

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

2018-2019

1/14/2019

Pre-Pharmacy STUDENT HANDBOOK



COLLEGE OF PHARMACY
THE UNIVERSITY OF TOLEDO

Introduction

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

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

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

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

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

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College of Pharmacy & Pharmaceutical Sciences Directory

Office of the Dean

Last Name	First Nam	Title	Phone	Office	Email
Bryant-Friedrich	Amanda	Interim Dean	419.530.4968	Frederic and Mary Wolfe Center HEB145 HSC	amanda.bryant-friedrich@utoledo.edu
McInerney	Marcia	Exec. Administrative Dean; Assoc. Dean for Research & Graduate Programs	419.383.1905	Frederic and Mary Wolfe Center HEB145F HSC	marcia.mcinerney@utoledo.edu
Mauro	Laurie	Associate Dean for Academic Affairs	419.383.1953	Frederic and Mary Wolfe Center HEB135D HSC	laurie.mauro@utoledo.edu
Lee	Suzanne	Executive Secretary I	419.383.1931	Frederic and Mary Wolfe Center HEB145 HSC	Suzanne.lee@utoledo.edu
Tierney	Cynthia	Administrative Assistant 2	419.383.1934	Frederic and Mary Wolfe Center HEB145 HSC	Cynthia.tierney@utoledo.edu

Office of Student Affairs

Last Name	First Name	Title	Phone	Office	Email
Holiday-Goodman	Monica	Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	monica.holiday-goodman@utoledo.edu
Hobbs	Sherlette	Administrative Assistant I	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	Sherlette.Hobbs@utoledo.edu

Powers	Mary	Assoc. Dean for Admissions and Enrollment Management	419.530.2010	Wolfe Hall 1227 MC	Mary.Powers@UToledo.Edu
Felkey	Tana	Secretary II	419.530.2010	Wolfe Hall 1227 MC	tana.felkey@utoledo.edu
Abdullah	Amal	Coordinator of Internal Admissions	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	amal.abdullah@UToledo.Edu
Gass	Gina	Enrollment Management Specialist	419.530.8064	Wolfe Hall 1227 MC	gina.gass@utoledo.edu
Meyer	Jing	Director of Student Services - Professional Division	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	jing.meyer@utoledo.edu
Sobczak	Deborah	Director of Student Services - Pre-pharmacy	419.530.2010	Wolfe Hall 1227 MC	deborah.sobczak@utoledo.edu
Treviño	José	Director of Transfer Services and Recruitment	419.530.2010	Wolfe Hall 1227 MC	jose.trevino@utoledo.edu

Bachelor of Science in Pharmaceutical Sciences (BSPS) Office

Slama	James	Director	419.383.1925	Frederic and Mary Wolfe Center 274 HSC	james.slama@utoledo.edu
Borden	Mary Jo	Internship Coordinator	419.383.1948	Frederic and Mary Wolfe Center 155 HSC	maryjo.borden@utoledo.edu

Honors Program

Ohlinger	Martin	Director	419.383.1535	Frederic and Mary Wolfe Center 137 HSC	martin.ohlinger@utoledo.edu
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Academic Departments

Wall	Katherine	Chair, Dept of Medicinal and Biological Chemistry	419.383.1943	Frederic and Mary Wolfe Center 284A HSC	katherine.wall@utoledo.edu
Ruiz	Linda	Secretary 2, Medicinal and Biological Chemistry	419.383.1511	Frederic and Mary Wolfe Center HEB274 HSC	Linda.ruiz@utoledo.edu
Williams	Fred	Chair, Dept of Pharmacology and Experimental Therapeutics	419.383.1991	Frederic and Mary Wolfe Center 135F HSC	frederick.williams2@utoledo.edu
Helminski	Holly	Administrative Assistant 1, Pharmacology	419.383.1910	Frederic and Mary Wolfe Center HEB274D1 HSC	Holly.helminski@utoledo.edu
Cappelletty	Diane	Chair, Dept of Pharmacy Practice	419.383.1957	Frederic and Mary Wolfe Center 135F HSC	diane.cappelletty@utoledo.edu
Losek	Janine	Program Accreditation Specialist, Pharmacy Practice	419.383.1922	Frederic and Mary Wolfe Center HEB141 HSC	Janine.losek@utoledo.edu

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

For the most current CPPS Departments, Centers and Office info, please refer to: <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/>

College Mission, Vision, Goals and Values

Mission Statement

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

Vision Statement

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

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 Professionalism Pledge

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

STUDENTS

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

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

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

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

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

FACULTY

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

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

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

We pledge our assistance towards resolution of students' personal or academic

problems when they are brought to our attention.

