

# Pharm.D. Program

# Student Handbook



## 2019-2020 Academic Year

UNIVERSITY of **HOUSTON**  
COLLEGE OF PHARMACY

## THE PROFESSION

The UH College of Pharmacy, established in 1946, prepares students to enter into the practice of pharmacy and to function as professionals and informed citizens in a changing health- care system and to assume important roles as drug information specialists and primary care providers.

Upon graduation, the new professional utilizes a foundation of skills in administrative, clinical and pharmaceutical sciences to take an active role in contemporary pharmacy practice.

Career options in pharmacy are virtually unlimited. From community to hospital practice, from home care to nuclear pharmacy, from clinical practice to basic science research in the pharmaceutical industry, pharmacists participate in areas that provide patient care and unravel the mysteries of human health.

Pharmacists are responsible for supervising the drug distribution process, selecting appropriate drug therapies, determining drug dosages and routes of administration and monitoring therapeutic outcomes.

Working with other health care providers — physicians, nurses, veterinarians and dentists — pharmacists complement the health care system by providing pharmaceutical care.

## IMPORTANT NOTICE TO STUDENTS

The College of Pharmacy Student Handbook is intended to provide a single source of information on academic policies, exam dates, services of the College, student organizations, and activities and events. All students are responsible for knowledge of and compliance with the contents of this handbook.

The College of Pharmacy Student Handbook is an informational guide only and does not represent a contractual agreement. The faculty and administration within the College of Pharmacy reserve the right to make changes at any time and to make those changes applicable to enrolled students so long as such changes are consistent with current University policies as outlined in the University catalog. The Student Handbook is not a substitute for nor does it supersede the University of Houston's Undergraduate or Graduate and Professional Studies Catalog and the information contained therein.

Students should refer to the University catalog for specific information regarding academic and administrative requirements for admission, registration, retention, financial aid, student life, and graduation.

Catalogs can be found online at: <http://www.uh.edu/academics/courses-enrollment/>

### Acknowledgements

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*The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.*

# INTRODUCTION

## PLEDGE OF PROFESSIONALISM

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. The development of a professional identity will ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I as a student of pharmacy should:

- **DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts and welcomes the responsibility and accountability for membership in the profession.
- **FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession and with other health professionals in order to provide optimal patient care.
- **SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.
- **INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values and ideals.
- **MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to insure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

## OATH OF A PHARMACIST

"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."

## INTRODUCTION

# UNIVERSITY of HOUSTON | PHARMACY

## COLLEGE VISION STATEMENT

*A Vision of the Future: "Caring for Texans through health and discovery"*

The college will be a leader in education, research, service and pharmacist-delivered patient care in a diverse society to develop life-long learners, to improve health outcomes and significantly advance scientific discovery.



## COLLEGE MISSION STATEMENT

The Mission of the University of Houston College of Pharmacy is to:

- Provide comprehensive education that prepares students for pharmacist delivered patient care in a diverse healthcare environment.
- Prepare students to be innovative practitioners who exhibit the ideals of professionalism, leadership, critical thinking, life-long learning and ethical behavior.
- Prepare graduate students and post-doctoral trainees to be excellent innovative researchers who become leaders in significantly advancing scientific discovery.
- Discover and disseminate knowledge by conducting basic and applied research and scholarly activities leading to the discovery of novel therapeutic entities.
- Assess, evaluate and improve efforts in education, research and delivery of patient care.
- Raise awareness of the value of pharmacy among consumers, patients, policymakers, the media, all healthcare partners and stakeholders.
- Contribute to the worldwide systematic improvement of health care delivery and the health of our communities.



## INTRODUCTION



**F. Lamar Pritchard,**  
Ph.D., R.Ph., Dean,  
UHCOP

### DEAN'S MESSAGE

On behalf of the faculty, staff and administration, I would like to welcome you to the University of Houston College of Pharmacy.

You have chosen to pursue the Doctor of Pharmacy degree which will allow you to become a member of a time-honored and respected profession. You will soon become a very valuable member of the multidisciplinary health care team. Your unique skills will be highly sought. You have successfully completed a challenging pre-pharmacy curriculum and have been identified as a student who possesses the various abilities, attributes and aspirations necessary to successfully complete an extremely rigorous professional curriculum.

Our faculty members have developed a cutting-edge curriculum, which when coupled with lifelong learning, will provide you with the requisite professional foundation to practice the profession of pharmacy at an extremely high level for many decades to come. The faculty, staff and administration are also committed to helping you to ensure your success. You will find that the amount of time and effort necessary to successfully complete the very rigorous quality curriculum developed by our nationally recognized faculty will be significantly greater than the majority of your previous college coursework.

You are expected to exhibit a professional demeanor, as well as to embody the highest levels of ethical and moral behavior. Professional Pharmacists have also long been recognized for possessing a high level of caring for their patients and communities. You will be expected to exhibit this commendable quality as well. Upon your completion of our professional program of study, you will become an alumnus of a college of pharmacy with a very laudable heritage and one which has been long recognized for producing some of the very best pharmacists in the nation.

I would like to welcome you once again to the University of Houston College of Pharmacy. I wish you the very best in your future studies and aspirations.

Take care,

*Dean Pritchard*

### PHARMACY COUNCIL PRESIDENT'S MESSAGE

On behalf of the student body, welcome to the University of Houston College of Pharmacy!

You have chosen one of the best pharmacy schools in the nation at which to begin building your pharmacy career. With the highest NAPLEX first time pass rate in Texas, this college will provide you with the tools you need to be successful in the field of pharmacy. From our dedicated professors to the world-renowned Texas Medical Center next door, there is a wealth of resources and opportunities available to the students of UHCOP.

One of my favorite things about UHCOP is that we all support each other. Instead of competing, we work together to make it through this rigorous program. Over the next four years, you will find true friends and mentors among your fellow students. You will grow and change together, exploring your passions and finding your place in the world of pharmacy.

At UHCOP, we pride ourselves on the strength of our student organizations. We currently have 17 student organizations that focus on various aspects of pharmacy practice and offer opportunities for leadership, growth, and exploration. The outstanding work that our student organizations do has earned recognition at regional and national conferences time and time again. I highly encourage you to get involved during pharmacy school, putting the knowledge you gain in the classroom into practice and having a great time in the process!

You will find that professionalism must be maintained throughout this program and beyond. Wherever you go, your actions reflect upon yourself, your college, and the entire profession of pharmacy. You will encounter and work with many people from widely diverse backgrounds. Be mindful of how you present yourself and hold yourself accountable for your own actions. Honesty and respect are key elements to successful collaboration and networking.

Make the most of these next four years, as they go by very quickly. Find a balance between academics, staying involved, growing professionally, and giving back to the community. No two people will have the exact same experience in this program, so be sure to figure out what works for you. When difficulties arise, you can count on your fellow students to help you through. Always ask for help when you need it, and don't forget to enjoy life!

Congratulations to you all, and welcome to UHCOP!

*Kasaandra Ibañez, Pharmacy Council President*



**Kasaandra Ibañez,**  
President,  
Pharmacy Council

## DEGREE REQUIREMENTS

### ENTRY-LEVEL DOCTOR OF PHARMACY DEGREE REQUIREMENTS

The curriculum for the Doctor of Pharmacy (Pharm.D.) degree includes a minimum of 204 semester hours of college work, 147 semester hours of which must be pharmacy courses or the equivalent. Students with course credit for non-pharmacy courses or pharmacy courses from another college/school of pharmacy similar to those courses in the professional program may petition for equivalency credit. The degree plan for the entry-level Pharm.D. program is shown within on pages 10-13.

### GENERAL REQUIREMENTS

Pharm.D. students must complete a minimum of three elective courses and a total of six pharmacy elective credit hours. Only two of the six pharmacy elective hours may be satisfied by completion of a selected topics course; refer to page 15 for procedures. Pharmacy students are required to comply with all changes in the curriculum made subsequent to the year in which they matriculated. Deletions and additions of courses will be of approximately equal credit, so that no student will have an overall appreciable increase of total credits required for graduation.

The College requires at least three years in residence in the professional program at the College of Pharmacy for graduation. Students transferring from another school or college of pharmacy are required to complete at least the last 25 percent of semester hours of pharmacy and related work in residence at the University of Houston. If 25 percent includes a fraction of a semester hour, the requirement must be rounded up to the nearest whole number of semester hours.

### TECHNICAL STANDARDS FOR PHARMACY SCHOOL ADMISSION

As an accredited pharmacy program, the University of Houston College of Pharmacy is responsible for student selection and matriculation, curriculum design, implementation and evaluation, and determination of who should be awarded a degree in fulfillment of specific academic and technical requirements. As an advisory committee to the Dean, the Admissions and Progression Committee is instructed to exercise judgment on behalf of the faculty to recommend entering class, and to consider character, extracurricular achievement, and overall suitability for the pharmacy profession based upon information in the application, letters of recommendation, and personal interviews. Regardless of the type of practice i.e., community, clinic, health care system, students must demonstrate competence in those technical standards that together represent the fundamentals of being able to provide contemporary pharmaceutical care.

The University of Houston College of Pharmacy will consider for admission any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Applicants are not required to disclose the nature of their disabilities, if any, to the Admissions and Progression Committee. However, any applicant with questions about these technical standards is strongly encouraged to discuss the issue with the Assistant Dean for Student and Professional Affairs prior to the application process.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with pharmacy training or practice. Other conditions that may lead to a high likelihood of student illness should be carefully considered. Deficiencies in knowledge base, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may be grounds for course/rotation failure and possible dismissal.

The University of Houston College of Pharmacy adheres to technical standards by which it assesses all students, with or without accommodation. A student must possess aptitude, abilities, and skills in five areas: 1) observation; 2) communication; 3) sensory and motor coordination and function; 4) intellectual and conceptual, integrative and quantitative abilities; and 5) behavioral and social skills, abilities and aptitude.

The following technical standards describe the essential functions students must possess and demonstrate in order to fulfill the requirements of a general pharmacy education, and thus, are prerequisites for entrance, continuation, and graduation from the College of Pharmacy.

**Technical Standard 1- Observation-** The ability to critically observe demonstrations, experiments, and patients utilizing visual, auditory, and somatic senses. Thus, acuity in these senses is vital.

A PharmD student must possess sufficient visual, auditory, tactile and motor abilities to allow him or her to gather data from written reference material, from oral presentations, by observing demonstrations and experiments, by studying various types of medical illustrations, by observing a patient and his or her environment, by observing clinical procedures performed by others, by reading digital or analog representations of physiologic phenomena, and by performing a basic physical examination of a patient.

A PharmD student must be able to observe demonstrations and conduct exercises in a variety of areas related to contemporary pharmacy practice, including but not limited to, monitoring of drug response and preparation of specialty dosage forms. A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals.

## DEGREE REQUIREMENTS

Specific vision-related requirements include, but are not limited to the following abilities: visualizing and discriminating findings on drug or fluid monitoring tests; reading written and illustrated material; observing demonstrations in the classroom or laboratory, including projected slides and overheads; observing and differentiating changes in body movement; observing anatomic structures; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests, and competently using instruments for monitoring drug response.

**Technical Standard 2- Communication-** The ability to communicate effectively, efficiently and with sensitivity in verbal, non- verbal and written forms with peers, faculty, staff, patients, and the practice community.

A PharmD student must be able to ask questions, to receive answers perceptively, to record information about patients, and to advise patients and other health-care professionals. He or she must be able to communicate effectively and efficiently with patients, their families, and with other members of the health care team. This must include spoken communications and nonverbal communications such as interpretation of facial expressions, affects, and body language. Proficiency in both written and spoken English is required.

A PharmD student must be able to relate effectively and display appropriate sensitivity with patients and their caregivers and or partners, conveying a sense of compassion and empathy. A student must be able to communicate clearly, observe patients in order to elicit information, accurately describe changes in mood, activity and posture, and perceive verbal as well as nonverbal communication. Communication includes not only speech but also reading and writing. Students must be able to communicate quickly, effectively and efficiently in oral and written English with all members of the health care team.

Specific requirements include but are not limited to the following abilities: communicating rapidly and clearly with the health care team on rounds; eliciting a thorough history from patients; and communicating complex findings in appropriate terms to patients and their caregivers, partners and various members of the health care team.

Students must learn to recognize and promptly respond to emotional communication such as sadness, worry, agitation, and lack of comprehension of communication. Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual encounters and complex, pro- longed encounters with patients. Students must be able to complete forms or appropriately document activities according to directions in a complete and timely fashion.

**Technical Standard 3- Sensory and Motor Coordination and Function-** The physical stamina to maintain a high level of functioning in the face of taxing workloads and stressful working conditions.

A PharmD student must have sufficient sensory and motor function to monitor drug response and to prepare and or dispense pharmaceuticals. A student should be able to execute motor movements reasonably required to participate in the general care and emergency treatment of patients. They must be able to respond promptly to urgencies within the practice setting and must not hinder the ability of their co-workers to provide prompt care. A PharmD student may experience long hours of standing on some practice sites during their academic career.

Examples of such emergency treatment reasonably required of pharmacists include arriving quickly when called, participating in the initiation of appropriate procedures, and rapidly and accurately pre- paring appropriate emergency medication.

**Technical Standard 4- Intellectual and Conceptual, Integrative and Quantitative Abilities-** Competent demonstration of a range of intellectual skills that allow mastery of the large and complex body of knowledge that comprises the pharmacy curriculum.

A PharmD student must possess a range of intellectual skills that allows him or her to master the broad and complex body of knowledge that comprises a pharmacy education. The student's learning style must be effective and efficient. The ultimate goal will be to solve difficult problems and make recommendations for therapeutic decisions.

A PharmD student must be able to memorize, perform scientific measurement and calculation, and ultimately evaluate the biomedical literature. Reasoning abilities must be sophisticated enough to analyze and synthesize information from a wide variety of sources. It is expected that a PharmD student be able to learn effectively through a variety of modalities including, but not limited to classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology.

Specific requirements include but are not limited to the following abilities: measurement, calculation, reasoning, analysis, judgment, numerical recognition and synthesis. Especially important is the appropriate and rapid calculation of dosages in a variety of conditions such as renal or hepatic failure, obesity, cardiac or respiratory arrest, etc. Additionally, calculations involving appropriate dilution or reconstitution of drug products, electrolytes, etc. must be made accurately and quickly.

## DEGREE REQUIREMENTS

Problem solving, a critical skill demanded of all pharmacists, requires all of these intellectual abilities and must be performed quickly, especially in emergency situations. Students must be able to identify significant findings from history, physical assessment, and laboratory data; provide a reasonable explanation and analysis of the problem; determine when additional information is required; suggest appropriate medications and therapy; develop appropriate treatment plans to improve patient outcomes; develop patient counseling information at a complexity level appropriate to a particular situation; and retain and recall information in an efficient and timely manner. Students must be able to interpret graphs or charts describing bio-logic, economic or outcome relationships.

The ability to incorporate new information from peers or teachers, and to locate and evaluate new information from the literature to be used appropriately in formulating assessments and pharmaceutical care plans is essential, as is good judgment in patient assessment and therapeutic planning for disease management. Students must be able to identify and communicate the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation is essential before participating in decision making.

**Technical Standard 5- Behavioral and Social Skills, Abilities and Aptitude-** The stability and stamina sufficient mental and emotional health to utilize intellectual abilities, exercise good judgment and promptly complete all assignments and responsibilities.

A PharmD student must be of sufficient emotional health to utilize fully his or her intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity. Students must display this emotional health while practicing under the stress of physically and emotionally demanding workloads. Students must be able to modify behavior in response to constructive criticism. He or she must be open to examining personal attitudes, perceptions, and stereotypes (which may negatively affect patient care and professional relationships).

An individual with a diagnosed psychiatric disorder may function as a pharmacy student as long as the condition is under sufficient control to allow accomplishment of the above goals with or without reasonable accommodation. He or she must exhibit behavior and intellectual functioning that does not differ from acceptable standards. In the event of deteriorating emotional function, it is essential that a pharmacy student be willing to acknowledge the disability and accept professional help before the condition poses danger to self, patients, and colleagues.

Specific requirements include but are not limited to the following abilities: the ability to participate collaboratively and flexibly as a professional team member is essential, ability to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Additionally, the student should demonstrate the capacity to examine and deliberate effectively about the social and ethical questions that define pharmacy and the pharmacist's role and to reason critically about these questions. He or she must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision making. Students are expected to accept appropriate suggestions and criticism and if necessary, respond quickly, appropriately and cooperatively by modification of behavior. Students must also develop the skills necessary to instruct and supervise technical personnel assisting with the delivery of pharmaceutical services.

Students are required to certify that they have received and read these technical standards prior to matriculation. Individuals with questions or concerns about their ability to meet these standards should contact The University of Houston College of Pharmacy Assistant Dean for Student and Professional Affairs.

— Adopted by UHCOP faculty on September 14, 2012

## SOCIAL SECURITY NUMBER

Your SSN is important for the purposes of identification of your application, grade transcript and test scores and for financial aid consideration if you plan to apply for financial aid or work while enrolled.

In addition, a social security number (SSN) is required by the Texas State Board of Pharmacy (TSBP), the agency responsible for the licensure and discipline of Texas pharmacists and pharmacies.

Students will be asked to verify their SSN upon admission into the college and a social security number must be obtained prior to the beginning of the first professional year.

Applicants and newly admitted students who do not currently possess a social security number or have lost their card are advised to immediately contact the Social Security Office to begin the process of obtaining a card. (<http://www.ssa.gov/ssnumber/>).



## LAPTOP POLICY

### PURPOSE/BENEFIT

The College of Pharmacy strives to prepare students for pharmacist delivered patient care by fostering, among other attributes, life-long learning and critical thinking. Today's pharmacy curriculum and the practice of pharmacy rely heavily on technology to support the delivery of both education and safe, efficient patient care. The ownership of laptop computers by pharmacy students is a key infrastructure component in the College's plans for training the next generation of Pharmacy practitioners to meet the healthcare needs of the patients they will serve.

### POLICY STATEMENT

The College of Pharmacy requires each incoming pharmacy student to have a functioning laptop computer that meets the minimum specifications throughout the Doctor of Pharmacy program. The minimum specifications of the required laptop will be adopted annually by the College of Pharmacy Information Technology Committee. The incoming P1 students will be provided with the minimum specifications no later than the start of the summer semester.

It is the student's responsibility to back up data, maintain the laptop, and provide technical servicing for the laptop. The College will provide instructions on connecting to needed College and University resources, including but not limited to Blackboard, the secure campus Wi-Fi connections, and Pharos Uniprint-managed printers.

### UHCOP LAPTOP MINIMUM SPECIFICATIONS\*

All entering students are required to have a laptop computer meeting the College of Pharmacy (COP) minimum specifications as noted. All laptops will be checked to ensure they meet the minimum requirements before they enter IT orientation. **There will be no exceptions.** Students will be responsible for having a laptop available for all examinations. They must ensure that all software, windows updates, and passwords are updated prior to examination time.

**Recommended Warranty Coverage and Service Plan Optional** - It is highly recommended that you obtain a warranty and service plan that will cover your laptop during your 4 years of study at University of Houston College of Pharmacy. Your laptop is needed for all exams.

#### Windows-based Laptop Minimum Specifications

- Intel Core i5 (i7 preferred) processor at 2.7GHz
- 8 GB RAM (16 GB recommended)
- 256 GB SSD (512 Recommended)
- 12" LCD Screen
- WIFI 802.11 ac
- Ethernet Port (If no Ethernet port must have USB to Ethernet Adapter)
- Built-in speakers and Microphone
- Webcam
- HDMI Port or Dongle<sup>^</sup>
- 4 hour battery life
- Windows 10/64 bit
- Microsoft Office 365 \* *Free to students*
- Adobe Acrobat Reader
- Antivirus software\*
- USB ports
- External hard drive with sufficient capacity for backup of the laptop's hard drive
- Cat 6 Patch Cable/3ft

#### MacBook Pro Minimum Specifications

- MB Air: Intel Dual-Core i5 with 1.6GHz with Turbo Boost up to 3.6GHz
- MB Pro: 2.3GHz Dual-Core i5 with Turbo Boost up to 3.6GHz
- 256 GB SSD (512 Recommended)
- 8 GB RAM
- MacBook Air 11/ MacBook Pro 13.3 LCD Screen
- WIFI 802.11 ac
- Thunderbolt to Gigabit Ethernet Adapter
- HDMI port or Dongle<sup>^</sup>
- Mini DisplayPort to HDMI
- Mini DisplayPort to VGA
- 6 hour battery life
- USB Type C adapter
- Mac OS X (El Capitan or Sierra version)
- Microsoft Office 365\* *Free to students*
- Adobe Acrobat reader
- Antivirus software \*
- External hard disk with sufficient capacity for backup of the computer's hard drive
- Cat 6 Patch Cable/3ft

#### Surface 5 or 6 Pro Minimum Specifications

- Intel Core i5 at 1.7GHz (i7 at 1.9GHz preferred)
- 8GB Ram (16 GB recommended)
- 256 GB SSD (512 Recommended)
- 12.3-inch screen
- WIFI 802.11 ac
- Surface USB 3.0 Ethernet Adapter
- Microsoft Wireless Display Adapter
- Mini DisplayPort to HDMI Adapter
- 13.5-hour battery life
- Surface Pro Type Cover
- Windows 10
- Microsoft Office 365 \* *Free to students*
- Adobe Acrobat Reader
- Antivirus software\*
- External hard drive with sufficient capacity for backup of the laptop's hard drive
- Cat 6 Patch Cable/3ft
- USB type A port

\*Software that is required by the College can be typically acquired at <http://www.uh.edu/infotech/downloads> or University Cougarbyte Store Online at <http://www.cougarbyte.com>.

<sup>^</sup> Dongle refers to a small external piece of hardware which connects to a computer, typically via USB port or Thunderbolt port, to add the capability listed but not provided by the computer's internal hardware.

**PHARMACY COURSE OF STUDY****PHARM.D. PROFESSIONAL PROGRAM***Starting with students entering the professional program Fall 2018***FIRST YEAR**

<b>Fall Semester</b>	Hours	Grade
PHAR 4250 Pharmacy Skills Program I	2	_____
PHAR 4260 Introduction to the Healthcare System	2	_____
PHAR 4320 Physiology I	3	_____
PHAR 4330 Pharmaceutics I & Calculations	3	_____
PHAR 4270 Social, Behavioral & Communications Aspects of Pharmacy Practice	2	_____
PHAR 4300 Biochemistry	3	_____
<b>TOTAL</b>	<b>15</b>	

<b>Spring Semester</b>	Hours	Grade
PHAR 4251 Pharmacy Skills Program II	2	_____
PHAR 4265 Patient Assessment	2	_____
PHAR 4221 Physiology II	2	_____
PHAR 4331 Pharmaceutics II	3	_____
PHAR 4200 Immunology	2	_____
PHAR 4340 Self-Care and Over the Counter (OTC) Products	3	_____
PHAR 4275 Foundations in Medicinal Chemistry, Microbiology & Receptor Action	2	_____
PHAR 4160 Fundamentals of Pharmacy Practice	1	_____
<b>TOTAL</b>	<b>17</b>	

<b>Summer Semester</b>	Hours	Grade
PHAR 4280 Patient, Medication Safety & informatics	2	_____
PHAR 5493 Community Introductory Pharmacy Practice Experience (IPPE)	4	_____
<b>TOTAL</b>	<b>6</b>	

## PHARMACY COURSE OF STUDY

### PHARM.D. PROFESSIONAL PROGRAM

*Starting with students entering the professional program Fall 2018*

#### SECOND YEAR *(starting 2019-2020)*

Fall Semester	Hours	Grade
PHAR 5195 Pharmacy Skills Program III	1	_____
PHAR 5158 Module Related Skill Lab I (MRSL)	1	_____
PHAR 5332 Pharmacokinetics	3	_____
PHAR 5325 Literature Evaluation/Research Design/Statistics/Epidemiology	3	_____
PHAR 5224 Integrated Renal Module	2	_____
PHAR 5225 Integrated Gastrointestinal Module	2	_____
PHAR 5226 Integrated Respiratory Module	2	_____
PHAR 5111 Leadership and Principles of IPE	1	_____
<b>TOTAL</b>	<b>15</b>	

Spring Semester	Hours	Grade
PHAR 5259 Module Related Skill Lab II (MRSL)	2	_____
PHAR 5327 Integrated Endocrine Module	3	_____
PHAR 5228 Integrated Men's & Women's Health Module	2	_____
PHAR 5329 Integrated Cardiovascular I Module	3	_____
PHAR 5330 Integrated Cardiovascular II Module	3	_____
PHAR 5270 Pharmacoeconomics & Hospital Management	2	_____
<b>TOTAL</b>	<b>15</b>	

Summer Semester	Hours	Grade
PHAR 52XX Elective	2	_____
PHAR 5457 Institutional Introductory Pharmacy Practice Experience (IPPE)	4	_____
<b>TOTAL</b>	<b>6</b>	

## PHARMACY COURSE OF STUDY

### PHARM.D. PROFESSIONAL PROGRAM

*Starting with students entering the professional program Fall 2018*

#### THIRD YEAR (starting 2020-2021)

	<b>Fall Semester</b>	Hours	Grade
PHAR 5268	Module Related Skill Lab III (MRSL)	2	_____
PHAR 5371	Ambulatory Clinical Practice Management	3	_____
PHAR 5335	Integrated Neurology Module	3	_____
PHAR 5236	Integrated Immunology Module	2	_____
PHAR 5337	Integrated Infectious Diseases I Module	3	_____
PHAR 5338	Integrated Infectious Diseases II Module	3	_____
<b>TOTAL</b>		<b>16</b>	

	<b>Spring Semester</b>	Hours	Grade
PHAR 5169	Module Related Skill Lab IV (MRSL)	1	_____
PHAR 5367	Integrated Hematology/Oncology Module	3	_____
PHAR 5368	Integrated Psychiatry Module	3	_____
PHAR 5269	Complex Problems	2	_____
PHAR 52XX	Elective	2	_____
PHAR 52XX	Elective	2	_____
PHAR 5266	Law	2	_____
<b>TOTAL</b>		<b>15</b>	



## PHARMACY COURSE OF STUDY

### PHARM.D. PROFESSIONAL PROGRAM

*Starting with students entering the professional program Fall 2018*

**FOURTH YEAR** (*starting 2021-2022*)

#### Required Advanced Pharmacy Practice Experiences (APPE)

PHAR 5692 Advanced Hospital Pharmacy	6 credit hours
PHAR 5693 Advanced Community Pharmacy	6 credit hours
PHAR 5690 Internal Medicine	6 credit hours
PHAR 5675 Ambulatory Care-based APPE	6 credit hours
Required Patient Focused Electives	12 credit hours
<u>Other Electives (Patient or non-Patient based)</u>	<u>6 credit hours</u>
	42 credit hours

<b>Summer Semester (Third Year)</b>	Hours	Grade
PHAR 56XX APPE I	6	_____
PHAR 56XX APPE II	6	_____
<b>TOTAL</b>	<b>12</b>	

<b>Fall Semester (Fourth Year)</b>	Hours	Grade
PHAR 56XX APPE III	6	_____
PHAR 56XX APPE IV	6	_____
PHAR 56XX APPE V	6	_____
<b>TOTAL</b>	<b>18</b>	

<b>Spring Semester (Fourth Year)</b>	Hours	Grade
PHAR 56XX APPE VI	6	_____
PHAR 56XX APPE VII	6	_____
<b>TOTAL</b>	<b>12</b>	

## PHARMACY COURSE OF STUDY

### PHARM.D. PROFESSIONAL PROGRAM

Elective: Patient Care Focus Specialty APPEs

Two from the following list

Each 6 Hours

PHAR 5642 Emergency Medicine	PHAR 5643 Neurology
PHAR 5644 Ambulatory Care- Medication Therapy Management	PHAR 5670 Community Pharmaceutical Care
PHAR 5673 Veterinary Pharmaceutical Care	PHAR 5674 Nutritional Support
PHAR 5675 Ambulatory Care-Disease State Management	PHAR 5676 Cell and Gene Therapeutics
PHAR 5677 Pharmacokinetics	PHAR 5678 Transplant Therapeutics
PHAR 5679 Women's Health Therapeutics	PHAR 5680 Oncology
PHAR 5680 Oncology- Pain and Palliative	PHAR 5681 Infectious Diseases
PHAR 5681 Infectious Diseases- Antimicrobial Stewardship	PHAR 5682 Surgery
PHAR 5683 Cardiology	PHAR 5684 Family Medicine
PHAR 5685 Critical Care	PHAR 5686 Psychiatry- Inpatient or Outpatient
PHAR 5688 Home Care	PHAR 5694 Pediatrics
PHAR 5695 Geriatrics- Inpatient or Outpatient	PHAR 5696 Ambulatory Care- Primary Care

Elective: Non-Patient Care Focus APPEs

Either one Non-Patient Care Focus Specialty Elective Below or one additional Patient Care Focus Specialty APPE

Each 6 Hours

PHAR 5645 Pharmacy Informatics	PHAR 5646 Medication Safety
PHAR 5658 Association Management	PHAR 5659 Specialized Unique Pharmacy
PHAR 5660 Pharmaceutical Industry	PHAR 5661 Pharmacoeconomics
PHAR 5662 Academic Scholarship	PHAR 5663 Pharmacy Management- Community or Hospital
PHAR 5664 Legal and Regulatory Affairs	PHAR 5665 Alternative Medicine
PHAR 5666 Hospice Care	PHAR 5667 Government Pharmacy
PHAR 5668 Managed Care Pharmacy	PHAR 5672 Clinical Pharmaceutical Research
PHAR 5687 Nuclear Pharmacy	PHAR 5689 Consulting Pharmacy
PHAR 5691 Drug Information	

1. The Pharm.D. professional program culminates in the full-time APPEs. UH has Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) sites throughout the state of Texas and the U.S., with a large number of sites in the Greater Houston area. Although the college seeks to assign student interns to the geographical area of their choice, all students admitted to the college must be prepared to accept assignments at any one of the UH APPE or IPPE sites designated by the college.

