

Doctor of Pharmacy STUDENT HANDBOOK



**COLLEGE OF PHARMACY AND
PHARMACEUTICAL SCIENCES**

THE UNIVERSITY OF TOLEDO

Due to necessary revisions, a saved or printed copy of the Student Handbook may become outdated.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

Introduction

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

The PharmD Student Handbook (the “Handbook”) has been compiled by the CPPS Office of Student Affairs as a reference for students to use during their course of study in the Professional Division of the Pharm D program. It is designed to be used in conjunction with the College website and other available resources. Students are responsible for reviewing, understanding, and complying with the policies, procedures, and requirements as defined in the Handbook. The Handbook can be accessed from the Pharmacy Tab in the My UT Portal (myUT.utoledo.edu).

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 Pharm D Student Handbook, particularly with regard to perceived conflicts with other publications, should be directed to the Associate Dean of Student Affairs and Diversity and Inclusion (Wolfe Center – HEB 155, Health Science Campus; Monica.Holiday-Goodman@utoledo.edu).

Accreditation and Recognitions

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

Completion of the Doctor of Pharmacy (PharmD)

In order to graduate with a PharmD degree, students must meet the current academic performance standards. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

Non-Discrimination Policy

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

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

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Section 1: College of Pharmacy & Pharmaceutical Sciences Directory

College Administration

Last Name	First Nam	Title	Phone	Office	Email
Bryant-Friedrich	Amanda	Interim Dean	419.383.1997	Frederic and Mary Wolfe Center HEB145 HSC	Amanda.Bryant-Friedrich@utoledo.edu
Pollack	Gary	Dean (effective August 15, 2019)	419.383.1997	Frederic and Mary Wolfe Center HEB145 HSC	Gary.Pollack@UToledo.Edu
Holiday-Goodman	Monica	Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	monica.holiday-goodman@utoledo.edu
Mauro	Laurie	Associate Dean for Academic and Faculty Affairs	419.383.1953	Frederic and Mary Wolfe Center HEB135D HSC	laurie.mauro@utoledo.edu
McInerney	Marcia	Assoc. Dean for Research & Graduate Affairs	419.383.1905	Frederic and Mary Wolfe Center HEB145F HSC	marcia.mcinerney@utoledo.edu
Powers	Mary	Assoc. Dean for Admissions and Enrollment Management	419.530.2010	Wolfe Hall 1227 MC	Mary.Powers@UToledo.Edu
Smith	Russ	Associate Dean for Clinical Affairs	419.383.3788		Russell.Smith@utoledo.edu
Cappelletty	Diane	Chair, Dept of Pharmacy Practice	419.383.1957	Frederic and Mary Wolfe Center 135F HSC	diane.cappelletty@utoledo.edu
Wall	Katherine	Chair, Dept of Medicinal and Biological Chemistry	419.383.1943	Frederic and Mary Wolfe Center 284A HSC	katherine.wall@utoledo.edu

Williams	Fred	Chair, Dept of Pharmacology and Experimental Therapeutics	419.383.1991	Frederic and Mary Wolfe Center 135F HSC	frederick.williams2@utoledo.edu
Kaun	Megan	Director of Advanced Pharmacy Practice Experience (APPE)	419.383.1579	Frederic and Mary Wolfe Center 137E HSC	Megan.kaun@utoledo.edu
Ohlinger	Martin	Director of CPPS Honors Programs	419.383.1535	Frederic and Mary Wolfe Center 137 HSC	martin.ohlinger@utoledo.edu
Seegert	Michelle	Assistant Director of Introductory Pharmacy Practice Experience (IPPE)	419.383.1979	Frederic and Mary Wolfe Center 137D HSC	Michelle.serres@utoledo.edu
Slama	James	Director of BSPS Programs	419.383.1925	Frederic and Mary Wolfe Center 274 HSC	james.slama@utoledo.edu
Kankam	Kwabena	Business Manager	419.383.1936	Frederic and Mary Wolfe Center HEB 145C	Kwabena.Kankam@utoledo.edu
Lee	Suzanne	Executive Secretary I	419.383.1931	Frederic and Mary Wolfe Center HEB145 HSC	Suzanne.lee@utoledo.edu
Tierney	Cynthia	Administrative Assistant 2	419.383.1934	Frederic and Mary Wolfe Center HEB145 HSC	Cynthia.tierney@utoledo.edu

Enrollment Management

Last Name	First Name	Title	Phone	Office	Email
Powers	Mary	Assoc. Dean for Admissions and Enrollment Management	419.530.2010	Wolfe Hall 1227 MC	Mary.Powers@UToledo.Edu
Abdullah	Amal	Coordinator of Internal Admissions	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	amal.abdullah@UToledo.Edu
Treviño	José	Director of Transfer Services and Recruitment	419.530.2010	Wolfe Hall 1227 MC	jose.trevino@utoledo.edu
Gass	Gina	Enrollment Management Specialist	419.530.2010	Wolfe Hall 1227 MC	Gina.Gass@utoledo.edu
Felkey	Tana	Secretary II	419.530.2010	Wolfe Hall 1227 MC	tana.felkey@utoledo.edu

Student Affairs and Diversity and Inclusion

Last Name	First Name	Title	Phone	Office	Email
Holiday-Goodman	Monica	Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	monica.holiday-goodman@utoledo.edu
Meyer	Jing	Director of Student Services - Professional Division	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	jing.meyer@utoledo.edu
Sobczak	Deborah	Director of Student Services - Pre-pharmacy	419.530.2010	Wolfe Hall 1227 MC	deborah.sobczak@utoledo.edu
Hobbs	Sherlette	Administrative Assistant I	419.383.1904	Frederic and Mary Wolfe Center 155 HSC	Sherlette.Hobbs@utoledo.edu