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

We will not tolerate abuse or exploitation of our students.

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

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

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 1030 (test dates March 2016 and later).

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

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.

Contingent Admission Students

Academically exceptional high school graduates may be offered contingent admission to the professional division of the PharmD or the BSPS 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 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-professional curriculum while meeting specific standards. For details, see the CPPS academic advisor.

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. For details, see the CPPS academic advisor.

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 who wish to apply to the professional division of the PharmD program are required to submit a PharmCAS application, UT CPPS supplemental application, and meet all application and matriculation qualifications. Please see the UT CPPS PharmCAS web directory or contact an academic advisor for more information.

➤ **BSPS**

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

TOEFL Requirements

➤ **PharmD**

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

- Preferred minimum total score of 80 iBT, **and**
- Preferred 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.

ADMISSIONS CRITERIA

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

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

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

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.

Students seeking the degree will need to complete two years of required pre-pharmacy coursework prior to entering the professional division. Following the completion of a core set of required courses, students will undergo a progression review at the completion of their second year. UT students must fill out a BSPS Progression Review form to initiate this review. Forms are available in the OSA (Wolfe Hall 1227) and under the Pharmacy tab in the Portal (myUT.utoledo.edu).

Eligible UT (non-CPPS) or transfer students may progress directly into the professional division of the BSPS program. Students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details. The BSPS Progression Review form is available in the OSA (Wolfe Hall 1227) and also under the Pharmacy tab in the Portal (myUT.utoledo.edu).

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

Students must also have a minimum cumulative grade point average (GPA) of 2.7. Students with a cumulative GPA >2.5 but <2.7 can be reviewed by program administrators. Decisions may be made to admit, to admit conditionally, or to deny progression until the minimum GPA is achieved.

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

CODE	TITLE	HOURS
BIOL 2170	Fundamentals of Life Science: Biomolecules, Cells, and Inheritance	4
BIOL 2180	Fundamentals of Life Science Laboratory: Biomolecules, Cells, and Inheritance ¹	1
CHEM 1230	General Chemistry I	4
CHEM 1240	General Chemistry II	4
CHEM 1280	General Chemistry Lab I ¹	1
CHEM 1290	General Chemistry Lab II ¹	1
CHEM 2410	Organic Chemistry I	3
CHEM 2420	Organic Chemistry II ¹	3
CHEM 2460	Organic Chemistry Laboratory I for Non-Majors ¹	1
CHEM 2470	Organic Chemistry Laboratory II for Non-Majors ¹	1
MATH 1850	Single Variable Calculus I	4
or MATH 1750	Calculus For The Life Sciences With Applications I	
and MATH 1760		

CODE	TITLE	HOURS
PHCL 2610 or KINE 2560/2570	Introductory Physiology	3
PHYS 1750 or PHYS 2070	Introduction To Physics ¹ General Physics I	4
and PHYS 2080		
ENGL 1110	College Composition I ¹	3
ENGL 1130	College Composition II: Academic Disciplines And Discourse ¹	3

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

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

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

Social Security Number Requirement

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

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 PCAT writing score 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. Preferred PCAT $\geq 40^{\text{th}}$ composite percentile and writing score ≥ 2.0 .
2. The highest PCAT score (composite percentile score and writing score) obtained by a student will be used for admissions purposes.
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 the January testing window of the P1 admission year.
6. The cumulative GPA, science GPA, and PCAT composite 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 web site: <http://www.pcatweb.info/>.
10. Register Early! For fall PCAT test dates, registration typically opens in March.
11. PharmCAS Code is 0104.

PharmCAS

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

Application Pathways

There are several pathways for application to the PharmD program. For info about Contingent Admissions and Early Admission, go to:

<https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/entrance-professional-division-programs/general-criteria-admission-professional-division-doctor-pharmacy-program/>.

For info about Traditional Admission, go to:

<https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/entrance-professional-division-programs/traditional-admission-2-4/>.