2. Prior to beginning IPPEs/APPEs, a student must apply for and receive a current intern card from the Texas State Board of Pharmacy (TSBP). If the TSBP does not issue an internship card, the student may not perform student internship duties during an APPE or IPPE. It is the student's responsibility to notify the TSBP of any address or name change.

3. All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health-care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in IPPE and/or APPE assignments at these sites. As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking clinical APPEs that are required to complete the UH pharmacy program (see Criminal Background Check and Drug Screening Policy, page 48-50). Students whose criminal background is determined as unacceptable by a hospital/healthcare organization may be unable to complete the curriculum (pharmacy practice experiences) required for graduation by the college.

## SELECTED TOPICS PROCEDURE

**Selected Topics Procedure:** Only two (2) of the six (6) pharmacy elective hours (one of the three required pharmacy elective courses) can be satisfied by completion of Selected Topics courses. A student has the option of engaging in a one-hour (PHAR 5197); two-hour (PHAR 5297); and/or three-hour (PHAR 5397) Selected Topics course. This would allow the student the opportunity to obtain experience in multiple areas of research. Any student may participate in a Selected Topics course in addition to a full course load if they are in good academic standing in the College or if they are on a reduced course load. Additionally, they must have approval of a University of Houston faculty member who will supervise their work.

The transcript cannot reflect the same course number such as duplicate PHAR 5297 courses, unless the course title is different. Therefore, all electives will have actual course titles even though the courses may have the same course number i.e. Herbal Medicine, Infectious Disease Research, etc. The professor will provide a course name on the UHCOP faculty request for Selected Topics form in order to satisfy the above criteria.

1. The student will meet with the professor and prepare a one-page Word document (UHCOP faculty request for Selected Topics course form) which will contain the course topic, course description, goals and objectives, and guidelines, etc. for the course in addition to a Graduate and Professional Student Petition. The professor/student must provide the number of hours (i.e. 5197, 5297 or 5397) and a course name on the petition form. Petition forms can be obtained at <http://www.uh.edu/graduate-school/forms/gpsp.pdf>. The petition form must be approved and signed by the professor and department chair.
  2. The student will submit the completed Graduate and Professional Student petition form and UHCOP faculty request for Selected Topics course form to the Office of Academic Affairs.
  3. Once approved by the PharmD curriculum committee, the Office of Academic Affairs will secure a registration section number and register the student. The student must have already registered for all other courses for the intended semester.
  4. The student is to submit a hard copy report to the professor at the end of the course. The report consists of the daily time log, outcome study results, experiment results, business plan and other information, which verifies completion or mastery of the course. The time log must include date, activities, and time spent on each respective activity AND be signed by the student and faculty member. A copy of the written report AND the signed time log must be submitted to the Office of Academic Affairs for placement in the student's academic file.
  5. Faculty members will submit the grade of "S" or "U" for the course in PeopleSoft at the end of the semester for which the student was registered for the course.
  6. A copy of the report will be placed in the student's permanent academic file.
- **135 contact hours are required to receive credit for three Semester Credit Hours (SCH) of selected topics.**
  - **90 contact hours are required to receive credit for two Semester Credit Hours (SCH) of selected topics.**
  - **45 contact hours are required to receive credit for one Semester Credit Hour (SCH) of selected topics.**

## **CERTIFICATE IN SPANISH FOR THE PROFESSION IN THE GLOBAL WORLD (6 CREDIT HOURS)**

Certificate In Spanish For The Profession In The Global World is designed for students who anticipate careers in which they will need to interact with Hispanic communities in the U.S. or abroad and who wish to continue the study of Spanish language and culture for specific professional purposes: business, social work, medical, journalism and mass communications, education, hotel and restaurant management or law. The profession-specific course for this option for the certificate includes experiential learning through field- work and/or public service. Students preparing for their professional lives often are not aware of the usefulness of knowledge of the Spanish language and Hispanic cultures across the professions within the U.S. This Certificate raises student awareness so that they might pursue Spanish for a specific profession before they are active professionals. Through this Certificate, students derive their own answers to common questions such as: Why is there a language requirement at this university? What can I do with my Spanish when I've finished the language requirement?

The Certificate consists of two advanced courses 6 credits (an internship or practicum can be added):

### **Core Course: SPAN 3339: Spanish for Global Professions (3 credits)**

All-skills course geared toward the language of various professions including social and community work, business, journalism/mass communications, medicine, education, law, hotel & restaurant management. This course emphasizes cultural knowledge to enhance professional work in the U.S. Hispanic community. It focuses on the importance of bilingualism in the U.S, strategies for lifelong learning, and culture considerations; it includes a review of relevant language. Students communicate in Spanish while learning about bilingualism and bilingual professionals in a US context. It focuses on helping students to develop communication strategies that will allow them to continue learning about language and cultures long after they graduate and embark on their careers.

*Prerequisite: Intermediate or Post-Intermediate Spanish.*

In this course, students will:

- Develop and apply strategies that can be applied to make her/him- self understood and to understand others in communicative situations through in class discussions and role playing situations.
- Gain an appreciation of bilingualism in the professions in the United States.
- Analyze readings from the Spanish-language press in the United States relevant to cultural and professional information.
- Practice receptive as well as productive skills
- Develop presentational skills in Spanish with the use of PowerPoint or other visual aids.
- Analyze the historical and economic factors that impact migration and the use of Spanish in the United States.

### **Profession Specific Course: SPAN 3343: Spanish for the Health Professions (3 credits).**

All-skills course with review of vocabulary on the health professions, grammar, extensive writing and speaking practice. Readings and activities geared toward the language and culture of medical and health care professions within the context of the U.S. Hispanic community.

This course will provide the students with cross-culture understanding and the vocabulary health professionals need to communicate effectively with Spanish- speaking patients, clients and their families. The class is targeted to students in the health professions who seek to learn the phrases and vocabulary they need to cover everything from routine office visits, treatments, prescriptions among others. The aim of this course is to bridge the communication gap between physicians, pharmacists, nurses, clinic workers, aid agencies, and emergency responders and their Spanish-speaking clientele.

*Prerequisite: Intermediate or post- Intermediate Spanish.*

For more information about this program, please contact Dr. Coyle at [eacoyle@central.uh.edu](mailto:eacoyle@central.uh.edu).



# ACADEMIC STANDING

## PROGRESSION & REMEDIATION POLICY

### GRADES

The grade point average in professional pharmacy courses is used as a basis for determining progression, probation, and suspension in the college (see #1 below on requirements for progression guidelines and the probation and suspension guidelines). For any professional courses repeated at the university, both grades will be used in the computation of the grade point average. Grades earned on courses transferred from another college or university will not be used in the computation of the grade point average. Only course credit will be accepted in transfer from another college or university.

### ACADEMIC STANDING REQUIREMENTS FOR PROGRESSION

1. Students must satisfactorily complete all required courses during the first three professional years with a 2.00 minimum grade point average to progress to the final professional year. At the end of each semester, the Pharm.D Admissions and Progression Committee will review the academic records of all students with a cumulative grade point average below 2.00, or with one or more grades below a C, or with one or more grades of U (unsatisfactory) in required courses.
2. Professional coursework attempted during summer sessions I, II, III and/or IV counts as a semester.
3. A grade of C or better must be earned in all pharmacy courses and pharmacy practice experiences to apply toward progression or graduation.
4. For P1 and P2's, the PCOA examination is formative and meant to prepare them for the summative PCOA in their P3 year. Students who do not meet the minimum competency of the PCOA in years 1 and 2 will be required to work with the Dean of Assessment to develop an individualized remediation plan in identified areas of weakness that will be signed by the student and put in the student's file and ePortfolio.
5. Students in their 3rd year of the curriculum will be required to meet the minimum competency of the PCOA for a 3rd year pharmacy student in the semester prior to anticipated promotion to the 4th year of the curriculum in order to be qualified to progress to the advanced pharmacy practice experiences (APPEs). Students not meeting minimum competency on the PCOA will be delayed in the start of APPEs which will result in delayed graduation. Students not meeting the minimum competency on the PCOA will retake the PCOA until meeting minimum competency or until the student meets the 6 year program limit.
6. A grade of C or better must be earned in the Introductory Pharmacy Practice Experiences (Community and Institutional IPPEs) and Advanced Pharmacy Practice Experiences (PHAR 5600s) to apply toward progression or graduation.
7. Students must have prior permission to register for less than a full load as published in the university catalog. In addition, a student wishing to drop a course or courses during the semester may do so in accordance with college policy (See Withdrawal Policy, page 19-20).
8. The College will not grant credit for any course taken without the proper prerequisites unless prior permission to take a course without the prerequisite has been approved by the Associate Dean for Academic Affairs.
9. Students will not be permitted to register for any course in the professional program more than two times. The student who fails a course twice or whose grade fails to meet minimum grade requirements, as described in rule 1 of this section or as specified by the Pharm.D Admissions and Progression Committee, is ineligible to continue in the professional program.
10. Students must satisfactorily complete all required first-year courses with a grade C or better, excluding electives, to be eligible for Introductory Community Pharmacy, PHAR 5493.
11. Students must satisfactorily complete all required second year courses with a grade of C or better, excluding electives, to be eligible for Introductory Institutional Pharmacy, PHAR 5457.
12. Criminal Background Checks and Drug Screenings

All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/introductory pharmacy practice experience (IPPE) and/or advanced clinical pharmacy practice experience (APPE) assignments at these sites. As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking APPEs and IPPEs that are required to complete the pharmacy program at the University of Houston.

(See Criminal Background Check and Drug Screening Policy, pages 49-51)

## ACADEMIC STANDING

Students who cannot pass the background check and/or drug screening tests will not be admitted and/or unable to complete the required curriculum (pharmacy practice experiences) for graduation, and will therefore be withdrawn from the Doctor of Pharmacy program by the University of Houston College of Pharmacy.

13. All students must complete the professional course work for the Doctor of Pharmacy program within a period of six years from the time of admission, including remediation, withdrawals, and progression problems. The Associate Dean for Academic Affairs will withdraw the student from the professional program when appropriate. Exceptions to this policy will be considered by the Dean of the College on a case-by-case basis.
14. The University of Houston College of Pharmacy (UHCOP) requires all pharmacy students admitted to the Doctor of Pharmacy Program to carry out and maintain health insurance coverage while enrolled in the program. The UHCOP does not endorse any specific carrier and students can either purchase health insurance endorsed by the University of Houston or provide proof of a comparable insurance through an outside provider.

Students must maintain health insurance coverage by a policy that meets or exceeds the coverage endorsed by the University of Houston. For more information on the schedule of benefits associated with the policy, visit <https://uh.myahpcare.com/>.

Students must submit a copy of the front and back of their insurance card to the designated electronic system prior to the first day of each semester.

Students who do not submit proof of health insurance coverage by the deadline will not be allowed to register and/or attend classes and ultimately may be prevented from undertaking early/introductory pharmacy practice experiences (IPPEs) and/or advanced clinical pharmacy practice experiences (APPEs) that are required for completion of the Doctor of Pharmacy degree.

### PROBATION & SUSPENSION

The following guidelines apply to students in the professional program:

#### Academic Probation

Doctor of Pharmacy students are placed on academic probation at the close of the semester if the year any of the following:

- 1) Less than 2.00 semester grade point average;
- 2) A grade of D or F or U in any professional courses;
- 3) Less than 2.00 cumulative grade point average

These students may be required to repeat a course or courses specified by the Pharm.D Admissions and Progression Committee prior to progression into the next professional semester, or the student may be suspended at that time (according to the suspension rules). Students who are placed on probation must submit to the Pharm.D Admissions and Progression Committee a written plan detailing what steps they plan to take to improve their academic situation before they will be permitted to continue in the program. If the student earns a grade of D or F or U after repeating the designated course or courses, the student may be suspended from the pharmacy program. If after repeating the designated courses, the student's cumulative grade point average in required courses is below 2.00, the student may be suspended from the pharmacy program. A student normally will not be allowed to repeat courses in which they have made a grade of C or better. A student on probation is not permitted to hold office in a college organization, serve on a college committee, or receive funds for college-supported travel.

#### Academic Suspension

Doctor of Pharmacy students are considered ineligible to progress in the professional program and placed on academic suspension under any of the following conditions:

- 1) Receipt of a grade of D or F or U in any course in a semester while on academic probation;
- 2) Receipt of less than 2.00 semester grade point average while on academic probation;
- 3) Receipt of less than 2.00 semester grade point average for more than one semester whether consecutive or non-consecutive semester;
- 4) Placement on academic probation more than once;
- 5) Receipt of a grade of D or F or U after repeating a course; or
- 6) Receipt of 1.00 semester grade point average (all digits significant) or less.

## ACADEMIC STANDING

All such cases of academic probation and academic suspension will be reviewed carefully by the Pharm.D Admissions and Progression Committee. Students may petition the Pharm.D Admissions and Progression Committee in writing if they do not agree with the committee's decision. The Committee will then review the facts again and issue a second decision. Then and only then can a student appeal to the Dean of the College.

The college dean may place on probation, or suspend any deficient student. Similarly, the college dean may remove from academic probation or suspension any student whose academic progress warrants such action. Any student placed on suspension must apply to the Pharm.D Admissions and Progression Committee for re-admission to the college. Suspension lasts for a period of at least one long semester (i.e., fall or spring). A student may be denied re-admission to the College but may petition another college or department for re-admission to the University.

### WITHDRAWALS

Should a student decide to leave the program for personal or medical reasons, an appointment should be made with the College's Assistant Dean for Student and Professional Affairs to address options and review college and university policies and requirements. See page 17 under Requirements for Progression, rule 7 and the UCHOP Withdrawal Policy on pages 19-20.

### UHCOP WITHDRAWAL POLICY

#### Leaves of Absence

Leaves of absence are not allowed by the College of Pharmacy. The College of Pharmacy will accept requests for medical and administrative withdrawals.

#### General Withdrawal

Should a student wish to drop a course or courses, an appointment should be made with the College's Assistant Dean for Student and Professional Affairs and the Associate Dean for Academic Affairs to address options and review the College's and the University of Houston's policy and requirements. The College does not adhere to the University's drop policy. The professional student cannot drop courses during the semester as advised in the University drop policy. The professional student is expected to be in full time status as published in the College's student handbook. A student on reduced load for the semester must have prior permission to register for less than a full load as published in the College's student handbook.

The College does not adhere to drop dates as noted in the University calendar. The professional student course schedule is such that the time of request and reason for withdrawal will be reviewed by the Pharm.D Admissions and Progression Committee and addressed on an individual basis.

In addition to following the procedure for withdrawals, students must return all library books and laboratory equipment and other college property to have their University of Houston record clear in every respect.

#### Financial Withdrawal

Students who make payment on their account with checks which are returned to the University for insufficient Funds or who fail to pay by designated deadlines may be withdrawn from the University without refund. Students who are financially withdrawn after the last day to drop or withdraw without a grade will receive "W" or "F" grades only for the semester.

Non-payment of fees may result in courses being dropped. The student will not be allowed to attend classes and this will result in delay in graduation. Students with two or more returned checks must make payment on their account by cash, cashier's check, money order, or credit card. No checks—personal or otherwise—will be accepted.

#### University Withdrawal

In addition to suspension for academic or disciplinary causes, students may be withdrawn by the University for medical or financial reasons.

#### Medical and Administrative Withdrawal Policy for the Professional Student

Medical Withdrawal: A student may request withdrawals from all courses in which the student is enrolled in cases where the student experiences a medical situation that impedes academic progress.

## ACADEMIC STANDING

**Administrative Withdrawal:** A student may request withdrawals from all courses in which the student is enrolled in cases when the student experiences an extenuating personal or family situation, beyond the control of the student, which impedes academic progress.

1. The student will meet with the Assistant Dean for Student and Professional Affairs and Associate Dean for Academic Affairs.
2. The student (or their appointed representatives if they are unable to act for themselves) who seeks to withdraw for medical or administrative reasons from all courses for which they are registered shall request such withdrawals in written form to the Pharm.D Admissions and Progression Committee. The student shall submit all appropriate documentation including a statement from a licensed physician or licensed psychologist, and other appropriate individuals with their written requests.
3. The Committee shall
  - a. review each request and its accompanying documentation,
  - b. decide whether to make inquiries and seek recommendations from appropriate sources of information,
  - c. decide whether to approve or deny the request,
  - d. inform both the student and the instructors of record of the decision in writing.
4. Students who are approved to receive medical or administrative withdrawals shall receive an 'I' or a 'W', in each course for which they were registered.
5. The student who receives a medical or administrative withdrawal understands there is no guarantee of readmission into the program and must submit a written request for readmission to the Pharm.D Admissions and Progression Committee. The student shall submit a written request, including a statement from their licensed physician or licensed psychologist, or other appropriate individuals to the Pharm.D Admissions and Progression Committee justifying their readiness to resume studies.
6. The Pharm.D Admissions and Progression Committee shall
  - a. review each request to resume study in the College,
  - b. decide whether to make inquiries and seek recommendations as appropriate,
  - c. decide whether to approve or deny the request,
  - d. inform both the student and others, as appropriate, of the decision in writing.
7. Under extenuating circumstances, this policy may be applied retroactively. The deadline for submitting medical or administrative requests will be 90 days after the last day of the requested semester.

### COLLEGE REMEDIATION

Remediation is defined as an assessment that can be used to allow a student, who meets the eligibility, the ability to show competency for the knowledge or skills they did not demonstrate on the non-passing course requirement.

#### *Eligibility*

1. A student is permitted to petition for remediation of a D in a semester. A student with multiple Ds is not eligible.
2. A student is allowed one remediation per semester in the first 3 years of the professional curriculum. Repeating a course the next time it is offered is not considered remediation.
3. A grade of F cannot be remediated.
4. To be eligible for remediation in a single, specified course, the student must have a C or higher in all of the course requirements with the exception of only one grade requirement below a C. For example, if a course has three grading requirements (two examinations and a paper/project), the student must have a "C" or higher in two of the three requirements in order to request remediation.
6. None of the IPPEs and APPEs (four credit hours and six credit hours) will be remediated.

#### *Process*

1. The format of the remediation assessment and determination of competency is at the discretion of the course coordinator.
2. Remediation is not considered a second attempt at taking the course for purposes of the academic standing policy of the University of Houston College of Pharmacy.
3. The remediation process will be done after the finals week of each semester.
4. A grade of incomplete "I" will be given in the class in which the student is remediating. The appropriate grade will then be assigned upon completion of the remediation.
5. At the end of a course offering, course coordinators will discuss with the Office of Academic Affairs any students who may meet the qualifications for remediation as soon as possible before or after course grades have been posted in Blackboard.
6. The inquiry into if a student qualifies for remediation can be prompted by the course coordinator, the student and or the Associate Dean for Academic Affairs.



# ACADEMIC STANDING

## FINAL COURSE GRADE APPEAL POLICY & PROCEDURE

A “grade appeal” is a complaint about a final course grade, which involves one or more of the following conditions, the existence of which the student is required to prove:

1. The faculty\* member violated a University/College rule or policy pertaining to grading.
2. The faculty member made an error in calculating or recording the grade.
3. The faculty member applied inconsistent grading standards across students.
4. The faculty member violated a written agreement with the student.
5. The faculty member violated the terms of the syllabus.

A student with a grade appeal that meets one or more of the conditions above should initiate the formal grade appeal process within 7 working days after the online posting of final grade on PeopleSoft.\*\*

This policy and procedure applies to the processing of grade appeals concerning academic and instructional matters that are within the College of Pharmacy. Reasonable deviations from these procedures will not invalidate a decision or proceeding.

### GRADE APPEAL PROCESS:

#### **STEP 1:**

The student must request a meeting (e.g. face to face or over the phone) to discuss a grade change in writing,(e.g. e-mail), a meeting with the faculty member in regards to the grade change. The faculty member is expected to discuss the matter with the student within 2 working days, provide a written clarifying response to the student’s inquiry the day of the meeting, and if appropriate, adjust the disputed grade.

#### **STEP 2:**

If the student is not satisfied with faculty member’s response, the student should then request, in writing (e.g. e-mail), a meeting with faculty member’s department chair. The chair is expected to discuss the matter with the student within 2 working days, and should provide a written response to the student on the same day as meeting with the student. A copy of the letter will also be sent to the involved faculty member.

#### **STEP 3 (FORMAL GRADE APPEAL):**

The formal grade appeal procedure will only be used if the student concerns have not been resolved at the departmental level. The student must file a formal grade appeal within 7 working days of the online posting of the grade. This notice should be submitted to the Associate Dean for Academic Affairs through the completion of Grade Appeal Form.

#### **STEP 4 (FORMAL GRADE APPEAL):**

After receiving the completed Grade Appeal Form, the Associate Dean for Academic Affairs will present the complaint to the Pharm.D. Student Affairs Committee\*\*\* and to the involved faculty member. Within 10 working days of receiving the grade appeal, the committee will render a decision.

The chairperson or appointed committee member shall ensure that all relevant facts have been gathered and presented to the Committee and parties involved. In this process, the committee will contact the faculty member, who will be asked to submit a written response to the appeal. A copy of the faculty member’s response will be provided to the student. The committee will contact the student to discuss his/her appeal, the faculty member’s response and any other relevant facts/circumstances. The committee may contact the involved faculty member, any other faculty members involved with the case and/or any witnesses identified by the student or faculty member to answer questions that the committee has. Any new information obtained by the committee will be presented to the student, as appropriate, for response prior to the committee’s decision.

The committee will render a decision, either:

- Finding in favor of the student and recommending to the faculty member an appropriate grade change; or
- Finding in favor of the faculty member and recommending no grade change.

# ACADEMIC STANDING

## FINAL COURSE GRADE APPEAL POLICY & PROCEDURE (cont'd)

After the committee has made the decision, the decision will be sent in writing to the student and the faculty member summarizing: the nature of the grade appeal; the investigation that was conducted; the decision; the reason for the decision; and any recommendations as a result of the decision.

Written documentation showing the committee decision will be placed in grade appeal file maintained by the Assistant Dean of Student and Professional Affairs.

### STEP 5 (APPEAL TO DEAN):

If either party does not accept the committee decision, appeals may be directed to the College of Pharmacy Dean by filing a formal written complaint within 5 working days from the date of receipt of committee decision. The Dean will respond in writing to the grade appeal within 5 working days from date of receipt of the appeal. The Dean's decision is the final step in the grade appeal process.

\*The term faculty member includes full-time faculty, adjunct faculty, preceptors.

\*\* For students in their 6th or 7th rotation, grades posted on Blackboard can be used for grade appeal purposes.

\*\*\*The Student Affairs Committee consists of: Chairperson who is an appointed faculty member, five faculty members, two students in good standing appointed by the Dean, one alumnus appointed by the Dean, three Ex officio members: Director of Development, Financial Aid Advisor, Assistant Dean for Student and Professional Affairs; if a committee member is involved in the grade appeal he/she shall be dismissed from the review of the grade appeal.

# UNIVERSITY of HOUSTON | PHARMACY

## Grade Appeal Form

### STUDENT INFORMATION

Name:	Date:
Address:	City, State, Zip:
Student ID:	Semester and Year:
Primary Phone Number:	E-mail Address:

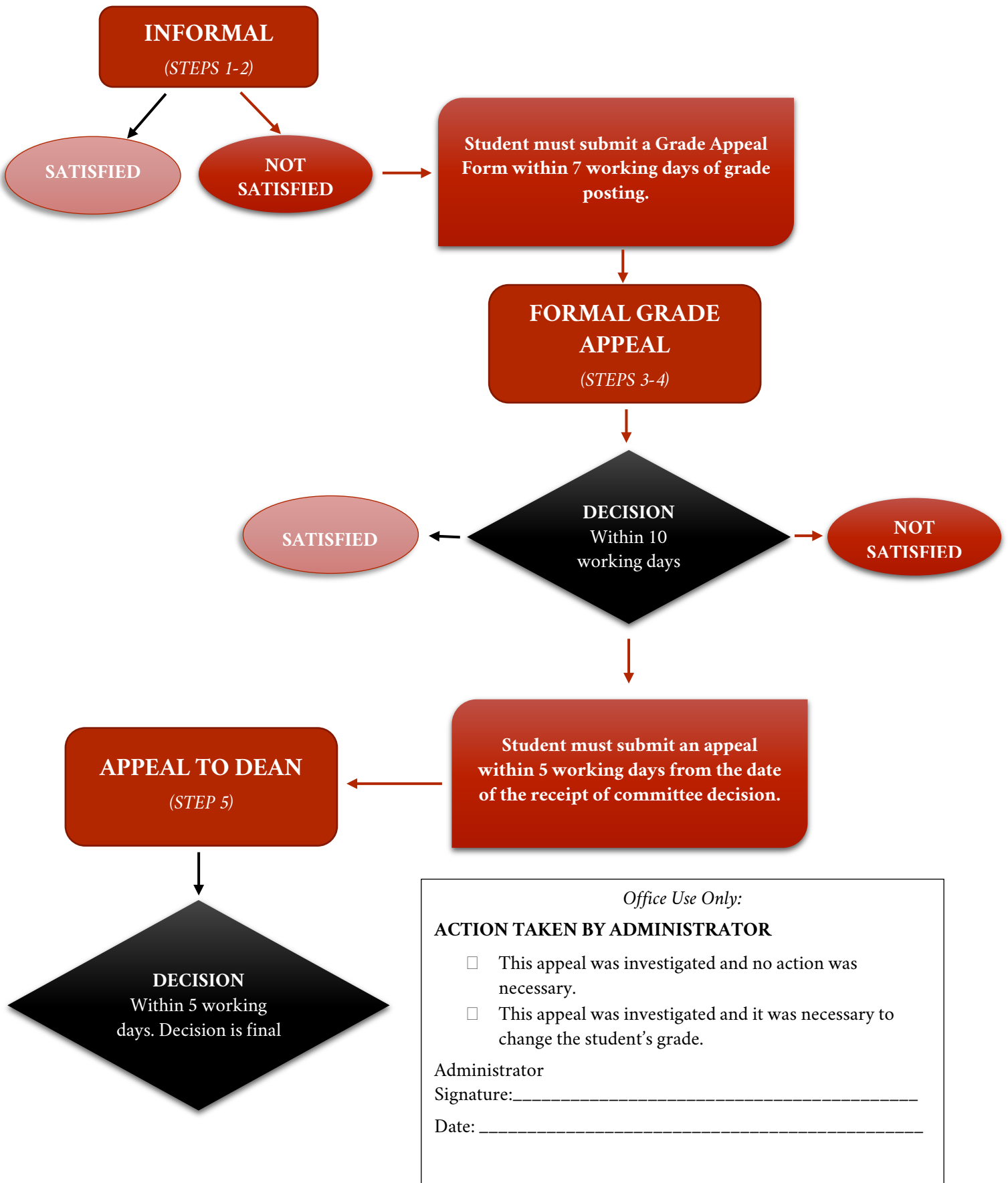
### GRADE APPEAL INFORMATION

Course Name and Number:
Instructor Name:
<p>Please indicate which of the following criteria are being used as the basis of appeal. (check all that apply)</p> <p>The faculty member violated a University/College rule or policy pertaining to grading.</p> <p>The faculty member made an error in calculating or recording the grade.</p> <p>The faculty member applied inconsistent grading standards across students.</p> <p>The faculty member violated a written agreement with the student.</p> <p>The faculty member violated the terms of the syllabus.</p> <p>The following supporting documentation is required (unless otherwise noted):</p> <ul style="list-style-type: none"> <li>• Explanation of what occurred and how the criteria checked above applies to the situation</li> <li>• Correspondence from faculty member and department chair</li> <li>• Course syllabus</li> <li>• Timeline of events relevant to appeal</li> <li>• Assignment or exam in question (if applicable)</li> <li>• Copy of university regulation (if applicable)</li> <li>• Correspondence with faculty member (if applicable)</li> <li>• Any other documentation supporting the appeal</li> </ul>

### GRADE INFORMATION

Grade Received:	Grade Requested:
<p>I understand that information contained in the grade appeal form will be held confidential to the extent possible. Grade appeal information may be shared with college officials in order to conduct a thorough investigation.</p> <p>I understand that this is an appeal for a grade change, and the result may raise, lower or have no effect upon my grade.</p> <p>I hereby declare that the information is correct and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.</p>	
Student Signature:	Date:

# GRADE APPEAL FLOW CHART





# ACADEMIC STANDING

## UHCOP RELIGIOUS HOLY DAYS POLICY

The college will make every effort to work with a student seeking to observe religious days and accommodate where possible. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care. Students are encouraged to inform instructors about upcoming Religious Holy Days early in the semester to enable better planning and coordination of work assignments (and examinations). The student will provide written notice, at the earliest possible date prior to the absence. Instructors will inform the student of reasonable time periods for make-up work (and exams) in the course syllabus and make clear the consequences of a student's failure to meet such time requirements. A student who is excused under this provision may not be penalized for the absence. The instructor may appropriately respond if the student fails to satisfactorily complete the missed school work within the agreed upon time.