Academic and Faculty Affairs

Mauro	Laurie	Associate Dean for Academic and Faculty Affairs	419.383.1953	Frederic and Mary Wolfe Center HEB135D HSC	laurie.mauro@utoledo.edu
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Bachelor of Science in Pharmaceutical Sciences (BSPS) Programs

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

Experiential Programs

Kaun	Megan	Director of Experiential Programs Advanced Pharmacy Practice Experience (APPE)	419.383.1579	Frederic and Mary Wolfe Center 137E HSC	Megan.kaun@utoledo.edu
Seegert	Michelle	Assistant Director of Introductory Pharmacy Practice Experience (IPPE)	419.383.1979	Frederic and Mary Wolfe Center 137D HSC	Michelle.serres@utoledo.edu
Kamcza	Kristin	Prog. Accreditation Specialist, APPE	419.383.1951	Frederic and Mary Wolfe Center 141 HSC	Kristin.kamcza@utoledo.edu
Mockensturm	Karen	Prog. Accreditation Specialist, IPPE	419.383.1944	Frederic and Mary Wolfe Center 141 HSC	Karen.mockensturm@utoledo.edu

Honors Program

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

Department of Medicinal and Biological Chemistry

Wall	Katherine	Chair, Dept of Medicinal and Biological Chemistry	419.383.1943	Frederic and Mary Wolfe Center 284A HSC	katherine.wall@utoledo.edu
Ruiz	Linda	Secretary 2, Medicinal and Biological Chemistry	419.383.1511	Frederic and Mary Wolfe Center HEB274 HSC	Linda.ruiz@utoledo.edu

Department of Pharmacology and Experimental Therapeutics

Williams	Fred	Chair, Dept of Pharmacology and Experimental Therapeutics	419.383.1991	Frederic and Mary Wolfe Center 135F HSC	frederick.williams2@utoledo.edu
Helminski	Holly	Administrative Assistant 1, Pharmacology	419.383.1910	Frederic and Mary Wolfe Center HEB274D1 HSC	Holly.helminski@utoledo.edu

Department of Pharmacy Practice

Cappelletty	Diane	Chair, Dept of Pharmacy Practice	419.383.1957	Frederic and Mary Wolfe Center 135F HSC	diane.cappelletty@utoledo.edu
Losek	Janine	Program Accreditation Specialist, Pharmacy Practice	419.383.1922	Frederic and Mary Wolfe Center HEB141 HSC	Janine.losek@utoledo.edu

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

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

University Directory

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

Section 2: College Mission, Vision, Goals, and Values

Mission Statement

The mission of the College of Pharmacy and Pharmaceutical Sciences 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 (For discussion).
- Human diversity.
 - Teaching, learning and interprofessional education for undergraduates graduates and post-graduates.
 - Pharmaceutical science and clinical research and the translation of the same to pharmacy practice.
 - Human health and well-being through patient-focused pharmacy practice.

Student/Faculty Professionalism Pledge

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

STUDENTS

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

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

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

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

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

FACULTY

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

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

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

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

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

We will not tolerate abuse or exploitation of our students.

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

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

Oath of a Pharmacist

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

*"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:
I will consider the welfare of humanity and relief of suffering my primary concerns.
I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
I will respect and protect all personal and health information entrusted to me.
I will accept the lifelong obligation to improve my professional knowledge and competence. I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
I will embrace and advocate changes that improve patient care.
I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.
I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."*

Section 3: CPPS Office of Student Affairs (OSA) and Diversity and Inclusion

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 "student care" possible.

OSA SERVICES

The CPPS Office of Student Affairs delivers services which help to create the student experience that you need to successfully obtain your PharmD. From your initial matriculation to your graduation, this is your first stop for the answers you need to personally and professionally thrive in the CPPS. The OSA is located in Wolfe Center (HEB) 155. Contact us by phone at (419) 383-1904 or at the individual staff person's email addresses below for assistance.

The following OSA staff members are committed to serve you:

*Associate Dean of Student Affairs and Diversity and Inclusion

Dr. Monica Holiday-Goodman Monica.Holiday-Goodman@utoledo.edu

Director of Student Services for the Professional Division

Mrs. Jing Meyer Jing.Meyer@utoledo.edu

Administrative Assistant

Mrs. Sherlette Hobbs Sherlette.Hobbs@utoledo.edu

*In her role as Associate Dean of Student Affairs and Diversity and Inclusion, Dr. Holiday-Goodman serves as the CPPS liaison to the University Office of Diversity and Inclusion and to the University Office of Student Disability Services. You may contact Dr. Holiday-Goodman with any questions or concerns related to diversity and inclusion within the College or to the need for academic accommodations. Of course, contacting Dr. Holiday-Goodman prior to contacting the above offices is recommended, but not required.

To foster your success, the OSA provides the following resources:

The PharmD Student Handbook

The Student Newsletter

Referral/contact information to University resources (financial aid; accommodations, counseling services, etc.)

Course Registration form signatures

Intern license signatures and submission

Matriculation approval forms

Graduation clearance

Academic Advising

Group Advising

Student Resource Center oversight and maintenance

Phun Zone Games and Activities tables

Motivational Reading Lending Library

The Pharmacy Tab

The Pharmacy Tab on the MyUT portal is an easy way to locate important CPPS information. The Tab contains links to several key documents and policies, the latest news and events, and general information. You can access the Pharmacy Tab at myUT.utoledo.edu.

