’s strengths is the integration of training in both chemistry and advanced biology. Biological techniques are used to identify and characterize targets, while chemical approaches design the drugs or probes to affect the targets identified. This intermingling of chemistry and biological knowledge enhances job opportunities for our graduates.

PhD in Experimental Therapeutics
Experimental therapeutics is the integration of basic and applied sciences focused on the study of and development of new treatments for human disease. Research in experimental therapeutics seeks to understand human diseases from the molecular level to the whole organism in order to develop rational approaches for new pharmacological treatments. In addition, experimental therapeutics includes the development of new therapies through systematic investigation at increasing levels of complexity ranging from individual molecules and proteins, to cellular and tissue based assays and to the whole organism. The purpose of the program is to train students at the doctoral level who can translate discoveries in the laboratory to therapies in a clinical setting.

Residency Programs
The College of Pharmacy and Pharmaceutical Sciences has residency programs that provide outstanding residency opportunities and allow pharmacists to advance their careers. Guiding principles are personal integrity, respect for humanity, and professionalism. The college offers residency opportunities in hospital pharmacy, critical care, and community pharmacy.
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.

Requirements for Academic Progression -- Pre-Pharmacy Program

Policies

1. Good Academic Standing
   a. The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” for Pre-Pharmacy students in the following manner: a minimum term and cumulative GPA of 2.00

2. Academic Probation
   a. A student will be placed on Academic Probation for earning a term or cumulative GPA < 2.00
   b. In addition to academic probation, a student earning a term GPA < 1.00 may be subject to suspension from the CPPS and/or University for one (1) term, not including the summer terms. (See suspension below)
   c. Students will remain on academic probation until the cumulative GPA is raised to 2.00 or greater or qualifies for suspension.

3. Suspension
   a. Any student who earns a term GPA < 1.00 must meet with their CPPS pre-pharmacy academic advisor and the Associate Dean of Main Campus Student Affairs prior to the start of the next term. If a student earns a term GPA < 1.00 does not meet with their academic adviser and the Associate Dean of Main Campus Student Affairs prior to the start of the next term, the student will be suspended for a period of one (1) term, not including summer terms.
   b. Any student on academic probation who earns a term GPA of < 2.00 will be suspended for a period of one (1) term, not including summer terms.
   c. In lieu of suspension from the University, a student who is suspended by CPPS policy, but remains eligible to continue at the University based on current university policy, may defer suspension as long as they agree to each of the following:
      i. Register for a plan of study put forth by the academic adviser
      ii. Notify the academic adviser prior to dropping or adding any courses
iii. Transfer to University College or another program of their choosing at The University of Toledo, whichever they become eligible to transfer to first

4. Readmission from Suspension
   a. Students serving suspension have the right to petition for readmission to the CPPS. A student must request readmission via a written petition to the chair of the APC by the designated time.
   b. Any student returning from suspension will be placed on probation. While on probation, the student must earn a term GPA of 2.00 or better and a grade of D+ or better in all subsequent coursework or the student will be subject to dismissal.

5. Dismissal
   a. Any student returning from suspension (and placed on probation) who earns a term GPA < 2.00 and/or a course grade of D or less, will be dismissed from the CPPS.
   b. In lieu of dismissal from the University, a student who is dismissed by CPPS policy, but remains eligible to continue at the University based on current university policy, may defer suspension as long as they agree to each of the following:
      i. Register for a plan of study put forth by the academic adviser
      ii. Notify the academic adviser prior to dropping or adding any courses
      iii. Transfer to University College or another program of their choosing at The University of Toledo, whichever they become eligible to transfer to first

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

7. Petition for review of Suspension/Dismissal by APC
   a. A student who is suspended or dismissed may petition the APC to appeal the decision to suspend or dismiss. If the petition is accepted, the college will determine the conditions for academic progression under which the student will be permitted to continue taking classes.
   b. A student must submit the petition within one month of the date of suspension/dismissal.
   c. If a student is allowed to continue and does not meet expectations for academic progression, dismissal from the College of Pharmacy and Pharmaceutical Sciences will result.

8. Appeal of Suspension or Dismissal to Dean
   a. A student may appeal a suspension or dismissal to the Dean of the CPPS. (Refer to CPPS Appeal Policy: 3364-83-05)
   b. Appeal will only be heard after a petition for review of suspension/dismissal has been submitted and denied by the APC (See #7 above)
Procedures for Probation/Suspendable PREP Students:

In the APC letter to the student, the following criteria will be stipulated if the student is subject to suspension due to term GPA of <1.00 or plans to transfer to another college but is not yet eligible.