Undergraduate, Professional and Graduate Academic Programs of Study

Accreditation

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

Programs in CPPS

The CPPS prepares students for careers in the pharmaceutical sciences and the profession of pharmacy. It offers the Doctor of Pharmacy (PharmD) degree, Bachelor of Science in Pharmaceutical Sciences (BSPS) degree, and Master of Science (MS) as well as Doctor of Philosophy (PhD) in Pharmaceutical Sciences degrees. Those who enter the profession of pharmacy provide direct patient care services. Those who do not seek professional licensure as pharmacists may pursue careers related to the pharmaceutical industry, pharmaceutical science and research, pharmacy administration and sales, the biomedical industry, the personal products industry, forensic science, as well as health-care administration.

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

Changes to Curriculum

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

Course Registration Restrictions

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

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

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

Pre-pharmacy (PREP) Requirements

In the first two years of the Bachelor of Science in Pharmaceutical Sciences program, students will be broadly trained in the arts, humanities and social sciences – although the natural sciences will receive emphasis. The pre-pharmacy curriculum of the CPPS is similar for the PharmD and the BSPPS degrees.

FIRST TERM	HOURS
Fall 1st Year	
PHPR 1000	Orientation ¹ 1
MATH 1850 or MATH 1750 and MATH 1760	Single Variable Calculus I or Calculus For The Life Sciences With Applications I <i>and</i> Calculus For The Life Sciences With Applications II 4-7
CHEM 1230	General Chemistry I 4
CHEM 1280	General Chemistry Lab I 1

BIOL 2170	Fundamentals of Life Science: Biomolecules, Cells, and Inheritance	4
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BIOL 2180	Fundamentals of Life Science Laboratory: Biomolecules, Cells, and Inheritance	1
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	Hours	15-18
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SECOND TERM

Spring 1st Year

PHCL 2610	Introductory Physiology	3
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MATH 2640 or MATH 2600	Statistics for Applied Science or Introduction To Statistics	3
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CHEM 1240	General Chemistry II	4
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CHEM 1290	General Chemistry Lab II	1
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ENGL 1110	College Composition I (UT Core Requirement)	3
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UT Core Requirement (US Diversity) ² 3

	Hours	17
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THIRD TERM

Fall 2nd Year

CHEM 2410	Organic Chemistry I	3
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CHEM 2460	Organic Chemistry Laboratory I for Non-Majors	1
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PHYS 1750 or PHYS 2070 and PHYS 2080	Introduction To Physics ¹ or General Physics I <i>and</i> General Physics II	4–5
ENGL 1130 or ENGL 2950	College Composition II: Academic Disciplines And Discourse or Science And Technical Report Writing	3
UT Core Requirement (Social Science) ²		3
Hours		14

FOURTH TERM

Spring 2nd Year

Traditional Application to Professional Division (P1)

CHEM 2420	Organic Chemistry II	3
CHEM 2470	Organic Chemistry Laboratory II for Non-Majors	1
UT Core Requirement (Social Science) ²		3
UT Core Requirement (Arts/Humanities) ²		3
UT Core Requirement (Arts/Humanities) ²		3
UT Core Requirement (Non-US Diversity) ²		3
Hours		16
Total Hours		62-65

¹ Only offered during fall semesters.

² If double-dip, PREP course load reduced by 3 hours.

Bachelor of Science in Pharmaceutical Sciences (BSPS) Majors

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

This degree program is designed for students who wish to pursue careers related to the pharmaceutical industry, product testing, and manufacturing, pharmaceutical science and research, the biomedical industry, the personal products industry, forensic science, clinical and regulatory affairs, science writing and editing, pharmacy administration, product marketing and sales, as well as health-care administration. It also prepares students to pursue graduate studies or enter professional schools including medicine, dentistry, law and physician assistant programs. Our graduates are in high demand because of their unique training and preparation.

In the professional division of the BSPS 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.

A minimum of 120 semester hours is required for graduation for all BSPS non-PharmD majors.

There are five majors in the BSPS degree program:

Cosmetic Science and Formulation Design (PCOS)

This major is organized around the theme of cosmetic and personal care product formulation design, broadly defined to include the theory, formulation, manufacture and stability of therapeutic ingredient incorporation into a patient acceptable product dosage form which is palatable, eye appealing, stable and therapeutically effective.

