

College of Pharmacy and Pharmaceutical Sciences

2019-2020

09/26/2019

BS in Pharmaceutical Sciences Student Handbook



Due to necessary revisions, a saved or printed copy of the Student Handbook may become outdated.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

Introduction

Welcome to the College of Pharmacy and Pharmaceutical Sciences (CPPS) 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 BSPS Student Handbook (the “Handbook”) has been compiled as a reference for students to use during their course of study in the College of Pharmacy and Pharmaceutical Sciences. 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 Student Handbook, particularly with regard to perceived conflicts with other publications, should be directed to the Office of Student Affairs (Wolfe Center 155, Health Science Campus).

THE UNIVERSITY OF TOLEDO
COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES
BS in Pharmaceutical Sciences
STUDENT HANDBOOK

Table of Contents Page

Introduction

College of Pharmacy & Pharmaceutical Sciences Directory

College Administration	7
Enrollment Management	8
Student Affairs and Diversity and Inclusion.....	9
Academic and Faculty Affairs	9
BSPS Programs	9
Experiential Programs.....	10
Honors Program.....	10
Academic Departments.....	10
University Directory	11

College Mission, Vision, Goals, and Values

Mission Statement.....	12
Vision Statement.....	12
Goals	12
Core Values	12
Student/Faculty Professionalism Pledge	13
Non-Discrimination Policy	14

Undergraduate and Graduate Academic Programs of Study

Programs in CPPS	15
Changes to Curriculum.....	15
Course Registration Restrictions	15
The Completion of Pre-Pharmacy (PREP) Requirements.....	16
Bachelor of Science in Pharmaceutical Sciences (BSPS) Majors	16
Cosmetic Science and Formulation Design (PCOS).....	17
Medicinal and Biological Chemistry (MBC), BSPS MBC/MS MBC Combined Program ..	18
Pharmaceutics (PHAR).....	18
Pharmacology/Toxicology (PTOX) BSPS PTOX/MS PTOX Combined Program	19
Pharmacy Administration (PHAM), PHAM/MBA Track	20
BSPS/ MS in Law with Regulatory Compliance - Early Admission/Bridge Program.....	20
BSPS Double Major Option	20
BSPS Internship.....	21

BSPS Minor - Cosmetic Science Minor	21
Pre-med Option or Other Pre-Professional Health Care Option	22
CPPS Graduate Degree Programs.....	22
MS in Pharmaceutical Sciences, HOSS, Industrial Pharmacy, PTOX.....	22
MS & PhD in Medicinal Chemistry	23
PhD in Experimental Therapeutics.....	23
Honors Program.....	23
Graduation	24

College Policies, procedures, and expectations

Student Code of Professional Conduct.....	25
Purpose.....	25
Delegation of Authority.....	25
Application	25
Personal Fitness	26
Substance Abuse Avoidance	26
Academic Responsibility	26
Attendance Requirements	26
Technology Requirements	27
Remediation	27
BSPS Academic Performance Standards.....	29
Good Academic Standing	29
Academic Probation.....	29
Suspension	29
Dismissal.....	30
Readmission from Suspension	30
GPA Recalculation.....	30
Professional Division Grievance of Individual Final Grades.....	30
CPPS Appeal Procedure for the Professional Division.....	31
Appeal Process for APC Decision	32
Pendency of Action	33
Pass/No Credit Grade Option	33

University and Federal Policies

Withdrawals	34
Curricular Practical Training (CPT) for International Students	34
GPA Recalculation (Grade Deletion) policy – Undergraduate	35
Inclement Weather or Emergency/Disaster Policy.....	35
Missed Class Policy	36
University Academic Dishonesty Policy	37
University Bully Incident Report	37
University Student Code of Conduct.....	37

University Title IX (Sexual Discrimination, Harassment or Assault) Policy	37
FERPA	38
Proxy Access	38
HIPPA	39