For questions related to information found on the Pharmacy Tab, please contact the Administrative Assistant in the OSA.

The University of Toledo Catalog (<https://catalog.utoledo.edu>)

The OSA updates the CPPS portion of the University Catalog annually. The University Catalog is a comprehensive resource to help you reach your goal of degree completion. Your Pharm D program academic requirements are dictated by the published catalog information of the year of your initial enrollment in the P1 class. It is your responsibility to meet and satisfy all University, College and program requirements applicable at the time of your enrollment in the Pharm D program. Questions pertaining to catalog content and degree progression should be directed to the Director of Student Services for the Professional Division in the OSA.

Section 4: College and University Resources

Many resources are available within the College and University to foster your success as a Pharm D student. Please familiarize yourself with these resources and utilize them as needed or required.

Safety

Emergencies

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**.

Police/Fire/Medical Response

All University of Toledo Campuses	419.530.2600
City of Toledo	9-1-1

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.

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 the 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.

Health and Wellness Services

Medical Services

Get Well and Stay Well at University of Toledo Health Science Campus *Student Health and Wellness Center*. The Center is committed to providing quality patient-centered healthcare. Services are provided at the Rupert Health Center (R0013; Lower level). Please call (419) 383-5000 for appointments.

Students may also seek health care services at the UToledo Family Practice Center located at 3333 Glendale Avenue (Phone number: 383-5555); or at the Main Campus Medical Center, located at 1675 West Rocket Dr. (Phone number 530-3451).

Counseling Center

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

Financial Aid and Scholarships

Financial Aid Office

The Office of Student Financial Aid offers a variety of services and programs. Students can determine their eligibility to apply by reviewing the [checklist](#).

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.

University Scholarships

Scholarships and awards (not offered through the CPPS) can be viewed at [here](#).

CPPS Scholarships

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

Academic and Logistical Support Resources

HSC 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 Academic Enrichment Center (AEC)

Professional Division Pharmacy course review sessions and tutoring services are available through the AEC. The AEC, located in Mulford Library, Room 506/507, organizes review sessions for several pharmacy courses each semester. The CPPS Office of Student Affairs will inform students of the time and location of the review sessions at the beginning of each semester. In addition, the AEC also provides drop-in tutoring services. AEC's phone number is 419-383-6118.

Success Coaches

All incoming undergraduate 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 identifying classes that 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.

Office of Student Disability Services

Student Disability Services is committed to removing barriers for students with disabilities at The University of Toledo by ensuring that appropriate accommodations are provided. SDS works directly in partnership with students, instructors, administrators, and staff to coordinate and provide accommodations for students with disabilities. Through an interactive process, a team including: SDS staff, instructors, college and department staff; and most importantly, the student; must work together to determine and implement the accommodations that will be most appropriate.

In order to request accommodations, students must be registered with the SDS office. The process for registering with the SDS and for requesting accommodations is outlined in the SDS Student Handbook. Please click [here](#) for more information on SDS office services and the process to request accommodations.

The SDS office has two locations to serve you.

Main Campus; 1625 West Rocket Drive
Rocket Hall Room 1820

Health Science Campus; 3000 Arlington Ave
Mulford Library 130
Telephone number: (419) 530-4981

Computer Lab/Resource Center

The College has two computer labs/resource centers for student use. The resource centers provide computers, printers, leisure time reading materials, and various games/activities which are available on a first come, first serve basis.

Students can print up to a total of 1200 pages between both locations. In addition, students can print up to 1200 pages in other Main Campus computer labs and up to 1200 pages in the Mulford Library (total 3600 pages).

The resource centers are located at:

Main Campus- Wolfe Hall room 1259;

Health Science Campus- Wolfe Center (Health Ed Bldg) Room 150A

Twenty-four hour access is available in both locations to enrolled CPPS students with their UToledo access card. Please contact the CPPS Office of Student Affairs for questions related to the equipment and resources in the Computer Labs/Resource Centers.

Open Computer Labs Link

Please click this [link](#) for information on open computer labs on the UToledo campuses.

IT Help Desk Info

Please click this [link](#) for information on IT help, email, and computer security.

Professional Division Student Lockers

Student lockers are available on a first come first serve basis for Professional Division students on the Health Science Campus. The lockers are located in the basement level of the Health Education Building (#1-100) and in the hallway between Wolfe Center and the Health Education Building (#1-65). As the number of lockers is limited, sharing with 1 or 2 other students is recommended.

Undergraduate Research

Information regarding undergraduate research opportunities & faculty research interests is available [here](#).

Section 5: Pharm D Program Advising

Proper utilization of the advising process is integral to the successful completion of the Pharm D program. Because of the importance of proper advising to your success, CPPS provides you with both an academic advisor and a faculty advisor.

The academic advisor for all Pharm D students is the Director of Student Services for the Professional Division. Additionally, each Pharm D student has an assigned faculty advisor. P1 students are introduced to their assigned faculty advisor during P1 orientation. Throughout their matriculation, most students will have one faculty advisor. However, students who are out of sync with the curriculum of their year of entering the PharmD program will be assigned an additional faculty advisor with expanded expertise in academic and student support services. Following is additional information regarding academic and faculty advising.

Academic Advising

- Professional division academic advising (course scheduling, etc.) is conducted by the Director of Student Services for the Professional Division.
- Appointments with the Director of Student Services for the Professional Division, can be made by calling 419.383.1904 or [online](#). When making an appointment, you will be asked to give your name, Rocket ID number, phone number and reason for the appointment. Most appointments are scheduled for 30-minute intervals.
- Group advising workshops for each class of professional division students (P1-P4) will be held during the academic year. Students will be notified of time and location *via* email.