The curriculum (Plan of Study) for the PCOS major can be found in the University catalog and on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the Academic Resources section, or on the college website http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-cosmetic.html#curriculum.

Medicinal and Biological Chemistry (MBC)

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

The curriculum (Plan of Study) for the MBC major can be found in the University catalog and on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the Academic Resources section, or on the college website [http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-mbc.html](http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-<u>mbc.html</u>).

BSPS-MBC/MS MC Combined Program

The combination of BSPS and M.S. in MBC gives students the ability and choice to elect to get two degrees in five years. Students in this program are able to complete the BSPS portion in 3.5 years by graduating in December of the P2 year.

Once the BSPS degree is awarded the student can move from provisional to fully accepted status in the graduate program. Information on and requirements for the M.S. portion of the BSPS MBC Major & M.S. MC option is in the CPPS Graduate Catalogue in the section entitled: Master of Science in Medicinal Chemistry.

The student would begin the Master's portion in the spring semester following the BSPS MBC graduation at the end of the Fall term, and could complete the M.S. degree by the end of the spring semester of the following year. Therefore the two degrees, BSPS MBC and M.S. MC, could be accomplished in 5 calendar years.

Pharmaceutics (PHAR)

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

The curriculum (Plan of Study) for the PHAR major can be found in the University catalog and on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the

Academic Resources section, or on the college website http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-phar.html.

Pharmacology/Toxicology (PTOX)

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

The curriculum (Plan of Study) for the PTOX major can be found in the University catalog and on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the Academic Resources section, or on the college website http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-ptox.html.

BSPS PTOX/MS PTOX Combined Program

The combination of BSPS and M.S. in PTOX gives students the ability and choice to elect to get two degrees in five years. Currently, BSPS students will take 3.5-4 years to graduate. The completion of the MSPS program would take an additional 2 years.

Students in the combined program are able to complete the BSPS portion in 3.5 years by graduating in December of the P2 year. Internship must be done in the summer between P1 and P2. Eligible students begin the Master's degree program in the spring semester after December graduation. Students could complete the MS degree by the end of the spring semester of the following year. Therefore the two degrees, BSPS and MS PTOX, could be accomplished in 5 calendar years.

All BSPS degree requirements remain intact. The following classes in the BSPS program may be waived for the Master's curriculum with an achieved grade of B- or better:

PHCL	5700	Pharmacology I	3
PHCL	5720	Pharmacology II	3
PHCL	5730	Toxicology I	3
PHCL	6700	Pharmacology III	3

Pharmacy Administration (PHAM) Major

Pharmacy administration focuses on the corporate and managerial aspects of the pharmacy profession. Students will qualify for a minor in business administration. For information on additional minors in international business, marketing, professional sales, or other business minors, please refer to the College of Business and Innovation catalog.

The curriculum (Plan of Study) for the PHAM major can be found in the University catalog and on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the Academic Resources section, or on the college website http://www.utoledo.edu/pharmacy/academic_programs/bspharmsciprograms/bsps-pham.html.

BSPS-PHAM/MBA Track

With one year of additional graduate study, students in the PHAM major can complete a master of business administration degree.

BSPS Double Major Option

- All program requirements for both majors have to be successfully fulfilled.
- Internship for both majors should be taken in different semesters and students will pay a total of 6 terms of practicum fees.
- A minimum of 144 semester hours for any dual majors is required. For MBC and PTOX dual majors, a minimum of 38 major elective hours is required.

BSPS Internship

All five majors in the BSPS 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.

Pre-Med or other Pre-Professional Health Care Option

The BSPS degree program is an excellent educational choice for Pre-Med or any pre-professional health care pathway. Majoring in Medicinal and Biological Chemistry or Pharmacology/Toxicology will provide a particularly strong foundation for health professions study.

The curriculum of the pre-pharmacy for students planning to take the MCAT and apply to medical school will require additional coursework. Consultation with an academic advisor is strongly encouraged.

Doctor of Pharmacy (PharmD)

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

In order to graduate with a PharmD degree, students must meet the current academic performance standards. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy. A total of 136 semester hours are required for graduation with the BSPS-PharmD track degree. A total of 75 graduate semester hours is required for graduation with the PharmD degree.