See the Graduate and Professional Catalog

– <http://publications.uh.edu/index.php> (select Graduate Catalog in drop-down menu) – and navigate to relevant page.

## UHCOP MISSED COURSEWORK POLICY

### Background

The College expects for students to be physically present for activities at which attendance is required as noted on the course schedule or syllabus and to be present for all convocations, assessments and examinations. The College recognizes that there are occasions when school attendance is not possible. This policy is intended to provide a process to follow in such situations.

### Policy

The College considers reasons outlined below to be valid for granting make up exams or other required activities. Other reasons will be considered in extenuating circumstances, but these are expected to be rare and will only be granted at the discretion of the course coordinator or in the case of an emergency or extended absence, the Assistant Dean for Student and Professional Affairs. The granting of a discretionary request by one course coordinator should not be taken to mean that other course coordinators will accommodate the request. The student must submit the reason for their absence with the course coordinator or Assistant Dean for Student and Professional Affairs and provide evidence to support the absence to complete the steps within this process. Permission to move an examination will be granted only for exceptional circumstances arising close to the date of the examination and that interfere with the student's ability to study or take the examination or when a scheduled absence has been approved ahead of time using the process in this policy. Each course coordinator's decision is final.

This policy does not apply to experiential courses. Please refer to the PharmD experiential manual for process to follow in such situations.

## VALID REASONS FOR EXCUSED ABSENCES

### Religious Observance

1. See UH Policy: Religious Holy Days in the Graduate Catalog available at: <http://publications.uh.edu/content.php?catoid=22&navoid=6022>.
2. UH excuses a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose.
3. Students are to inform instructors about upcoming religious holy days in the first week of the semester to enable better planning and coordination of work assignments (and examinations). Instructors will inform the student of reasonable time periods for make-up work (and exams) and make clear the consequences of a student's failure to meet such time requirements. A student who is excused under this provision may not be penalized for the absence. The instructor may appropriately respond if the student fails to satisfactorily complete the missed school work within the agreed upon time.

## ACADEMIC STANDING

### Military Service

1. In accordance with section 51.9111 of the Texas Education Code and the General Provisions under Chapter 4 of the Texas Administrative Code, a student is excused from attending classes or engaging in other required activities, including exams, if she or she is called to active military service of a reasonably brief duration.
2. A student who has been called to active military service after a semester begins should immediately initiate a request for excused absence by providing the Assistant Dean of Student and Professional Affairs with a copy of the military orders. The Assistant Dean of Student and Professional Affairs will then contact the course coordinators on behalf of the student.
3. For full information regarding military service absences, please refer to the University policy that is available at: <http://catalog.uh.edu/content.php?catoid=21&navoid=8215>.

### Participation in School Sanctioned Events and Professional Meetings

1. UHCOP encourages participation in local, national and international meetings which sometimes conflict with scheduled classes.
2. Students must inform the course coordinator of their intent to participate in a meeting at before the semester or during the first week of the semester to be sure of receiving an excused absence which would allow for a make-up exam, etc. by completing a Student Activity Petition Form. This form should be signed by the student, faculty member and advisor and turned into to the Events Program Coordinator in Room 3044. The College recognizes that occasions arise where the student does not know at the beginning of the semester if they will be attending a professional meeting. In this situation, a student is to notify the course coordinator as soon as possible. If less than 30 days' notice is given, the course coordinator has discretion to excuse the absence or require attendance.
3. As the primary obligation is to studies, students are expected to minimize their time away from school and not extend their trip beyond the meeting dates and necessary travel time. Participation in social events at meetings is not an appropriate reason to seek an excused absence.

### **MANDATORY ATTENDANCE INTEGRATED CURRICULUM (Class 2022 and later)**

Attendance and punctuality are expectations of pharmacists in practice since they are essential in maintaining quality patient care, including patient safety. All students are expected to attend all classes in which they are enrolled as it is the professional student's obligation to their professional development. For laboratory based courses, there is 100% mandatory attendance. For didactic courses attendance is mandatory and students must attend  $\geq 75\%$  of the scheduled lectures in order to pass this class regardless if the student has received a passing score in the assessments from the course. This includes excused and unexcused absences (Please refer to the student handbook on policies regarding excused absences). Course attendance will be taken daily, and overall student attendance will be monitored throughout the semester by the course coordinators. Processes for taking attendance must be followed in order for students to be counted present for class (ie: sitting in your correct seat, being present in the classroom). The course TAs will post students' attendance records on Blackboard weekly. Any discrepancies in class attendance should be handled in the following manner: the student should email the course TA concerning the discrepancy within 2 weeks of the attendance posting; after 2 weeks the attendance record will be considered finalized. If students approach  $\geq 15\%$  class absences, the student will receive an email from the TA for the class, and the course coordinator and Assistant Dean for Student Affairs will be cc'd. The student should schedule a meeting with the course coordinator and/or Assistant Dean for Student Affairs if there are extenuating circumstances that would cause them to miss additional classes.

If there are extenuating circumstances that necessitate a prolonged absence from the course, the student should contact the Assistant Dean for Student Affairs for assistance and guidance.

Students are responsible for the lecture material and class activities missed, and these will not be repeated on an individual basis by the lecturers or course coordinators.

# UNIVERSITY of HOUSTON | PHARMACY

## STUDENT ACTIVITY PETITION FORM Exam & Assignment Make-Up Request

**Name:**

**Email:**

**Phone:**

**Classification:**

**Reason for Absence:**

*Please include meeting name, location, and dates above.*

Check this box if you are requesting reimbursement.

Exam/Class Assignment	Make-Up Date	Professor Signature & Date

**Student Signature:**  **Date**

**Faculty Sponsor Signature:**  **Date**

DO NOT WRITE BELOW THIS LINE

**Event Coordinator Signature:**  **Date**

**Dean/Director Signature:**  **Date**

# ACADEMIC STANDING

## UHCOP TRANSFER OF PROFESSIONAL COLLEGE CREDITS

### Transfer of Professional College Credits Prior to Beginning Program

A student will be allowed only one opportunity to transfer a course for pharmacy college credit within University policy. To evaluate a professional pharmacy course from another college/school of pharmacy or a professional course from another professional college/school for college credit prior to acceptance into the PharmD program:

1. Contact the Assistant Dean for Student and Professional Affairs for information and guidelines.
2. Contact the department chair(s) in which the UH course is taught to receive procedures for transfer equivalency.

### Business Process for Transfer of Professional College Credits Prior to Beginning Program

1. Student submits Graduate and Professional Student petition form, course syllabus and any other pertinent information about the proposed course to professors and department chairs.
2. Professors and the department chairs would review the course to determine if it is acceptable as an equivalent course.
3. If course is approved, professors and the department chairs determine if and when the college comprehensive exam will be given and set the successful grade criteria.
4. If student passes both the transfer course and the college comprehensive exam, credit is given for the pharmacy course.

### Transfer of Professional College Credits After Admission to the PharmD Program

A student will be allowed the opportunity to transfer a course to be used in lieu of a pharmacy elective. To evaluate a course from another college/school to be used in lieu of an elective while the student is currently enrolled in the PharmD program:

1. Contact the Associate Dean for Academic Affairs information and guidelines.

### Business Process for Transfer of Professional College Credits

1. Student submits Graduate and Professional Student Petition form, course syllabus and any other pertinent information about the proposed course to the Associate Dean for Academic Affairs who forwards the information to the PharmD Curriculum Committee.
2. PharmD Curriculum Committee would review the course to determine if it is acceptable as an elective course in the PharmD program.

## SCHOLASTIC HONORS

**Dean's List:** The Dean's List is determined at the end of each semester. The dean's office will award and publish a list of those students in each class whose grade point average during the preceding semesters was 3.50 or above (the grade of S is not counted). To qualify for this recognition, the student must complete nine or more semester hours during the semester. Students who earn a grade of I, D, F, W, or U during the semester are excluded from consideration for the Dean's List.

**Graduation with Honors:** Students in the Doctor of Pharmacy (Pharm.D.) degree program will qualify for Graduation with Honors if upon completion of the academic program they have the following cumulative grade point average in all courses taken in the professional program at the University of Houston:

3.90 to 4.0	Summa Cum Laude (with highest honors)
3.70 to 3.89	Magna Cum Laude (with high honors)
3.50 to 3.69	Cum Laude (with honors)

# PROFESSIONAL PROGRAM STUDENT LEARNING OUTCOMES (PPSLOs)

UPON COMPLETION OF THE DOCTOR OF PHARMACY PROGRAM, ALL UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY GRADUATES WILL:

- 1. Demonstrate communication skills necessary for working in health care (Communication)**
  - 1.1 Communicate with audience-appropriate terminology and tone
  - 1.2 Compose written communication with correct grammar, spelling and citations
  - 1.3 Communicate assertively, persuasively, confidently, and clearly
  - 1.4 Demonstrate active listening and comprehension skills
  - 1.5 Display cultural sensitivity, respect and empathy when interacting with others
  - 1.6 Counsel patients on disease states, therapies and prevention measures using appropriate methods of education
  - 1.7 Demonstrate professional presentation skills
- 2. Demonstrate proficiency in foundational sciences related to health care and pharmacotherapy (Foundational Sciences)**
  - 2.1 Apply knowledge of biomedical and pharmaceutical sciences to treatment and prevention of common disease states
  - 2.2 Apply principles of pharmacogenomics to predict risk-benefit in individuals and specific patient populations
  - 2.3 Apply principles of pharmacology for common drugs and therapeutic classes to predict risk-benefit in individuals and specific patient populations
  - 2.4 Apply principles of pharmacokinetics and pharmacodynamics to predict risk-benefit in individuals and specific patient populations
- 3. Critically research and analyze a problem and construct an appropriate solution based on a creative and/or rational decision making process (Critical and Innovative Thinking)**
  - 3.1 Assess whether a problem exists, examine relevance of available information, determine needed and missing data, and formulate an optimal solution
  - 3.2 Propose innovative and/or constructive solutions to overcome barriers in patient care in the profession\
  - 3.3 Support and defend therapy recommendations with healthcare data and research findings
  - 3.4 Design and conduct a project to investigate a healthcare topic
- 4. Retrieve and evaluate health information (Health Information Evaluation)**
  - 4.1 Search and utilize valid health resources
  - 4.2 Collect and compile accurate, relevant and current health information
  - 4.3 Interpret health information literature
- 5. Evaluate, prepare and dispense a medication or medical device order (Medication Order Evaluation and Preparation)**
  - 5.1 Evaluate the medication order for patient appropriateness and safety
  - 5.2 Prepare, dispense, administer and/or dispose medications and devices in accordance with federal, state and local rules and regulations
  - 5.3 Demonstrate drug information knowledge for commonly used medications
  - 5.4 Demonstrate ability to select and recommend a medical device based upon patient needs
  - 5.5 Select/recommend medications and determine dose using mathematical, genomic, pharmacokinetic and pharmacodynamics principles to optimize patient therapy and medication safety
  - 5.6 Accurately calculate, compound and prepare sterile and non-sterile medication products using correct techniques
- 6. Provide appropriate patient-centered care (Patient-Centered Care)**
  - 6.1 Obtain a comprehensive and accurate patient history and health information
  - 6.2 Determine and perform appropriate physical assessment
  - 6.3 Interpret patient information, physical assessment, and laboratory values to develop a prioritized therapeutic plan of care
  - 6.4 Determine health literacy level and identify cultural, educational, age-related, socio-economic, and spiritual needs and barriers that could affect the therapeutic plan of care, adherence and/or health care access
  - 6.5 Design and implement a therapeutic plan of care based on patient information, health care setting, evidence-based guidelines and current health information literature
  - 6.6 Monitor and adjust a therapeutic plan of care to achieve optimal health outcomes
  - 6.7 Evaluate, alleviate and prevent medication-related problems
  - 6.8 Demonstrate ability to engage patients in optimizing their own health



## PROFESSIONAL PROGRAM STUDENT LEARNING OUTCOMES (PPSLOs)

UPON COMPLETION OF THE DOCTOR OF PHARMACY PROGRAM, ALL UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY GRADUATES WILL:

7. **Exhibit professionalism and work as an effective team member (Professionalism and Teamwork)**
  - 7.1 Collaborate with other professionals to achieve a shared goal, optimize care, and/or advance learning
  - 7.2 Demonstrate accountability and professional behavior
  - 7.3 Recognize individual roles, limitations and expertise to form a highly functioning team
  - 7.4 Employ ethical and legal principles
8. **Practice self-awareness and commitment for professional growth (Personal and Professional Growth)**
  - 8.1 Seek personal, professional and/or academic support to address personal limitations
  - 8.2 Examine, reflect upon and address strengths and weaknesses concerning personal knowledge, skills abilities and beliefs
  - 8.3 Use constructive coping strategies to manage stress
  - 8.4 Demonstrate leadership capabilities
  - 8.5 Advocate for the advancement of the profession of pharmacy
9. **Coordinate multiple aspects of the healthcare environment (Health Care Management)**
  - 9.1 Demonstrate capabilities to manage physical, financial and human resources within a pharmacy environment
  - 9.2 Utilize health information technology in an efficient and secure manner
  - 9.3 Optimize medication use and payment processes as they relate to current and new models of care
  - 9.4 Report, track and analyze medication error and patient safety data
10. **Address community health needs (Population Based Care)**
  - 10.1 Participate in activities that promote public health, education and disease prevention
  - 10.2 Utilize evidence-based prevention, intervention and/or educational strategies for community health care and wellness initiatives

# ePORTFOLIO

## WHAT IS THE ePORTFOLIO?

The ePortfolio is a record of individual student achievement of the Professional Program Student Learning Outcomes (PPSLOS) and professional growth. The ePortfolio consists of a series of artifacts for mapped to each PPSLO and will help provide students an opportunity to self-assess their progress.

## IS THE ePORTFOLIO REQUIRED?

The ePortfolio is a requirement of the UHCOP Pharm.D. curriculum. Each semester you will be required to update your portfolio.

## WHAT IS AN ARTIFACT?

Artifacts are various documents that you will use as evidence of your achievement of a particular PPSLO.

Artifacts may include:

Graded Rubrics or Assignments from courses

Photos/Videos

CV's

Evaluations from IPPE/APPE

Reflections

Assessments

## HOW DO I UPLOAD THESE ARTIFACTS?

Each semester you will be provided specific instructions regarding the required artifacts for inclusion in your portfolio but you should retain all assignments, grades and materials from all coursework and co-curricular activities.

The ePortfolio is administered through BlackBoard. You will be given access to an ePortfolio BlackBoard course that will contain instructions, a list of required artifacts and places for you to upload the ePortfolio requirements.

## HOW IS THE ePORTFOLIO ASSESSED?

Advisors, faculty and mentors will work with you to review and monitor your professional and educational development via on time completion of your ePortfolio.

## WHO SHOULD I CONTACT REGARDING THE ePORTFOLIO?

For questions regarding artifacts and requirements of the ePortfolio contact [folio@uh.edu](mailto:folio@uh.edu).

For questions regarding BlackBoard and any technical difficulties, contact Paul Boyle at [pboyle@uh.edu](mailto:pboyle@uh.edu) or 713743-5239.

# COURSE DESCRIPTIONS

## PHARMACY INTERDEPARTMENTAL (PHAR)

**PHAR 4160: Fundamentals of Pharmacy Practice Cr. 1 (1-0).** Prerequisites: none. Co-requisites: PHAR 4251 Pharmacy Skills Program II. To prepare students with the foundational knowledge needed to provide typical patient care activities in a Class A pharmacy while complying with the applicable state and federal rules and laws.

**PHAR 4200: Immunology Cr. 2 (2-0).** Prerequisites: PHAR 4300 Biochemistry. Foundational study of the human immune system and the mechanisms of drugs used to treat its disorders.

**PHAR 4221: Physiology II Cr. 2 (2-0).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4251 Pharmacy Skills Program II. Principles of human anatomy, physiology and pathophysiology of gastrointestinal, cardiovascular, respiratory and renal systems with emphasis on those systems and disease states commonly encountered in the provision of pharmaceutical care.

**PHAR 4250: Pharmacy Skills Program I Cr. 2 (0-2).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4270 Social, Behavioral & Communication Aspects of Pharmacy Practice, PHAR 4330 Pharmaceutics I & Calculations, PHAR 4320 Physiology I, PHAR 4260 Intro to the Healthcare System. To practice communication in a simulated pharmacy, utilize drug information resources for drug information questions and to apply mathematical skills to accurately prepare prescriptions that are therapeutically safe for patient use.

**PHAR 4251: Pharmacy Skills Program II Cr. 2 (0-2).** Prerequisites: none. Co-requisites: PHAR 4160 Fundamentals in Pharmacy Practice, PHAR 4265 Patient Assessment, PHAR 4340 OTC and Self-Care, PHAR 4200 Immunology. To support the students application of foundational knowledge obtaining in prior and concurrent course to the care of patients in a primarily community pharmacy or ambulatory care environment.

**PHAR 4260: Introduction to the Healthcare System Cr. 2 (2-0).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4250 Pharmacy Skills Program I. This course examines the contemporary healthcare delivery system in the US and the role of the pharmacist within that system. Students will become familiar with various concepts, systems, and processes that are continually evolving as we move closer toward clinically integrated health care.

**PHAR 4265: Patient Assessment Cr. 2 (2-0).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4340 OTC and Self-Care, PHAR 4251 Pharmacy Skills Program II. The student pharmacist will learn how a pharmacist evaluates patient function and dysfunction through the performance of tests and assessments leading to objective and subjective data.

**PHAR 4270: Social, Behavioral & Communication Aspects of Pharmacy Practice Cr. 2 (2-0).** Prerequisites: First year standing in the College of Pharmacy. Analysis and practice of verbal, written, social and behavioral communication strategies that promote effective interpersonal dialog and understanding to advance specific patient care, education, advocacy, and interprofessional collaboration goals. Exploration of technology based communication tools and their impact on healthcare delivery, healthcare information, and patient empowerment.

**PHAR 4275: Foundations in Medicinal Chemistry, Microbiology and Receptor Action (FIMMRA) Cr. 2 (2-0).** Prerequisites: PHAR 4300 Biochemistry. To extend prior knowledge of microorganisms, organic chemistry functional groups and receptor action to the application of pharmacotherapy.

**PHAR 4280: Patient, Medication Safety and Informatics Cr. 2 (2-0).** Prerequisites: None. This course is designed to provide students with the knowledge of basic concepts of medication safety, patient safety, quality improvement and informatics to optimize the patient care process.

**PHAR 4300: Biochemistry Cr. 3 (3-0).** Prerequisites: First year standing in the College of Pharmacy. To understand the basic principles of cellular and biochemical basis of metabolism of nutrients including proteins, carbohydrates, lipids and nucleic acids and their relationship with disease states and drug therapy.

**PHAR 4320: Physiology I Cr. 3 (3-0).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4250 Pharmacy Skills Program I. Human physiology of the central nervous system and the endocrine system and skin.

**PHAR 4330: Pharmaceutics I & Calculations Cr. 3 (3-0).** Prerequisites: First year standing in the College of Pharmacy. Co-requisites: PHAR 4250 Pharmacy Skills Program I. Physicochemical properties of drugs and their dosage forms with emphasis on drug delivery systems and students with an understanding of the prescription and basic pharmaceutical calculations required in pharmacy.

## COURSE DESCRIPTIONS

**PHAR 4331: Pharmaceutics II Cr. 3 (3-0).** Prerequisites: PHAR 4330 Pharmaceutics I & Calculations, PHAR 4300 Biochemistry. Description and use of radiopharmaceuticals, novel dosage forms, parenteral drug forms and delivery and biological pharmacotherapeutics.

**PHAR 4340: Self-Care & Over the Counter Products Cr. 3 (3-0).** Prerequisites: None. Co-requisites: PHRM 4265 Patient Assessment, PHAR 4251 Pharmacy Skills Program II. This course is designed to prepare future pharmacists to assess whether patients are candidates for self-care and to recommend appropriate self-care measures and therapeutic plans for commonly encountered self-manageable conditions.

**PHAR 5111: Leadership and Interprofessional Competence (IPE) Cr. 1 (1-0).** Prerequisites: None. Co-requisites: None. This course will foster professional self-awareness, capabilities, responsibilities, and leadership. It will also analyze contemporary practice roles, innovative opportunities, and inculcation of professional attitudes, and behaviors in developing interprofessional competence.

**PHAR 5158: Module Related Skills Lab I (MRSL I) Cr. 1 (0-3).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5224, PHAR 5225, and PHAR 5226. This course will integrate the skills and didactic content in a laboratory environment to promote application in a patient-care setting.

**PHAR 5195: Pharmacy Skills Program III Cr. 1 (0-3).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5325. This skills lab course will cover the knowledge, skills and application of sterile product preparation, and literature evaluation.

**PHAR 5224: Integrated Renal Module Cr. 2 (2-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5158. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common renal diseases.

**PHAR 5225: Integrated Gastrointestinal (GI) Module Cr. 2 (2-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5158. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common GI diseases/conditions.

**PHAR 5226: Integrated Respiratory Module Cr. 2 (2-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5158. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common respiratory diseases.

**PHAR 5228: Integrated Men's and Women's Health Module Cr. 2 (2-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5259. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common diseases related to men's and women's health.

**PHAR 5259: Module Related Skills Lab II (MRSL II) Cr. 2 (0-6).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5227, PHAR 5228, PHAR 5229, and PHAR 5230. This course will integrate the skills and didactic content in a laboratory environment to promote application in a patient-care setting.

**PHAR 5270: Pharmacoeconomics and Hospital Pharmacy Management Cr. 2 (2-0).** Prerequisites: PHAR 4260 and 4280. Co-requisites: None. This course will introduce concepts of health outcomes and pharmacoeconomics to medication decision making and strategic hospital pharmacy management within the health care and medication use systems.

**PHAR 5325: Literature Evaluation, Research Design, Statistics and Epidemiology (Lit Eval) Cr. 3 (3-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5195. This course will instill essential skills to help students analyze, interpret and critically evaluate medical literature and answer patient care or drug related questions.

**PHAR 5327: Integrated Endocrine Module Cr. 3 (3-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5259. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common endocrine diseases.

**PHAR 5329: Integrated Cardiovascular I (CV I) Module Cr. 3 (3-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5259. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common chronic cardiovascular diseases/conditions.

**PHAR 5330: Integrated Cardiovascular II (CV II) Module Cr. 3 (3-0).** Prerequisites: Second year standing in the professional program. Co-requisites: PHAR 5259. This course will help integrate the pathophysiology, medicinal chemistry, pharmacology, toxicology, and therapeutics in the clinical management of common acute cardiovascular diseases/conditions.

## COURSE DESCRIPTIONS

**PHAR 5332: Pharmacokinetics Cr. 3 (3-0).** Prerequisites: PHAR 4330 and PHAR 4331. Co-requisites: None. The goal of the course is to equip students with the basic understanding of pharmacokinetic principles and their applications in rational use of medications for optimal therapeutic outcomes, in terms of regimen recommendation, therapeutic drug monitoring and regimen modification.

**PHAR 5457: Institutional Introductory Pharmacy Practice Experience (IPPE) Cr. 4 (0-4).** Prerequisites: Successful completion of all second year courses. Co-requisites: None. The institutional Introductory Pharmacy Practice Experience is a 4-week experience for students to apply and reinforce knowledge, skills and attitudes in a direct patient care institutional setting.

**PHAR 5493: Community Introductory Pharmacy Practice Experience (IPPE) Cr. 4 (0-4).** Prerequisites: Successful completion of all first year courses. The Community IPPE provides opportunities for students to apply their knowledge, skills, and attitudes acquired through didactic education and in direct patient care in the community setting using the Joint Commission of Pharmacy Practitioners (JCPP) Pharmacist Patient Care Process.

# CODE OF CONDUCT

## UHCOP CODE OF ETHICAL AND PROFESSIONAL CONDUCT

### CHAPTER 1 - PURPOSE, SCOPE AND PRIMARY CORE VALUES

1.1 Students at the University of Houston College of Pharmacy (UH College of Pharmacy) live under an honor system. Under the honor system, UH College of Pharmacy students ("student pharmacists" or "student(s)") and UH College of Pharmacy faculty ("faculty") share responsibility for maintaining and enforcing student discipline. The purpose of the Code of Ethical and Professional Conduct (Code), is to define academic, professional and personal misconduct, decide appropriate sanctions, create boards, define their procedures and provide for limited faculty review of the Board of Ethical and Professional Conduct (Board) proceeding.

1.2 A student pharmacist is required to obey federal, state and local statutes and ordinances both on and off campus, to uphold the dignity and honor of the profession, and to accept its ethical principles. The student shall not engage in any activity that will discredit the profession. The student shall expose, without fear or favor, illegal and unethical conduct in the profession.

1.3 The full cooperation of student pharmacists and faculty in reporting all violations of the Code is imperative in order to accomplish its purpose. Because of the intimate knowledge students have of violations occurring within the class, students are responsible for reporting violations and upholding the Code. Likewise, student pharmacists are responsible for maintaining the highest of professional ethics and honesty within their ranks.

1.4 The primary core values that every student pharmacist must possess include honesty, integrity, responsibility, competence and respect for people.

### CHAPTER 2 - PLEDGE

2.1 As a condition of acceptance to the UH College of Pharmacy, the applicant shall be required to sign a pledge at the time of acceptance that shall read as follows:

2.1.1 This is to certify that I have read and understand the UH College of Pharmacy Code of Ethical and Professional Conduct, and further, I agree to uphold and abide by the provisions contained therein, effective immediately and until my enrollment in the UH College of Pharmacy is terminated.

2.1.2 The Office of the Dean will deny admission into the professional program of the College of Pharmacy to any applicant who refuses to sign the pledge.

2.2 During the orientation program provided for incoming students, or sometime prior to enrollment in the UH College of Pharmacy, a "Reaffirmation of Pledge" shall be signed by each new student and shall read as follows:

2.2.1 I reaffirm my acceptance and understanding of the UH College of Pharmacy Code of Ethical and Professional Conduct, and further, I agree to uphold and abide by the provisions contained therein until my enrollment in the UH College of Pharmacy is terminated.

2.2.2 The Office of the Dean will deny admission to any applicant who refuses to sign the reaffirmation as required.

2.3 The Office of the Dean will maintain all records pertaining to the pledge (Section 2.01) and reaffirmation (Section 2.02).

### CHAPTER 3 - VIOLATIONS

3.1 Violations of the Code pertaining to academic honesty include but are not limited to:

3.1.1 Cheating during an exam.

3.1.2 The receipt, possession or use of any aid or material prohibited by the instructor while an examination or quiz is in progress.

3.1.3 Lending, giving, selling or otherwise furnishing to another any material or information not authorized by the instructor which can be shown to contain questions or answers to any examination, quiz, paper, report, or assignment.

3.1.4 Securing another person to take an examination or quiz.

3.1.5 Taking an exam, quiz or submitting any assignment for another student.

3.1.6 Altering a graded assignment, examination, or quiz.

3.1.7 Altering or attempting to alter an assigned grade on any official UH College of Pharmacy or University of Houston record.