Student Services

CPPS Office of Student Affairs Mission Statement.....	40
CPPS Student Organizations.....	40
UT Student Organizations.....	40
Student of the Month	40
Computer Labs/Resource Centers	41
How to Calculate Your Grade Point Averages (GPA's)	41
Definitions of Terms Used to Calculate GPA's	41
How to Calculate a Semester GPA.....	42
How to Calculate a Cumulative GPA	42
Degree Audit	42
Transfer Credit/Transferology	43
Professional Division Advising	44
Advisor Responsibilities	45
Advisee Responsibilities	45

UT Registration and Records

Office of the Registrar Forms.....	47
Preferred First Name	47
Graduation Application Deadlines.....	48
CPPS Convocation	48
University Commencement.....	49
Medical Withdrawal Application	49
Identifying Terms of Enrollment	49
Schedule of Classes	49
Course Registration – How to Add a Class.....	50
Waitlist	51
Finance Brochures, Tuition, and Fees	51
Academic Course Load.....	51
Academic Calendar	51
Class Rank	52
Course Deregistration – How to Exit a Class.....	52
Refunds	53
Grades - Definitions	53
Grade Requirements to Advance	54
Double-Dipping Courses	54
Changing Personal Information	54
UTAD Email Account	55

Resources

Safety	56
UT Alert Emergency Notification System	56
Non-Emergency (including Lost & Found)	56
Night Watch (Escort Service)	56
Code Blue Emergency Phones	56
Rocket Care Response Report	56
Financial Aid/Scholarships	57
College Scholarships	57
Health Science Campus Student Service Center	57
The Office of Multicultural Students Services	57
Undergraduate Research.....	57
Success Coaches	57
Pharmacy Course Review Sessions and Tutoring Services.....	58
CPPS Catalog link	58
UT Catalog link	58
UT Campus Maps link.....	58
IT Help Desk, Email, Security, etc.....	58
Open Computer Labs on Campus for Students	58
Student Lockers HSC	58

College of Pharmacy & Pharmaceutical Sciences Directory

College Administration

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Bachelor of Science in Pharmaceutical Sciences (BSPS) Program

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Academic Departments

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MC: Main Campus **HSC:** Health Science Campus **HEB:** Health Education 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, healthcare professionals and pharmaceutical scientists while advancing pharmaceutical knowledge. Guiding principles are personal integrity, respect for humanity and human diversity, and professionalism.

Vision Statement

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

Goals

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

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

Core Values

The College is committed to promote a culture that values:

- Our students, alumni, staff, preceptors, faculty and patients. We encourage strong positive relationships among these groups and support their professional development, physical and mental well-being
- 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 and P1 years of the BSPS program.

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,

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.

Undergraduate and Graduate Academic Programs of Study

Programs in CPPS

The CPPS prepares students for careers in the pharmaceutical sciences and the profession of pharmacy. It offers the Doctor of Pharmacy degree, B.S. in Pharmaceutical Sciences degree, and M.S. as well as Ph.D. 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.

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-professional 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 2600	Functional Anatomy And Pathophysiology I	4
PHCL 2620	Functional Anatomy And Pathophysiology II	4
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.

The Completion of 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 BSPS degrees.

Students in the professional division should check their degree audits to make sure all UT Core requirements, especially Multicultural Studies (US and Non-Western), Humanities and Fine Arts, and Social Sciences will be completed prior to graduation.

Bachelor of Science in Pharmaceutical Sciences (B.S.P.S) Majors

In response to the increasing demand for scientists, researchers, administrators, and professional sales representatives in the pharmaceutical fields, The University of

Toledo College of Pharmacy and Pharmaceutical Sciences offers the Bachelor of Science in Pharmaceutical Sciences degree program as one of the first in Ohio. The Bachelor of Science in Pharmaceutical Sciences degree is a four-year baccalaureate program. Pharmaceutical sciences represent the collective basic sciences that underlie pharmacy.

This degree program is designed for students who wish to 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 Bachelor of Science in Pharmaceutical Sciences degree program, the last two years of the program, advanced courses of study and internship in each major lead to a unique concentration in the pharmaceutical fields.

A minimum of 120 semester hours is required for graduation with all Bachelor of Science in pharmaceutical sciences non-PharmD majors.