PharmD Curriculum

The curriculum (Plan of Study) for students entering the PharmD program prior to Fall 2018, or in-or-after Fall 2018, can be found in the University catalog, or on the Pharmacy tab in the portal (<http://myut.utoledo.edu/>) under the Academic Resources section, or on the college website http://www.utoledo.edu/pharmacy/academic_programs/pharmdprogram/entryphd.html#prep.

For students entering the PharmD program prior to Fall 2018, the minimum credits required for the undergraduate portion of the PharmD program are 136 and for the graduate portion, 75.

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

PharmD Experiential Education

The Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are designed to provide active learning and are an extension of the information learned throughout the PharmD didactic curriculum.

PharmD/MBA Dual Degree

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

PharmD/MBA Dual Degree Admissions

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

For further admission information please refer to the [COBI catalog](https://catalog.utoledo.edu/graduate/business-innovation/) <https://catalog.utoledo.edu/graduate/business-innovation/> or online admissions website.

PharmD/MBA - Integrated Curriculum

For the PharmD/MBA students entering the PharmD program prior to Fall 2018 OSCM 5510 Statistics may be replaced with the CPPS PHPR 4330, PHPR 6340, or any statistics equivalent course (e.g. MATH2640, MATH2600).

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

Please see the [COBI catalog https://catalog.utoledo.edu/graduate/business-innovation/](https://catalog.utoledo.edu/graduate/business-innovation/) for specific course information related to the MBA.

CPPS 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. The college offers residency opportunities in hospital pharmacy, critical care, and community pharmacy.

CPPS Honors Program

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

pharmaceutical sciences. Many honors students take much of their honors course work (required and elective courses) during the first two years of the curriculum.

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

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

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

College Policies, Procedures and Expectations

Student Code of Professional Conduct

Purpose

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 other involved parties. Please view the Student Code of Professional Conduct at the link below:

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

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

The CPPS Student Code of Professional Conduct, along with The University of Toledo document, "The Student Code of Conduct (see https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf), applies to all students and student organizations of the CPPS. In areas of overlap, the CPPS policy supersedes The University of Toledo "The Student Code of Conduct".

Technical Standards

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.

Policy #3364-83-01 was approved by CPPS Faculty March 23, 2011: https://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-01%20%20Minimal%20technical%20standards%20Pharmacy%20and%20Pharm%20Sciences.pdf.

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

Ethical Responsibility

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

Academic Responsibility

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

Attendance Requirements

Students in a professional school, as responsible individuals, are expected to attend all

class meetings. The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's Missed Class Policy, #3364-71-14, <http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf>.

Academic Performance Standards

The Academic Performance Standards as outlined in the current catalog are subject to modifications with immediate implementation to keep pace with changing trends in pharmaceutical education and in accordance with accreditation standards.

PREP Academic Performance Standards

Good Academic Standing

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

Academic Probation

- A student will be placed on academic probation for earning a cumulative UT GPA < 2.0.
- A student will remain on academic probation until their cumulative GPA is raised to 2.0 or greater.
- A student may remain enrolled as long as they earn a term GPA of 2.0 or greater. Earning a term GPA < 2.0 while on probation may lead to additional action.
- A student on academic probation may have additional requirements placed on them by the CPPS in order to register for courses during subsequent semesters. These requirements may include but are not limited to: limits on credit hour enrollment or course registration, scheduled meetings with academic advisors and/or success coaches, regular attendance in courses, and utilization of University tutoring or other student success initiatives and resources.

Academic Suspension

- A student on academic probation who earns a term GPA of < 2.00 may be suspended from the University for the subsequent semester(s) (excluding Summer) if their cumulative UT GPA is as follows:
 - Less than 1.0 over 10-19 cumulative UT GPA hours
 - Less than 1.5 over 20-29 cumulative UT GPA hours
 - Less than 1.7 over 30-39 cumulative UT GPA hours
 - Less than 1.8 over 40-49 cumulative UT GPA hours
 - Less than 1.9 over 50-59 cumulative UT GPA hours
 - Less than 2.0 over 60 cumulative UT GPA hours
- A student must be given a minimum of one semester probation before being subject to suspension.
- Suspension is from the University.
- A student may receive up to three (3) suspensions, with the suspended time as follows:
 - First suspension = one (1) semester (excluding summer)
 - Second suspension = one (1) academic year
 - Third suspension = three (3) academic years