- Walk-in academic advising is available on a first come first serve basis for PharmD students in the Student Affairs Office (HEB 155). Walk-in Advising is designed for brief questions or concerns. Changes to the standard “walk-in” schedule listed below will be posted at the front door of the Student Affairs Office:
 - M, T, R and F - 11:00 am – 12:00 pm
 - Wednesday - 8:30 am – 12:00 pm, 1:00 – 5:00 pm

Academic Advisor Responsibilities

Your academic advisor has the responsibility to:

- Communicate 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 to listen carefully to questions and concerns.
- Refer advisees to appropriate resources and services.
- Encourage development of the skills and characteristics necessary to attain educational and professional plans.
- Maintain confidentiality according to the Federal Educational Rights and Privacy Act (FERPA) guidelines.

Faculty Advising

Faculty advisors provide information related to co-curricular development and career planning. In order to assist students in growing as both a person and professional, students are intentionally exposed to activities throughout the curriculum (classes, IPPE and APPE) and provided additional extracurricular activity opportunities to invite discovery of self and others. Co-curricular requirements intentionally link required curricular activities with student-selected co-curricular experiences to enhance a student's development as a person and professional. Further development of co-curricular skills will benefit students as professionals and people. Due to the importance of regular communication with your faculty advisor regarding career planning and co-curricular development, **meeting with them every semester is mandatory**. The Student Advising Guide provides complete information about advising as it relates to Co-curricular advising and professional development – click this [Link](#) under the Pharmacy tab.

Faculty Advisor Responsibilities

The faculty advisor should focus on the personal and professional development of the student as they move through the PharmD program. As the student's professional advisor the faculty advisor should seek to build a relationship with each advisee in

order to help guide them as they develop as a professional and as a pharmacist. Faculty advisors should plan on assisting their advisees with the following: semester planning, goal setting, problem solving, career and residency planning, advice on electives, meeting co-curricular requirements, internships, professional organizations, leadership and personal growth.

The faculty advisor has a responsibility to:

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

Advisee Responsibilities

As advising is a collaborative process, you, the advisee, have the responsibility to:

- Attend group advising meetings and read your UT email daily.
- Review program requirements with your advisor each semester and track your progress toward completing graduation requirements.
- Utilize your faculty advisor and academic advisor. Meet with them on a regular basis to gain assistance in creating an academic and professional plan consistent with your academic, career, and personal goals.
- 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 the PharmD program along with all college and university policies and procedures that pertain to your degree program.
- 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.
- Be professional and treat others with respect.
- Seek advice from your faculty advisor to ensure that you are participating in co-curricular activities that support your career path development.

The Early Warning Process

In the CPPS, the successful matriculation of PharmD students depends on earning a final grade of “C” or above in each required course. In order to assist our students in the successful completion of courses, the college utilizes the Early Warning Process. In this process, when a student earns less than a “C” grade on a course exam, the course instructor informs the student’s academic advisor and faculty advisor. Students are directed to seek help from the course instructor and the Academic Enrichment Center to bolster understanding of course content. Faculty advisors can be consulted for non-academic support and referral to additional resources as needed.

Section 6: Student Involvement and Recognition

The CPPS facilitates several aspects of student involvement and recognition as described in the sections below.

CPPS Student Organizations

There are currently many active student organizations within the CPPS. Please click this [link](#) below for a list of active organizations.

Please note that students must be in good standing to hold an office in a CPPS student organization. The Associate Dean of Student Affairs and Diversity and Inclusion reviews organization officers for good standing at the conclusion of each semester.

Student of the Month

CPPS endeavors to recognize students who serve as role models of professionalism to the student body. One manner in which recognition is given is through the Student of the Month award.

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, or graduate 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 receive a certificate and will be featured on the CPPS video monitors in Wolfe Hall and Wolfe Center.

Click this [link](#) for the nomination form.

CPPS Convocation

CPPS will hold a Spring Convocation & Awards Ceremony to celebrate the accomplishments of the graduating class. The program for Convocation will include CPPS student awards and recognition and valedictorian speeches. Graduates and faculty will wear caps and gowns for the ceremony. **The conferring of degrees will occur only at University Commencement.**

For more information on CPPS Convocation visit this [link](#), which can also be found on the Pharmacy tab under CPPS News and Events.

Section 7: Pharm D Program Curriculum

Accreditation and Recognitions

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

Completion of the Doctor of Pharmacy (PharmD)

In order to graduate with a PharmD degree, students must meet the current academic performance standards. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

Licensure Disclosure Statement

PLEASE NOTE:

The UT CPPS Program is designed to prepare students for a license in the state of Ohio. For students who wish to practice in a state other than Ohio, you may or may not have additional requirements you must complete prior to applying for a license in that

state. Please review the state board of pharmacy website for the state in which you are considering licensure and contact an Experiential Director (Dr. Kaun (megan.kaun@utoledo.edu) or Dr. Seegert (michelle.serres@utoledo.edu)) to discuss if you will need to satisfy additional requirements.

PharmD Curriculum Links

The curriculum (Plan of Study) for students entering the PharmD program prior to Fall 2018 can be found by clicking this [link](#), and in or after Fall 2018 can be found in the [University Catalog](#).

For students entering the PharmD program prior to Fall 2018, the minimum credits required for the undergraduate portion of the PharmD program are 136 and for the graduate portion, 75. For students entering the PharmD program in or after Fall 2018, the minimum credits required for the undergraduate portion of the PharmD program are 126.5 and for the graduate portion, 69.