Prior to the start of the next term, the student must:
   i. Meet with their Pre-Pharmacy academic adviser to review academic and career options, and design a new Plan of Study.
   ii. Meet with the Associate Dean of Main Campus Student Affairs

During the next term, the student must:
   i. Meet with their Pre-Pharmacy academic adviser monthly to monitor progress
   ii. Meet with their Success Coach monthly to monitor progress
   iii. Use the Learning Enhancement Center (LEC) frequently (visits are tracked)

Procedures for Probation PREP Students:

Students on probation must:
   i. Have an initial meeting with their PREP academic advisor to review academic resources and their current Plan of Study
   ii. Meet with their Pre-Pharmacy academic adviser monthly to monitor progress
   iii. Meet with their Success Coach monthly to monitor progress
   iv. Use the Learning Enhancement Center (LEC) frequently (visits are tracked)

Requirements for Academic Progression – Professional Division Students in the Bachelor of Science in Pharmaceutical Sciences program (Pharmacology/Toxicology, Medicinal Chemistry, Cosmetic Sciences and Formulation Design, Pharmaceutics, and Pharmacy Administration)

Policies
   1. Good Academic Standing
      a. The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” for professional division students in the Bachelor of Science in Pharmaceutical Sciences program (Pharmacology/Toxicology, Medicinal Chemistry, Cosmetic Sciences and Formulation Design, Pharmaceutics, and Pharmacy Administration) in the following manner: a minimum term and cumulative GPA of 2.00
2. Academic Probation
   a. A student will be placed on Academic Probation for the following:
      i. Earning a semester or cumulative GPA < 2.00
      ii. Earning a semester GPA < 1.00; this performance may lead to suspension (see section on suspension below) from the University without a preliminary probationary semester.
   b. Any student on Academic Probation for two of three consecutive semesters in attendance may be suspended (see section on suspension below) from the University.
   c. Students will remain on Academic Probation until the cumulative GPA is raised to 2.00 or greater.

3. Suspension
   a. Any student on academic probation who earns a term or cum GPA of < 2.00 or grade of F may be suspended for a period of one (1) semester, not including summer semesters.
   b. Any student who earns a cumulative GPA < 1.00 may be suspended for a period of one (1) semester, not including summer semesters.

4. Readmission from Suspension
   a. Students serving suspension have the right to petition for readmission to the CPPS. A student must request readmission via a written petition to the chair of the APC at least eight (8) weeks prior to the returning semester.
   b. A student returning from suspension will be placed on probation. The student must earn a term GPA of 2.00 or better and a grade of D- or better in all subsequent coursework or the student will be subject to dismissal.

5. Dismissal
   a. Any student returning from suspension and earning a term GPA < 2.00 and/or a course grade of F will be dismissed from the CPPS.

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

Requirements for Academic Progression – Doctor of Pharmacy Program (Policy No. 3364-83-07)

1. Good Academic Standing
   a. The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” for students enrolled in the Doctor of Pharmacy (PharmD) Program in the following manner:
      i. Maintaining minimum required course cumulative GPA ≥ 2.75
      ii. Earning grade of C or better in all required courses
   b. A grade below a C in any required 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. To hold an office in a CPPS organization or represent the CPPS, a student enrolled in the CPPS must be in “good academic standing.”
2. Academic Progression*
   a. To advance to the P2 year, the student must earn the following:
      i. A required course cum GPA ≥ 2.75
      ii. A grade of C or better in all required courses
   
   b. To matriculate to the P3 year, the student must earn the following:
      i. A required course cum GPA ≥ 2.75
      ii. A grade of C or better in all required courses
   
   c. To advance to the P4 (APPE) year, the student must earn the following:
      i. A required course cum GPA ≥ 2.75
      ii. A grade of C or better in all required courses
   
   d. To graduate with a Doctor of Pharmacy degree from the UT-CPPS, the student must earn the following:
      i. A required course cum GPA ≥ 2.75
      ii. A grade of C or better in all required courses

*Students not permitted to move on to the next professional year due to failure to meet academic requirements will be allowed to repeat previous coursework in an attempt to meet the necessary requirements for advancement.

3. Academic Probation
   The following academic performance will lead to Academic Probation
   a. Earning a required course cum GPA <2.75
   b. Earning a grade less than a C in required course.
   c. A student will remain on probation until he/she achieves academic good standing or is no longer enrolled in the program.
   d. Failure to pass a pharmacy practice experience or dismissal from a pharmacy practice experience (for reasons other than an action detrimental to patient care and/or to the clinical service).

4. Dismissal
   The following academic performance or circumstances will lead to dismissal from the Doctor of Pharmacy Program:
   a. Earning ≥ 4 grades less than a C on first attempt in required courses (P1-P3 years).
   b. Earning a required course term GPA < 2.00
   c. Earning a required course cum GPA <2.25 (excluding the Fall P1 semester)
   d. Earning a grade < C in a repeated required course.
   e. Student no longer able to complete the program in the required six (6) calendar year time period from the initial enrollment semester – student’s P1 Fall semester. (See Policy 3364-83-04 Time for Completion of the Doctor of Pharmacy Program)
   f. If dismissed from the Doctor of Pharmacy program, the student may continue to earn a BSPS degree if he/she has not already done so or
transfer to other Colleges/Programs within the University as eligible.
g. A student may appeal a dismissal (Refer to CPPS Appeal Policy: 3364-83-05)

The following experiential performance may make you eligible for dismissal:
a. Any student on probation due to experiential performance who fails to pass a pharmacy practice experience or is dismissed from a pharmacy practice experience.