3.1.8 Giving or receiving assistance not authorized by the instructor to another in the preparation of examinations, quizzes, papers, reports, assignments, or laboratory data and products.

3.1.9 The receipt, possession or use of any material or assistance specifically not authorized by the instructor in the preparation of papers, reports, examinations, laboratory data and products, or any assignment to be submitted for credit as a part of a course or to be submitted to fulfill College of Pharmacy requirements.

3.1.10 Not complying with the instructions given by the person(s) administering an examination or quiz.

3.1.11 Talking to another student while the examination or quiz is being distributed.

3.1.12 The submission of papers, reports, projects, assignments, or similar course requirements, or parts thereof that is not the work of the student submitting them.

3.1.13 The use of direct quotations or ideas of another in materials to be submitted for credit without appropriate acknowledgment (identified by quotation marks and footnotes or other appropriate written explanation).



## **CODE OF CONDUCT**

- 3.1.14 Signing one's name to a team report without contributing to the preparation of the report.
- 3.1.15 The instructor may delineate in advance other actions he/she considers to be a violation of the Code.
- 3.2 Violations of the Code pertaining to professional conduct include but are not limited to:
- 3.2.1 Purposely falsifying applications, forms or records prior to admission to the College of Pharmacy, or while enrolled in the College's professional programs.
- 3.2.2 Misrepresenting facts about oneself or another in regard to matters of health, personal, financial, or academic considerations to the faculty or administrative staff of the College for the purpose of obtaining an unfair academic or financial benefit.
- 3.2.3 Publishing or circulating false information against, producing false evidence against, or providing false statements against any member of the University faculty, student body, staff or community.
- 3.2.3.1 The University is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the University will not tolerate any activity or posting on an Official University Social Media Site that loses First Amendment protection such as any unlawful, defamatory, or obscene (as defined by Texas and federal law) activity or posting. The University reserves the right to remove any such posting without notice. The University also reserves the right to refer social media activity to the applicable social media platform for appropriate action.
- 3.2.4 Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research or extension programs of the UH College of Pharmacy or the University of Houston, either on the campus or at affiliated training sites.
- 3.2.5 Threatening or intentionally committing mental or bodily harm against any member of the University of Houston faculty, student body, staff, or community.
- 3.2.6 Performing, participating in, soliciting, encouraging, directing, aiding or attempting to aid another in any activities that directly or indirectly, occurring on or off of the University of Houston campus, by one or more person alone or acting with others, directed against a student that endanger the mental, emotional, or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization, including "hazing," or any threat of such activity.
- 3.2.7 Engaging in or attempting to engage in, in physical or electronic form, sexual assault, sexual exploitation, sexual intimidation, sexual harassment (including but not limited to unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature), nonconsensual sexual contact, intimate partner violence (domestic violence and dating violence) and/or stalking, or any violation of the UH Student Sexual Misconduct Policy.
- 3.2.8 Knowing, permitting, or being present during acts described in 3.2.6 and 3.2.7 and failing to report the incident or planned activity to UH College of Pharmacy or the University of Houston.
- 3.2.9 Misusing or misrepresenting one's status as a Pharmacy student for the right to use any university property and facilities.
- 3.2.10 Misrepresenting attendance or the attendance of others in a course or UH College of Pharmacy event.
- 3.2.11 Stealing, damaging, defacing, or unauthorized use of any property of the UH College of Pharmacy or University of Houston.
- 3.2.12 Diversion of any UH College of Pharmacy or University of Houston property for one's own use. This section includes, but is not limited to, tests, grade books, and property within the Pharmacy Learning Resource Center, the Computer Resource Center and off-campus course-related sites, including Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience sites.
- 3.2.13 Revealing the names of the charging party, the accused student, witnesses or the facts involved in an alleged violation except in accordance with the provisions of this Code, or revealing the confidential proceedings of a Board hearing.
- 3.2.14 Failure to report known violations of the Code.
- 3.2.15 Failure to appear when requested by the Associate Dean for Academic Affairs to give testimony before the Board.
- 3.2.16 Misrepresenting material facts before the Board, the Dean, the Associate Dean for Academic Affairs, or to anyone to whom the case may be appealed.
- 3.2.17 Unauthorized accessing of information about faculty, staff, or student pharmacists of the UH College of Pharmacy, or patients/clients, that is private or confidential. Unauthorized revealing of information about faculty, staff, or student pharmacists of the UH College of Pharmacy, or patients/clients that is private or confidential.

### **CHAPTER 4 – SANCTIONS, RECORDS AND TRANSCRIPTS**

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the UH College of Pharmacy ("Dean") upon recommendation by the Board:

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4.1 Reprimand with inclusion of a letter of reprimand in the student's file that is maintained in the Associate Dean for Academic Affairs Office for a period of time designated by the Dean. This letter will remain in the student's file for not less than the following two semesters.

4.1.1 It will be the responsibility of the student to request removal of the letter of reprimand from his/her file after the designated time period. Such requests must be submitted in writing to the Associate Dean for Academic Affairs of the UH College of Pharmacy.

4.2 Assignment of a grade of "F" or "U" in the course in which the violation(s) occurred.

4.3 Assignment of a grade of "F" or "U" in the course in which the violation(s) occurred. Also, a notation of "assigned for academic dishonesty" placed on the student's transcript for period of time designated by the Dean.

4.3.1 It will be the responsibility of the student to request removal of the notation of sanction associated with the assignment of a grade of "F" after the designated time period. Such requests must be submitted in writing to the Associate Dean for Academic Affairs of the UH College of Pharmacy.

4.4 Disciplinary probation for a stated period of time which will include loss of privilege to represent the UH College of Pharmacy, hold an elected office or appointment to any UH College of Pharmacy committee or participation in the UH College of Pharmacy's extracurricular activities. A notation of the conditions of probation ("disciplinary probation") will be included in the student's transcript. A student who fails to abide by the conditions of his or her probation will be subject to further disciplinary action, including suspension or expulsion.

4.4.1 It will be the responsibility of the student to request removal of the notation of probation after this sanction has expired. Such requests must be submitted in writing to the Associate Dean for Academic Affairs of the UH College of Pharmacy.

4.5 Suspension from the UH College of Pharmacy for a stated period of time during which the student will not be allowed to take any courses in the College of Pharmacy. Furthermore, the UH College of Pharmacy will not accept credit for any coursework that was completed by the student at the University of Houston or any other institution while he/she was suspended from the UH College of Pharmacy. The appropriate notation of "suspension for academic dishonesty" or "suspension for violation of the code of professional conduct" will be placed on the student's transcript

4.5.1 It will be the responsibility of the student to request removal of the notation of suspension after this sanction has expired. Such requests must be submitted in writing to the Associate Dean for Academic Affairs of the UH College of Pharmacy.

4.6 Expulsion from the UH College of Pharmacy. Expulsion for violation of the Code will be noted permanently on the student's transcript.

4.7 If a student received a prior sanction for violation of the Code previously, the minimum sanction for the violation will be suspension.

4.8 Letter of Warning: The Board reserves the option to issue a letter of warning to a student. The purpose of this letter is to notify and warn a student that his or her behavior is raising concern among his or her classmates that the activity in question may be in violation of the Code. If the activity of behavior continues, a formal notice of charge may follow.

### **CHAPTER 5 - THE BOARD OF ETHICAL AND PROFESSIONAL CONDUCT**

5.1 The Board will consist of ten (10) members: eight (8) student pharmacist members and two (2) faculty members.

5.1.1 The student pharmacist members will each serve a one- year term and may serve more than one term. The student pharmacist members are: (a) Four students, one elected from each class, one of which will serve at the Co-Chair (b) One student from each class appointed by the Associate Dean for Academic Affairs, (c) Four student alternate members, one from each class, will be elected to serve, if the student member from that class is not able to serve.

5.1.2 The faculty members will each serve two-year, staggered terms and may serve more than one term. The faculty members are non-voting and are selected by the Dean. The senior faculty member (beginning second year of term) shall act as the Co-Chair, administer the proceedings in an orderly manner, and will vote only in instances of a tie.

5.1.3 Six voting student members and one faculty member constitute a quorum; if a quorum is present five, votes are required to make a decision.

#### ***5.2 Student Elections***

5.2.1 The student pharmacist members and alternates will be elected each year in elections conducted by the Pharmacy Council of the UH College of Pharmacy by the process described below. The results of the elections will be forwarded to the Dean by the President or Vice-President of the Pharmacy Council within one week. Each student pharmacist member and alternate elected will serve a one-year term beginning immediately following the end of the spring semester for P2, P3, and P4 students, and immediately following the election for P1 students. If a vacancy occurs during the year, the respective alternate will serve on the Board as the elected or appointed Board member and an election would an election will take place to fill the vacant alternate position.

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5.2.2 Professional Year P1: Within the first two (2) weeks of the fall semester, the Pharmacy Council will call for nominations of P1 students to represent their class on the Board. After the nominations are closed, the President or Vice-President of the Pharmacy Council will contact each nominee to determine their willingness to serve on the Board. The Pharmacy Council will then prepare a ballot listing the names of all nominees willing to serve, and forward nominees to the Associate Dean of Academic Affairs for the purposes of one student being appointed to the Board. Pharmacy Council will then conduct an election within one week of the close of nominations in which only members of the P1 class are eligible to vote. The nominees who receive the first and second highest number of the votes will be elected as the P1 student member, and the nominee who receives the second highest number of votes will be elected as an alternate member.

5.2.3 Professional Years P2-P4: Within the last five (5) weeks of the spring semester, the Pharmacy Council will call for nominations of second semester P1, P2, and P3 students to represent their classes on the Board during their P2, P3, and P4 year. Two weeks will be allowed for placement of names in nomination. After the nominations are closed, the President or Vice-President of the Pharmacy Council will contact each nominee to determine their willingness to serve on the Board and forward nominees to the Associate Dean of Academic Affairs for the purposes of one student being appointed to the Board.

5.2.3 (cont'd): The Pharmacy Council will then prepare a ballot listing the names of all nominees willing to serve and conduct an election within one week of the close of nominations in which only members of the respective class are eligible to vote. The nominees who receive the highest number of the votes will be elected as the student members and the nominees who receive the second highest number of votes will be elected as the alternate member.

5.2.4 At the first meeting of the Board, the members shall vote for a student Co-Chair to be selected out of the P3 members.

5.3 The faculty members will be appointed to two-year, staggered terms by the Dean.

5.4 The most senior Faculty member will become the Faculty Co-Chairperson.

5.5 The term for the Faculty Co-Chairperson will be one year

### **5.6 Eligibility to Serve on the Board**

5.6.1 To be eligible to serve on the Board, the student must be in good standing with the University of Houston and UH College of Pharmacy.

5.6.2 The term good standing indicates that the student is not under academic sanctions and has not been sanctioned for ethical and professional misconduct during their tenure in the UH College of Pharmacy.

5.6.3 If a Board member admits to violating or is found to have violated the Code, he/she shall no longer serve on the Board unless he/she is specifically allowed to continue by the Dean. If the Board member can no longer serve, the alternate representing the appropriate pharmacy class shall serve the remainder of the removed student's term.

5.6.4 In the event that any member or alternate cannot complete his/her term, the alternate member will become a member of the Board, and elections to fill the alternate position will be held.

### **5.7 Responsibilities of the Faculty Co-Chairperson:**

5.7.1 To provide an orientation to the Code to incoming students each year, and to orient members of the Board concerning the Code and processes of the Board each academic year.

5.7.2 To call all regular and special meetings of the Board and preside at all meetings.

5.7.3 To record the minutes of all regular and special meetings held by the Board.

5.7.4 To submit to the Dean in a timely manner, a written report of all findings and recommendations of the Board.

5.7.5 To assist the Office of the Dean in the dissemination of information concerning the provisions of the Code.

### **5.8 Responsibilities of the Student Co-Chairperson:**

5.8.1 To assist the Faculty Co-Chairperson in the notification of Board members of all regular and special meetings.

5.8.2 To assist the Faculty Co-Chairperson in recording the minutes of all regular and special meetings held by the Board.

5.8.3 To receive and review, with the Faculty Co-Chairperson, all notifications of alleged violations of the Code, and to assist the Faculty Co-Chair person in the notification of all parties involved in the alleged violation as described in Chapters 9 and 10.

### **5.9 Responsibilities of the Board:**

5.9.1 All members and alternates should assist the Faculty Co-Chairperson, Student Co-Chairperson and Office of the Dean with the dissemination of information concerning the provisions of the Code.

5.9.2 All members and alternates shall attend and participate in all called meetings of the Board, excluding hearings unless excused by the Faculty Co-Chairperson.

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5.9.3 To hear cases of alleged violations of the Code.

5.9.3.1 Hearings requested by students charged with violation of the Code will be heard by the Board. Board members and/ or their alternates are required to attend all hearings in which a student is charged with a violation of the Code. P4 Board members shall attend meetings in person, via telecommunication or other electronic means.

5.9.4 In the event that a student or faculty Board member is excused from hearing a case, the Faculty Co-Chairperson will appoint the alternate to represent the appropriate pharmacy class as a member of the Board in place of the excused or absent member.

5.9.5 In the event that a member of the Board is involved as a charging party or witness or is the accused in the violation to be heard by the Board, the Faculty Co-Chairperson will excuse that member and appoint the alternate to represent the appropriate pharmacy class as a member in place of the excused member.

5.9.6 In the event the Faculty Co-Chairperson is involved as a charging party or witness, or is the charging party in the violation to be heard by the Board, the Student Co-Chairperson will excuse the Faculty Co-Chairperson. In this case, the Junior Faculty Board Member will serve as the temporary Faculty Co-Chairperson and the Dean will appoint a temporary Board Member from the faculty.

5.9.7 In the event the Student Co-Chairperson is involved as a charging party or witness, or is the accused in the violation to be heard by the Board, the Faculty Co-Chairperson will excuse the Student Co-Chairperson and will appoint the alternate from the P3 Class to serve as a member of the Board, and the Dean of the College of Pharmacy will appoint a temporary Student Co-Chairperson from the regular members of the Board

5.9.8 Board members or duly appointed alternates must be present during the entire hearing process to participate in subsequent deliberations.

5.9.9 All recommendations of the Board will be determined by simple majority vote. The voting process should preserve the anonymity of the member voting. Each member present will cast a vote of "student violated" or "student did not violate" the Code. The Faculty Co-Chairperson does not have a vote except in instances where the Board vote results in a tie.

5.9.10 All recommendations and findings of the Board will be forwarded to the Office of the Dean in a timely manner by the Faculty Co-Chairperson.

### **CHAPTER 6 - RESPONSIBILITIES OF THE OFFICE OF THE DEAN**

6.1 To administer the pledge and the reaffirmation of the pledge to all students entering the professional programs of the UH College of Pharmacy.

6.2 To provide information concerning the provisions of the Code and modifications of the Code to faculty, students and staff of the UH College of Pharmacy.

6.3 To receive allegations that a student may have violated the Code, and bring them to the attention of the Faculty Co-Chairperson (or designee) to determine whether the alleged conduct, if true, would violate the Code.

6.4 To arrange for a proper venue to hold any required hearing and to ensure that proper equipment is available to make a record of it;

6.5 To meet with the accused student to discuss any procedural issues involving the student's hearing, if requested to do so

6.6 To perform such other duties that are not inconsistent with this Code as may be assigned from time to time by the Dean.

6.7 To assist the Board if such assistance is requested at a reasonable time prior to the scheduled hearing.

6.8 To maintain confidential files regarding violations of the Code and all records concerning the findings and recommendations of the Board.

6.8.1 All records concerning violations of the Code will be filed for a period of at least six (6) years following hearing the case. Access to these records will be limited as indicated by applicable law, University of Houston policy concerning student records, and the provisions of the Code.

6.9 To notify the accused party and the charging party of the Board recommendations and to implement sanctions as described in Chapter 12.

6.10 To hear all appeals as described in Chapter 13.

6.11 To implement all sanctions as described in Chapter 3.

### **CHAPTER 7 - RIGHTS OF THE ACCUSED PARTY**

7.1 A student pharmacist has the right to a hearing for any charge of violation of the Code. If the student desires a hearing, he/she must file a written request with the Associate Dean for Academic Affairs within five (5) working days after receipt of notice of the charge(s). The right of a student to be heard will be waived if such a request is not filed within the time required.

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7.2 The student accused of a violation of the Code has the following rights:

7.2.1 The right to be informed in writing of the specific charge or charges made against him/her and of any sanctions recommended by the charging party.

7.2.2 The right to be informed in writing of the right of hearing, procedures involved in the hearing and the names of known witnesses.

7.2.3 The right to receive written notice of the time and place of the hearing regarding the charge or charges if a hearing is requested by the student.

7.2.4 The right to be accompanied by a member of the faculty, the student body of the institution or outside counsel. Such advisors may consult with their advisees, but may neither speak for them nor participate in the proceedings directly, unless the Faculty Co-Chairperson permits it.

7.2.5 The right to present witnesses and evidence and to be present throughout the presentation of all witnesses and evidence at the hearing, if a hearing is requested by the student.

7.2.6 The right to have sanctions deferred until completion of the process described herein, including appeals to the Senior Vice-President of Academic Affairs and Provost at the University of Houston. (Note: Process for appealing to the Senior Vice President for Academic Affairs and Provost is found in Article 7 of the Academic Honesty Policy in the UH Student Handbook - <http://www.uh.edu/dos/studenthandbook/>).

### **CHAPTER 8 - PROCEDURES FOR FILING CHARGES**

8.1 When a faculty member detects or witnesses a violation of the academic honesty section of the Code, he/she shall provide a written notice of the alleged violation and any recommended sanctions to the Associate Dean of Academic Affairs within ten (10) working days of the time alleged violation becomes known. Under no circumstances shall any accusation be made in public.

8.2 A student pharmacist or person other than a faculty member who detects or witnesses a violation of the Code pertaining to academic honesty and/or professional misconduct is advised to consult with the faculty member in charge of the course in which the alleged violation occurred. The instructor will then prepare a written notice and file the notice as described if he/she determines that the facts warrant such action.

8.3 A staff member or faculty member who detects or witnesses a violation of the Code pertaining to professional misconduct will prepare written notice and file the notice as described if he/she determines that the facts warrant such action.

8.4 A student pharmacist or person other than a staff or faculty member who detects or witnesses a violation of the Code pertaining to professional misconduct unrelated to an academic course is advised to consult with the Assistant Dean for Student and Professional Affairs. The Assistant Dean for Student and Professional Affairs will then prepare a written notice and file the notice as described if he/she in consultation with the Faculty Co-Chairperson determines that the facts warrant such action.

### **CHAPTER 9 - PROCEDURES FOR PROCESSING CHARGES**

9.1 The Associate Dean for Academic Affairs will receive all written notices of alleged violations of the Code. The Associate Dean for Academic Affairs in consultation with the Faculty Co-Chairperson will review allegations that a Student may have violated the Code to determine if the alleged conduct, if true, would violate the Code.

If the accusation is determined to warrant finding of facts, the Associate Dean of Academic Affairs shall submit the case to the Board. Prior to submission to the Board, the Associate Dean (in consultation with the faculty/student/persons bringing the charges) may address the charges by reaching an amicable agreement with the student. If an amicable agreement is reached, a statement of agreement and any follow-up measures signed by the faculty member, student, and Associate Dean for Academic Affairs will be placed in the student's file. The amicable agreement will be removed from the student's file upon graduation and will not become a part of his/her permanent record.

9.2 If the charges are to be submitted to the Board, the Associate Dean of Academic Affairs shall prepare a written notice of charges that includes a specific listing of the charge or charges, the names of any known witnesses, the name of the Faculty Co-Chair of the Board and a statement of the student's right to a hearing as well as the procedures involved in the hearing. Copies of this written notice are to be provided to the (a) student accused of the violation, (b) the charging party and the (c) instructor in charge of the course in which the alleged violation occurred within five (5) working days of receipt of the charges by the Associate Dean.

9.3 If the student pharmacist charged with violation of the Code desires a hearing before the Board, he/she must file a written request for a hearing to the Associate Dean of Academic Affairs within five (5) working days after receipt of notice of the charge(s). This request may include any reply or response the accused student wishes to make to the charges including a statement that he or she violated or did not violate the code and should include the names of witnesses willing to testify on his/her behalf. The Associate Dean of Academic Affairs will then send a copy of the request for hearing to all parties who received a copy of the written notice described and the Associate Dean of Academic Affairs.

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9.4 If the student pharmacist charged with a violation of the Code does not request a hearing or fails to request a hearing within the time allowed, the Board will consider the case based on the evidence available and will submit its findings and recommendations to the Dean. Such deliberations shall be completed no later than fifteen (15) working days after the student charged has received the notice of the charge(s).

9.5 If the student pharmacist charged with a violation of the Code requests a hearing, a date shall be set for a hearing and all parties involved notified by the Faculty Co-Chair or designee of the date, time and place. The hearing shall not be scheduled less than ten (10) working days from date of the request for hearing or greater than (20) working days.

9.6 In the case where a hearing would fall during a university holiday or between semesters, the hearing should be scheduled within five (5) working days of classes resuming.

### **CHAPTER 10 - PRESENTATION OF EVIDENCE AND WITNESSES**

10.1 The charging party(s) and the accused student ("parties) shall appear together before the Board. The accused student and the accusing party have the right to hear all testimony presented in the hearing. In the case where an external preceptor is the charging party, the charging party may choose to participate via telephone or other electronic means of communication. Cases in which charges arise from a single incident against two or more students will be heard together unless one or more of the students submits a written request for a separate hearing. The request must demonstrate good cause for a separate hearing.

10.2 The Faculty Co-Chair shall determine what evidence is admissible. The formal rules of evidence do not apply.

10.3 The Faculty Co-Chair will exercise control over the proceedings. Any person disrupting a hearing or fails to adhere to the rulings of the Faculty Co-Chair may be excluded from the proceedings.

10.4 The accused student may be accompanied by a member of the faculty or the student body of the institution or outside counsel. Such advisors may consult with their advisees; however, advisors may neither speak for nor participate in the proceedings directly, unless the Faculty Co-Chairperson permits it.

10.5 Either party before the Board may call witnesses and question any witness. At least five (5) working) days prior to the hearing, the accused student(s) and the charging party shall furnish the Associate Dean of Academic Affairs with the names of each witness the party wants present and a description of all documentary or other evidence the party wants produced.

10.6 Three (3) business days prior to the hearing, the Associate Dean of Academic Affairs will make available, to the parties, copies of documents provided by the parties and a list of witnesses.

10.7 Each party shall arrange for the attendance of their own witnesses. If either party requests, for good cause as determined by the Faculty Co-Chairperson of the Board, that additional witnesses be present, the Board may defer the hearing until such time that the witnesses may appear and be questioned.

10.8 The Board may request the appearance of additional witnesses if the Board determines that such witnesses could present relevant information

10.9 Witnesses that cannot physically be at the hearing may participate by telephone or other means of electronic communication.

10.10 Any witness who wishes or needs to be excused should, in advance of the hearing, confer with the Office of the Dean. The decision reached during this conference will be communicated immediately by the Dean to the Faculty Co-Chairperson of the Board who will then promptly relay any such information to all parties.

10.11 If a witness fails or refuses to appear, the Board shall first determine whether or not to proceed on the basis of other evidence or witnesses available. If it is the decision of the Board to proceed, the challenged portions of any written statements that may have been made by the absent witness shall be disregarded.

10.12 After the hearing, the Board will formulate its finding of facts and its conclusions concerning the alleged occurrence of violations of the Code according to the standard of "a preponderance of evidence" and adopt them by a majority vote (a minimum of five votes must be cast).

10.13 The Board recommends but does not impose penalties. Penalties are imposed by the Dean of the UH College of Pharmacy.

### **CHAPTER 11: HEARING PROCEDURES**

11.1 The Board will conduct the hearing and all of its deliberations in a closed and confidential session.



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11.2 The hearings shall be recorded, and summary minutes of the proceedings shall be kept in the Office of the Dean and made available to the accused student upon request.

11.3 The hearing will be called to order by the Faculty Co-Chairperson who will then identify by name members of the Board who are present for the record.

11.4 The Faculty Co-Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses.

11.4.1 The Associate Dean of Academic Affairs, or the Dean's Designee shall present the charges to the Board.

11.4.2 The accused student pharmacist may state that he or she violated or did not violate the Code.

11.5 In the event the student pharmacist charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board shall determine whether or not to proceed based on the witnesses and evidence available.

11.6 The Faculty Co-Chairperson will read the charge and poll each member of the Board to determine if any member has a prior opinion related to whether he/she believes the student violated the Code.

11.6.1 Any member of the Board who has a question of impartiality will be expected to recuse themselves from further proceedings with the respective case.

11.7 The presentation of all evidence and witnesses and questioning by the members of the Board will proceed generally as described by the following:

11.7.1 The charging party will present his/her evidence and witnesses.

11.7.2 The student pharmacist charged with an alleged violation of the Code will present his/her evidence and witnesses.

11.7.3 The members of the Board will ask questions of all parties to the Board's satisfaction.

11.7.4 The Faculty Co-Chairperson may recognize others present to speak if the Faculty Co-Chairperson believes that the information provided is needed for the Board to discharge their duties.

11.7.5 Following presentation of all evidence and witnesses and questioning by the members of the Board, all parties will be excused while the Board deliberates.

11.7.6 The parties will remain available in the event that they are recalled as described.

11.8 The Faculty Co-Chairperson may recall the parties for further questioning if it is deemed necessary for the Board to discharge their duty. All parties have the right to be present during further questioning.

11.9 The Faculty Co-Chairperson may grant a recess for up to (1) hour at the request of members of the Board or the parties involved to be allowed time for further preparation.

11.10 The Faculty Co-Chairperson and members of the Board shall not discuss the evidence or testimony in the presence of the parties.

### **CHAPTER 12: BOARD DELIBERATIONS**

12.1 The burden of proof rests with the charging party and will be satisfied by a preponderance of evidence in the record when considered as a whole.

12.2 The failure of the student charged with an alleged violation of the Code to make a statement or to answer any or all questions shall not be considered in the finding by the Board.

12.3 The Board will begin deliberation immediately following the hearing and will continue their deliberations until a finding is reached. The finding will be determined by simple majority vote as stipulated. A student's prior record of sanctions shall not be considered in determining whether the student violated the Code. The student's prior record of sanctions must be considered by the Board in the determination of the appropriate sanctions if the student is found to have violated the Code.

12.4 In the event the student is found to have violated the Code, the Board will consider recommended sanctions as stipulated in Chapter 4.

12.4.1 Deliberations concerning sanctions must be completed within two (2) working days after the determination of the findings

12.5 Once a finding is reached, the student charged will be notified of the finding that will be recommended to the Dean. The Faculty Co-chairperson will report the findings in writing to the (a) accused student, (b) the charging party(s), (c) the faculty involved, (d) the Board, (e) the Associate Dean of Academic Affairs, and (f) the Dean of the UH College of Pharmacy.

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12.5.1 In the event a finding that the student violated the policy is reached, the Faculty Co-Chairperson on behalf of the Board will submit its findings and recommended sanctions to the Office of the Dean as stipulated in Chapter 13 within (5) working days. The Board recommends but does not impose penalties. Penalties are imposed by the Dean of the UH College of Pharmacy.

## CHAPTER 13: ACTIONS IN RESPONSE TO BOARD'S FINDINGS

13.1 The Dean will receive the findings and will notify the student charged, in writing, of the findings.

13.1.1 If it is found that the accused student violated the policy, the Dean will notify in writing (a) the accused student, (b) charging party (c) the Faculty Co-Chairperson of the Board, and (d) the Associate Dean of Academic Affairs, of the action to be taken by the UH College of Pharmacy.

13.2 Upon notification of findings, the student may appeal to the Office of the Dean as stipulated below:

13.2.1 The appeal must be filed in writing five (5) class days after receipt of notification of the action described in 13.01.

13.2.2 The appeal must be a written letter or memorandum addressed to the Dean of the UH College of Pharmacy and the Faculty Co-Chairperson of the Board. The appeal must be signed and dated by the student making the appeal.

13.2.3 The letter should clearly state the specific action(s) or recommendation(s) that are being appealed (e.g., the findings of the Board or the sanction(s) of the Dean are disproportionate to the violation, the hearing conclusion is unsupported) and/or new evidence has been secured. This evidence must be supported by supporting documentation that can be reviewed by the Office of the Dean.

13.2.4 The letter should clearly present specific reasons, grounds or justifications to support the appeal.

13.3 The Office of the Dean shall send a copy of the appeal to all parties who received the notification of the findings.

13.4 The charging party shall submit a written response to the appeal within five (5) class days of receipt of the appeal described.