Transfer of Courses or Credits

Courses taken at other Colleges of Pharmacy will not substitute for required PharmD courses.

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.

PharmD Experiential Education

A significant part of the curriculum of the PharmD program is dedicated to experiential education. Experiential courses allow you to gain practical experience through observation and practice. The Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are designed to provide this active learning experience and are an extension of the information learned throughout the PharmD didactic curriculum.

The most current information can be found under the Pharmacy tab of the MyUT portal under the heading [PharmD Experiential Education \(IPPE and APPE\)](#).

Changes in the PharmD 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. PharmD curricular requirements will be those listed in the catalog for the years in which the student enters

the program. 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 all responsible authorities.

Section 8: PharmD Program Requirements and Expectations

In addition to the curricular requirements mentioned in the previous section, Pharm D students are expected to meet the following requirements and expectations.

Initial Matriculation Requirements

In order to matriculate into the Pharm D program, students must be granted final admission status. Matriculation requirements are as follows:

- All course requirements have been completed by the end of summer semester prior to matriculation [date varies by year]
- Maintain a minimum 2.0 GPA (cumulative and semester) for the spring semester [insert year] and if applicable, summer semester [insert year]
- Proof of completed health requirements and a valid Social Security Number
- Completion of the PharmCAS Fall and Spring Academic Updates (if applicable)

P1 Orientation

A mandatory P1 Orientation is held the week prior to the beginning of the fall semester. This event includes an overview of relevant University policies and procedures, the advising process, professionalism and academic expectations, a diversity workshop, and the Professional Advancement Ceremony (White Coat Ceremony).

Health Insurance

All PharmD students are required to have health insurance coverage. Please click this [link](#) for information regarding the minimum insurance coverage required by the University and the process to obtain University coverage. Please note that you may waive University coverage if you have personal coverage that meets the minimum requirements. Please click this [link](#) for details.

Personal Fitness

The emotional and psychological stability of those practicing or preparing to practice in pharmacy 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 concern 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 Associate Dean of Student Affairs and Diversity and Inclusion 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 courses 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 all responsible authorities.

Class 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.

Technology Requirements

ExamSoft is used in the professional division PharmD courses. A personal laptop computer (mac or PC) or a tablet 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 this [link](#). Software can be downloaded by clicking this [link](#).

Immunization Certification

As part of the curriculum of the UToledo Doctor of Pharmacy program, students are required to complete an immunization certificate program where they learn about vaccine-preventable diseases, administration of vaccines, and the role of pharmacists as vaccine advocates. PharmD students who have an aversion to needles and the thought of giving an injection should seek guidance as to how to overcome these and related phobias. The Office of Student Affairs can assist you in

finding these resources. Go to this [website](#) for more information on the Ohio regulations regarding immunization certification.

Cardiopulmonary Resuscitation Certification

Students are also required to maintain cardiopulmonary resuscitation certification before or upon immunization certification. The college pays for two of the online codes for the students (current cost for a code is \$28.50). Students then pay for their own hands-on skills session (current cost of their skills session is \$15.00).

Students are CPR certified in September of their P1 year and then again in May of their P3 year. If a student falls out of sync, they must pay for both portions themselves.

Experiential Performance Standards

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

Specific details regarding the above requirements will be provided to all students upon admission into the PharmD program and throughout the experiential series. Additional requirements and expectations will be included in the experiential manual. The experiential manual will be made available to all students on an annual basis. Students are responsible for reading, understanding and adhering to **all** policies and procedures outlined therein. See the following [link](#) for the Experiential Manual:

Social Security Number Requirement

In order to obtain a valid intern license, students are required to have a U.S. Social Security Number (SSN). International students should do this as early as possible during their pre-pharmacy years. Directions for obtaining a SSN can be found in the [Office of International Student Services](#) or at the Social Security Administration [website](#).

Internship License/Licensure Requirement

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

seat in the P1 class, necessitating reapplication to the professional division. Use this [website](#) to apply for an internship license in Ohio.

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

Students planning to work as an intern in another state should contact that state's Board of Pharmacy to learn what is required to become an intern in that state.

Reporting Internship Hours

Although students earn a sufficient number of internship hours (1740 hours) in the pharmacy program to be licensed in the State of Ohio, some states require more hours. It is a good idea to submit worked hours to the state. Please visit the Ohio Board of Pharmacy [website](#) for detailed information regarding reporting of internship hours.

PharmD Professional Development Expectations

Attainment of a professional degree requires completion of certifications and other key assignments that may or may not be affiliated with a traditional academic course or experience. Throughout the curriculum, students will be required to participate in professional development, educational, and assessment activities. These activities may take place outside of officially scheduled class times or in locations outside of the CPPS facilities.

Examples of professional development activities associated with the PharmD program include immunization certification, inter-professional education, co-curricular requirements, completion of objective structured clinical examinations (OSCE's), core examinations (semester and PCOA) and other key assignments. Additional information outlining many of these requirements is provided below.

- i. Interprofessional Education (IPE) Program: As health professions students, preparation to deliberately and constructively work together with other health professionals, with the common goal of building a safer, better patient-centered and community/population-oriented U.S. health care system, is important. Students are required to participate in interprofessional educational activities each academic year. Students from various health care profession programs including pharmacy participate in and interact with each other in simulations, lectures, and other training programs to solve health care related problems.
- ii. Co-Curriculum: The goal of the co-curriculum is to assist each student in growing as a person and as a professional. Co-curricular learning activities

and experiences occur both inside and outside of the classroom. Students are intentionally exposed to activities in the curriculum (classes, IPPE and APPE), and provided with additional co-curricular activity opportunities outside of coursework. Co-Curricular experiences are designed to assist students to develop and apply the program learning outcomes in self-awareness, leadership, professionalism, innovation/entrepreneurship, cultural sensitivity and as educators. Students are required to reflect on their development in these areas and discuss their development of skills with their faculty advisor at least once per semester.