5. Petition for Readmission after Dismissal
   a. A student who is dismissed may petition the APC for readmission. If the petition is accepted, the college will determine the conditions under which the student will be permitted to re-enroll.
   b. A student must submit the petition within one calendar year of the date of dismissal.*
   c. If a student is readmitted and does not meet expectation for academic progression, permanent dismissal from the College of Pharmacy and Pharmaceutical Sciences will result.

   *Time between dismissal and readmission will count toward “Time to completion of the PharmD Program (See Policy 3364-83-04 Time for Completion of the Doctor of Pharmacy Program)

6. Pharmacy Required Course GPA calculation
   a. The pharmacy required course GPA will consist of all required professional program pharmacy core-curriculum undergraduate and post-baccalaureate coursework (see below).
   b. Required courses may not be repeated more than once.
   c. All required courses (first attempt and repeated) will be counted towards required course cumulative GPA, regardless of the University grade recalculation policy.
   d. A repeated required course grade, in which a student earned a grade of B or better on the first attempt, will not be included in the required course GPA.
   e. Neither undergraduate nor post-baccalaureate elective coursework will be counted towards pharmacy required course GPA.

7. Matriculation
   a. To matriculate to the post B.S.P.S. portion (P3-P4) of the Doctor of Pharmacy program, the student must earn both of the following:
      i. A required course cum GPA ≥ 2.75
      ii. A grade of C or better in all required courses
   b. Students failing to achieve these two requirements will not matriculate and must do one of the following:
      i. Retake required courses to demonstrate an improved aptitude for the material and seek matriculation with the next year's class.
ii. If eligible, graduate with a Bachelor of Science in Pharmaceutical Sciences (BSPS) degree. However, doing so would prevent the student from taking/retaking additional undergraduate courses towards achieving a PharmD degree, thus ending any opportunity to further pursue a PharmD degree at The University of Toledo.

iii. If eligible, consider transferring to one of the other five tracks (Pharmaceutics, Pharmacology/Toxicology, Pharmacy Administration, Medicinal and Biological Chemistry, or Cosmetic Sciences and Formulation Design) of the BSPS program.

iv. If eligible, change colleges within the University of Toledo or transfer to another institution.

Suspension
Suspension from the CPPS may occur after review of academic performance by the Academic Performance Committee. Suspension is from the University. The period of suspension is at least one semester, exclusive of the summer terms. A student who is suspended may appeal the Academic Performance Committee decision to the dean. A student who serves the suspension must petition for readmission, in writing, at least five weeks prior to the beginning of the semester to which the petition is directed. If the petition is accepted, the college will determine the conditions under which the student will be permitted to re-enroll. If a student is readmitted and does not perform satisfactorily, permanent dismissal from the CPPS may result. A student who is on academic or disciplinary probation or suspension will be required to relinquish the duties of any office in the CPPS organizations until the student is in “good academic standing”.

If a student is suspended, and therefore is ineligible to attend classes in a subsequent semester, that student must drop all of the courses for that semester.

Dismissal
Dismissal from the CPPS may occur after review of academic performance by the Academic Performance Committee. Dismissal is from the CPPS and, depending on the circumstances, not necessarily from the University. A student who is dismissed may petition the dean for readmission (Please refer to Policy 3364-83-05: Appeal Procedure for Academic Performance and Progression). If the petition is accepted, the college will determine the conditions under which the student will be permitted to re-enroll. If a student is readmitted and does not perform satisfactorily, permanent dismissal from the CPPS may result.

Appeal Procedure for Individual Final Course Grades
Pre-pharmacy
All pre-pharmacy students in the college will follow the current UT undergraduate academic grievance policy. All M.S. and Ph.D. students in the college will follow the graduate student academic grievance policy.

Professional division (P1-P4) of CPPS appeals process for final course grades

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

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

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

Appeal Procedure for Academic Performance and Degree Progression for the Professional Division (Policy 3364-83-05)

(A) Appeal Procedure for Academic Performance and Degree Progression:

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

Appeal is limited to academic issues based on the following:

- A claim that the Academic Performance review and ruling process was not conducted as required by the Academic Performance policy.
- A claim that the sanction imposed is excessive for the academic performance issue.
- New information has become available that was not available at the time of the original decision.
The impact of commuting or excessive work hours will not be considered as a basis for appeal.