There are five majors and one minor in this degree program:

Cosmetic Science and Formulation Design (PCOS)

The Cosmetic Science and Formulation Design major is an interdisciplinary program involved with developing, formulating, producing, and testing cosmetics and personal care products. The major places a strong emphasis on the design and formulation of personal care and beauty products, and as part of their experience, students formulate 50+ personal care and cosmetic products in the laboratory during their studies. Cosmetic science majors also study the art and business of cosmetics in various elective and required courses. Additionally, students in this major learn about regulations and how to assess products' safety, performance and quality.

The curricula (Plan of Study) for the PCOS major and minor 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-
mbc.html).

BSPS-MBC/MS MC Combined Program

The combination of BSPS and M.S. in MBC gives students the ability and choice 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 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 M.S. degree by the end of the spring semester of the following year. Therefore the two degrees, BSPS and M.S. PTOX, could be accomplished in 5 calendar years.

All BSPS degree requirements remain intact. The following classes in 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/ MS in Law with Regulatory Compliance - Early Admission/Bridge Program

This is a 4+1 combined degree program between the BSPS and the MS in Law, effective Fall 2018. BSPS students accepted into this program will carry out the requirements for their BSPS degree, take their internship in the summer between Junior and Senior years, and be eligible to take up to 9 credit hours of graduate level courses in the MS in Law program where the student can concentrate on regulatory compliance of chemicals, drug and health products.

Application to this early admission/bridge program is made in the summer between Junior and Senior years, to be eligible to take graduate courses in the senior year. It requires 1) a preferred 3.2 cumulative GPA; 2) permission of the chair of the department where student's major is in; 3) a letter of interest to the CPPS program coordinator; 4) a completed graduate admission application; 5) at least 2 letter(s) of recommendation from faculty members

BSPS Double Major Option

Students in the BSPS program are allowed to do double majors.

- All program requirements for both majors have to be successfully fulfilled. Major electives cannot be satisfied by double dipping.

- 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.

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

[Internship Program Registration Form](#)

[BSPS Experiential Education Agreement Form](#)

[Pharmacy Administration \(PHPR 4780\) Internship Sheet](#)

[Pharmaceutics \(PHPR 4880\) Internship Sheet](#)

[Pharmacology/Toxicology \(PHCL 4780\) Internship Sheet](#)

[Medicinal and Biological Chemistry \(MBC 4780\) Internship Sheet](#)

[Cosmetic Science \(PHPR 4890\) Internship Sheet](#)

BSPS Minor - Cosmetic Science Minor

The College of Pharmacy and Pharmaceutical Sciences offers a Cosmetic Science minor. This minor is for students interested in sciences and who want to learn about beauty and personal care products. The four required lecture-based courses teach students about how the cosmetic industry works, ingredients that go into finished products, and how finished products are formulated and tested. Elective courses help individualize the minor for students.

The curriculum (Plan of Study) for the Cosmetic Science minor 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/pdf/PCOS%20minor%20Curriculum%20for%20website.pdf.

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.

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.

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.

Graduation

All students who plan to graduate must apply for graduation online in the term prior to the term in which they expect to graduate. The CPPS Office of the Student Affairs verifies the students' eligibility with the Office of the Registrar before a diploma can be awarded.

College Policies, Procedures, and Expectation

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

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".

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.

Substance Abuse Avoidance

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

Academic Responsibility

The student is responsible for the correct selection of the 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>.

Technology Requirements

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

Software can be downloaded at:

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

Remediation

- **Philosophy** - Remediation is a sequence of events, beyond the standard course curriculum, that are designed to bring underperforming students to a level of competency expected of students at the conclusion of a course. The process of remediation should provide opportunities for students to develop and demonstrate required knowledge, skills and/or attitudes through self-directed learning and purposeful interactions with faculty. Student and faculty should both be active participants in the remediation process; however remediation is a privilege that should be earned by the student through demonstrated attendance and active participation throughout the course.
- **Policy** - Each course syllabus in the Doctor of Pharmacy program at The University of Toledo College of Pharmacy and Pharmaceutical Sciences must include a statement (or section) that clearly states the remediation policy for the course. This policy should be developed, written and implemented by the course director.