- iii. Performance Assessment: Students are assessed using practical examinations, objective structured clinical examinations (OSCE's) and other key assessments. Students who do not pass (score below threshold) on performance based assessment and or key assignments are required to meet with the appropriate course faculty to establish a plan of remediation.
- iv. Pharmacy Curriculum Outcomes Assessment (PCOA): Students are required to take the PCOA during their third professional year (P3) year. Students are required to discuss their PCOA score with their faculty advisor. P3 students who score at concerning levels are required to meet with the Associate Dean of Academic Affairs and develop an action plan.

The Completion of the Bachelors of Science in the Pharmaceutical Sciences in Pharmacy (BSPS Pharmacy)

Following admission to the PharmD program, if you have not previously obtained an undergraduate degree in Pharmacy, you will complete the Bachelor of Science in Pharmaceutical Sciences degree in Pharmacy prior to more focused course work in pharmacotherapy and pharmaceutical care. To ensure that you can obtain your BSPS degree after the completion of your P1 and P2 years, you should check your degree audit to make sure all UT Core requirements, especially Multicultural Studies (US and Non-Western), Humanities and Fine Arts, and Social Sciences are completed.

All students who plan to graduate must apply for graduation via their UT portal (myut.utoledo.edu) 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.

Applying for the NAPLEX and MPJE Licensure Exams

After you have successfully completed all requirements for the Pharm D program and have been cleared for graduation by the University, you may apply to take the NAPLEX and MPJE licensure exams. The Registration Bulletin for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) can be downloaded from the National Association of Boards of Pharmacy (NABP) [website](#). The Registration Bulletin contains important information about applying for and taking the examinations that should be thoroughly reviewed. The exact procedure for registering for the NAPLEX is dictated by the states'

Boards of Pharmacy. There are some states that require applicants to apply for the exam through their State Board. Read all instructions carefully when applying for your license.

The College Office of Student Affairs sends a Certificate of Pharmacy Education to the Ohio Board of Pharmacy upon graduation clearance. Students requiring certification for another state should contact the Office of Student Affairs.

Section 9: Pharm D Program Policies and Procedures

The following policies and procedures have been approved by the CPPS faculty for use in the current academic year. If you have questions or require guidance on the proper use or application of these policies, please see the Associate Dean of Student Affairs and Diversity and Inclusion in the Office of Student Affairs.

Technical Standards Policy

A candidate for the PharmD degree must enter the program possessing the essential skills and abilities needed for successful matriculation and performance in a variety of pharmacy practice settings. The following skills are essential to fulfill this requirement (Technical Standards policy [#3364-83-01](#)).

Professional Conduct Policies

The expected behavior and conduct of CPPS students is directed by several policies. Students are expected to be familiar with and abide by all of these policies during their time at the University of Toledo.

The CPPS has a professional code of conduct which can be found at this [link](#).

Imbedded in this policy is the [University Student Code of Conduct](#), and the

[Responsible Conduct of Scholarship and Research](#).

Students found to be in violation of the University Student Code of Conduct or the Responsible Conduct of Scholarship and Research may be subject to sanctions imposed by the University. Students found to be in violation of the CPPS Student Code of Professional Conduct may be subject to sanctions imposed by the CPPS Professional Conduct Committee (PCC). Students seeking to appeal the CPPS Professional Conduct Committee decision should see Page 35 of the Handbook and contact the Associate Dean of Student Affairs and Diversity and Inclusion in the Office of Student Affairs for guidance.

Academic Performance Policies

In order to graduate with a PharmD degree, students must meet the current academic performance standards set forth by CPPS. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy.

Continued attention to your academic performance is key to your success in the PharmD program. The CPPS has developed key academic performance standards that support your continued development as a pharmacist. The University also has policies which support your progression. 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.

The Pharm D program Academic Performance and Progression Standards policy can be found at this [link](#).

Currently, the Academic Performance and Progression Standards for the PharmD program are as follows:

Academic Performance and Progression Standards for the Doctor of Pharmacy Program

1. Good Academic Standing

- a. The College of Pharmacy and Pharmaceutical Sciences defines “good academic standing” for students enrolled in the Doctor of Pharmacy (PharmD) Program in the following manner:
 - i. Maintaining minimum pharmacy required course cumulative GPA ≥ 2.75
 - ii. Earning grade of C or better in all pharmacy required courses
- b. A grade below a C in any pharmacy required course is unsatisfactory and will not be considered a passing grade for the course in the Pharm.D. curriculum (i.e., courses for which grades of less than a C are earned must be repeated).
- c. To hold an office in a CPPS organization or represent the CPPS, a student enrolled in the CPPS must be in “good academic standing.”