1. Appeal Process
   a. To appeal APC decisions, the student shall formally dispute the decision in writing to the Dean of the CPPS. The letter of petition must be written in adherence to the business letter format and must include the student’s name and Rocket number, phone number, current mailing address, date, semester, decision(s) in dispute, the specific issue regarding the decision(s) in dispute, and the student’s statement of appeal that specifically identifies which of the three bases for appeal are being raised. A hard copy and email copy of the written request must be received by the Office of the Dean by 5pm of the fifth business day following email notification of the APC decision, or any further right to appeal is waived. Email subject line must read: "Appeal: [student name]"

   b. The Pharmacy Academic Progression Appeals Committee (PAPAC) will be convened to review the matter and advise on the dispute. The PAPAC’s recommendations to the Dean are advisory. The committee will consist of the following members:
      - Associate Dean for Main Campus Student Affairs and Enrollment Management
      - Associate Dean for Health Science Campus Student Affairs and Diversity
      - Associate Dean of Graduate and Research Studies
      - At least one full-time faculty member who has been directly involved in the instruction of the student, but who was not involved in the disputed APC decision.

   c. The appeal review may include a hearing with the student. The student is permitted to have a faculty or staff member or a fellow CPPS student attend the hearing as his/her advisor, however these individuals may not participate in the proceedings. Legal counsel will not be permitted. Both the student and the APC will be permitted to make a statement and present any information pertinent to the matter before the Dean and/or PAPAC.

   d. The Dean will review all applicable evidence presented by the PAPAC, the student, and the APC and any other requested information.

   e. After completing such review, the Dean may ask for a meeting with the student

   f. The Dean will provide to the student a written notification of the decision on the appeal within ten business days of the receipt of the appeal petition from
the student, unless circumstances warrant additional time for review, with 
sufficient notice provided to the student.

g. The decision of the Dean is final and without appeal.

(B) Pendency of Action
Generally, implementation of an academic dismissal of a student from the Doctor of 
Pharmacy program and/or the CPPS will be deferred until all the due process hearings 
and time for appeals made by the student have been exhausted. Students will be 
allowed to continue in CPPS didactic coursework pending the ruling on appeal(s). 
Students will not be permitted to continue in experiential education on site experiences 
during the appeal process. Assignments/Exams may be completed but will not be 
scored unless the appeal is accepted. If the appeal is denied, the student will be 
immediately administratively removed from registered coursework. Please note, the 
Dean of the CPPS or the Assistant/Associate Dean for Academic Affairs of the CPPS 
may impose immediate removal or restrictions on the student if the alleged academic 
conduct in any way concerns patient or public safety (including faculty, staff and other 
students).

Good Standing

The CPPS defines “good academic standing” in the following manner:

a) For all pre-pharmacy students, and professional division students in the Bachelor of 
Science in Pharmaceutical Sciences program (pharmacology/toxicology, medicinal 
and biological chemistry, pharmaceutics, cosmetic science and formulation design, 
and pharmacy administration 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.

Pharmacy Required Courses (used in calculation of pharmacy required course 
cumulative GPA)

Undergraduate core-curriculum courses taught in the CPPS beginning in the P1 year of 
the PharmD professional division:

- MBC 3310, 3320, 3550, 3560, 3800, 3850 and 4300
- PHCL 3700, 3720, 4700 and 4720
- PHPR 3070, 3080, 3130, 3140, 3260, 3920, 3930, 4070, 4080, 4130, 4140, 4160, 
4330, 4520, 4920 and 4930
Post-B.S.P.S. core-curriculum courses taught in the CPPS beginning in the P3 year of the PharmD professional division:

- MBC 5300 and 6320
- PHCL 6320
- PHPR 5300, 6070, 6080, 6120, 6130, 6140, 6160, 6250, 6260, 6280, 6310, 6340, 6610 and 6920

PharmD electives (undergraduate or graduate) are not counted toward PharmD core-curriculum courses.

**Experiential Performance Standards**

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

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

**Time in Program Policy**

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

CPS Code of Professional Conduct

Student Grievances (Professional Division)

Student complaints specifically related to Accreditation Council for Pharmacy Education (ACPE) standards should be submitted on the appropriate form to the CPPS Office of Student Affairs (Wolfe Hall Room 1227 or Frederic and Mary Wolfe Center, Health Education Building, Suite 155) in care of the associate dean for student affairs. Forms and a copy of the ACPE standards are available in the Office of Student Affairs and on the college website under Current Student Links. Students can also find the ACPE standards at the ACPE web site. The associate dean will meet with the dean of the College to review the complaint and consult with the student complainant and individuals involved. A formal response will be issued by the dean. If the issue is not resolved at the College level, the student complainant can submit the complaint directly to ACPE. In addition, a student may submit a complaint directly to ACPE without submission to the College. See https://www.acpe-accredit.org/complaints/default.asp for more information.

Student issues or complaints regarding specific courses should follow these steps when pursuing an academic grievance:

**STEP 1:** The student discusses the problem with the faculty member whom the student believes has taken improper action.

**STEP 2:** If resolution is not achieved, the student discusses the problem with the chair of the faculty member’s department.