13.5 The Dean shall consider the appeal and any responses by the charging Party.

13.5.1 The Dean will return the case to the Board if additional evidence is brought to his/her attention that was not presented during the hearing and which could affect his/her decision regarding the case. In this event, the Board will consider the additional evidence and report its findings and recommendations to the Dean.

13.5.2 Prior to any change in recommendation or sanction, the Dean will confer with the Board.

13.6 The Office of the Dean shall notify all parties of his/her decision(s) regarding the appeal. This notification shall represent the College of Pharmacy's final action.

13.7 Upon notification of final action, the accused student pharmacist may appeal to the Vice-President for Academic Affairs or his designee.

13.7.1 Such appeals must be made in writing within five (5) working days after receipt of notification from the Office of the Dean regarding the preliminary appeal. The student shall send a copy of the appeal to the Vice-President for Academic Affairs, and that office will send a notice of appeal to the Dean of the UH College of Pharmacy and all parties who received notice of the actions to be taken by the UH College of Pharmacy. The charging party may submit a written response within five (5) working days of notification of appeal to the Vice President for Academic Affairs. The Vice-President for Academic Affairs or designee will consider the appeal and any response. Prior to a change in the sanction(s), the Vice-President for Academic Affairs will confer with the Office of the Dean and the Board of the UH College of Pharmacy. The Vice-President for Academic Affairs will then respond in writing to the student and send notification of this response to all parties who received notice of this appeal. The Vice-President for Academic Affairs' decision will constitute the final action of the University of Houston.

13.8 The Dean shall notify the Registrar in writing when the notation "assigned for academic dishonesty" is to be placed on a transcript and/or when suspension or expulsion is assigned. Such notification shall not be given for five (5) working days after the Dean's notification of findings and sanctions or until after completion of all appeals, whichever is later.

13.9 The Office of the Dean shall monitor probation.

13.10 A student pharmacist may not graduate during the appeal process.

13.11 The student pharmacist shall be responsible for requesting removal of any notation of sanction from his/her transcript (Chapter 3) when the period of sanction has expired. Such requests must be made in writing to the Office of the Dean, who will notify the Registrar in writing to remove the notation of sanction from the student's transcript.

13.12 A student pharmacist returning after completion of a suspension will follow the same procedure of registration as any other returning student.

# CODE OF CONDUCT

## CHAPTER 14: AMENDMENTS AND REVISIONS

14.1 The Student Affairs Committee of the UH College of Pharmacy shall be responsible for the periodic review and revision, as necessary, of the Code. Changes or additions to this Code may be suggested by any student pharmacist or faculty member.

14.2 Revisions to this Code shall be considered approved after they receive affirmative votes by:

14.2.1 A majority of the voting members of the Student Affairs Committee,

AND

14.2.2 A majority vote of the faculty and a majority vote of the Pharmacy Council are necessary for the adoption of amendments. A majority is defined as greater than 50% of those voting.

*This document is based off of the University of Louisiana Monroe Code of Ethical and Professional Conduct and the University of Houston College of Pharmacy Honor Code.*

Policy Implemented: August 1, 2013

## DID YOU KNOW?

The honor and trust of our profession must start in professional school.

In order for the honor code to work, there must be full cooperation between faculty and students.

- Not reporting Code of Conduct Violations is a violation in itself.
- Putting your name on a team report without contributing is a violation.
- Using someone else's lab results or making up lab results are violations.
- Threatening a student for bringing up charges is a violation.

### NOTE:

The Code of Conduct is subject to revision and students are responsible for knowing and understanding their rights and responsibilities under the most current version of the Code of Ethical and Professional Conduct

## ACPE COMPLAINTS POLICY



The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness.

Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

14.21.1.1 request that the institution show cause, within a stated time period, why adverse action should not be taken, or

14.21.1.2 in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish to file a complaint, please e-mail:

- a. [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program)
- b. [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider)

Refer to ACPE Complaints Policy at [www.acpe-accredit.org/complaints/default.asp](http://www.acpe-accredit.org/complaints/default.asp).

# GRIEVANCE POLICY & PROCEDURE

## PHARM.D. ACADEMIC GRIEVANCE POLICY AND PROCEDURE

The Academic Grievance Policy and Procedure provides the policy and procedure for handling situations when a student feels he/she has been treated unfairly academically. The goal is to address “unfair treatment” that does not fall into other categories, e.g. discrimination based on a protected class. This grievance policy does not pertain to discrimination or harassment complaints, sexual misconduct complaints, appeals of reasonable academic accommodations or grade appeals, which are all covered by other University or College policies.

Grievance procedures apply only in those cases involving alleged academic improprieties arising from a decision taken and/or conduct by a faculty member. They do not pertain to complaints expressing dissatisfaction with a College policy on the grounds that the policy is unfair or inadvisable. The grievance may be the result of an alleged action or omission by the faculty that meets all of the following conditions:

1. It must concern an academic decision, action, omission, or judgement, affecting the grievant personally, for which no existing university complaint procedure is available;
2. It must not involve a grade;
3. It must be a matter for which a resolution can be identified.

In cases where an academic grievance is coupled with a grade appeal, in the interest of time and simplicity, the academic grievance will be presented and heard with the grade appeal and will follow the timeline, policies and procedures outlined for an academic grievance. The coupled grade appeal and grievance can go up to step 5, which is the appeal to the dean. However, only the grievance can go further to step 6 and onwards.

A student with a grievance that meets the conditions above should initiate formal academic grievance within 30 working days after he or she has knowledge or should have had knowledge of the grievable event(s) or action.

This policy and procedure is not to be confused or combined with the Code of Ethical and Professional Conduct.

This policy and procedure applies to the management of grievances concerning academic and instructional matters that are within the college. Reasonable deviations from these procedures will not invalidate a decision or proceeding.

### PROCEDURE OF RESOLUTION OF ACADEMIC GREIVANCES

#### **STEP 1 (INFORMAL TALKS):**

The student and the faculty member\*(s) should make efforts to settle their differences amicably and informally to redress the grievance. The student must request, in writing (e.g. e-mail), a meeting with the faculty member(s) involved.

If the grievance concerns involve a team-taught course in which the faculty member being addressed is not the course coordinator, the course coordinator shall participate in this meeting.

#### **STEP 2 (INFORMAL TALKS):**

If the student feels that the grievance concerns have not been resolved, the student should then request, in writing (e.g. e-mail), a meeting with faculty member’s department chair.

The chair will respond in writing to the student after the meeting, a copy of the letter will also be sent to the faculty member(s) involved.

#### **STEP 3 (FORMAL GRIEVANCE):**

The formal grievance procedure will only be used if the student feels that the grievance concerns have not been resolved at the departmental level. The student must file a formal grievance within 30 working days of the time when the student has knowledge or should have had knowledge of the grievable event(s) or action. This notice should be submitted to the Assistant Dean of Student and Professional Affairs through the completion of Academic Grievance Form.

#### **STEP 4 (FORMAL GRIEVANCE):**

Within 5 working days of receiving the completed Academic Grievance Form, the Assistant Dean will present the complaint to the Pharm.D. Student Affairs Committee\*\* and to the involved faculty member (respondent(s)). Within 20 working days of receiving the grievance, the committee will render a decision.

# GRIEVANCE POLICY & PROCEDURE

## PHARM.D. ACADEMIC GRIEVANCE POLICY AND PROCEDURE

The chairperson or appointed committee member shall ensure that all relevant facts have been gathered and presented to the Committee and parties involved. In this process, the committee will contact the faculty member(s), who will be asked to submit a written response to the complaint. A copy of the - faculty member's response will be provided to the student. The committee will contact the student to discuss his/her grievance, the faculty member's response and any other relevant facts/circumstances. The committee may contact the faculty member, any other faculty members involved with the case and/or any witnesses identified by the student or faculty member to answer questions that the committee has. Any new information obtained by the committee will be presented to the student, as appropriate, for response prior to the committee's decision. The committee will render a decision, either:

- Finding in favor of the student and recommending to the faculty member an appropriate resolution; or
- Finding in favor of the faculty member and recommending no resolution.

After the committee has made the decision, the decision will be sent in writing to the student and the faculty member summarizing: the nature of the grievance; the investigation that was conducted; the decision; the reason for the decision; and any resolution, as a result of the decision. Written documentation showing the committee decision will be placed in grievance file that is maintained by the Assistant Dean of Student and Professional Affairs. .

### STEP 5 (APPEAL TO DEAN):

If either party does not accept the committee decision, appeals may be directed to the College of Pharmacy Dean by filing a formal written complaint within 7 working days from the date of receipt of committee decision. The dean will respond in writing to the grievance appeal within 10 working days from date of receipt of the appeal.

### STEP 6 (APPEAL TO GPSGC):

If resolution is not reached at the Dean level of appeal, either party may appeal for a university level review by the Graduate and Professional Studies Grievance Committee (GPSGC), which is under the purview of the Associate Vice President of Graduate and Professional Studies. This petition must be in writing and filed with the Associate Vice President of Graduate and Professional Studies within 30 calendar days of the final disposition at the college level. This procedure is posted at: [www.uh.edu/graduate-catalog/policies/grievance-policy/index.php](http://www.uh.edu/graduate-catalog/policies/grievance-policy/index.php)

\*The term faculty member includes full-time faculty, adjunct faculty, preceptors.

\*\*The Student Affairs Committee consists of: Chairperson who is an appointed faculty member, five faculty members, two students in good standing appointed by the Dean, one alumnus appointed by the Dean, three Ex officio members: Director of Development, Financial Aid Advisor, Assistant Dean for Student and Professional Affairs; if a committee member is involved in the academic grievance he/she shall be dismissed from the review of the grievance.

*Policy*

*Implemented: Fall 2002*

*Revised: Summer 2004*

*Revised: Summer 2006*

*Revised: Summer 2010*

*Revised: Summer 2011*

*Revised: Spring 2016*

# GRIEVANCE POLICY & PROCEDURE

## UNIVERSITY of HOUSTON | PHARMACY

Academic Grievance Form

### STUDENT INFORMATION

Name:	Date:
Address:	City, State, Zip:
Student ID:	Semester and Year:
Primary Phone Number:	E-mail Address:

### GRIEVANCE INFORMATION

Name of faculty member and/or department against whom the grievance is filed:	
Describe the basis of your grievance:	
Describe your grievance in detail. Include date(s) of grievable event(s). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the grievance. Are there any witnesses who should be interviewed? If yes, list names and contact information.	
<p>Have you discussed your concerns with concerned faculty member, course coordinator and department chair?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
If yes, Describe the outcome (Attach additional sheets, if necessary). Attach written communication you had with concerned faculty member, course coordinator and department chair.	
Resolution or action being requested (Attach additional sheets, if necessary):	
<p>I understand that information contained in the grievance form will be held confidential to the extent possible. Academic grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information is correct and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.</p>	
Student Signature:	Date:



# CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY

## RATIONALE

All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/introductory pharmacy practice experience (IPPE) and/or advanced clinical pharmacy practice experience (APPE) assignments at these sites.

As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking clinical IPPEs & APPEs that are required to complete the pharmacy program at the University of Houston.

## CRIMINAL BACKGROUND CHECK POLICY

**Accepted applicants.** All applicants accepted to the College of Pharmacy (hereinafter referred to as “College of Pharmacy” or “College”) must satisfactorily complete (submit to and pay for) a criminal background check from a vendor approved by the College of Pharmacy. Adverse information that is found in a criminal history background check may result in the withdrawal of the applicant’s offer of admission or dismissal from the program.

Generally, applicants will receive notice of this policy at the time of acceptance into the professional program. An accepted applicant is responsible for contacting the approved vendor and complying with the vendor’s and/or hospital/health care facility’s instructions concerning completing a criminal background check within fourteen (14) calendar days of receiving the notice of this policy. Failure to request a criminal background check in a timely manner and by the timeline specified in this policy is grounds for withdrawal of the offer of admission.

After acceptance the applicant shall provide written self-disclosure to the Associate Dean for Academic Affairs of any new criminal history record information no later than five (5) business days following the charge of any crime. Failure to disclose information that is subsequently found on a background check may result in withdrawal of the offer of admission from the College or dismissal from the program.

### ***Criminal Background Check***

The criminal background check will include a review of the student’s or accepted applicant’s criminal history for at least the seven years prior to the date the student applies for admission into the program.

The following criteria for suitability will be considered:

- o Social Security Number validation
- o Criminal history search, including misdemeanors or felony convictions, or deferred adjudications
- o Pending criminal charges/convictions
- o National Sexual Offender Registry
- o Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- o General Services Administration (GSA) List of Parties Excluded from Federal Programs
- o Employee Misconduct Registry
- o U.S. Treasury, Office of Foreign Assets (OFAC), and List of Specially Designated Nationals (SDN) search
- o Nationwide Healthcare Fraud and Abuse scan
- o Applicable State Exclusion list
- o Nationwide Record Indicator
- o Nationwide Federal Search

# CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY

## *Currently Enrolled Students*

Currently enrolled students in the College of Pharmacy professional program must annually (and at other times as requested in writing by a hospital or health care organization) satisfactorily complete (submit to and pay for) a criminal background check from an approved vendor prior to participating in IPPE and/or APPE assignments at these sites. Students must contact the designated vendor and comply with its instructions in authorizing and obtaining a background check within the prescribed timeframe. Students successfully completing first, second, and third year and progressing to the second, third and fourth year respectively must request and satisfactorily complete an additional criminal background check review no earlier than April 1st, and no later than May 1st during the spring semester of their first, second, and third year. An additional background check may be required if there is a break in enrollment in the professional program. A break in enrollment is defined as non-attendance of one long-term semester (Fall or Spring) or more and will be verified by the Associate Dean for Academic Affairs.

Some criminal offenses preclude students from participating in on-site professional experiences. In addition, some professional licensure boards include specific offenses that constitute those crimes for which licensure is prohibited. Thus students in these situations are subject to the statutory or regulatory requirements independently imposed by law, or as required by affiliating entities.

If an affiliated practice facility requires detailed criminal background check information regarding an individual student assigned to an IPPE or APPE at the facility as a condition for placement, the College will notify the student of such a requirement when notified by the facility. Results of the background check(s) may be submitted directly to the hospital/health care facility or to the College by the vendor. Upon receipt of criminal history information by the College, the College will pass on the results to the requesting hospitals or health care organizations. The hospital or health care organization will be responsible for determining whether an enrolled student is eligible to participate in the clinical practice experience assignment at the site, and will notify the student and the College of its decision. Students whose criminal background is determined as unacceptable by a hospital/health care organization may be unable to complete the curriculum (pharmacy practice experiences) required for graduation by the College of Pharmacy.

Failure to request a criminal background check in a timely manner may delay the student's matriculation into the second, third, and/or fourth year and delay the start of his/her IPPEs and/or APPEs. A student may not be allowed to start a specific IPPE/APPE late due to a delay in criminal background check information being received by the site.

Students enrolled in the College of Pharmacy shall self-disclose to the Associate Dean for Academic Affairs any new criminal history record information as outlined in the criminal background check criteria no later than five (5) business days following the charge of any crime. Failure to disclose information that is subsequently found on a background check may result in dismissal from the College. Criminal activity that occurs while a student is in attendance at the College may result in disciplinary action, including dismissal, and will be addressed according to the College of Pharmacy Code of Professional and Ethical Conduct.

## *Rights*

Accepted applicants and currently enrolled students have the right to review the results of the criminal background check performed by the designated vendor and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that may adversely affect the applicant or student, the Associate Dean for Academic Affairs will notify the student or applicant, in writing, of his/her right to review and correct inaccurate information in the report, the process for contacting the designated vendor to challenge the accuracy of the report and the affect an adverse criminal history report may have on his/her continued enrollment in the pharmacy program.

If an adverse criminal history is returned on an applicant or student, the Admissions and Progression Committee will review the report and may request that the applicant or student submit additional information related to the finding (such as court documents and police records), at the applicant's expense. The applicant or student shall be given a reasonable time, generally not less than five (5) business days, to provide documentation establishing that the report is inaccurate, that a reported felony conviction is a lesser violation under the laws of the charging jurisdiction, that a disposition was the subject of a subsequent expungement or sealing order by a competent court, or that the report is otherwise unreliable. The Committee will review all information available to it to determine whether the offer of admission should be withdrawn from the accepted applicant or if dismissal from the program is warranted.

# **CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY**

Applicants who are denied enrollment or students who are dismissed from the program may appeal the decision of the Admissions and Progression Committee to the Dean of College of Pharmacy within 15 business days of the date the student received notice of his/her dismissal from the program. The decision of the Dean of the College of Pharmacy will be final and may not be appealed.

If the background check uncovers a question which can be cleared by the applicant or student, matriculation can be deferred up to one year while the matter is being resolved. However, a student may be granted permission to re-enroll in (IPPE/APPE) after the background check has been cleared if space is available and any applicable tuition and fees are paid.

## **DRUG SCREENING POLICY**

The University of Houston College of Pharmacy will not require students to participate in a drug screen. However, the College will inform students that they may be asked by the facility to submit and comply with a drug screen before participating in clinical experiences at certain facilities. If an affiliated practice facility requires drug screening of an individual student assigned to rotate there as a condition for placement in that facility, the College will notify the student of such a requirement in advance. The student will be responsible for contacting an approved vendor, paying for expenses for the drug screen, and insuring that the results of the drug screen are forwarded directly to the facility.

Any students with questions concerning impairment issues while in the professional program should review The University of Houston College of Pharmacy's Student Pharmacist Recovery Program (UHSPRN) in the College of Pharmacy Student Handbook.

## **CONFIDENTIALITY OF RECORDS**

Background check reports and all records pertaining to the results of these processes are considered confidential with restricted access. The results and collateral information are considered educational records and are subject to the Family Educational Rights and Privacy Act.

Access to records and reports outside of the Associate Dean for Academic Affairs and any employee designated as backup must be approved by the Dean of the College of Pharmacy or his designee, prior to granting access. Requests for criminal history and drug screening information must be made in writing on a form approved by the Office of General Counsel. Information contained in the reports/records will not be shared with facilities participating in the clinical IPPEs & APPEs unless a legitimate need is demonstrated and approved by the Dean or his designee.

## **RECORDKEEPING**

Any background check reports that are retained by the College of Pharmacy shall be placed in a secure location determined by the Associate Dean for Academic and Students Affairs. These records shall be maintained for the duration of the student's enrollment or until the applicant is removed from the accepted student list or as provided by the UH records retention policy, whichever is the greater length of time. The reports and records shall be physically destroyed thereafter.

## **FALSIFICATION OF INFORMATION**

Falsification of information will result in immediate removal of an applicant from the accepted applicant pool or an enrolled student from the degree program.

*Officially Adopted: 2/16/2008 Revised: Summer 2009*

## **LECTURE RECORDING STUDENT POLICY**

### **SCOPE**

This document outlines the University of Houston College of Pharmacy (UHCOP) policy regarding student use of Mediasite lecture capture recordings.

### **PURPOSE**

The purpose of this policy is to outline the student responsibilities for using Mediasite lecture capture recordings. It is also important to recognize that the use of Mediasite at the College of Pharmacy is governed by the same laws, policies, and rules of the University of Houston for copyright and FERPA.

### **USE**

The use of the Mediasite lecture capture system is at the sole discretion of each faculty member. If a faculty member chooses to use the Mediasite lecture capture system, the scope of use and timing for the posting of recordings is also at their sole discretion. If a faculty member chooses not to use the Mediasite lecture capture system, recording and transmission of classroom lectures by students is prohibited unless written permission is obtained from the faculty member.

### **OWNERSHIP**

Ownership of the content learning activities and lecture recordings is governed by the University of Houston Intellectual Property Policy outlined in the UH Faculty Handbook ([http://www.uh.edu/provost/policies/faculty/\\_document-faculty/2015-faculty-handbook.pdf](http://www.uh.edu/provost/policies/faculty/_document-faculty/2015-faculty-handbook.pdf)).

### **ACCESS TO RECORDINGS**

The ability to view lecture recordings is made available to students based on each individual faculty's preference. Only UHCOP students and faculty will be able to access the recordings through Blackboard/Mediasite using their Cougarnet Account. Recordings of learning activities or lectures are intended for personal studies and may not be copied or distributed in any form. If students violate this policy, disciplinary action will be taken through the UHCOP Code of Ethical and Professional Conduct. Recordings will be deleted from Mediasite one calendar year from the end of the semester in which they were recorded, unless otherwise requested by the faculty member.

### **CLASS ATTENDANCE**

It is the policy of the UHCOP that Mediasite recordings are for use to supplement course lectures. This does not relieve students from their responsibilities to be present in class, to participate in classroom activities, and to complete any assessments administered in class.

## **EDUCATIONAL RECORDINGS POLICY**

The University of Houston College of Pharmacy (UHCOP) is committed to quality education and training. Students in the curriculum are routinely observed and evaluated as part of their professional development. This includes recordings in the laboratory/skills labs and OSCE Suites. Video recordings may be used for teaching and assessment purposes including providing feedback to students, formally assessing students, helping evaluate & improve the College's Curriculum and helping evaluate our educational process. Video recordings will be used for educational purposes only. Those with access to the educational recordings will maintain the confidentiality, privacy and dignity of those on the recorded images. This document describes the policy regarding use of such records, confidentiality, security, and record retention.

## **EDUCATIONAL RECORDINGS POLICY**

This policy applies to all UHCOP students, faculty, staff and other designated school officials.

- 1) All education video recordings generated within the courses throughout the curriculum are on a private network protected server. Firewall protection is maintained according to accepted standards of the University of Houston. Access to the server room is limited to the IT Director and authorized IT staff. Access to all recordings are password protected.
- 2) Viewing of the any of the video recordings are controlled on a need-to-view, educational basis. Only those University of Houston faculty, staff, and other designated school officials with a legitimate educational need will have access to recordings.
- 3) The Course Coordinator in conjunction with the IT and Assessment Directors will manage the permission to view and use the recordings by authorized faculty, staff, other designated school officials and/or students. Any other use of video recordings requires permission and authorization as described within this agreement.
- 4) Educational recordings may be used to:
  - Provide feedback to students to improve their performance;
  - Formally assess student achievement and/or competency;
  - Help evaluate and improve college or program curriculum;
  - Evaluate and improve our teaching and assessment processes using human and non-human simulations;
  - Aid in the teaching of future students (Institutional Educational Purpose);
  - Research (Scholarly Educational Purposes).
- 5) In instances when recordings may be used for Institutional Educational Purposes and there is a recognizable image of a student, faculty, or Standardized Patient (SP), written permission of those individuals will be obtained prior to the use of any such images. This permission will stipulate the specific use(s) of the recordings. The individual(s) may agree or disagree to its use with or without stipulations. Such stipulations may include limitation to specified use(s) or the de-identification of features or voice so as to diminish the likelihood of recognizing the identity of the individual. All stipulations will be documented in the consent. Even after such consent has been granted, individuals retain the right to revoke their consent at any time.
- 6) In instances when for Scholarly Educational Purposes records and/or data obtained from them may be used for research, IRB review and approval is required.
- 7) Any copying, duplication, or other form of distribution of audio or video footage released by the UHCOP is prohibited. Violation of this policy may result in disciplinary action, including student dismissal or faculty/staff termination.
- 8) Every student in the UHCOP will read and sign the Educational Recording Agreement at the beginning of the professional program, and it will be a standing agreement until the student successfully completes or withdraws the professional program.
- 9) Recordings will be destroyed within six months of the student's graduation or permanent withdrawal from the professional program.

I acknowledge that I have read and understand UHCOP's Educational Recoding Policy, and I agree to comply with this policy

Signature: \_\_\_\_\_

Written name:

PS ID:

Date: \_\_\_\_\_

## PHARM.D. EXAMINATION ADMINISTRATION POLICY

The following statement will be placed before starting all electronic exams or placed on written exams. Students will acknowledge their understanding of this statement by starting the electronic exam or with their signature on the written exam:

*By signing your name to this exam you are agreeing to abide by the Code of Ethical and Professional Conduct as set forth by the University of Houston College of Pharmacy. Any infraction will be dealt with severely as outlined in the UHCOP Student Handbook.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All students will receive the UH Academic Dishonesty Policy (section 3.02 below) at the beginning of each academic year and they will sign that they have read and understand it.**

3.02 Academic Dishonesty Prohibited. (From the academic dishonesty policy of the UH student handbook at website: <http://catalog.uh.edu/content.php?catoid=6&navoid=1025>)

“Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the University of Houston or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:

### PLAGIARISM

a. Representing as one’s own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor;

### CHEATING AND UNAUTHORIZED GROUP WORK

- b. Openly cheating in an examination, as copying from another’s paper;
- c. Possessing on one’s person during an examination, quiz or any in-class assignment an electronic device that allows communication with another person, access to unauthorized material, access to the internet, or the ability to capture an image, unless such possession is expressly permitted by the instructor;
- d. Using “crib notes,” as unauthorized use of notes or the like to aid in answering questions during an examination;
- e. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information;
- f. Securing another to take a test in the student’s place. Both the student taking the test for another and the student registered in the course are at fault;

### FABRICATION, FALSIFICATION, AND MISREPRESENTATION

- g. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
- h. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;
- i. Falsifying results in laboratory experiments;
- j. Misrepresenting academic records or achievements as they pertain to course prerequisites or co-requisites for the purpose of enrolling or remaining in a course for which one is not eligible;

### STEALING AND ABUSE OF ACADEMIC MATERIALS

- k. Stealing, as theft of tests or grade books, from faculty offices or elsewhere; this includes the removal of items posted for use by the students;
- l. Mutilating or stealing library materials; mis-shelving materials with the intent to reduce accessibility to other students;

### COMPLICITY IN ACADEMIC DISHONESTY

- m. Failing to report to the instructor or departmental hearing officer an incident which the student believes to be a violation of the academic honesty policy;

### ACADEMIC MISCONDUCT

- n. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

# PHARM.D. EXAMINATION ADMINISTRATION POLICY

## EXAM PROCEDURES:

- EXAM MATERIALS:** All backpacks, caps or hats, personal articles, food and drink, cell phones, programmable calculators, watches or electronic communication devices are to be left in backpacks at the front of the classroom. The student may only have laptop, pencils/pen, scantron (if paper exam) and exam materials at desk area. All other items must be approved by the professor. A student jeopardizes an exam grade if any non-approved articles are found at their desk, without permission. It is expected that a student downloads electronic exams prior to arrival at the exam. Time will not be extended for students if there are problems downloading the exam if it is not done prior to the student arrival at the exam.
- STUDENT SEATING:** Seating charts showing the location of all numbered seats within the relevant College of Pharmacy rooms will be generated. This template will be used for all exams that occur within that classroom. These blank classroom maps will be made available to the course coordinators. A TA, staff or designee will assist the instructor in random assignment of students. Randomization will be performed for each exam by the instructor, TA, staff, or designee.  
  
If the seats are not numbered, a color code mechanism will be implemented with the assistance of the Student Affairs Committee and course coordinator.
- LATE ARRIVALS:** Late arrivals are disruptive and will be discouraged but the faculty acknowledges that certain circumstances may result in a late arrival. The course coordinator reserves the right to refuse a repetitively late student the opportunity to take the quiz or exam.  
  
Time will not be extended for late comers. If any student has completed the quiz or exam prior to the latecomer's arrival, the latecomer cannot enter the exam room. In emergencies or other extenuating circumstances, the student is to notify (call) the instructor(s) or Assistant Dean for Student and Professional Affairs within 24 hours and the situation will be considered.
- BREAKS:** Restroom breaks will be discouraged. No personal articles, unless approved by the instructor, should be taken with the student to the restroom. One student at a time will be allowed to leave the room.
- TURNING IN COMPLETED EXAMS:** Student must hand in their exam, scantron, with test data and any accompanying scratch paper, structure pages, etc. before picking up personal articles for exams given on paper. For electronic exams, a student must raise their hand until a proctor can come verify the green checkmark screen signifying the exam has been submitted and collect any paper used ensuring the student's name is on the paper. Students are required to have on their person their UH issued ID and produce it on the request of the proctor. Once the student has left the room after submitting exam, they may not re-enter for any reason until all students have turned in exams.
- MAKE-UP EXAMS:** If the student is too ill or extenuating circumstances arise, the student should contact the instructor(s) or Assistant Dean for Student and Professional Affairs as soon as this situation becomes apparent. The student must subsequently contact the professor as soon as possible to discuss the options for the missed exam.  
  
The student will bring a doctor's excuse for any illness causing an exam absence, at the request of the professor. For other circumstances that require a student to miss a scheduled exam, appropriate documentation may be requested. Make-up exams may not be the same format as the scheduled exam and the make-up format will be at the discretion of the instructor.
- EXAM RETURN:** The return of exams to the student will be at the discretion of the instructor.