Option 1: No remediation. Faculty are not required to offer remediation opportunities to students that fail a course. However a policy to that effect must be clearly stated in the syllabus. If remediation is not offered within a course, then the student will need to repeat the course the next time it is offered.

Option 2: Remediation. If remediation is offered to students, a policy must be included in the syllabus that clearly states the 1) qualification criteria, 2) remediation process, 3) remediation grading, and 3) maximum remediation attempts. The final grade for students who successfully remediate a course will be no higher than a "C". If the

student fails the remediation assessment(s), then the student can retake the entire course at the next offering if eligible based on academic standing. Students with a grade of "C" or better are not eligible to use remediation in an attempt to improve their grade in the course.

Number of courses remediated - The number of courses remediated by an individual student is limited to 2 per semester and 4 per academic year. The instructor must inform the Associate Dean of Academic Affairs of a student's request to remediate a course.

Procedure - Each course director/coordinator may develop an appropriate policy for their course, but the following suggested procedures should be considered for inclusion.

Qualifications: Any student who 1) demonstrated competency in some but not all areas required for passing the course and / or earned a C- or lower grade, but not an F grade; 2) completed all coursework and exams; 3) met with instructors and followed the advice of the Early Warning process (e.g. utilized AEC resources); 4) attended class regularly; 5) adhered to all academic and professional conduct codes.

Remediation planning: Each course director should develop and communicate to the student an individualized remediation plan that details 1) the number of times and or hours the student is required to meet with the faculty member; 2) a list of all assignments and activities the student must complete (e.g. reviewing examinations, reviewing captured lectures, summarizing lecture notes, completing extra assignments); 3) all deadlines for remediation assignments and assessments.

Remediation assessment: All assessments should be designed to allow the student to demonstrate competency in areas where s/he previously failed to meet required levels of knowledge, skills and/or attitudes. The assessment format can vary widely and may include a paper and pen assessment over specific areas, a cumulative evaluation, or a presentation. Although the number of assessment attempts is left to the discretion of each course director, this expectation must be specified in the syllabus.

Remediation timing: Remediation is most effective if it takes place immediately after the semester has concluded. For example, if a student qualifies for remediation of a fall course, it is most effective if it takes place during the winter break (December/January). Alternatively, if a student qualifies for remediation of a spring course, it is most effective if it takes place during the 6-8 weeks after spring semester ends.

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

BSPS Academic Performance Standards

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

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

Good Academic Standing

- a. The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” for professional division students in the Bachelor of Science in Pharmaceutical Sciences program (Cosmetic Sciences, Medicinal and Biological Chemistry, Cosmetic Science and Formulation Design, Pharmaceutics, Pharmacology/Toxicology, and Pharmacy Administration) in the following manner: a minimum term and cumulative GPA of 2.00.
- b. To hold an office in a CPPS organization or represent the CPPS, a student enrolled in the CPPS must be in “good academic standing.”

Academic Probation

- a. A student will be placed on Academic Probation for the following:
 - i. Earning a semester or cumulative GPA < 2.00
 - ii. Earning a *semester* GPA < 1.00; this performance may lead to suspension (see section on suspension below) from the University without a preliminary probationary semester.
- b. Any student on Academic Probation for two of three consecutive semesters in attendance may be suspended (see section on suspension below) from the University.
- c. Students will remain on Academic Probation until the cumulative GPA is raised to 2.00 or greater.

Suspension

- a) Any student on academic probation who earns a term or cum GPA of < 2.00 or grade of F may be suspended for a period of one (1) semester, not

including summer semesters.

- b) Any student who earns a *cumulative* GPA < 1.00 may be suspended for a period of one (1) semester, not including summer semesters.

Dismissal

- a) Any student returning from suspension and earning a term GPA < 2.00 and/or a course grade of F will be dismissed from the CPPS.
- b) A student may appeal a dismissal (Refer to CPPS Appeal Policy: 3364-83-05).