**STEP 3 (optional):** If the student wishes, the student may seek informal counsel from the president of student government: http://www.utoledosg.org/.

**STEP 4:** If resolution is still not achieved, the student discusses the problem with the dean of the college or the college representative responsible for dealing with student academic grievances.

**STEP 5:** If resolution is not achieved at the college level, the student needs to file a petition for academic grievance with the chair of the Student Grievance Council.

See http://www.utoledo.edu/offices/provost/academicgrievance/undergraduate.html for UT academic grievance timeframe and the written petition guidelines.

Please refer to the UT Policy web site for additional information on Policy #3364-71-05 or other academic policies: http://www.utoledo.edu/policies/
LEAVE OF ABSENCE POLICY

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

Please go to [http://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-06.pdf](http://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-06.pdf) for more information on the policy. To apply for a Leave of Absence (LOA), please go [here](http://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-06.pdf) to complete the application.

College Level Examination Program Credit (CLEP)

The CPPS grants up to a maximum of 30 semester CLEP credits. Credits earned in the natural sciences and mathematics section of the CLEP examination will count toward the degree as free electives, but do not replace the requirement for any specific course in biology, chemistry, physics or mathematics. Credits earned with other sections of the CLEP examination will count only toward meeting other general education requirements.

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, excluding course work in the natural sciences (biology, chemistry, physics and most math courses). Once the petition is filed, the request is irrevocable.

Credit by Exam

Refer to the University General Academic Policies for Credit by Exam policies that apply to all students.

Withdrawal, GPA Recalculation and Audit Policies

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

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

(a) Local media: notify local television and radio stations;

(b) SNOW hotline; provide inclement weather information at 419.530.SNOW (7669)

(c) Email: send out a campus wide email

(d) UT Alert: a text message to UT Alert subscribers. All students should register to receive these alerts by clicking on the link under the Student tab in the Portal in the My Other Resources section.

(e) Website: Update UT website

Please follow the link below for more info and the complete policy: http://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf.

Missed Class Policy

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

Only in specific, unavoidable situations does the University excuse absences from class: (1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Policy on Family and Medical Leave], or death in the family; (2) religious observances that prevent the student from attending class; (3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework; (4) government-required activities, such as military assignments, jury duty, or court appearances; and (5) any other absence that the professor approves.
Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University’s policy. Please follow the link below for more info and the complete Missed Class policy: [http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf](http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf).

**Student Grievances (PREP)**

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/](https://www.utoledo.edu/studentaffairs/dos/).
University Academic Dishonesty Policy (PREP)

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](http://www.utoledo.edu/dl/students/dishonesty.html).

University Bully Incident Policy

If you have experienced or witnessed an incident of bullying, discrimination and/or harassment at The University of Toledo please use this form to let us know. If you would prefer to speak with someone immediately, contact Lisa Kovach - 419.530.2048 or Chief of Police, Jeff Newton - 419.530.4484


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

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

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

If you are a student who believes you have been subjected to sexual misconduct which includes sex discrimination, sexual harassment, sexual violence, sexual assault, conduct that exploits another person in a sexual and non-consensual way (such as voyeurism and non-consensual recording), stalking, dating violence, domestic violence, and indecent exposure or retaliation, please submit complaints in writing within 300 days of the incident(s) in question to a Deputy Title IX Coordinator. The entire complaint procedure and complaint form may be found here:
https://publicdocs.maxient.com/reportingform.php?UnivofToledo&layout_id=7. For good cause and at the Title IX Coordinator's discretion, that office may waive the writing requirement or the 300-day time limitation.

For additional info and the policy, go to:
http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf

University Student Code of Conduct

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

For additional info and the policy, go to:
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.

CPPS Student Organizations
http://www.utoledo.edu/pharmacy/current/studentorganizations.html

Students must be in good standing to hold an office.

UT Student Organizations
http://www.utoledo.edu/studentaffairs/osi/orglisting/

Student of the Month Nomination Form

To be eligible to receive a CPPS Student of the Month Award, a student must:

- Be nominated by CPPS students, faculty, staff or preceptors
- Be a full-time student in the College of Pharmacy and Pharmaceutical Sciences pre-pharmacy, professional division of the PharmD or BSPS programs, or MS or PhD programs
- Have earned a cumulative grade point average of 3.0 or greater

Importantly, the nominee must have met one or more of the following criteria during the current month:

- Served as a role model of professionalism to the student body.
- Displayed a strong commitment to leadership in the College, University, community and/or chosen profession.
- Dedicated his or her time and talents to help others through volunteering.

Recipients of the Student of the Month Award will be featured on the CPPS video monitors in Wolfe Hall and the Wolfe Center
Computer Lab/ Resource Center

Main Campus-located in Wolfe Hall room 1259; Hours M-F 7-5 (after 5 and on weekends/holidays, swipe Rocket card).

Health Science Campus-located in Health Ed Bldg room 150A

Students can print up to 1200 pages between both locations. In addition, students can print 1200 in MC computer labs and 1200 in Mulford Library (total 3600 pages).