The UHCOP Exam Administration Policy will be posted on the student website.

*Policy Implemented: Fall 2006*

*Policy Updated: August 2016*

## CAMPUS CARRY POLICY

In August 2016, the Campus Carry Policy went into effect at the University of Houston.

Visit <http://www.uh.edu/police/campus-carry/> for full information concerning the policy, exclusion zones, policy overview training, and exclusion zone overview.

SB11 allows individuals licensed to carry concealed handguns to “carry a concealed handgun on or about the license holder’s person while the license holder is on the campus of an institution of higher education” and

- Authorizes the president to establish reasonable rules, regulations, or other provisions regarding the carrying of concealed handguns by license holders on campus;
- Limits authority such that the president or officer may not establish provisions that generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on the campus of the institution;
- Allows for broad input from students, faculty, and staff.

The university has established exclusion zones which are areas of campus, buildings or rooms in which the possession of handguns is prohibited as provided in Campus Carry Appendix 1. Additionally, secure storage areas are defined and listed in the policy at <http://www.uh.edu/police/campus-carry/>.

### GRADUATION CORD POLICY

The University of Houston College of Pharmacy is committed to providing appropriate recognition to its honors students receiving the Doctor of Pharmacy degree during the Commencement program; students who are graduating with academic honors (Cum Laude, Magna Cum Laude, or Summa Cum Laude) and/or have been selected for membership in the national professional academic and leadership societies (Rho Chi Society and Phi Lambda Sigma Society respectively) are recognized in the following manner:

#### **Graduating students with academic honors:**

1. The students are allowed to wear the University of Houston recognized gold academic honors cords. These cords are available for student purchase at the University Bookstore. Students graduating with academic honors will be notified by the UHCOP Academic Affairs Office prior to graduation.
2. The specific academic honor for each student attaining the honor(s) is printed in the official Commencement program.
3. Each student in the various honor categories will be publicly recognized during the College of Pharmacy commencement ceremony.
4. The academic honor received is printed on the student’s diploma.
5. The academic honor received is printed on the student’s transcript of grades.

#### **Graduating student members of Pharmacy Academic and Leadership Honor Societies**

1. Active members of the professional pharmacy honor and leadership societies (Rho Chi Society and Phi Lambda Sigma Society), selected on the basis of established national criteria set by national pharmacy organizations as well as peer recognition, are allowed to wear the membership honor cords provided by each society.
2. The names of the graduating members will be printed in the official Commencement program.
3. The graduating members in each group will be publicly recognized during the College of Pharmacy commencement ceremony.

#### **Graduating student members of Professional Organizations and Professional Fraternities**

1. Active members of national professional organizations and fraternities shall be allowed to wear membership honor cords provided by each national organization.
2. These members must meet a minimum eligibility criteria and must be designated “in good standing” by the governing bodies of their respective organization or fraternity in order to wear cords during the graduation ceremony.
  - a. Academic component: Each student member must have earned a minimum GPA of 2.5 to be eligible to wear graduation cords.
  - b. Leadership component:
    - i. Each student member must have maintained Membership in the respective organization for at least three years.
    - ii. Each student member must have attended a minimum of 8 professional events (non-IPPE) over the total membership time.
  - c. Professionalism component: Each student member must attend a minimum of two national or regional meetings or conferences over the total membership time.
- d. It is encouraged that each student make a donation of \$25 to the College’s (put the correct name of the Student leadership or travel fund here) to encourage future student leadership and professional involvement.
3. Proper documentation for members who wear cords is maintained by the president and faculty advisor of each organization and must be submitted to Pharmacy Council at the last fall semester meeting.
4. Each organization may impose further criteria on its membership.
5. The college will re-examine this policy at least every three years.

*Adopted: 11/29/2012*



## UHCOP TRAVEL REIMBURSEMENT POLICY

Attending professional conferences and meetings is an important aspect of pharmacy education. Meeting students and pharmacists from across the nation builds lifelong relationships, increases networking opportunities, and enhances career prospects. The Dean encourages participation in these activities and provides travel reimbursement to support attendance at state and national meetings.

*Policy is in accordance with Student Travel M.A.P.P. policy 04.02.04.*

### The reimbursement policy for student travel to professional conferences, meetings, and events is as follows:

1. Priority for travel reimbursement will be given to students who are presenters or speakers at the requested meeting.
2. A student must have a pharmacy cumulative GPA of 2.5 and be enrolled full time in the PharmD professional program; with a minimum of 12 SCH for fall and spring, and 6 SCH for summer at the time of the meeting.
3. A student is eligible for reimbursement for attending local, state, regional, or national professional meetings during each academic year as long as allotted funds are available. Reimbursement requests will not be granted for students attending fraternity or sorority conferences or meetings. The Student Affairs Committee will make decisions about concerning which students travel reimbursement will be funded.
4. A student who wishes to be considered for travel reimbursement must complete the following forms prior to the end of the second week of each semester and submit the forms listed below to the Event Coordinator for priority consideration. Travel must occur during the semester; summer travel will be reviewed with the spring semester.

#### Required Forms:

- Travel Expense Reimbursement Form
- Student Activity Petition Form
- Release and Indemnification Agreement
- Non-Employee Concur Travel Access or Employee Concur Travel Access
- Vendor Coversheet for Individuals

5. The maximum reimbursement for each student's attendance at a professional conference or meeting is \$500 per academic year or actual expenses, whichever is less. An academic year is defined as September 1st through August 31st of the following year. Students are eligible for reimbursement for any of the following, up to the annual limit:
  - a. **Registration** will only be reimbursed at the student member early bird registration rate regardless of when the student registered for the conference.
  - b. **Hotel accommodation** must be at the hotel assigned by the conference organizer or an equivalent rate and a maximum of four students must share a room, where applicable.
  - c. **Transportation** to and from the conferences and or meetings. All car rental companies must be a State of Texas approved vendor, State of Texas Rental Car Vendors.
6. The student is responsible for making arrangements with each professor prior to travel regarding missed work and/or makeup exams; students and professors must complete the Student Activity Petition Form to show that such arrangements have been made. The Student Activity Petition Form must be completed and signed 14 calendar days before the desired travel departure date.
7. After travel is approved and takes place, students must submit the Direct Deposit Authorization Form and receipts for the amount of travel reimbursement expenses and that they wish to be reimbursed to the Events Coordinator with 14 calendar days from the last published date of the meeting. Such receipts must be original, dated, time-stamped, and photocopies are not allowed. Official electronic copies of registration receipts will be accepted.

## UHCOP TRAVEL REIMBURSEMENT REQUEST TIMELINE

1. All students will be notified, via email, prior to the beginning of the semester detailing the reimbursement policy and availability of travel funds. Students will have until the end of the second week of the semester to submit the forms listed below to the Events Coordinator for priority consideration.

### Required Forms:

- Travel Expense Reimbursement
  - Student Activity Petition Form
  - Release and Indemnification Agreement
  - Non-Employee Concur Travel Access or Employee Concur Travel Access
  - Vendor Coversheet for Individuals
2. The Events Coordinator will submit forms to the Assistant Dean of Student & Professional Affairs and/or the Director of Student Services for review.
  3. Within one month (1) of form submission, the student will receive an email notification informing them of travel request approval or denial.
  4. Once approved the student will be permitted to receive reimbursement post travel according to the guidelines in accordance with Student Travel M.A.P.P. policy 04.02.04.
  5. For rental cars a copy of the Travel Expense Reimbursement Form will be submitted to UHDPS prior to travel. Cars can only be rented from approved state vendors. State of Texas Rental Car Vendors
  6. After returning from the trip, students must submit the Direct Deposit Authorization Form and all travel receipts to the Events Coordinator. Each receipt must be original, dated, and time-stamped, and submitted within 14 calendar days from the last published date of the event. Official electronic copies of registration receipts will be accepted. Photocopies are not allowed.

# STUDENT PHARMACIST RECOVERY PROGRAM

The Student Recovery Program is provided to inform students of the College of Pharmacy's desire to promote responsible use of alcohol by students. This policy will be discussed in detail during the first professional year.

## OBJECTIVES

The UH College of Pharmacy recognizes the need to establish procedures to encourage students who may experience impairments that are due to inappropriate chemical use, and/or physical, and mental issues.

The College encourages students to seek and obtain the needed treatment in order to complete their professional education and become productive members of society. Alcoholism and drug dependency affect society in general and is especially prevalent in the health care professions. The College recognizes that drug dependency and alcoholism have the potential to affect society and require treatment. The College desires to assist impaired students and their immediate families, as well as students adversely affected by other chemically dependent individuals.

The College advocates the referral of impaired students to the Assistant Dean for Student and Professional Affairs for initial assessment and to the Professional Recovery Network of the Texas Pharmacy Association for initial evaluation and possible treatment. With this in mind, the UH College of Pharmacy establishes a Student Pharmacist Recovery Network in association with the Texas Pharmacy Association Professional Recovery Program (TPA-PRN).

## INTRODUCTION

The procedures described herein follow ethical and legal guidelines in order to maintain the confidentiality of the student. In order for referred students to participate in the UHSPRN he/she will be required to agree and adhere to recommendations and procedures of the TPA- PRN. Failure to comply with the terms of this program may result in referral for disciplinary action and/or expulsion of the student.

## GOALS

1. To provide compassionate assistance for impaired students in a manner that protects the rights of the impaired individual to receive treatment in strict confidence.
2. To allow recovering students to continue their education without stigma or penalty provided they are not legally restricted and are no longer impaired as determined by a mental health practitioner.

## DEFINITIONS

1. Board of Examiners or Boards: The Texas State Board of Pharmacy.
2. Chemical dependence or chemical impairment: An acute or chronic condition involving the use of drugs and/or alcohol to an extent that interferes with the functioning of an individual as evidenced by health, family, academic, job, legal, financial, and/or emotional problems.
3. Chemical impaired student: An individual whose ability to function as a student and/or intern has been compromised by the use of drugs and/or alcohol to a degree that there is a potential to jeopardize the public health, safety, or welfare and/or that threatens the wellbeing and normal academic progression of the student.
4. Support Team: TPA-PRN staff, the Assistant Dean for Student and Professional Affairs or other faculty members selected by the Dean of the College of Pharmacy. Team members shall receive training and regular continuing education from the Texas Pharmacy Association or other appropriate sources.
5. Drug: A chemical substance alone, or in combination, including alcohol.
6. License, licensing, or licensure: Permission to engage in a health profession in accordance with the laws of the State of Texas, or other states, pertaining to that profession.
7. University of Houston Student Pharmacist Recovery Program (UHSPRN): The Assistant Dean for Student and Professional Affairs, a group of students and other faculty designated by the Dean of the College of Pharmacy at the University of Houston to serve as a resource within the College to encourage the referral of students with suspected impairment problems to the Pharmacists Recovery Program of the (TPA-PRN) for further evaluation and treatment if needed.
8. Referral Source: Any concerned individual with knowledge of a student suspected of being impaired, and who submits the name of the student to the Assistant Dean for Student and Professional Affairs or TPA-PRN. Though confidentiality of the caller will be maintained, the caller must identify him/herself and cannot be anonymous.
9. Referral: Any student who is referred for assistance.
10. Treatment Provider: Any licensed and/or certified medical or mental health provider working in the area of impairment.

# STUDENT PHARMACIST RECOVERY PROGRAM

## APPOINTMENT AND RESPONSIBILITY

The University of Houston College of Pharmacy Dean shall have the authority to approve the initiation, policies and procedures of the UHSPRN and appoint its members. The activities of the UHSPRN shall be limited to those defined in these policies and procedures.

## AUTHORITY

Members of the UHSPRN who have been designated as student peer contacts shall be authorized under these policies and procedures to receive information concerning suspected impairment of students enrolled in the UH College of Pharmacy, and be available to confer with those students suspected of being impaired, or available to such other persons who may be knowledgeable of the facts pertinent to the student's condition, for the sole purpose of encouraging referral to the support team and TPA for assistance.

## STRUCTURE

The UHSPRN shall consist of the following:

1. Faculty Liaison (Assistant Dean for Student and Professional Affairs): An interested faculty member who shall act as an advisor to students involved in the UHSPRN; as a liaison to the College administration, as a member of the Support Team, and as the coordinator of the UHSPRN. The faculty liaison will be expected to attend appropriate meetings in order to maintain current knowledge necessary to serve in the capacity of liaison. These meetings shall include attendance at two (2) "12 Step" group meetings/year and the University of Utah School on Alcohol and other Drug Dependencies every five years. In addition, six hours of Continuing Education in a drug abuse topic must be earned each year.
2. Support Team: A group consisting of the Faculty liaison, and the Texas Pharmacy interveners. The Support Team shall have the primary responsibility for initiating the formal recovery process of a suspected impaired student who is required to participate in the UHSPRN. These duties include, but are not limited to, intervention, referral for evaluation and treatment and monitoring compliance.
3. Student Peer Contacts: Students who volunteer to serve as peer contacts and provide information and referral within the College of Pharmacy for suspected impaired students. These students must agree to observe the following terms of procedures of the participation:
  - a. Abide by these policies and procedures, especially those concerning strict confidentiality of information;
  - b. Attendance and participation at the Utah School on Alcoholism and other Drug Dependencies or one other yearly educational program on medical and psychological aspects of substance dependency or other impairments as approved by the Assistant Dean for Student and Professional Affairs;
  - c. Commit to the non-use of illegal substances, responsible use of alcohol, and abstinence if currently a recovering chemically dependent person.
  - d. Attendance at two (2) Alcoholics Anonymous or similar twelve step support group meetings annually.

## PROCEDURES

Due to the proactive nature of the program self-referral will be encouraged. Workshops presented each semester will allow further assessment of those individuals who may be exhibiting symptoms which indicate impairment. Students in the later stages may be identified for participation in this program due to poor academic performance, disciplinary problems, criminal acts or any other act which may indicate or be related to chemical dependency or impairment. The suspected impaired student will be given the opportunity to accept a referral to TPA-PRN for initial professional evaluation and recommendations for appropriate treatment if necessary. The student may participate in this procedure in lieu of expulsion. The student will be given the opportunity to engage in evaluation, treatment, and recovery agreements as conditions of his/her academic probation. Students who fail to comply with the terms of the agreements may face disciplinary action, which may include dismissal from the College of Pharmacy, and a report to the Texas State Board of Pharmacy.

# STUDENT PHARMACIST RECOVERY PROGRAM

## 1. REFERRAL PROCESS

Any qualified member of the UHSPRN may receive referrals of suspected impaired students. UHSPRN members will be available to advise the referred student of the specific process by which they will receive assistance. Qualified UHSPRN members shall work toward the following goals:

Assessment of the seriousness of the situation. In the event of life threatening conditions, qualified UHSPRN members will IMMEDIATELY contact emergency assistance resources, the TPA-PRN and other Support Team members, as appropriate.

Motivation of the student to accept assistance.

Referral of the student to the Support Team for professional intervention.

## 2. MEMBERS SHALL NOT:

Engage in counseling relationships in lieu of formal intervention and treatment.

Attempt to make definitive diagnoses. The responsibility for diagnosis shall reside with a licensed evaluator selected or approved by the UHSPRN.

## 3. EVALUATION AND TREATMENT

- a. In order to avoid further disciplinary action, referred students MUST agree to the following:
- b. To agree to assessment by an appropriate licensed professional.
- c. To accept referral to the Pharmacist Recovery Network of the Texas Pharmacy Professional Association (TPA-PRN).
- d. To participate in a formal evaluation as recommended by the TPA-PRN.
- e. To agree to comply with the recommendations of the TPA-PRN
- f. To agree to comply with the recommendations of the Texas State Board of Pharmacy, if applicable.

## 4. COMPLIANCE

Students participating in the UHSPRN shall be informed that refusal to accept the recommendations of the program will result in referral to the UH College of Pharmacy administration for appropriate action. In the event that a student is non-compliant with the terms of agreement, UHSPRN support for the student may be terminated, and the Associate Dean for Academic Affairs notified for possible disciplinary proceedings.

## 5. RESPONSIBILITY FOR TREATMENT COST

Students shall be informed that he/she will be responsible for all costs of participation in evaluation, treatment and/or recovery programs beyond that covered by their health insurance. The TPA Pharmacy Recovery Network may provide funds to cover the cost of evaluation if available.

## 6. ACADEMIC PROGRESS/LEAVES OF ABSENCE

Every effort will be made to continue the student's academic progress. If the student's condition allows, outpatient treatment may be recommended. Inpatient treatment will be arranged when appropriate. If the student's impairment presents immediate danger to self or others, he/ she will be referred to the TPA-PRN without delay. When immediate intervention is required, and evaluation and/or treatment must take place during the academic year, the Assistant Dean for Student and Professional Affairs, or designee of the Dean, shall grant a medical leave of absence for an appropriate period of time. The Assistant Dean for Student and Professional Affairs shall assist the student in making the necessary arrangements with appropriate University services (e.g., Academic Records, Financial Aid) in confidence and with approval of the student.

## 7. RE-ENTRY

If academic progress is interrupted by treatment for students who are impaired, re-entry into the UH College of Pharmacy shall depend on compliance with the terms of the treatment and recovery agreements, the recommendation of the treatment provider(s), and compliance with all prerequisites for participation in the academic program. Students participating in practicum experiences must be registered pharmacy interns.

## 8. EMPLOYMENT/IPPEs/APPEs

If the student is employed or on site with a preceptor, the TPA-PRN will discuss the necessity, if any, of the student informing his/her employer or preceptor of the need for a leave of absence.

## 9. CRIMINAL LIABILITY

Participation in the UHSPRN DOES NOT confer immunity from criminal prosecution, or immunity from legal action taken against one's professional license or registration, or internship/ externship cards.

# STUDENT PHARMACIST RECOVERY PROGRAM

## 10. RECORDS

All records will be maintained in confidential files in the office of the Assistant Dean for Student and Professional Affairs and the TPA- PRN in full compliance with their procedures.

In the event that a student is non-compliant with the terms of agreement, UHSPRN recovery support for the student may be terminated, and the Dean notified for possible disciplinary proceedings.

## 11. CONFIDENTIALITY

Members of the UHSPRN shall hold all information disclosed to them in strictest confidence. Knowledge of student impairment or suspected impairment shall be disclosed to other UHSPRN members only for the sole purpose of securing intervention, treatment and support services. Any member of the UHSPRN who violates confidentiality shall be terminated as an active participant, and may be subject to academic discipline or potential litigation for violation of the student's rights.

## 12. OUTSIDE ASSISTANCE

These UHSPRN policies and procedures do not prohibit any UH College of Pharmacy student from seeking assistance directly from the Counseling and Psychological Services, Student Health Center, other assistance programs or private medical and mental health professionals unless the student is facing disciplinary sanction within the College of Pharmacy which would require expulsion in the absence of participation in the UHSPRN. When a student does seek help outside the UHSPRN, the student is encouraged to authorize a release of information, limited to reports of therapeutic progress to the Assistant Dean for Student and Professional Affairs or designee of the Dean, as the treatment providers deem appropriate.

## 13. INDEMNIFICATION OF UHPRN MEMBERS

Student, faculty members and employees appointed to serve as members of the UHSPRN may request that the University provide legal defense if a civil action is brought against a member of the UHSPRN.

## 14. DRUG SCREENING

Random screening for substances prohibited by agreements may be a routine component of rehabilitation for students participating in the UHSPRN. Such screenings are an important means of verifying compliance, and represent substantial proof that the individual is not using prohibited substances at the time of testing. These tests may be requested as indicated in the agreements on a case-by-case basis as determined by guidelines of the TPA-PRN or treatment provider.

## COMPLIANCE

Students participating in the UHPSRP shall be informed that refusal to accept the recommendation of the program will result in referral to the UH College of Pharmacy administration for disciplinary action. In the event that a student is non-compliant with the terms of the agreement, UHPSRP recovery support for the student may be terminated, and the Associate Dean for Academic Affairs notified for possible disciplinary proceedings.

## NONCOMPLIANCE/RELAPSES

The Support Team working with the recovering individual, at their discretion and based on the facts known to them, shall be authorized to vigorously confront noncompliance without requiring a report to the Dean or the Texas State Board of Pharmacy for individuals who are participating in the UHSPRN. Return to treatment may be necessary in some cases. If the individual then fails to comply or is repetitively noncompliant, participation in the UHSPRN is terminated and a comprehensive report is made to the Associate Dean for Academic Affairs, the Texas State Board of Pharmacy, preceptor, and the sponsor within the 12-step program, or any combination thereof.

## PARTICIPATION IN ONGOING PROGRAMS

An essential aspect of maintaining recovery from chemical dependency is continued participation in support groups. Recovering students participating in the UHSPRN will be required to attend a designated number of program maintenance sessions and participate in ongoing counseling according to recommendations of the TPA-PRN and/or the UHSPRN.

# STUDENT PHARMACIST RECOVERY PROGRAM

## THE C.A.G.E. QUESTIONNAIRE

Have you ever felt you should Cut down on your drinking?

Have people Annoyed you by criticizing your drinking?

Have you ever had a drink first thing in the morning to steady your nerves or get rid of a hangover (Eye-opener)?

A “yes” response to two questions constitutes a positive screening test. The respondent should seek assistance.

## SIGNS OF ADDICTION/ALCHOLISM/DEPENDENCE

- \*Takes substance more often than intended.
- \*Tries to cut back, but can't.
- \*Spends time getting and taking substance and recovering from use.
- \*Intoxicated or withdrawing when expected to work, go to school, or fulfill obligations.
- \*Gives up other activities for use.
- \*Uses despite negative consequences (job loss, DWI, PI, divorce, bad health, failing classes).
- \*Needs more and more to get same effect.
- \*Has withdrawal symptoms when not using (craving, anxiety, jitters, sweats, N/V).
- \*Uses to avoid withdrawal, not to get high

## HELPFUL PHONE NUMBERS:

Paige Pitman, Assistant Dean for Student & Professional Affairs, UHCOP (832) 842-8376

Professional Recovery Network (PRN) Texas Pharmacy Association Helpline 1-800-727-5152

UH Counseling and Psychological Services 713-743-5454

## STUDENT HINTS

There is no shame in getting help. There is shame in ignoring your problem and hurting others.

Letting a friend suffer from a drug addiction is not really being a friend. If you know someone who is in trouble, get them help.

Some internship sites may require drug screening prior to the start of an IPPE/APPE.

“The greatest discovery of my generation is that a human being can alter his life by altering his attitude.”

-William James

## STUDENT RESOURCES

### UH LIBRARIES

#### UNIVERSITY OF HOUSTON MD ANDERSON LIBRARY

**Location:** UH Main Campus.

MD Anderson Library, 713-743-1050 (main number)

**Website for Library:** <http://info.lib.uh.edu/>

#### Library Hours for Fall 2019/Spring 2020:

Monday - Thursday: 6 a.m. - 1:45 a.m.;

Friday: 6 a.m. - 9:45 p.m.; Saturday: 8 a.m. - 7:45 p.m.;

Sunday: 10 a.m. - 1:45 a.m.

\*Prior to and into Finals library hours are extended up to 24hrs

#### UNIVERSITY OF HOUSTON HEALTH SCIENCES LIBRARY

**Location:** UH Main Campus Health 2 building 3<sup>RD</sup> Floor.

Health Sciences Library, 713-743-1910

Website for **Pharmacy Resources:** <http://guides.lib.uh.edu/pharmacy>

#### Library Hours for Fall 2019/Spring 2020:

Monday - Thursday: 7 a.m. - 9 p.m. ;

Friday: 7 a.m. - 9 p.m.; Saturday: 10 a.m. - 5 p.m.;

Sunday: 12 p.m. - 5 p.m.

### LIBRARY RESOURCES

**Library Services:** Library collections of print books, e-books, databases, print journals, and journals in the areas of pharmacy, pharmacology, pharmaceuticals, applied therapeutics, medicinal chemistry, and toxicology. The circulating collection is continually updated and reflects the latest scholarship in a range of fields.

**Journals:** Access is available to more than 600 pharmacy-related, full-text electronic journals as well as a print collection through the UH Libraries. Access to an additional 2,500 full- text medical journals is available when students apply for access to the HAM-TMC Library.

**Study Spaces, MD Anderson Library:** Individual study carol keys can be checked out from the first floor main desk. Large group study rooms can be check out or reserved online as well for a period of four hours. A limited number of group study room are walkins with no check out required and are available on a first come basis.

**Study Spaces, Health Sciences Library:** Large group study rooms can be check out or reserved online for a period of four hours.

**CONTACT: Rachel Helbing,** Librarian, UH Libraries  
713-743-5462, [rhelbing@uh.edu](mailto:rhelbing@uh.edu)

### STUDENT RESOURCES

#### STUDENT RESOURCE CENTER (SRC)

**Location:** HBSB2 Lobby, 3<sup>rd</sup> Floor

**Regular SRC Hours:** 6 a.m. - 10 p.m. Monday through Thursday.  
6 a.m. - 5 p.m. Friday.

Closed: Saturday/Sunday/University holidays.

**Summer SRC Hours:** 6 a.m. to 5 p.m. Monday- Friday; Closed Saturday and Sunday.

**Student Breakroom/Lounge:** Microwaves, sink, refrigerator

**Services:** Group study area, individual study carrels and copy/printer workroom (Room 3058C).

**Printing Services:** Printing in the 3<sup>rd</sup> floor student copy/workroom (3058C) is provided through a quota-based managed printing solution. Each semester, the quota amounts for users along with printing prices will be posted in the computer labs and on the college website. Quotas are reset each semester and balances are not carried forward to future semesters. Persons exceeding the amount of printing provided by the college may pay for additional printing by adding funds to their CougarCard.

**CONTACT: Eli Lozano**

713-743-4118, [rxcopit@central.uh.edu](mailto:rxcopit@central.uh.edu)

### UHCOP OFFICE OF INFORMATION TECHNOLOGY

**Room 3010; [rxcopit@central.uh.edu](mailto:rxcopit@central.uh.edu)**

**Paul Boyle,**

Director of College Information Technology  
*includes Educational Technology*  
713-743-5239, [pboyle@uh.edu](mailto:pboyle@uh.edu)

**Freddy Aung,**

User Services Specialist 3  
713-743-6969, [faung@uh.edu](mailto:faung@uh.edu)

#### Information Technology Staff:

**Steve Boss,**

User Services Specialist  
832-842-8394, [sboss@uh.edu](mailto:sboss@uh.edu)

**Eli Lozano,**

User Services Specialist  
713-743-4118, [eelozano@central.uh.edu](mailto:eelozano@central.uh.edu)

**Clint Jennings,**

Audio/Video Specialist  
713-743-7490, [cljennin@Central.UH.EDU](mailto:cljennin@Central.UH.EDU)

Student Worker: 713-743-6910



## STUDENT RESOURCES

### STUDENT RESOURCES

#### STUDENT & ADMINISTRATIVE SERVICES CENTER

**Location:** HSBS2 Room 3044, 713-743-1239

**Office Hours:**

Monday-Friday: 8 a.m.-5 p.m.

Saturday - Sunday: closed

**Student Services:** Admissions, Student and Graduation Records/Documentation, Financial Aid, Academic Advising, Career Counseling, Tutoring, Career/Pathway Program, Student Workshops and Progression/Retention, Faculty/Alumni Mentoring Programs, Experiential Programs

**Ty Hall,**

Secretary II/Interim Events Coordinator  
713-743-1239, trhall2@central.uh.edu

**Lupita Curiel,**

Experiential Programs Coordinator  
832-842-8331, grcuriel@central.uh.edu

### ADMINISTRATIVE SERVICES

**Services:** College Communications Office, Classroom Assessment Office, College Centralized Business Office.

#### ADMINISTRATIVE SERVICES STAFF:

**Lasaundra Cotright**, Director of Business Operations,  
713-743-2712, lcotright@uh.edu, Rm 3041A

**Jennifer Green**, Academic Affairs Program Manager,  
713-743-7347, jgreen4@uh.edu

**Cynthia Johnson**, Director of Assessment and Accreditation Services, 713-743-6318, cejohnson@uh.edu, Rm 3034

**Kris Kehe**, Multimedia Specialist,  
713-743-6172, kkehe@central.uh.edu, Rm 3023

**Chip Lambert**, Communications Manager,  
713-743-1286, dlambert@uh.edu, Rm 3021

#### STUDENT SERVICES STAFF

**Dr. Paige Pitman,**

Assistant Dean for Student & Professional Affairs  
832-842-8376, ppitman@uh.edu, Room 3018

**Shauna Owens,**

Director of Pharmacy Student Svcs.  
713-743-1292, sowens2@uh.edu, Room 3020

**Morgan Ely,**

Director of Pharmacy Admissions  
713-743-1291, morgan@uh.edu, Room 3014

**James Martinez**

Admissions Counselor 2  
713-743-7579, jmarti63@central.uh.edu, Room 3043

**Scott Parker**

Financial Aid Advisor  
832-842-9024, slparker@uh.edu

**Nekesa Sapp,**

Director of Pharmacy Recruiting  
713-743-1261, nosapp@central.uh.edu, Room 3016

**Ty Hall,**

Secretary II/Interim Events Coordinator  
713-743-1239, trhall2@central.uh.edu, Room 3044

#### EXPERIENTIAL PROGRAMS STAFF

**Dr. Nancy Ordonez,**

Assistant Dean for Experiential Programs,  
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**Dr. Catherine Hatfield,**

Director of IPE and Institutional IPPE  
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**Dr. Shane Tolleson**

Director of Ambulatory Based APPE  
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**Dr. Kimberly Nguyen,**

Director of Institutional Based APPEs  
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**Dimitry Vishnevetsky**

Manager, Experiential Programs, Room 3033  
713-743-6229, dgvisahn2@central.uh.edu

**Lupita Curiel,**

Experiential Programs Coordinator, Room 3044  
832-842-8331, grcuriel@central.uh.edu

# STUDENT RESPONSIBILITIES

## REGISTRATION GUIDELINES

The University uses PeopleSoft for all registration and student services needs. The College's Academic Affairs Office will remind all students via e-mail of the time of registration.