Readmission from Suspension

- a. Students serving suspension have the right to petition for readmission to the CPPS. A student must request readmission via a written petition to the chair of the APC at least eight (8) weeks prior to the returning semester.
- b. A student returning from suspension will be placed on probation. The student must earn a term GPA of 2.00 or better and a grade of D- or better in all subsequent coursework or the student will be subject to dismissal.
- c. A student may appeal a suspension (Refer to CPPS Appeal Policy: 3364-83-05).

GPA Recalculation

GPA recalculation for professional division courses for BSPS non-PharmD students will be allowed, in accordance with the policies of The University of Toledo. See the link below for details:

http://www.utoledo.edu/offices/registrar/student_records/gpa_recalculation.html

Professional Division Grievance of Individual Final Course Grades

All pre-pharmacy students in the college will follow the current UT undergraduate academic grievance policy. BSPS professional division students (P1 – P2) will follow the process below:

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

posting. The faculty member then has 7 days in which to respond in writing (email or hard copy) back to the student.

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

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

CPPS Appeal Procedure for the Professional Division

CPPS Appeal Procedure for Academic Performance and Degree Progression for the professional division ([Policy 3364-83-05](#)),

http://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-05.pdf:

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

Appeal is limited to academic issues based on the following:

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

The impact of commuting or excessive work hours will not be considered as a basis for appeal.

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 for Main Campus Student Affairs and Enrollment Management
 - Associate Dean for Health Science Campus Student Affairs and Diversity
 - Associate Dean of Graduate and Research Studies
 - At least one full-time faculty member who has been directly involved in the instruction of the student, but who was not involved in the disputed APC decision.
- c. The appeal review may include a hearing with the student. The student is permitted to have a faculty or staff member or a fellow CPPS student attend the hearing as his/her advisor, however these individuals may not participate in the proceedings. Legal counsel will not be permitted. Both the student and the APC will be permitted to make a statement and present any information pertinent to the matter before the Dean and/or PAPAC.
- d. The Dean will review all applicable evidence presented by the PAPAC, the student, and the APC and any other requested information.
- e. After completing such review, the Dean may ask for a meeting with the student.
- f. The Dean will provide to the student a written notification of the decision on the appeal within ten business days of the receipt of the appeal petition from the student, unless circumstances warrant additional time for review, with sufficient notice provided to the student.
- g. The decision of the Dean is final and without appeal.

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).

Pass/No Credit (P/NC) Grade Option

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

University and Federal Policies

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

Withdrawal

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

Curricular Practical Training (CPT) for International Students

At The University of Toledo, an international student may be authorized to participate in a curricular practical training (CPT) program that is an integral part of an established curriculum and directly related to the student's major area of study. To apply for CPT, students must be enrolled in an approved course and need to apply every semester. BSPS students who are doing a paid internship, also need to apply for CPT.

The steps required for participation in the CPT program include the following and can be found at this website <http://www.utoledo.edu/cisp/international/CPT.html>

- Meet with your Academic Advisor to discuss potential training opportunities
- Complete the CPT Request Form (Section A)
- Have your Academic Advisor complete the CPT Request Form (Section B)
- Schedule an appointment with an OISSS advisor and bring the following documents to your appointment:
 - Completed CPT Request Form
 - Proof of internship credit enrollment
 - Passport
 - I-94 (can be obtained by going to <https://i94.cbp.dhs.gov/I94>)
 - Current I-20
 - Offer letter on the Employer's official letterhead with original signature with the following information:
 - Job title
 - Exact start and end dates of training experience
 - Number of hours to be worked per week
 - Indicate whether or not compensation is offered
 - Full address of employer
 - Brief description of work duties

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 courses in the College of Pharmacy and Pharmaceutical Sciences, complete the form, obtain the signature of the instructor of the first course, and take it to the Office of Student Affairs at HEB 155 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.

GPA recalculation does not apply to the PharmD required course GPA. All required courses (first attempt and repeated) will be counted towards required course cumulative GPA.

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 <http://www.utoledo.edu/tlc/bully/bullyIncidentreport.asp>.

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>.