How to Calculate Your GPA’s

Definitions of Terms Used to Calculate Grade Point Averages (GPA’s):

<table>
<thead>
<tr>
<th>Grade Values</th>
<th>GPA Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A- 3.67</td>
<td></td>
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<td>B+ 3.33</td>
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<tr>
<td>C- 1.67</td>
<td></td>
<td></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>3.00</td>
<td>9.00</td>
</tr>
<tr>
<td>CHEM1200</td>
<td>PS/NC</td>
<td>PS</td>
<td>1</td>
<td>0*</td>
<td>0.00*</td>
<td>0.00</td>
</tr>
<tr>
<td>CHEM1230</td>
<td>Normal</td>
<td>A-</td>
<td>4</td>
<td>4</td>
<td>3.67</td>
<td>14.68</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:

If you are applying to the Early Admission for the PharmD professional division for P1 Fall 2018:

1. Add the total GPA hours for BIOL2170, CHEM1230, CHEM1240, MATH1850 (or 1750), PHCL2610, (should total 19 hours).

2. Add the total quality points for these same five (5) courses. (Remember all of these courses must have been taken only once at The University of Toledo or taken while a high school student.)

3. Divide the quality points by the GPA hours to determine the science GPA.

If you are being reviewed for Contingent Admission for the PharmD professional division for P1 Fall 2018:

1. Add the total GPA hours for BIOL2170, CHEM1230, CHEM1240, CHEM2410, MATH1850 (or 1750), PHCL2610, PHYS1750 (or 2070) (should total 26 or 27 hours depending on which physics was taken). Remember to use the better grade of your first two attempts.

2. Add the total quality points for these same seven (7) courses.

3. Divide the quality points by the GPA hours to determine the science GPA.
If you are applying to the Traditional Admission for the PharmD professional division for P1 Fall 2018:

1. Add the total GPA hours for BIOL2170, CHEM1230, CHEM1240, CHEM2410, MATH1850 (or 1750), PHCL2610, and PHYS1750 (or 2070) (should total 26 or 27 hours depending on which physics was taken). Remember to use the better grade of your first two attempts.

2. Add the total quality points for these same seven (7) courses.

3. Divide the quality points by the GPA hours to determine the science GPA.

Pre-Pharmacy Advising

Pre-pharmacy 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, by stopping in Wolfe Hall Room 1227 or through the Schedule an Advising Appointment link on the Pharmacy tab in their portal under the CPPS Advising and Student Affairs section.

In lieu of making an appointment, students with questions may email advisors at CPPSAdvising@utoledo.edu or visit advisors during posted walk-in advising hours located in the window to the left of the WO1227 Office door.

Pre-pharmacy Honors Students are required to meet with their faculty Honors advisor at least once each term, in addition to obtaining advising services through the Office of Student Affairs.

Student Athletes are required meet with Deb Sobczak each term to complete their required NCAA Academic Plan of Degree Coursework form.
Please record all coursework that you plan to take during your pre-pharmacy (either 2 or 3 years). Refer to the PREP Curriculum sheet.

**PRE-PHARMACY (PREP)
PLAN OF STUDY (POS)**

Please read the following statements; sign and 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.**

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<td>YEAR TOTAL HRS</td>
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Degree Audit

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

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

Instructions for running a degree audit can be found under the Pharmacy tab in the CPPS Advising and Student Services section. Special attention should be paid to instructions based on the catalog year or application cycle to the professional division. Instructions also include how to run a “what-if” degree audit if student is considering a major/college change.

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

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 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 student affairs/services, in Rocket Solution Central (Rocket Hall room 1200), or online at http://www.utoledo.edu/offices/registrar/forms.html.

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 University Hall 3000 for processing. For pre-pharmacy 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.
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/Transferology**

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

1. Go to [www.transferology.com](http://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.

*NOTE: If you are looking for a science course, make sure to list both the lecture AND the lab.*
6. Select the correct course(s) from the list provided by clicking the Green Plus Sign.
7. Continue with different departments/courses until all possibilities have been uploaded.
8. Click “search for matches” (upper right above list of courses) and it will give you ALL schools in database that have matches to these courses.
9. You can narrow your search by typing in a school or city name at the top.
10. To see the course name/number at the other school, click on the blue Match button (left).
11. Transferology will save your list of UT target courses if you log out (or you can delete them).

If the course or institution is NOT found on [https://www.transferology.com/index.htm](https://www.transferology.com/index.htm), click on the “Transfer Credit Inquiry Form” link under the Pharmacy tab in the Portal and follow the instructions at the top of the form.

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

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

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

**Professional Division Advising**

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

- The professional division advising is conducted by the Director of Student Services for the Professional Division and faculty advisors.

- 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 advisors during the P1 year. P1 professional division students won't be able to register for fall P2 classes until they have met with their faculty advisor. You will be emailed your faculty advisor contact information. You can also find the faculty advisor contact information by clicking on the Advisor Contact Information link below.