The four-year degree plan is provided in the UHCOP Student Handbook 2018-2019, pages 10-13, and can be found at [http://www.uh.edu/pharmacy/\\_documents/students/pharmd/PharmD\\_Handbook\\_2018-19.pdf](http://www.uh.edu/pharmacy/_documents/students/pharmd/PharmD_Handbook_2018-19.pdf) or on the College's website at <http://www.uh.edu/pharmacy/current-students/pharmd/curriculum/index.php>.

You must register for the courses listed for the appropriate semester, unless otherwise notified by the Admission and Progression Committee. If changes are made by the Committee due to academic issues, it is your responsibility to alter the schedule through the drop and add procedure.

Students beginning their summer Introductory Community Pharmacy or APPE courses will receive registration information from the TMC Office of Experiential Programs and are responsible for registering for the correct courses assigned. The Academic Affairs Office will assist in registration for course over- load and changes made by the college after registration deadlines.

Refer to <http://uh.edu/academics/courses-enrollment/steps-enroll/index.php> for information about how to make sure your UH email "destination" is up-to-date, your People Soft ID number and other tips. Your myUH ID is your Peoplesoft ID and is your official student ID.

How to register for pharmacy courses:

1. You MUST have a myUH ID. This is the same as your PeopleSoft ID. <https://accessuh.uh.edu/index.php> will take you to the login page. Select Register.
2. You will enter the institution (UH) and the appropriate academic term, (i.e., fall 2018, spring 2019, etc.)
3. Once in the Class Search area, you will enter the course subject: PHAR; the course career: Pharmacy; and then search for all classes.
4. You will find the curriculum course of study in the student handbook and register accordingly.
5. You will locate the course ID (i.e. PHAR 4270) and the correct course name (i.e. Pharmacy Practice I) and will select the course in PeopleSoft.
6. Fourth year students: If there are numerous course coordinators for each class, you will select the professor name you have been provided by the Experiential Office for that specific course.
7. You will be able to view courses for which you are enrolled after saving and finalizing the registration information. You MUST make sure you are enrolled for the correct number of semester hours. DO NOT allow your courses to be dropped due to non-payment of tuition and fees. Each semester you will be provided the deadline for registration and payment of fees. It is your responsibility to have registered for the correct courses and paid your tuition and fees by this deadline. Non-payment of fees will result in you being dropped from courses by the university.
8. You may alter your schedule during the first two days of the semester through the drop and add process, if appropriate.
9. The myUH system will indicate times when it will be unavailable due to maintenance.
10. Contact Dr. Coyle immediately if registration problems occur.
11. Contact Mr. Scott Parker for financial aid matters at [sparke2@central.uh.edu](mailto:sparke2@central.uh.edu).

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University of Houston and College of Pharmacy is committed to providing reasonable accommodations for eligible students who have temporary or permanent health impairments, learning disabilities, psychological disorders, and/ or other disabilities. Students who have disabilities are encouraged to register with the Justin Dart, Jr. Center for Students with DisABILITIES (CSD) as early as possible in their academic careers. Specific documentation from qualified health care providers is required. Documentation requirements may be obtained through CSD or by visiting their web page at [www.uh.edu/csd](http://www.uh.edu/csd).

A link to the Student Academic Adjustments/ Auxiliary Aids Policy is also available through the CSD web page.

Students who have disabilities that may require accommodations, including exam accommodations, interpreters, note-taking assistance, etc., should contact CSD and discuss the process of obtaining such accommodations. Accommodations are recommended on an individual basis through a team approach involving the student, CSD, the Academic Accommodations Evaluation Committee, and instructors or officials.

Students should contact the Justin Dart Jr. Center for Students with DisABILITIES in the CSD Building #568, Room #110 or see [www.uh.edu/csd/](http://www.uh.edu/csd/) for assistance in making accommodations. Dr. Pitman will then coordinate the accommodations with the professors.

# STUDENT RESPONSIBILITIES

## STATE BOARD

Under the Texas State Board of Pharmacy Rules and Regulations, a student is required to register as an intern trainee upon entry into the professional pharmacy degree program and then as student pharmacist-intern prior to performing student internship duties and after completing the first professional year with a minimum of 30 credit hours of work toward a professional degree in pharmacy. The agreement for registration requires a student to reveal personal history (i.e. conviction of a felony or any misdemeanor other than a minor traffic violation, and to be fingerprinted. A Social Security number is mandatory and required to be issued an intern card.

Contact:  
Texas State Board of Pharmacy  
William P. Hobby Building, Tower 3, Ste. 600  
333 Guadalupe St.  
Austin, Texas 78701-3942  
512-305-8000

## PROTOCOL FOR LECTURES IN ANY CLASSROOM OR TEACHING LAB

The student is to obtain permission from the professor for recording of lectures.

There is to be no food or drink in any classroom or lab. Water bottles are permissible.

Student organizations who use the room to meet and serve food in the student resource area will need to inform Dr. Paige Pitman. The organization president or designee may email Dr. Paige Pitman with all dates that apply prior to the meeting(s). The organization will be responsible for cleaning the area afterwards. Due to time constraints, the organization may need to complete the cleaning of the room after classes are over, as needed.

## UH COLLEGE OF PHARMACY PROMOTIONAL ITEMS AND LOGO USE APPROVAL PROCESS

Prior to printing promotional items with the college or university logo, name or initials for commercial (sale/fund- raising) purposes or non-commercial (giveaways/freebies), pharmacy student organizations must follow the process to gain college and university approval for such items: <http://www.uh.edu/pharmacy/current-students/pharmd/policies-and-procedures/index.php>

## TOBACCO ON CAMPUS

The University of Houston is a tobacco-free campus, including parking lots. Review the University policy at <http://www.uh.edu/policies/tobaccofree>. The Texas Medical Center also is a tobacco-free campus. Smoking cessation programs are available at the UH Health Center for faculty/students/ staff, and also may be offered by UHCOP student organizations.

## SALUTATIONS

The University of Houston launched Salutations, the University of Houston System's (UHS) sexual misconduct prevention and awareness training. The intent of Salutations is to inform students of their rights and responsibilities under the UHS Sexual Misconduct Policy as well as provide students with useful information such as how and to whom they can report an incident.

To comply with the legal mandates that require UHS to provide training on the topic of sexual misconduct (e.g., Title IX and the Campus SaVE Act), completion of Salutations is required of all new students during their first semester of enrollment.

Review the University policy at <http://www.uhsystem.edu/students/salutations/>.

# STUDENT RESPONSIBILITIES

## STUDENT DRESS CODE

The following dress code applies to all students enrolled in the University of Houston College of Pharmacy.

The following attire is to be worn during normal class hours.

1. Approved men's attire includes polo style shirts, collared shirts, slacks/ khakis and denim pants.
  - a. Approved women's attire includes blouses, polo-style shirts, slacks/khakis, skirts/dresses, denim pants, capris and leggings (under other attire).
  - b. Organization t-shirts may be worn which reflect the organizational meeting of that day.
  - c. Attire that positively promotes UHCOP may also be worn.
    - Example: UHCOP Logo Shirts (Phi Lambda Sigma)

2. Professional dress must be followed for all Internship/Job Interviews, Regional/ National Meetings, IPPE and APPE.

Additional requirements for individual rotation practice sites will supersede this policy.

- a. Female students may wear skirts, dresses, or dress slacks with appropriate close-toed shoes. Leggings are not permitted.
  - b. Male students must wear a tie, collared shirt, dress slacks, socks and appropriate shoes.
  - c. Nametags will be worn in the HBSB2 building at all times.
  - d. White coats will be worn for all internship activities and seminars in the HSBS2 building.
  - e. Students not complying with the dress code will be sent home.
3. On lab days, students should follow dress codes specified by instructor/syllabus.
  4. Organizations that wish to have a dress day dedicated to a certain event must notify Pharmacy Council ahead of time. Ex: National Wear Red Day, Fraternity Pledging Activities
  5. The following dress code regulations should be followed at all times.
    - a. All clothing is expected to be clean and ironed.
    - b. All students should have a neat and well-groomed hairstyle.
    - c. Women's sleeveless shirts must have 3 inches of material covering each shoulder.
    - d. Denim shall be free of holes and not frayed or faded.
    - e. All pants are to be worn at the waist and not sagging below the hips.
    - f. Skirts/dress lengths should be no shorter than 3 inches above the knee.
    - g. Appropriate footwear includes: tennis shoes, dress shoes, and sandals with backs.
    - h. Dress that is not acceptable at any time includes hats, bandanas, baggy or sagging bottoms, shorts, mini-skirts, mid-drifts or low cut tops, backless clothing, tank tops and spaghetti strap tops, cut-off shirts, pajamas, slippers, and flip-flop sandals.
    - i. All students at the TMC building must wear a visible University of Houston College of Pharmacy nametag at all times.
    - j. Nails should be well trimmed to a short or medium length so that they do not interfere with patient care activities. Any restrictions on nail color set by IPPE sites should be followed.
    - k. Facial piercings (other than those that are required for religious affiliations) are not allowed at any UHCOP class or event.
    - l. Tattoos should be covered at all times.

### ***Enforcement Standards:***

Standards of Attire are intended to be self-regulated.

Students inappropriately dressed or groomed will be requested to comply with the standards set forth in this document.

Other policies may be implemented as warranted to ensure adherence to these standards.

*Policy Implemented: Spring 2011*

## TUITION & FEES/FINANCIAL AID

### TUITION & FEES

The University of Houston is a state-assisted institution. Doctor of Pharmacy student tuition and fees for the 2019-20 school year are \$634.17/ semester hour for Texas residents and \$1,156.17/ semester hour for nonresidents. The course load for the first year of pharmacy school is 38 semester hours for full-time students. In addition to tuition and college fees, the University charges approximately \$1000 in fees per year for the full-time student.

Tuition and fees are set by the Texas Legislature and the University of Houston System Board of Regents and are subject to change without notice. Tuition and fee payment can be made in full or in three installments, with either cash, check, money order or credit card (MasterCard or Discover Card). See the Student Financial Services page at the UH website.

### FINANCIAL ASSISTANCE

#### *Financial Aid Advisor*

The College's financial aid advisor (FAA) is available to answer questions and assist students in acquiring aid. All financial aid forms, applications and information are available and returned to the FAA's office (Welcome Center). Students that require further assistance or have a special circumstance may contact Scott Parker at [sparke2@central.uh.edu](mailto:sparke2@central.uh.edu) to schedule an appointment.

#### *College Scholarships & Fellowships*

General scholarships are available from the College of Pharmacy each year. They are based primarily on cumulative pharmacy GPA, with secondary consideration on financial need.

Extracurricular activities, future goals, and a professional attitude may also be considered for some scholarships. All College of Pharmacy students are highly encouraged to apply. The award amount varies.

To view the list of college-based scholarships for UH Pharm.D. students, visit:

<http://www.uh.edu/pharmacy/currentstudents/pharmd/financial-aid/college-pharmd-scholarships/index.php>.

#### *Deadline for Fall/Spring: Late March*

#### *Other Resources*

Searches for additional scholarships may be available through the Office of Scholarships and Financial Aid in the UH Welcome Center, Room 120; the M.D. Anderson Library; the UH scholarships website at <http://www.uh.edu/financial/undergraduate/types-aid/scholarships/>; and searches on the World Wide Web.

Information on other sources of financial aid for education, including programs from government, private donors and pharmacy organizations, is available on the following websites:

<http://finaid.org> [www.nih.gov](http://www.nih.gov) [www.nsf.gov](http://www.nsf.gov) [www.tgslc.org](http://www.tgslc.org) [www.platoloan.com](http://www.platoloan.com) [www.fastweb.com](http://www.fastweb.com)

Other potential sources of external scholarships and fellowships can be viewed here: <http://www.uh.edu/pharmacy/current-students/pharmd/financial-aid/external-support/index.php>

### LOANS

#### *Emergency Loans & Book Loans*

UH offers emergency tuition loans, short-term loans and book loans to assist students with school expenses. Students may apply for these loans by logging onto myUH Self Service by visiting <https://my.uh.edu>. For more information, visit Student Financial Services at [www.uh.edu/sfs](http://www.uh.edu/sfs).

#### *Direct Student Loans*

Direct Loans are a Federal loan that have a variable interest rate that will not exceed 8.25%. Pharm.D. students may receive up to a maximum of \$37,167 in Direct Loans per academic year depending upon factors such as enrollment status and housing plans. The fall/spring maximum Direct unsubsidized loan eligibility is \$33,000 and the current interest rate is 6.495%. Students must begin repaying these loans no later than 6 months after the student is no longer in school at least half time.

# COLLEGE PRACTICES, COMMUNICATIONS & EVENTS

## COLLEGES WITHIN THE COLLEGE

The purpose of the Colleges Within the College is to provide an atmosphere of a smaller class with a greater sense of belonging; to create a greater opportunity for student-student and student-faculty interaction; and to increase communication between students and the administration of the college

Two colleges will be formed with the same student assignment as used in the Skills Program. The students will interact with the same students that they meet with throughout the semester and they will be able to schedule meetings of their college without time conflicts with Skills Program scheduling.

Each college will be assigned at the beginning of the semester. Each college will elect a representative who will be available to meet with the dean or classmeister to discuss concerns, suggestions for improvements, student needs, curriculum, etc. The colleges are encouraged to develop study groups, support groups, possibly one social event each semester, etc. within the college and possibly between the colleges.

## CLASSMEISTER

The classmeister, or class advocate, is a faculty representative that will meet with the class and/or its representatives to insure effective communications on important issues as they arise within the class as well as issues that arise with faculty. This position will deal with global class issues and will not replace individual services offered through the Student Services Center nor is it meant to discourage students from approaching individual faculty or staff members. Your classmeister is Dr. Damien Fisher, drfishe2@central.uh.edu, 832-842-8384.

## COLLEGE COMMUNICATIONS

The UH College of Pharmacy uses your UH e-mail alias and Blackboard as the primary means of communicating course content, events and other important information.

1. College Web Site. The College's Web site at [www.uh.edu/pharmacy](http://www.uh.edu/pharmacy) offers a directory of faculty and staff with phone numbers and e-mail addresses, news and pharmacy-related links.
2. Course Management System: Students can access the online portion of their courses by accessing Blackboard Learn at <https://elearning.uh.edu>

## ADDRESS/NAME CHANGES

By keeping your information correct and updated, it will help ensure you do not miss important information, mailings or emails.

When your address, phone number or name changes, it is important to inform both your university and college. For implementing changes complete all of the following steps:

- 1) notify the university by updating your MyUH account for most changes.
- 2) notify the college by emailing changes to [pharmupdates@uh.edu](mailto:pharmupdates@uh.edu)

The college uses a student's UH.edu alias for email communications. Students may update the email account where their @UH.edu alias forwards messages through their MyUH account. For detailed instructions on how to do this, please visit [www.uh.edu/infotech/php/template.php?email\\_id=9](http://www.uh.edu/infotech/php/template.php?email_id=9)

To change your legal name, see <http://www.uh.edu/academics/forms/#changeofname>. This form and documentation must be taken to room 128, UH Welcome Center, and the college Student Services Office, room 3044.

## IMMUNIZATIONS

Students must present proof of adequate immunization against bacterial meningitis, MMR (rubeola - common measles), rubella - German measles, mumps), varicella (chicken pox), tetanus, diphtheria, and acellular pertussis. The Hepatitis B immunization series must be initiated prior to the Fall of 2018 and completed by January 31, 2019. The influenza vaccine must be kept current annually. For tuberculosis (TB) documentation, a negative TB skin test or negative chest X-ray or negative QuantiFERON (QFT) Gold test must be documented no sooner than three months prior to beginning the Fall 2018 semester and during the spring semester of the first, second and third years of pharmacy school.

Texas State law mandates that all newly admitted and readmitted students under the age of 22 and all returning students under the age of 22 who have been out for one fall or spring semester must provide a certificate signed by a health care provider or an official immunization record verifying that they have been vaccinated against bacterial meningitis or have received a booster during the five years prior to registration.

Students who are required to comply with this new law will not be eligible to register for the Fall 2018 classes until the necessary proof of immunization or an approved exemption form has been received. Students who need the vaccination must receive it at least 10 days prior to the first class day to be eligible to enroll for the semester. See: <http://www.uh.edu/academics/courses-enrollment/policies/immunization/index.php>.

## PHARMACY CURRICULAR OUTCOMES ASSESSMENT (PCOA)



A successful professional education occurs when a student masters the expected outcomes for a course and/or curriculum and then maintains that level of expertise. Since 2001, UHCOP has utilized capstone assessments (Milemarkers) as a measure and tool in evaluating students in learning and retaining the knowledge, skills and attitudes associated with their pharmacy education. In 2013, UHCOP transitioned to the Pharmacy Curriculum Outcomes Assessment (PCOA) as the capstone assessment. Our accrediting body (ACPE) requires this type of assessment for curriculum development and review for all colleges of pharmacy, and together with the National Association of Boards of Pharmacy (NABP) and key stakeholders the PCOA was developed. The PCOA is a comprehensive tool utilized to assess pharmacy curricula and student performance. It is a 220-question multiple choice assessment suitable for students in all professional years.

The PCOA is meant to encourage students to practice continual lifelong learning and retention of the curriculum. Preparation may be achieved with review and reinforcement of information gained throughout the curriculum. Students must successfully complete all courses in each of the prior semesters to be eligible to sit for the PCOA.

The PCOA will be administered in the first 3 years of the curriculum during the spring semester. The PCOA will be formative in the first two years of the curriculum, and will help to identify strengths and weaknesses in the student's education/knowledge. However, students who do not meet the minimum competency of the PCOA in years 1 and 2 will have to work with the Office of Assessment to develop an individualized remediation plan that will be a required upload in the student's ePortfolio.

Students in their 3rd year of the curriculum will be required to meet the minimum competency of the PCOA in order to qualify for advancement into their 4th year advanced pharmacy practice experiences (APPEs). Students not meeting the minimum competency on the PCOA will work with the Office of Assessment to set a remediation plan and then will retake the PCOA. This may result in a delay in the student's graduation.

For more information on the PCOA exam go to <https://nabp.pharmacy/programs/pcoa/students/>. For questions about the PCOA at UHCOP and the remediation process contact Cynthia Johnson, Director of Assessment, at [cejohnson9@uh.edu](mailto:cejohnson9@uh.edu).

## COLLEGE PRACTICES, COMMUNICATIONS & EVENTS

### INTERACTIONS, THE REFILL & THE SCRIPT

The College of Pharmacy's official news- letter, Interactions, is published twice per year and posted on the college website.

It includes College, faculty, student and alumni news, events and features. Students are encouraged to submit photos and story ideas to [interactions@uh.edu](mailto:interactions@uh.edu) for possible inclusion in a future issue. The Interactions Refill, the College's electronic newsletter, also is posted on the college website and contains abbreviated college, faculty, student and alumni news and events.

The Script is a newsletter published by and for UH College of Pharmacy students. Each organization is responsible for submitting general news and information about their events or projects. Individual students are also encouraged to contribute. The Script is distributed to the students electronically.

### NEVER GENERIC

Never Generic is the first and only podcast that is run by pharmacy students in the nation. The main goal of this podcast is to provide an educational platform that serves as a supplemental study tool for students at our college. This podcast covers professional pharmacy topics, drug therapy discussions, and life tips for pharmacy students.

### INTERNATIONAL DAY

Originating in 1992, International Day has been the main fund-raiser for the incoming class. First-year students plan and staff the event, which features traditional dress and cuisine (either donated by local restaurants or prepared by students) from around the world.

### GOLF TOURNAMENT

Traditionally held the first Monday in June each year, the UHCOP Golf Classic is hosted by the College of Pharmacy to raise funds for student/travel awards and other areas of student need in the Pharm.D. program. Financial support for the tournament and any net proceeds for student support are generated from player/team registration, corporate and individual sponsorships, and donation of prizes.

Abundant opportunities are available for students to volunteer and help ensure a successful event each year, as well as potentially be eligible to receive educational support and network with UHCOP alumni and friends.





## THE FINAL STAGES

### FALL CAREER RECRUITMENT EVENT

Each fall, the College of Pharmacy hosts a Networking Mixer for P1 students and a Career Placement Conference for graduating seniors. Many interviewers/recruiters register for the event each year, with representation from organizations involved in community practice, hospital practice, home care, long-term care, nuclear pharmacy, managed care, consulting and the pharmaceutical industry. The Mixer provides an opportunity for P1 students to meet and interact with future recruiters and colleagues who offer summer job internships to students who have completed the first 30 hours of the professional program. The Placement Conference is an excellent avenue for graduating seniors to discuss career opportunities with interviewers/recruiters from all areas of pharmacy practice.

### GRADUATION

To be considered as a candidate for graduation, students must submit an application for graduation via the Web at <http://my.uh.edu/>. The application fee is \$25.00. Deadlines for filing for graduation can be found in the academic calendar at [www.uh.edu/academics/catalog/academic-calendar/](http://www.uh.edu/academics/catalog/academic-calendar/). Students are responsible for ordering and paying for caps and gowns at the University Bookstore for commencement exercises. Please specify that an "olive green" hood is required.

### STATE EXAM/LICENSING

Students graduating with the Doctor of Pharmacy degree are eligible to sit for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE).

Representatives from the Texas State Board of Pharmacy meet with graduating seniors every spring in order to explain the process for licensure. Contact the Board of Pharmacy of the state for which you are applying for licensure. The address and phone number to the Texas State Board of Pharmacy is William P. Hobby Building, Tower 3, Suite 600, 333 Guadalupe St., Austin, Texas 78701-3942, 512-305-8000.

[www.tsbp.state.tx.us](http://www.tsbp.state.tx.us) To download the NAPLEX/MPJE Candidates Review Guide, go to [www.nabp.net](http://www.nabp.net)

### GRADUATE DEGREES

The College of Pharmacy also offers the Doctor of Philosophy in Pharmaceutical Health Outcomes and Policy (PHOP); the Doctor of Philosophy degree in pharmaceuticals (PCEU) and pharmacology (PCOL); the Pharm.D./Ph.D. pharmaceuticals and pharmacology combined degree; and a concurrent M.S. in Pharmacy Leadership & Administration and PGY1-PGY2 residencies in health-system pharmacy administration in collaboration with seven Texas Medical Center health systems.

### RESIDENCIES

Residencies are designed to give participants additional experience after graduation under the guidance of a residency director or preceptor. These programs generally last a year, and the resident receives a salary stipend for a year (which is less than a beginning salary). PGY1 (or postgraduate year one) residencies are designed to provide experience in patient care areas, management, and leadership in a generalized pharmacy practice setting, and PGY2 (or post-graduate year two) residencies provide focused training in a specialty area, such as cardiology, infectious diseases, or critical care.

Competition for the limited number of accredited residencies is increasing, and applicants are expected to go through a matching process. Accreditation of most residency programs is overseen by the American Society of Health-System Pharmacists. Faculty members, SSHP and professional meetings are also good sources of information regarding residencies. The UH Chapter of SSHP traditionally hosts events in the fall and spring to learn about residency/fellowship program opportunities from current residents and directors.

### FELLOWSHIPS

After completing a residency, fellowships are individualized programs designed to provide funding for research. The focus is to help participants become independent researchers by developing their abilities to conduct research in areas of specialization. Fellowships are not as standardized as residencies and are recommended for students who are interested in research more than practice.

### PHARMACY SPECIALTIES

Professional pharmacists also have the opportunity to achieve certification in specialty fields within the pharmacy profession, such as compounding pharmacist, oncology pharmacist, veterinary pharmacist, clinical pathologist pharmacist, nuclear pharmacist, etc. Eligibility and specific examination requirements vary among the credentialing organizations, which include the Board of Pharmacy Specialties, the American Board of Applied Toxicology, and the Commission for Certification in Geriatric Pharmacy.

# STUDENT ORGANIZATIONS

## PROFESSIONAL ORGANIZATIONS

The College of Pharmacy offers opportunities for participation in activities outside the formal classroom. The faculty encourages participation in student professional organizations, but reserves the right to advise students upon the extent of participation when their scholastic performance is deficient. The college recognizes the following organizations:

**Pharmacy Council:** This organization is comprised of an elected representative and alternate from each pharmacy student organization and from each class, who then elect a president, vice president, treasurer, secretary, and script editor. The council coordinates pharmacy student organizational activities, acts as a liaison with the administration and faculty of the college, and hosts college-wide events and activities, such as the annual spring picnic. <http://uhpharmacycouncil.weebly.com/>

**American Pharmacists Association-Academy of Student Pharmacists (APhA-ASP):** Founded in 1852, the American Pharmacists Association (APhA) is the first established and largest professional association of pharmacists in the United States. The APhA-Academy of Student Pharmacists (APhA-ASP) is a sub section, representing over 34,000 student pharmacists. Our mission is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. Our chapter promotes projects in which students provide direct patient care and education on topics, such as; immunizations, diabetes, heart health, and more.

**Academy of Managed Care Pharmacy (AMCP):** The AMCP strives to expose pharmacy students to the fields of pharmacy that exist beyond the typical notion of pharmacists in retail or hospital setting. The AMCP chapter at UH is the first chapter in Texas. In 2013, the Student Industrial Pharmacy Society (SIPS) from University of Houston joined the National Academy of Managed Care Pharmacy (AMCP), which brought a direct exposure of successful managed care and industry-related speakers for our pharmacy students. To its members, AMCP offers P&T Committee Competition, Medicare Part D outreach program, internship database, on-site tours, and many more networking opportunities. <http://uhamcpsips.weebly.com/>

**Christian Pharmacist Fellowship International (CPFI):** CPFI is a worldwide, inter- denominational ministry of individuals working in all areas of pharmaceutical service and practice. The mission of CPFI is to help pharmacy professionals grow spiritually and to promote fellowship among pharmacists. There is an annual membership fee. [www.uh.edu/cpfi](http://www.uh.edu/cpfi)

**H.O.M.E.S. Clinic:** H.O.M.E.S. Clinic is a student-run clinic that provides quality and accessible healthcare to the medically underserved. The clinic's operation is based on the collaboration of the University of Houston College of Pharmacy, University of Texas Houston Health Science Center School of Medicine and Baylor College of Medicine. H.O.M.E.S. Clinic integrates the skills of medical, pharmacy, and social work students to provide a primary care medical visit for the homeless. Student pharmacists have the opportunity to learn and practice evidence-based medicine on the selection of drug regimen, optimization of drug therapy, and patient counseling. [www.homes-clinic.com](http://www.homes-clinic.com)

**Industry Pharmacists Organization (IPhO):** IPhO is the first and only industry focused professional pharmacy organization; and UHCOP is proud to be the 42nd established IPhO chapter in the U.S. This chapter is dedicated to utilizing various national resources to inform students of all that industry pharmacy can consist of, and how they can pursue a career in this path. IPhO aims to empower students for future roles as pharmacists in the pharmaceutical and biotechnology industry.

**Mexican-American Pharmacy Students Association (MAPSA):** The purpose of MAPSA is to encourage and promote unity among pharmacy students with common interests, values, and backgrounds. Members participate in a variety of activities which include community outreach, fundraising projects, Spanish peer tutoring and counseling within an entertaining atmosphere outside the classroom. MAPSA serves to promote cultural awareness by educating, assisting and supporting Hispanic communities through healthcare and community development.