HIPAA

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

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

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. 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

<http://www.utoledo.edu/pharmacy/current/webforms/student-of-month-nomination.html>

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

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

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

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

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

Computer Lab/ Resource Center

Main Campus-located in Wolfe Hall room 1259; (24 hour access to CPPS enrolled students only with swipe of Rocket card).

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

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

How to Calculate Your Grade Point Averages (GPA's)

Definitions of Terms Used to Calculate GPA's:

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

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

degree requirements.

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

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

Transfer Credit/Transferology

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

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

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

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

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

Students must check with the institution to confirm they will be offering the requested

course(s). The College of Pharmacy and Pharmaceutical Sciences cannot guarantee that the equivalent courses will be offered at another institution.

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

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

Professional Division Advising

After students are accepted into the professional division, they will have an assigned faculty advisor. Professional division honors students will retain the same advisor as they had in the pre-pharmacy years, if their faculty advisor is in their major. If not, they will be reassigned to an honors faculty advisor in their major.

Most students have one faculty advisor. Dual major students will have two faculty advisors. For those majors where there are no honors advisors, honors students will have an advisor from their major and an honors advisor from another major. Students will be notified of their assigned faculty advisor at the P1 Orientation.

- The professional division advising is conducted by the Director of Student Services for the Professional Division and faculty advisors.
- Meeting with a faculty advisor is mandatory. BSPS students are required to meet with their faculty advisor at least once during the P1 year. P1 professional division students will not be able to register for fall P2 classes until they have met with their faculty advisor.
- Appointments with the Director of Student Services for the Professional Division, are welcome and can be made by calling 419.383.1904 or online at <https://booknow.appointment-plus.com/18yx646y/10>. When making an appointment, you will be asked to give your name, Rocket ID number, phone number and reason for appointment. Most appointments are scheduled for 30-minute intervals.

- Required group advising workshops for different levels of professional division students will be held during the academic year. Students will be notified of time and location via email.
- Walk-in Advising is available for professional division students in the Student Affairs' Offices. Walk-in Advising is designed for brief questions or concerns. It is first come-first served. Changes to the standard "walk-in" schedule listed below will be posted at the front door of the Student Affairs' Offices:
 - M, T, R and F - 11:00 am – 12:00 pm HEB 155
 - Wednesday - 8:30 am – 12:00 pm, 1:00 – 5:00 pm HEB 155

Advisor Responsibilities

- Communicate the curriculum, requirements, policies, and procedures.
- Provide academic support. Assist advisees in creating an academic plan consistent with their academic, career, and personal goals, and tracking the progress toward those goals.
- Be available to answer questions, either in person, via e-mail or by phone.
- Provide a safe and welcoming setting and listen carefully to questions and concerns.
- Assist in exploring career options. Present alternatives if road-blocks are encountered.
- Refer advisees to appropriate resources and services.
- Encourage development of the skills and characteristics necessary to attain educational plans.
- Maintain confidentiality according to the Federal Educational Rights and Privacy Act (FERPA) guidelines.

Advisee Responsibilities

- Attend group advising meetings and read your UT email daily.
- Seek advice from your faculty advisor and student affairs advisor. Make regular contact with them.
- Plan ahead. Schedule appointments early and have the courtesy to cancel or reschedule as needed.
- Come prepared to each appointment with questions or material for discussion.

- Ask questions if you do not understand an issue or have a specific concern; provide your adviser with accurate information; be open to their suggestions; follow up on referrals.
- Become knowledgeable about your program, college and university policies and procedures.
- Take responsibility for making your own academic and career decisions based on available information and advice, including your graduation plan. Accept responsibility for your decisions and performance.
- Act professionally and treat others with respect.
- Review program requirements each semester and track progress toward completing graduation requirements.
- Participate in career path development, networking events, career fairs, resume writing, interview and job search workshops that are available to you through the Career Service Office and CPPS.

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

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

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

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

1. Log in to the myUT portal at myut.utoledo.edu

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

Once saved, your preferred first name will appear on myUT portal, Blackboard, and eDirectory. Your 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/

Graduation Application Deadlines

When you are nearing the completion of your program, you must complete an online application to graduate by the posted application deadlines. It's important to meet the application deadlines to avoid certain consequences or delays. Applying for graduation by the posted deadline ensures...