- Appointments with Jing Meyer, the Director of Student Services for the Professional Division, are welcome and can be made by calling 419.383.1904 or online at [https://booknow.appointment-plus.com/18yx646y/10](https://booknow.appointment-plus.com/18yx646y/10). 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 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:

  • M, T, R and F - 11:00 am – 12:00 pm HEB 155
  • Wednesday - 8:30 am – 12:00 pm, 1:00 – 5:00 pm HEB 155

PharmD Curriculum
http://www.utoledo.edu/pharmacy/academic_programs/pharmdprogram/entryphd.html

BSPS Curricula (All Majors)
http://www.utoledo.edu/pharmacy/academic_programs/index.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.

The most current information can be found under the Pharmacy tab. Links include:

  Experiential Education
  Internship License
  Introductory Pharmacy Practice Experience (IPPE) Program
  Advanced Pharmacy Practice Experience (APPE) Program

B.S.P.S. Internship Program
The most current information can be found under the Pharmacy tab. Links include:

  Internship Program Registration Form
  BSPS Experiential Education Agreement Form
  Pharmacy Administration (PHPR 4780) Internship Sheet
  Pharmaceutics (PHPR 4880) Internship Sheet
  Pharmacology/Toxicology (PHCL 4780) Internship Sheet
  Medicinal and Biological Chemistry (MBC 4780) Internship Sheet
  Cosmetic Science (PHPR 4890) Internship Sheet
UT Registration and Records

The following printable and online Registrar forms can be found at http://www.utoledo.edu/offices/registrar/forms.html.

- Administrative Adjustment Form
  Requests for discretionary adjustments for students with extenuating circumstances beyond the student's control. Please review the University policy on administrative adjustments before submitting a petition. The policy can be found by clicking here.

- Concurrent Enrollment Form
  After UT college advisor's approval, bring the completed form to the Registrar's Office.

- Course Request (Add/Drop) Form

- Credit by Assessment form
  Review details of Prior Learning Assessment at http://www.utoledo.edu/uc/pla/

- GPA Recalculation (Grade Deletion) Form
  Be sure to print and read the instructions on page 2.

- Incomplete Grade Documentation Form

- Letter Request Form
  Health Science Campus students only

- Medical Withdrawal Application

- Name Change Application

- Pass/No Credit Grade Petition
  CPPS restricts to maximum of 7 hours (excluding science or calculus courses).

- Petition for Academic Forgiveness

- Request for Non-funded Late Registration Form

- Transcript (official) Request Form

- Withdrawal Form
  Be sure to check financial ramifications before processing.

Preferred First Name

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

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

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

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

Once saved, your preferred first name will appear on myUT portal, Blackboard, and eDirectory (among other locations). Your legal name will appear on official transcripts, Rocket ID Card, and degree audit (among other locations). For more info, go to: [http://www.utoledo.edu/offices/registrar/student_records/preferred_first_name.html](http://www.utoledo.edu/offices/registrar/student_records/preferred_first_name.html)

**Graduation**

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

College of Pharmacy and Pharmaceutical Sciences Graduation information and dates: [http://www.utoledo.edu/pharmacy/current/Graduation/graduation.html](http://www.utoledo.edu/pharmacy/current/Graduation/graduation.html) (link also found on Pharmacy tab under CPPS News and Events)

**Medical Withdrawal Application**

Applications for a withdrawal based on personal illness/injury require certain documented medical information. Please contact Elliott Nickeson by email at elliott.nickeson@utoledo.edu or by phone at 419.530.4837 to obtain the application and additional information.

**FERPA**

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

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

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

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

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

Proxy Access

Proxy Access provides a Proxy (the person authorized by the student) the ability to view specific student information on-line. The student must create an account and authorize access for others to view certain information. A valid e-mail address is required to have a Proxy account created and to access the site.


Identifying Term of Enrollment

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

Schedule of Classes

For the most up-to-date live class search, 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.
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>1. <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, MC (RH1200) or Registrar, HSC Mulford Library (Suite 114).</td>
<td>1. <strong>Ask</strong> the instructor if they will sign you into the closed class. If not, you must pick another section or class.</td>
<td></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. If the instructor signs the form, take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<td>2. <strong>As of 6th day of term,</strong> print a Course Request Form (link above) or pick up the form in the Office of Student Affairs (WO1227/HEB155) or Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
</tr>
<tr>
<td><strong>During Early or Open Registration</strong></td>
<td>3. <strong>Ask</strong> the instructor if they will sign you into the class. If not, you must pick another section or class.</td>
<td>3. If the instructor has signed the form, you must also get the Dean’s designee’s signature on the form (WO1227/HEB155).</td>
</tr>
<tr>
<td><strong>If the class is closed:</strong></td>
<td>4. <strong>If the instructor signs the form,</strong> take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<td>5. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
</tr>
<tr>
<td>1. Print a Course Request form (link above) or pick up the form in the Office of Student Affairs (WO1227/HEB155), Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114).</td>
<td>6. <strong>As of the 15th day of the term,</strong> print a Request for Non-Funded Late Registration Form (link above).</td>
<td>6. As of the 15th day of the term, print a Request for Non-Funded Late Registration Form (link above).</td>
</tr>
<tr>
<td>2. If the instructor signs the form, take it to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
<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>
</tr>
<tr>
<td>8. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process.</td>
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</tr>
</tbody>
</table>

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

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

Academic Calendars

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

Academic Course Load

Full-time status became 12-18 hours.
An Overload Request Form can be found in the CPPS Advising and Student Affairs section under the Pharmacy tab in the portal.