Readmission from Suspension

- A student serving suspension has 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.
- A student no longer desiring to pursue a degree offered by the CPPS may seek readmission to the University in another college for which they are eligible. The student should follow readmission procedures for the college of interest.
- A student returning to the CPPS from suspension will be on academic probation and must earn a term GPA ≥ 2.0 until their cum UT GPA ≥ 2.0 or they are subject to a second (or third) suspension.
- A student, on returning from suspension to CPPS, may have additional requirements placed on them by the CPPS in order to register for courses during subsequent semesters. These requirements may include, but are not limited to: limits on credit hour enrollment or course registration, scheduled meetings with academic advisers and/or success coaches, regular attendance in courses, and utilization of University tutoring or other student success initiatives and resources.
- If a suspended student takes courses at another institution while suspended from the University, the student will be subject to the policies

and requirements for Transfer Students (see UT CPPS catalog for details).

Appeal Process for APC Decisions

- 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 of Admissions and Enrollment Management
 - Associate Dean of 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.

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).

University and Federal Policies and Procedures

Please refer to the UT Policy web site for additional information on academic policies: <http://www.utoledo.edu/policies/>.

Prior Learning Assessment

Students may be eligible to receive college credit for knowledge and relevant work, volunteer, and life experiences through Prior Learning Assessment (PLA). More information can be found at <http://www.utoledo.edu/uc/pla/>.

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.

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>.

University Academic Dishonesty Policy

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

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

University Bully Incident Report

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

To fill out the UT Bully Incident Report form, go to https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=1.

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:

https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf

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

FERPA

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

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

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

Proxy Access

Proxy Access provides a Proxy (the person authorized by the student) the ability to view specific student information on-line. The student must create an account and authorize access for others to view certain information. A valid e-mail address is required to have a Proxy account created and to access the site. <http://www.utoledo.edu/parent/proxy.html>.

Student Services

CPPS Office of Student Affairs Mission Statement

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

CPPS Student Organizations

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

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

UT Student Organizations

<http://www.utoledo.edu/studentaffairs/osi/orglisting/>

Student of the Month

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. Nomination form can be found at: <http://www.utoledo.edu/pharmacy/current/webforms/student-of-month-nomination.html>.

Computer Labs/ Resource Centers

Main Campus-located in Wolfe Hall room 1259; Hours are posted next to door.

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

Grade Values

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

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

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

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

How to Calculate a Semester GPA:

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

For example:

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

*The PS grade for Problem Solving in General Chemistry (CHEM1200) has no grade value; therefore, there are no quality points earned for that course. The

hours are counted only as *earned hours* on the transcript, not as *GPA hours*.

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

Degree Audit

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

Students should check their degree audit 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 the catalog year or application cycle to the professional division. Students can select a different program (instead of their declared program) to run a "what-if" degree audit if they are considering a major/college change.

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

Transfer Credit/Transferology

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

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

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

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

After completing the course and earning a grade, students must request an official transcript be sent to The University of Toledo Office of Undergraduate Admission 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 GPA; 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.

PREP Advising

Advising for the Pre-Pharmacy students will be provided in the Main Campus Office of Student Affairs (Wolfe Hall 1227). Students can make an advising appointment by clicking on the Appointment Plus link under the Pharmacy tab or on the Schedule Advising Appointment button at http://www.utoledo.edu/pharmacy/offices/Student_Affairs/. Pre-Pharmacy students can also call the Main Campus Office of Student Affairs 419.530.2010 or stop in Wolfe Hall room 1227.

In lieu of making an appointment through Appointment Plus, students may email advisors directly with questions: CPPSadvising@utoledo.edu.

Group advising workshops for all PREP students will be held during each academic semester. Students may be notified of time and location via signage, CPPS newsletter and email.

Walk-in advising is also available with the hours posted in the window next to WO1227. Walk-in advising is designed for brief questions or concerns. It is first come-first served.

PREP Advising – Student Athletes

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

PREP Advising – Honors Students

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

Advisor Responsibilities

Advisors will:

- Provide contact info & post office hours.
- Clearly communicate UT's curriculum, requirements, policies & procedures.
- Make referrals to other campus resources as needed to meet their educational goals.