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

Application deadlines can be found at the Office of the Registrar's website:

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

CPPS Convocation

CPPS will hold a Spring Convocation & Awards Ceremony to celebrate the accomplishments of the graduating class. The program for Convocation will include student awards and recognition and valedictorian speeches, specific to pharmacy and the pharmaceutical sciences. Master's and doctoral students will be hooded by the faculty members of their choice at the Convocation. Graduates and faculty will wear caps and gowns for the ceremony. **The conferring of degrees, which includes the movement of the tassel and the announcement that the degree is being conferred, will occur only at The University of Toledo's Commencement.**

For more information on CPPS Convocation visting the link below:

<http://www.utoledo.edu/pharmacy/current/Graduation/graduation.html> (link also found on Pharmacy tab under CPPS News and Events)

University Commencement

The University of Toledo holds a spring and fall commencement. The commencement is a joyous occasion at which family and guests are welcome to celebrate the accomplishments of the graduating class. Visit UT commencement website for detailed information: <http://www.utoledo.edu/commencement/>

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 (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.

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). 1. Ask the instructor if they will sign you into the closed class. . If not, you must pick another section or class. 2. 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. If the instructor has signed the form, you must also get the Dean's designee's signature on the form (WO1227/HEB155). 5. Take the signed form to Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) to process. 6. As of the 15th day of the term, print a Request for Non-Funded Late Registration Form (link above) 7. Obtain the signatures of the instructor, Assoc. Dean, and the appropriate Provost/Chancellor (UH3340/MLB0213). 8. 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>.

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.

Academic Course Load

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

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

Academic Calendars

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

Class Rank

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

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

Course Deregistration - How to Exit a Class

Continuous Registration through 15 th day of term	After 15 th day of term but before the	
<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</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) <u>before</u> you do so!</p>

Warning:

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

Refunds

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

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.

*No more than seven (7) semester hours of Pass/NC can be taken during the student’s academic career in The University of Toledo College of Pharmacy and Pharmaceutical

Sciences. (Courses that are already coded as Pass/NC are excluded from the seven-hour restriction.) CPPS, calculus or science courses cannot be taken Pass/NC. A student must complete the University core curriculum courses such that a C average is maintained. An average of less than a 2.00 does not fulfill the UT core requirement. Consult the General Information section of the UT Undergraduate Catalog for further information (www.catalog.utoledo.edu).

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

Grade Requirements to Advance

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

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

Double-dipping Courses

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

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

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

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

UTAD Email Account

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

Resources

Safety

If you feel a threat is imminent, or an act of violence or a suicide attempt has occurred, please contact The University of Toledo Police Department at **(419) 530-2600**.

UT Alert Emergency Notification System

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

Police/Fire/Medical Response

Main Campus, Scott Park Campus & Health Science Campus 419.530.2600

City of Toledo 9-1-1

Non-emergency (including Lost & Found) –

Main Campus - 419.530.2601 Health Science Campus - 419.383.2601

Night Watch (Escort Service) 419.530.3024

Code Blue Emergency Phones

Phones are located along walkways, in parking lots, garages, elevators and other common space areas 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.

The Office of Multicultural Student Services

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

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.

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

Pharmacy Course Review Session and Tutoring Services

The Academic Enrichment Center (AEC), located in Mulford Library, Room 506/507, organizes review sessions for several pharmacy courses each semester. Students will be informed the time and location of the review sessions at the beginning of each semester. In addition, AEC also provides drop-in tutoring services. AEC's phone number is 419-383-6118.

CPPS Catalog

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

UT Catalogs

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

UT campus maps

<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 HSC

Student lockers are available on a first come first serve basis for Pharmacy students. The lockers are located in the basement level of the Health Education Building (#1-100) and also in the hall way between Wolfe Center and the Health Education Building (#1-65). As the number is limited, please consider sharing the locker with 1 or 2 other students.