Class Rank/Standing

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

Freshman: 1-29.9 earned hours
Sophomore: 30-59.9 earned hours
Junior: 60-89.9 earned hours
Senior: 90+ earned hours
**HOW TO EXIT A CLASS**

<table>
<thead>
<tr>
<th>After 15th day of term but before the end of the 10th week of classes</th>
<th>If you want to drop or withdraw from a class, make sure to research the possible impact on your financial aid or scholarship(s) <strong>before</strong> you do so!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Withdraw online at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a> or obtain a withdrawal form in Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) or print one (link above). These forms are not available in the Office of Student Affairs.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>

**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 [http://www.utoledo.edu/offices/registrar/registration_dates.html](http://www.utoledo.edu/offices/registrar/registration_dates.html). Select the term you wish to look at from the drop-down menu.
<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>Check with your instructor immediately to see what you need to do to complete the requirements for the course. (Print an Incomplete Grade form from the link above to take to your instructor.) If these req’s are not met before the end of the term following the term in which the IN grade was received, the IN grade will turn into an F. <strong>DO NOT RE-REGISTER FOR THIS CLASS!!</strong></td>
</tr>
<tr>
<td>PS/NC</td>
<td>Pass/No Credit*</td>
<td>No action required if PS. If NC, you must successfully repeat the same course to receive credit.</td>
</tr>
<tr>
<td></td>
<td>English Comp I courses</td>
<td>No action required if PS. If NC, you must successfully repeat the same course to receive credit.</td>
</tr>
<tr>
<td>PR</td>
<td>Progress</td>
<td>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, calculus or science courses cannot be taken Pass/NC. A student must complete the University core curriculum courses such that a C average is maintained. An average of less than a 2.00 does not fulfill the UT core requirement. Consult the General Information section of the UT Undergraduate Catalog for further information ([www.catalog.utoledo.edu](http://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.**
Grade Requirements to Advance

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

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

Double-dipping Course

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

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

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

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

UTAD Email

All registered UT students have a UTAD email account using the default format of Firstname.Lastname@rockets.utoledo.edu. All official email communications from the University to students will be sent to this address. It is your responsibility to check this account regularly. If you have any questions or if you need technical assistance, please contact the IT Help Desk at 419.530.2400 or ITHelpdesk@utoledo.edu.
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 (419) 530-2600.

UT Alert Emergency Notification System

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

Police/Fire/Medical Response

Main Campus, Scott Park Campus & Health Science Campus 419.530.2600
City of Toledo 9-1-1

Non-emergency (including Lost & Found) –

Main Campus - 419.530.2601  Health Science Campus - 419.383.2601

Night Watch (Escort Service) 419.530.3024

Code Blue Emergency Phones

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

Rocket Care Response Report

The Rocket Care Forms are used to connect UT students with help and resources to ensure well-being and a safe learning environment for all. Anyone may submit a form. For more info, contact the Office of Student Advocacy and Support, Main Campus Student Union Room 2521, or 419-530-2471 or rocketresponse@utoledo.edu.
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 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 Rocket Solution Central, Rocket Hall room 1200.

College Scholarships

The on-line scholarship application for the UT CPPS 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.

Two Campuses; One Future

Health Science and Main Campus Services: http://issuu.com/utcp/docs/2campuses2012

Research

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

Success Coaches

All incoming students are assigned a Success Coach. Success Coaches have different responsibilities than Academic Advisors but both are focused on helping students succeed personally and academically. Academic advisors help students with their academic plan of study or what classes are required for their major in order to reach graduation in a timely manner. A student's academic advisor can change if the student changes his or her major. A success coach can help direct students on all of the other questions that they may have related to their UT experience throughout their entire time at The University of Toledo.

If you do not know who your Success Coach is, contact Center for Success Coaching, Rocket Hall room 1830, call #419.530.1250 or email successcoach@utoledo.edu.
CPPS Catalog

UT Catalogs
http://www.utoledo.edu/catalog/

UT campus maps
http://www.utoledo.edu/campus/virtualtour/

IT- Help Desk, Email, Security, etc.
http://www.utoledo.edu/it/

Open computer labs on campus for students
http://www.utoledo.edu/it/CS/Lab_hours.html