2. Academic Progression*

- a. To advance to the P2 year, the student must earn the following:
 - i. A pharmacy required course cum GPA ≥ 2.75
 - ii. A grade of C or better in all pharmacy required courses
- b. To matriculate to the P3 year, the student must earn the following:
 - i. A pharmacy required course cum GPA ≥ 2.75
 - ii. A grade of C or better in all pharmacy required courses

- c. To advance to the P4 (APPE) year, the student must earn the following:
 - i. A pharmacy required course cum GPA ≥ 2.75
 - ii. A grade of C or better in all pharmacy required courses
- d. To graduate with a Doctor of Pharmacy degree from the UT-CPPS, the student must earn the following:
 - i. A pharmacy required course cum GPA ≥ 2.75
 - ii. A grade of C or better in all pharmacy required courses
- e. A student may appeal progression delay (Please refer to UT Policy: 3364-83-05)

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

3. Academic Probation

The following academic performance will lead to Academic Probation

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

4. Dismissal

The following academic performance or circumstances will lead to dismissal from the Doctor of Pharmacy Program:

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

The following experiential performance may make you eligible for dismissal:

- a. Any student on probation due to experiential performance who fails to pass a pharmacy practice experience or is dismissed from a pharmacy practice experience.
- b. A student may appeal a dismissal (Please refer to UT Policy: 3364-83-05)

5. Pharmacy Required Course GPA calculation

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

6. Matriculation

- a. To matriculate to the post B.S.P.S. portion (P3-P4) of the Doctor of Pharmacy program, the student must earn both of the following:
 - i. A pharmacy required course cum GPA ≥ 2.75
 - ii. A grade of C or better in all pharmacy required courses
 - b. Students failing to achieve these two requirements will not matriculate and must do one of the following:
 - i. Retake pharmacy required courses to demonstrate an improved aptitude for the material and seek matriculation with the next year's class.
 - ii. If eligible, graduate with a Bachelor of Science in Pharmaceutical Sciences (BSPS) degree. **However**, doing so would *prevent* the student from taking/retaking additional undergraduate courses towards achieving a PharmD degree, thus *ending* any opportunity to further pursue a PharmD degree at The University of Toledo.
 - iii. If eligible, consider transferring to one of the other five tracks (Pharmaceutics, Pharmacology/Toxicology, Pharmacy Administration, Medicinal and Biological Chemistry, or Cosmetic Sciences and Formulation Design) of the BSPS program.
 - iv. If eligible, change colleges within the University of Toledo or transfer to another institution.
7. Pharmacy Required Courses – To determine the courses which will be used in the calculation of the pharmacy required course cumulative GPA and for which a grade of C or better is required, please refer to the CPPS College Catalog in place at the time of your first year of enrollment in the Doctor of Pharmacy program.

Please note that the requirements for good academic standing in the PharmD program are more stringent than those set forth by The University in the policy (see [link](#)).

Also, please note that GPA recalculation and grade deletion as allowed in University policy [3364-71-07](#) does not apply to the PharmD required course GPA. All required courses (first attempt and repeated) will be counted towards required course cumulative GPA.

Please refer to the [UT Policy web site](#) for additional current information on academic policies.

Remediation Policy

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.

Numbers 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.

Click this [link](#) for the CPPS Remediation Policy (3364-83-08).

Time to PharmD Completion Policy

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

The Time to Doctor of Pharmacy Program Completion Policy (3364-83-04) can be found [here](#).

Student Leaves of Absence Policy

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

For the Student Leave of Absences Policy (3364-83-06) please click this [link](#). To apply for a Leave of Absence (LOA), please consult with the Associate Dean of Student Affairs and Diversity and Inclusion in the Office of Student Affairs.

Student Global Health Programs Policy

The purpose of this policy and accompanying forms is to establish official University procedures to minimize the risk to students during elective global health programs. Please go to this [link](#) for more information on this policy (#3364-81-04-030-02).

Section 10: Grievances and Appeals Procedures

PharmD students have the right to appeal decisions impacting their academic or professional conduct status within the College. See the information below for specific instructions on grievance and appeals processes.

Procedure for Grievance of Individual Final Course Grades

To initiate resolution of final course grade grievances for non-experiential courses, 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.

Please note, grade grievances for experiential course grades will follow the appeal process in the experiential manual entitled "Student Appeal of Grade Assignment". This policy can be found in the experiential manual at this [link](#).

Appeal Procedure for the Professional Division APC Decisions

The appeal procedure for academic performance and degree progression for the professional division is available by clicking this [link](#).

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. Pharm D students seeking to appeal an Academic Performance Committee

decision should seek guidance from the Associate Dean of Student Affairs and Diversity and Inclusion in the Office of Student Affairs.

Pendency of Action for APC Decisions

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).

CPPS Appeal Procedure for Professional Conduct Rulings

The CPPS Student Code of Professional Conduct ([Policy 3364-83-02](#)) outlines the process for appeal to the Professional Conduct Committee decisions. A student may appeal the committee's decision to the dean in writing , requesting a review related to the following two criteria that apply:

- (1) the failure of process; or
- (2) a review of the evidence concerning the charges and/or sanctions.

Pendency of Action for PCC Decisions

Generally, implementation of Professional Conduct Committee sanctions will be suspended until all appeals made by the student have been exhausted. However, the dean of the CPPS may, in his/her discretion, impose interim suspensions and/or restrictions on the student if the dean believes that the alleged conduct in any way concerns patient and/or public (including faculty and other student) safety, or when dismissal from UTCPPS is a possible sanction.

Student Grievances/Complaints Related to PharmD Accreditation Standards

Student complaints specifically related to Accreditation Council for Pharmacy Education (ACPE) standards should be submitted on the appropriate form to the CPPS Office of Student Affairs (Wolfe Hall Room 1227 or Frederic and Mary Wolfe Center, Health Education Building, Suite 155) in care of the associate dean for student affairs. Forms and a copy of the ACPE standards are available by accessing the Pharmacy tab from the [myUT portal](#). Students can also find the ACPE standards at the ACPE web site. The associate dean will meet with the dean of the College to review the complaint and consult with the student complainant and individuals involved. A formal response will be issued by the dean.