Student Responsibilities

Students are expected to:

- Set, change, or cancel appointments with your academic advisor in a timely manner.
- Meet with your advisor on a regular basis and come prepared to your advising appointment.
- Be open and honest about your educational goals and ask questions

- Provide accurate & relevant information.
- Act in the best interest of students.
- Guide & assist students through the course selection, registration, academic & career exploration processes.
- about issues you do not understand.
- Follow through on advisor recommendations, suggested actions, resources and referrals.
- Understand and accept that you are ultimately responsible for your education and decisions

Tips for successful advising appointments

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

UT Registration and Records

Office of the Registrar forms

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 a maximum of 7 hours (excluding science or calculus courses).
- Petition for Academic Forgiveness
- Request for Non-funded Late Registration Form
- Transcript (official) Request Form
- Withdrawal Form
Be sure to check financial ramifications before processing.

Preferred First Name

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

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

To change a preferred first name, 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. The default preferred first name is the student's legal first name. Enter the preferred first name in the box and click the **Update** button.
5. A student may reset their preferred first name to their legal first name by clicking the **Reset My Preferred First Name** button.

Once saved, the preferred first name will appear on myUT portal, Blackboard, and eDirectory. The legal name will appear on official transcripts, Rocket ID Card, and degree audit. For more info, go to: http://www.utoledo.edu/offices/registrar/student_records/preferred_first_name.html/

Medical Withdrawal Application

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

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

Email registrar@utoledo.edu to obtain the Application for Medical Withdraw. For info go to <http://www.utoledo.edu/offices/registrar/adminadj/medicalwithdrawal.html>.

Identifying Term of Enrollment

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

Schedule of Classes

For the most up-to-date live class search, go to: http://www.utoledo.edu/offices/registrar/sch_classes.html.

Finance Brochures, Tuition and Fees

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

the Finance Brochures on the Office of the Treasurer's website:
http://www.utoledo.edu/offices/treasurer/finance_brochures.html.

Tuition Guarantee

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

Academic Course Load

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

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

Double-dipping Courses

This term refers to a course that simultaneously satisfies two areas (attributes) in the Core Curriculum.

Class Rank

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

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

Course Registration – How to Add a Class★

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

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

Waitlist

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

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

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

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

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

For more info, go to: <http://www.utoledo.edu/offices/registrar/waitlisting.html>.

Course Deregistration - How to Exit a Class

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

Withdrawal Warning:

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

Refunds

Refunds are prorated. Refer to the refund schedule at http://www.utoledo.edu/offices/registrar/registration_dates.html. Select the term you wish to look at from the drop-down menu.

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.

Grade Requirements to Advance

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

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

Grades - Definitions

What Certain Grades Mean and What to Do about Them

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

A student must complete the University core curriculum courses such that a C average is maintained. **An average of less than a 2.00 does not fulfill the UT core requirement.** Consult the General Information section of the UT Undergraduate Catalog for further information (www.catalog.utoledo.edu).

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

Academic Calendars

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

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

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

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

UTAD Email Account

All registered 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 the student's responsibility to check this account regularly. For 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 including fire, evacuation, weather-related emergencies, and other situations 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 and will provide a direct link to the 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/Scholarships

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

Health Science Campus Student Service Center

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

Undergraduate 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.

Students can find their Success Coach by contacting the Center for Success Coaching, Rocket Hall room 1830, calling #419.530.1250 or emailing successcoach@utoledo.edu.

Tutoring – Help Centers

The Learning Enhancement Center (LEC) is a free resource on campus to provide tutoring, supplemental instruction and academic workshops. It is located in the Rathbun Cover (lower-level of Carlson Library-B0200), #419.530.2176. For details, go to <http://www.utoledo.edu/success/lec/>.

The Office of Multicultural Student Services typically also offers on-site tutoring in their office in the Student Union 2500.

Some departments offer Help Centers. Biology: WO1261A; Chemistry: BO2043.

Tutoring and Help Center days/times are posted in the glass case directly across from the CPPS Office of Student Affairs, WO1227.

CPPS Catalog

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

UT Catalogs

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

UT Campus Maps/Directions

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

IT- Help Desk, Email, Security, etc.

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

Open computer labs on campus for students

http://www.utoledo.edu/it/CS/Lab_hours.html

Student Lockers – Wolfe Hall Main Campus

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