If the issue is not resolved at the College level, the student complainant can submit the complaint directly to ACPE. In addition, a student may submit a complaint directly to ACPE without submission to the College. See this [link](#) for more information.

Section 11: Additional Academic Programs of Study

Dual Degree Programs PharmD/MBA Dual Degree

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

PharmD/MBA Admissions

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

For further admission information please refer to the [COBI catalog](#) or online admissions website.

PharmD/MBA - Integrated Curriculum

For the PharmD/MBA students entering the PharmD program prior to Fall 2018 may replace OSCM 5510 Statistics with the CPPS PHPR 4330, PHPR 6340, or any statistics equivalent course.

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

Please see this [link](#) for specific course information related to the MBA.

PharmD/PhD

Combined Pharm.D. – Ph.D. in Medicinal Chemistry/Experimental Therapeutics Program Admission Requirements

Students must be admitted separately to their desired PhD program. The Department of Medicinal and Biological Chemistry offers a PhD in Medicinal Chemistry while the Department of Pharmacology and Experimental Therapeutics offers a PhD in Experimental Therapeutics. Requirements for admission to these programs can be found at this [link](#) for Experimental Therapeutics and at this [link](#) for Medicinal Chemistry. The PharmD and the PhD of your choice may be pursued concomitantly.

General Information

Although the requirements for both programs will be met, there is some overlap and flexibility, allowing a student to complete graduate-level requirements for both degrees. In general terms, students will follow the sequence for the Pharm.D. curriculum during the first four semesters. In the seventh and eighth semesters, students will take the required Pharm.D. courses, plus the two- hour seminar, with at least one clerkship rotation involving a research experience. Some 6000-level Pharm.D. courses may be used as Ph.D. electives. The Ph.D. requirement for MBC6550 (Biochemistry) may be waived. Beginning with the summer semester following the second year, students can begin to complete the requirements for the Ph.D.

Residency Programs

The College of Pharmacy and Pharmaceutical Sciences has residency programs that provide outstanding residency opportunities and allow pharmacists to advance their careers. The college offers residency opportunities in hospital pharmacy, critical care, and community pharmacy. Consult your faculty advisor for more information on residency programs.

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.

Section 12: University and Federal Policies

Pharm D students are also subject to University and Federal policies. Please familiarize yourself with these policies. Please refer to the UT Policy [website](#) for additional information on academic 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. International PharmD students can apply for CPT through the Office of International Student and Scholar Services at The University of Toledo. To apply for CPT, students must be enrolled in an approved course and need to apply every semester.

The steps required for participation in the CPT program include the following and can be found at this [website](#).

- 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
 - 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

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 this [link](#) for more info and the complete policy.

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 this [link](#) for more info and the complete Missed Class policy:. The CPPS follows this policy for years P1 – P4 of the PharmD curriculum.

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 this [link](#).

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 this [link](#).

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 this [link](#).

University Nondiscrimination Policy

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

Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in activity protected by this policy is also strictly prohibited by this policy.

The University encourages anyone who believes he or she has been subjected to conduct in violation of this policy to file a complaint under this policy to ensure that the University has an opportunity to address prohibited conduct. For additional information on the policy and for reporting instructions go to this [link](#).

University Policy on Nondiscrimination on the Basis of Disability-Americans with Disabilities Act Compliance

The University of Toledo is committed to eliminating barriers to services, employment and educational opportunities for people with disabilities. In accordance with the Americans with Disabilities Act (ADA), the University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities. For additional information on this policy, go to this [link](#).

University Title IX (Sexual Discrimination/Sexual Harassment) 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 contact the Title IX Office. You can contact the Title IX Office at 419.530.4191 or titleix@utoledo.edu. You can also submit a complaint online. The entire complaint procedure and complaint form may be [found here](#). For additional info and the policy, go to this [link](#).

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 ([link](#)).

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.

Section 13: University Registration and Records

Please consult the University Registrar's office for information related to the items below. The Registrar's office is located on Main Campus in Rocket Hall Rm 1100 (Phone number (419) 530-4844); and on the HSC in the Student Service Center located on the 1st floor of Mulford Library (Phone number (419) 383-3600).

Office of the Registrar forms

The following printable and online Registrar forms can be found by clicking this [link](#).

- 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 this [link](#).
- 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.

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.

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 this [link](#).

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](#).

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.

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 additional information go to this [link](#).

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, click this [link](#).

Course Registration -- **HOW TO ADD A CLASS***

<p>During Early or Open Registration If the class is open:</p>	<p>During Early or Open Registration If the class is closed:</p>	<p>After Semester Begins (Late registration fee may apply)</p>
<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 by clicking this link. 	<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 information, go to this [link](#).

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](#).

Academic Calendars

Please click this [link](#) for additional information.

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.

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 end of the 10 th week of classes	Important Reminder
<ol style="list-style-type: none"> 1. Web Drop the class at http://myut.utoledo.edu. 2. Or fill out a Course Request Form at Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114). 3. Instructor and/or advisor signatures are NOT required. 	<ol style="list-style-type: none"> 1. Withdraw online at http://myut.utoledo.edu or obtain a withdrawal form in Rocket Solution Central (RH1200) or HSC Mulford Library (Suite 114) or print one (link above). These forms are not available in the Office of Student Affairs. 2. Instructor and/or advisor signatures are NOT required. <u>However, please inform your advisor at your next advising session that you have withdrawn from the course.</u> 	<p>If you want to drop or withdraw from a class, make sure to research the possible impact on your financial aid or scholarship(s) <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](#). 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.

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.

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 this [link](#).
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 [here](#), 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.

Please note that transfer credit is not allowed for required courses in the professional division of the PharmD program.