**National Community Pharmacists Association (NCPA):** NCPA is a national organization that represents the interests of independent and private-practice pharmacists. This representation includes specialties within pharmacy, such as home health, veterinary, disease-state management and many others. Scholarships and loans are available to student members. The membership fee includes a monthly journal, quarterly student newsletters, and NIPCO module discounts. [www.uhncpa.org](http://www.uhncpa.org)

## STUDENT ORGANIZATIONS

**Pharmaceutical Association of Middle Eastern and South Asian (PhAMSA):** Learning to embrace diversity and cultural competence are important aspects of being a health-care provider. PhAMSA is a service- focused cultural organization that aims to promote community service for the professional development of pharmacy students. Our members strive to provide preventative screenings, improve health literacy, and forge strong relationships with our local minority communities. PhAMSA advocates cultural awareness not only in the field of health-care, but also within our communities by holding bake sales, cultural festivals, and socials for its members.

**Student College of Clinical Pharmacy (SCCP):** SCCP is a recognized chapter of the American College of Clinical Pharmacy with the goal of promoting the advancement of the profession pharmacy into clinical practice, research, and education. Membership activities focus on clinical presentation skills, research networks & opportunities, and preparation for residency.

**Student National Pharmaceutical Association (SNPhA):** The Student National Pharmaceutical Association (SNPhA) was founded in 1972 as the student affiliate of the National Pharmaceutical Association (NPhA). SNPhA is an education and service association of pharmacy students and pre- pharmacy students concerned about pharmacy, healthcare issues, and the need for greater minority representation in pharmacy. SNPhA at UH focuses on serving the minority and underserved populations through several initiatives, including chronic kidney disease, community outreach, diabetes, HIV/AIDS, legislation, immunization, stroke, mental health, and smoking cessation. There is an annual membership fee. [www.uhsnpha.org](http://www.uhsnpha.org).

**Student Society of Health-System Pharmacists (SSHP):** SSHP encompasses interests of hospital, clinical, and other health-system pharmacy professions. It is affiliated with GCSHP (Gulf Coast), TSHP (Texas), and ASHP (American) chapters. SSHP provides excellent opportunities to network and learn about post-graduate residency training from residents, program directors, and clinical pharmacists through the Residency Preparation Series, which includes events such as the Residency Workshop and Residency Mentoring Social. SSHP is also dedicated to providing Antibiotic Awareness and Medication Safety outreach and community service programs. Membership includes first-hand access to residency information, clinical pharmacy internship details, opportunities to find mentors in specialty areas of interest, a subscription to the American Journal of Health-System Pharmacists, and much more. [www.uhsshp.org](http://www.uhsshp.org)

**Vietnamese American Pharmacy Student Society (VAPSS):** The mission of The Vietnamese American Pharmacy Student Society (VAPSS) is to encourage all pharmacy students to participate and become well-informed in all aspects of the pharmacy profession. This is accomplished by providing opportunities to implement projects and participate in events that focuses on the Asian populations. It is also the goal of the chapter to encourage the development of all pharmacy students to become knowledgeable, competent, and well-rounded healthcare professionals. VAPSS provide leadership and participatory opportunities that encourages new ideas to uphold the professionalism in pharmacy.

## FRATERNITIES

**Kappa Epsilon (KE):** KE is a co-ed professional pharmacy fraternity, whose mission is to empower its members to achieve personal and professional fulfillment. The fraternity was founded in 1921 and the UH chapter, Upsilon, was formed in 1953. KE has two national initiatives: Breast and Ovarian Cancer awareness and has numerous opportunities for leadership and professional growth. The goal of KE is to support our members both academically and professionally while forming bonds as a fraternity. There is a relaxed pledge period, and the first-year fee includes a specialized shirt, pin, and subscription to Bond magazine. Active members meet once a month. Visit [kappaepsilon.org](http://kappaepsilon.org) to learn more.

**Kappa Psi (KY):** Founded in 1879, the co-ed Kappa Psi is the world's oldest and largest pharmaceutical fraternity. The Delta Delta chapter at UH was chartered in 1963. The goals of the fraternity are to develop fellowship, industry, and sobriety and to foster high ideals, scholarship, and pharmaceutical research. Members are instilled with a strong sense of brotherhood. Activities include regional and national conventions, Spring Formal, Banquet, annual BBQs, the annual Mr. Pharmacy Pageant and more. Pledging is a 10-meeting process held weekly and Active meetings occur bi-monthly. Semester membership fees include a shirt, subscription to the MASK magazine, and more. <http://uhkappapsi.weebly.com/>

**Phi Delta Chi (PDC):** Phi Delta Chi was chartered in 1883 and the Alpha Tau Chapter at UH in 1953. We are a co-ed fraternity of professional men and women striving for success as future pharmacists by becoming involved in national, state, and local activities. PDC offers its members a strong brotherhood of friendship, instills values of leadership and community involvement, and organizes social events to help relieve the pressures of pharmacy school. Pledging consists of one semester, actives attend bimonthly meetings, and there is an annual membership fee. <http://uhcoppdc.weebly.com/>

# STUDENT ORGANIZATIONS

## HONOR SOCIETIES

**Phi Lambda Sigma (PLS):** Chartered in 1988, the Upsilon Chapter of Phi Lambda Sigma at the UH strives to improve the quality of our pharmacy school leaders so that they may acquire the skills needed to be an effective pharmacist and an active future leader in the profession of pharmacy. Membership crosses fraternal and organizational lines allowing the Society to recognize and promote leadership without competing with other pharmacy organizations. Students eligible for membership must submit an application demonstrating their dedication, service, and leadership in the pharmacy profession. [www.uhcoppls.org/](http://www.uhcoppls.org/)

**Rho Chi:** The Rho Chi Society is the honorary organization for the profession of pharmacy. The Beta Omicron chapter of UH was established in 1956. Membership is by invitation and is based on high academic achievement in the professional curriculum. Eligible members are invited to join after their fourth semester. Additional members may be added in the sixth and eighth semesters. Up to 20 percent of each graduating class may be invited to join. Members sponsor an initiation banquet for new members as well as the Teaching Excellence Award to recognize and honor outstanding pharmacy instructors. Society members also help recruit academic merit scholars. There is a one-time initiation fee. [www.rhochi.org](http://www.rhochi.org)

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**VAPSS**

Kimberly Nguyen

Wendy Nguyen

vapssuhcop@gmail.com

# CLASS OFFICERS



Each class forms an organization to provide service to its members and the college.  
The class officer election will be held at the beginning of the school year.

PRESIDENT:	
VICE PRESIDENT:	
SECRETARY:	
TREASURER:	
HISTORIAN:	
PHARMACY COUNCIL REPS:	
SOCIAL CHAIRS:	
HONOR BOARD REPS:	
DEAN'S STUDENT ADVISORY COUNCIL REPS:	
INTERNATIONAL DAY COORDINATORS:	

Classmeister:

# FACULTY

## COLLEGE OF PHARMACY FACULTY PROFESSIONAL RESPONSIBILITIES

The Mission of the University of Houston College of Pharmacy is to:

- Provide comprehensive education that prepares students for pharmacist delivered patient care in a diverse healthcare environment.
- Prepare students to be innovative practitioners who exhibit the ideals of professionalism, leadership, critical thinking, life-long learning and ethical behavior.
- Prepare graduate students and postdoctoral trainees to be excellent innovative researchers who become leaders in significantly advancing scientific discovery.
- Discover and disseminate knowledge by conducting basic and applied research and scholarly activities leading to the discovery of novel therapeutic entities.
- Assess, evaluate and improve efforts in education, research and delivery of patient care.
- Raise awareness of the value of pharmacy among consumers, patients, policymakers, the media, all healthcare partners and stakeholders.
- Contribute to the worldwide systematic improvement of health care delivery and the health of our communities.

General areas of consideration:

### **EDUCATION:**

1. Each faculty member is expected to be knowledgeable, current and accurate in the subject they teach. Furthermore, s/he should effectively communicate this information in a manner suitable for the course and students.
2. Faculty are expected to be accessible to students whenever possible. Faculty shall maintain and display fixed office hours and be available via telephone or e-mail.
3. Each faculty member is expected to respect the students and work to enhance their development and education. Faculty are encouraged to provide positive, constructive criticism to students while avoiding deriding or humiliating the students.
4. Faculty shall address sensitive student issues objectively and without rendering judgment. Faculty are expected to be knowledgeable of available resources and refer students appropriately if necessary (e.g., Student Services).
5. Faculty are expected to use appropriate and fair methods of student assessment that have been explicitly explained at the beginning of the semester. Students should be encouraged to express concerns without fear of faculty retaliation.

### **GENERAL:**

1. Faculty are expected to behave in an ethical and professional manner at all times and dress appropriately for teaching and professional activities.
2. Faculty shall be respectful of colleagues, administration and the institution.
3. Faculty members are role models and shall not jeopardize student learning, development or respect for the faculty and institution by behaving otherwise.
4. Faculty shall maintain confidentiality concerning student and faculty matters.
5. Faculty are expected to work together to develop a clear and distinctly positive climate and supportive attitude towards students, colleagues, the institution and the profession. Faculty shall be accessible to colleagues by maintaining regular office hours and open lines of communication.
6. Faculty are expected to be accountable to their colleagues and shall actively collaborate in obtaining individual and College of Pharmacy goals.
7. Faculty shall embrace changes when necessary to maintain quality and to strive for excellence. Faculty are expected to question injustice or misdirection when necessary in order to maintain quality and excellence in all aspects of College of Pharmacy activities.

## FACULTY

### FACULTY EMERITI

**Carl Driever** Professor Emeritus. B.S., M.S., Ph.D., Purdue University.

**Joseph Eichberg** Professor Emeritus. Ph.D., Harvard University.

**Douglas C. Eikenburg** Professor Emeritus. B.S., St. Lawrence University; Ph.D., Michigan State University.

**Kenneth L. Euler** Professor Emeritus. B.S., M.S., University of Pittsburgh; Ph.D., University of Washington.

**Thomas L. Lemke** Professor Emeritus. B.S., University of Wisconsin at Madison; Ph.D., University of Kansas.

**Randall A. Prince** Professor. B.S., Pharm.D., Philadelphia College of Pharmacy and Sciences.

**Julianna E. Szilagyi** Professor Emeritus. B.S., M.S., Cleveland State University; Ph.D., Ohio State University.

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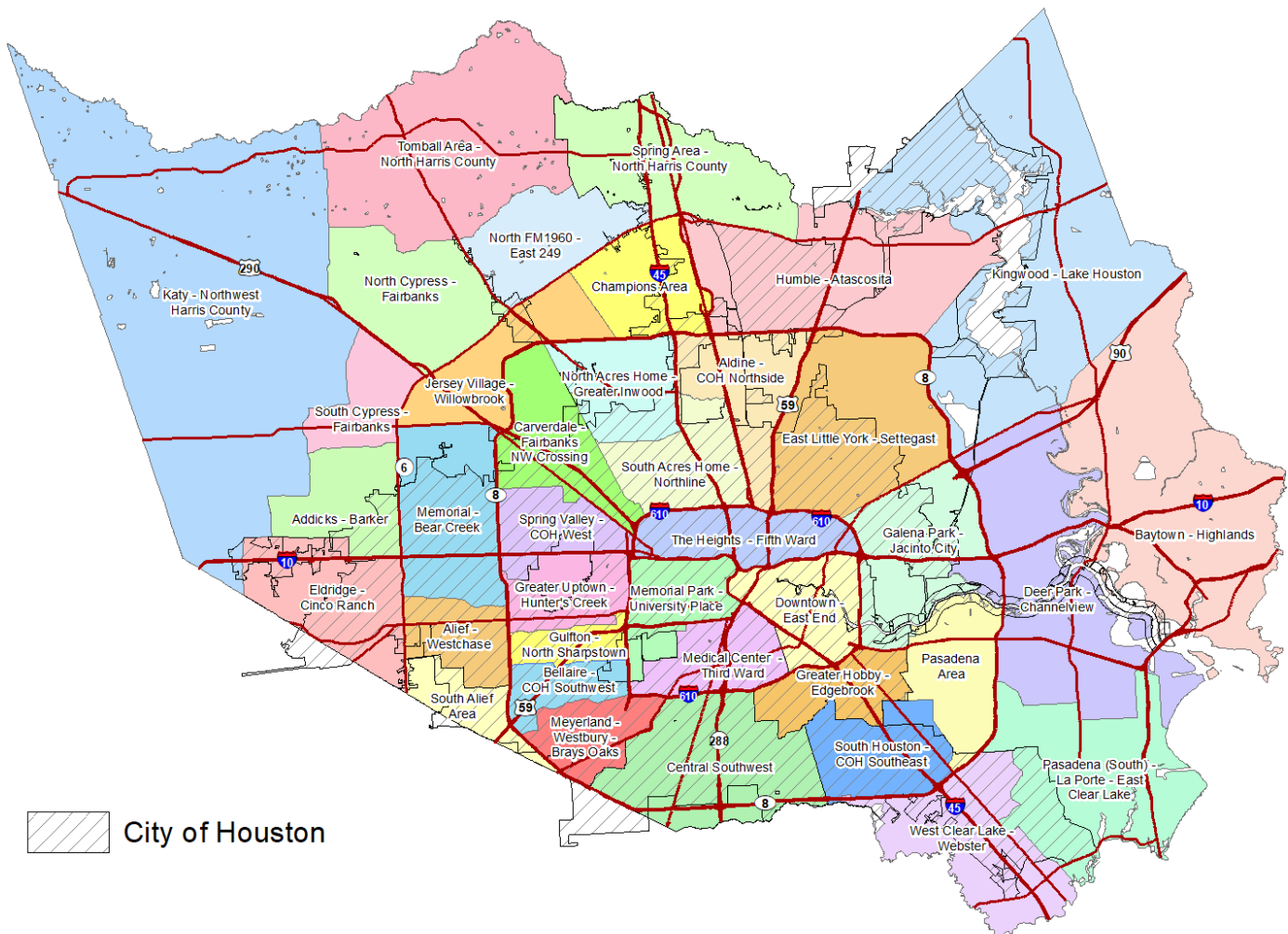
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**Sujit Sansgiry** Associate Professor. B.Pharm., University of Bombay; M.S., Ph.D., Idaho State University

**J. Douglas Thornton** Assistant Professor. Pharm.D. and Ph.D., West Virginia University School of Pharmacy

# HOUSTON MAP



## **FREEWAYS - These are the official names of the existing freeways followed by their everyday names:**

**I-10 East** — East Freeway, **I-10 West** — Katy Freeway, **I-45 & US 75 South** — Gulf Freeway  
**I-45 & US 75 North** — North Freeway, **I-610** — The Loop, **US 59 South** — Southwest Freeway  
**US 59 North** — Eastex Freeway, **US 90 East** — Beaumont Highway,  
**US 290** — Northwest Freeway/Hempstead Highway,  
**Texas 225** — Pasadena Highway **Texas 288** — South Freeway, **Sam Houston Tollway** — Beltway 8

## **TOLL ROADS:**

Harris County Toll Road Authority/EZ-Tag  
<https://www.hctra.org/Home>

**For further break down of Houston area common names see:**

[https://en.wikipedia.org/wiki/List\\_of\\_Houston\\_neighborhoods](https://en.wikipedia.org/wiki/List_of_Houston_neighborhoods)

## ABOUT HOUSTON

### TRANSPORTATION

#### METRO (Bus and Light Rail service)

713-635-4000, <https://www.ridemetro.org/>

#### Greyhound Bus Station

713-759-6565, <https://www.greyhound.com/en/explore-places/houston>

#### Hobby Airport

(I-45 South, south of Loop 610)  
713-640-3000

#### Bush Intercontinental Airport

(Beltway 8/Sam Houston Tollway, east of I-45 North)  
281-230-3100

#### Yellow Cab

713-236-1111, <http://yellowcabhouston.com/>

### MUSIC & DANCE

#### Houston Symphony Orchestra

713-224-4240, <https://www.houstonsymphony.org/>

#### Jones Hall

Houston Grand Opera <https://www.houstongrandopera.org/>  
713-546-0200  
510 Preston

#### Houston Ballet

<https://www.houstonballet.org/>  
713-523-6300  
1921 W. Bell St.

### ENTERTAINMENT

#### City of Houston Parks & Recreation

832-395-7000, <https://www.houstontx.gov/parks/>

#### Houston Livestock Show and Rodeo

832-667-1000, <https://www.rodeohouston.com/> NRG  
Stadium

#### Houston Zoo

9 a.m. - 6 p.m. (Free to students)  
713-533-6500, <https://www.houstonzoo.org/>  
1513 N. MacGregor

#### Movie Listings

(Note: Theaters may give student discount with ID)  
[www.moviefone.com](http://www.moviefone.com)

#### Space Center Houston

281-244-2100, <https://spacecenter.org/>  
1601 Nasa Road 1

### RESTAURANTS

#### Cheap Eats

<http://www.visithoustontexas.com/restaurants/cheap-eats/>

#### Iconic Houston Meals

<http://www.visithoustontexas.com/restaurants/15->

### SPORTS

#### University of Houston Cougars

713-743-9444 Athletics Ticket Office

#### Houston Astros (baseball)

713-259-8500 Minute Maid Park

#### Houston Texans (football)

713-629-3700 NRG Stadium

#### Houston Rockets (men's basketball)

713-627-3865  
Toyota Center

#### Houston Dynamo (men's soccer)

713-276-7500 BBVA Compass Stadium

### MUSEUMS & THEATRES

#### Contemporary Arts Museum (free admission)

713-284-8250 5216 Montrose <https://camh.org/>

#### Menil Collection (free admission)

713-525-9400 1515 Sul Ross St. <https://www.menil.org/>

#### Moody Gardens Galveston

(Rainforest, Aquarium, IMAX)  
1-800-582-4673  
<https://www.moodygardens.com/>

#### Museum of Fine Arts Thursdays free, 10 a.m.-9 p.m.

713-639-7550 5601 Main St. <https://www.mfah.org/>

#### Museum of Health & Medical Sciences

Thursdays free, 2-7 p.m.  
713-521-1515 1515 Hermann Drive  
<https://www.thehealthmuseum.org/>

#### Museum of Natural Sciences Thursdays free 6 p.m.-9p.m. (Cockrell Butterfly Center, IMAX, Planetarium)

713-639-4629 5555 Hermann Park Dr. <https://www.hmns.org/>

#### The Alley Theatre (student discounts)

713-220-5700 615 Texas Avenue  
<https://www.alleytheatre.org/>

#### Miller Outdoor Theatre (Free admission)

832-487-7102 6000 Hermann Park Dr.  
<https://www.milleroutdoortheatre.com/>

#### Theatre Under the Stars (student discounts)

713-558-2600 800 Bagby St. #200 <https://www.tuts.com/>

For more information on Houston, visit the Houston Visitor's Center at 901 Bagby, by phone at 713-437-5200, or on the Web:  
<http://www.visithoustontexas.com>

# UH CAMPUS LIFE

## UH CAMPUS LIFE

## PARKING

### Cougar Athletics:

Football  
Men's Basketball Women' Basketball Women's  
Volleyball Baseball  
Tennis  
Track & Field  
713-743-9449

### Blaffer Gallery - Fine Arts Museum

Tuesday-Saturday, 10 a.m. - 5 p.m.  
713-743-9521

### Cullen Performance Hall

832-842-3131

### Lyndall Finley Wortham Theater

713-743-3388

### Moores Opera House

713-743-3009

### Dudley Recital Hall

713-743-3009

### Campus Recreation and Wellness Center & Intramurals

713-743-7529

### Campus Activities - UCU

713-743-5180

### Organ Recital Hall

713-743-3009

### WALKING TIME TO HBSB2

Lot 4A/Lot 20A/Lot 20C/Lot 21B-5 minutes  
East Garage/Welcome Center Garage Parking-5 minutes

**NOTES:** Weekdays - Students with a valid UH Student Parking

Permit may park in any nonrestricted parking space after 4 p.m. Restricted parking is identified as Reserved, Handicapped, and 20-Minute Loading,

Weekends - Students may park in any nonrestricted parking space. Restricted parking is identified as Reserved, Handicapped, and 20-Minute Loading.

**Free UH Campus Shuttle Bus** - A FREE shuttle bus picks up and drops off at areas on campus, including parking lots. A shuttle can be requested to go straight to your car if you feel unsafe just call (713)743-3333

**PARKING COSTS** - visit [www.uh.edu/parking](http://www.uh.edu/parking)

UH Parking: \$14 Visitor/Daily; \$80-\$965/year Contract

**Special event parking:** Parking becomes restricted and limited, including lot closures, for major events such as Frontier Fiesta and Home football games. For the latest information always visit [www.uh.edu/parking](http://www.uh.edu/parking)



“Success is the result of perfection, hard work, learning from failure, loyalty, and persistence.”

- Colin Powell

## UH CAMPUS LIFE

### QUICK REFERENCE

**College Website**  
www.uh.edu/pharmacy

**Pharmacy Student &  
Administrative Services Office**  
(HSBS2 3044A)  
713-743-1239

**Severe Weather/ Campus Closing**  
713-743-1000 or  
713-743-2255

**Counseling**  
713-743-5454

**Dean's Office**  
713-743-1252

**Financial Aid**  
713-743-1010 (option 5)

**Health Center**  
713-743-5151

**Houston Police (non-emergency)**  
713-884-3131

**Main Library (M.D. Anderson)**  
713-743-1050

**Parking/Transportation**  
713-743-1097

**UH Police/Emergency**  
713-743-3333

**UH Bookstore**  
713-748-0923

**UH Computer Center**  
713-743-1411

**UH Health Center-Rx**  
713-743-5125

**University Eye Institute**  
713-743-2020

### THE SOURCE

CONCERN	GO TO
<b>ATM (Automated Teller Machine)</b>	University Center, Moody Towers, Quadrangle, UC Satellite
<b>Academic</b>	<ul style="list-style-type: none"> <li>• Individual Professor</li> <li>• Paige Pitman (schedule appointment), HB2 3044, 832-842-8376</li> </ul>
<b>Computer Resources</b>	<ul style="list-style-type: none"> <li>• Printing &amp; Study Carrels- HBSB2 Lobby, 3<sup>rd</sup> Floor</li> <li>• Central Computing Site, 110 Social Work, 713-743-1570</li> </ul>
<b>Counseling</b>	Counseling and Psychological Services (CAPS) Student Service Center 713-743-5454
<b>Financial Aid &amp; Scholarships</b>	Scott Parker, Financial Aid Officer, 832-842-9024
<b>Graduation Application</b>	<a href="http://my.uh.edu">http://my.uh.edu</a>
<b>Cap and Gown</b>	Campus Bookstore, University Center
<b>Health Concerns</b>	Student Health, HB2 2005, 713-743-5151
<b>ID Card</b>	Cougar1 Card, Welcome Center Parking Garage, Ste 101 or <a href="http://www.uh.edu/cougarcard">www.uh.edu/cougarcard</a>
<b>Immunizations</b>	Student Health, HB2 2005, 713-743-5151
<b>Jobs</b>	University Career Services, UH SSC 106, 713-743-5100
<b>Libraries</b>	<ul style="list-style-type: none"> <li>• M.D. Anderson (UH Main Campus), 102L, 713-743-1050</li> <li>• Houston Academy of Medicine - TMC Library, 713-795-4200</li> </ul>
<b>Name Change</b>	<a href="http://www.uh.edu/academics/forms/name_change.pdf">www.uh.edu/academics/forms/name_change.pdf</a>
<b>Notary Public</b>	Administration Office, 242 UC, 713-743-5280
<b>Optometry Services</b>	University Eye Institute, 4901 Calhoun, 713-743-2020
<b>Parking Permits &amp; Regulations</b>	<a href="http://www.uh.edu/pts/#">http://www.uh.edu/pts/#</a> or Parking and Transportation Services (Cashier Office) Room 112B, 713-743-5849 TMC Parking, <a href="http://www.tmcparking.org">www.tmcparking.org</a> or 713-791-6161
<b>Pharmacy</b>	HB2, Room 1211, 713-743-5125
<b>Police</b>	Police Department, UPD, 713-743-0600
<b>Police Escort Services</b>	Police Department (Cougar Patrol), UPD, 713-743-0600 (24 hours)
<b>Stamps, Postage</b>	<ul style="list-style-type: none"> <li>• University of Houston - Main Campus, 4810 Calhoun, Suite 170, Houston TX 77004, 713-741-5200</li> <li>• UH Welcome Center</li> </ul>
<b>Student Liaisons</b>	<ul style="list-style-type: none"> <li>• UH Dean of Students, 252 UC, 713-743-5470</li> </ul>
<b>Student Listservs</b>	<a href="mailto:uhrx2020@listserv.uh.edu">uhrx2020@listserv.uh.edu</a> <a href="mailto:uhrx2022@listserv.uh.edu">uhrx2022@listserv.uh.edu</a> <a href="mailto:uhrx2021@listserv.uh.edu">uhrx2021@listserv.uh.edu</a> <a href="mailto:uhrx2023@listserv.uh.edu">uhrx2023@listserv.uh.edu</a>
<b>TB Testing</b>	Student Health, HB2 2005, 713-743-5151 (call for day/times)
<b>Textbooks for Rx classes</b>	Campus Bookstore 4800 Calhoun Blvd., 713-748-0923
<b>Traffic Violations</b>	<a href="http://www.uh.edu/pts/parkrules.htm#enforcement">http://www.uh.edu/pts/parkrules.htm#enforcement</a>
<b>Transcripts</b>	Registration & Academic Records, 128 Welcome Center, 713-743-1010 or <a href="http://www.uh.edu/enroll/rar/forms.html">www.uh.edu/enroll/rar/forms.html</a>
<b>Voter Registration Cards</b>	Student Information & Assistance Center, 102 UC, 713-743-5060

## STUDENT FAQ

**Q:** Will information and advice from upperclassmen regarding the content of the curriculum, what courses/ assignments are important or easier /harder than others, etc. be valuable to me?

**A:** *Information from upperclassmen be taken with certain caveats. P3 and P4 students have no experience with this new curriculum. P2 students have experienced the new curriculum but significant changes have been made as this was the new curriculum's first year in use.*

**Q:** What if I have a problem with the professor?

**A:** *Discuss the problem with the professor. If the problem still persists, your next steps are Course Coordinator, Department Chair, & Dean. A trip to the college advisor or Classmeister also is recommended.*

**Q:** What are Selected Topics courses<sup>4</sup>?

**A:** *These are individual projects arranged through faculty members that allow students to explore and develop special interests for academic credit. Most faculty members offer a Selected Topics course(s) in their area of specialty. Contact the faculty member who specializes in the area(s) in which you are interested. He or she will work out the details with you.*

**Q:** Aside from the UH libraries and UHCOP 3<sup>rd</sup> floor what are some other study areas on campus?

**A:** *We have two student centers a North and a south that offer ample study space along with other amenities. Many other buildings on campus have study spaces within as well but they are too numerous to list here.*

**Q:** What if I have a problem understanding course material?

**A:** *First, never be afraid to ask questions in class. It's unlikely that you're the only person who doesn't understand. If you're still unclear, talk to the professor after class or during a break. Tutoring can be arranged through Dr. Pitman if you need additional help. Whatever you do, don't let test after test go by in hopes that you'll eventually "get the hang of it." Take action early to avoid bigger problems down the road.*

**Q:** What should I do if I am still underperforming in a certain class?

**A:** *If you've taken the steps outlined above and still find yourself in academic "hot water," schedule an appointment with the professor or course coordinator to discuss your situation. After that and BEFORE the end of the semester, you may also wish to schedule an appointment with Dr. Pitman or Dr. Coyle. After final grades are submitted, the Progression Committee will evaluate each individual based on UH and College of Pharmacy progression guidelines to determine how your situation will be handled.*

**Q:** Who is on the Progression Committee?

**A:** *The committee is chaired by a faculty member. Additional committee members include faculty members and a UHCOP alumni appointed by the dean of the college. The committee can be contacted through Dr. Paige Pitman, Assistant Dean for Student and Professional Affairs.*

**Q:** Can I appeal a Progression Committee decision?

**A:** *Yes. You may petition the committee in writing and they will review the facts again. If you still disagree with the committee's decision, only then may you appeal to the dean of the college.*

**Q:** What should I do if I have a concern or suggestion regarding the Pharmacy Skills Program?

**A:** *Contact Dr. Dhara Surati (dshah4@uh.edu), who actively seeks student input on an ongoing basis. The Pharmacy Skills Program has and will continue to evolve based on student and faculty recommendations.*

## STUDENT FAQ

**Q:** Are students represented on the Board of Ethical and Professional Conduct?

**A:** Yes. Four students, one from each class, will be elected by their classmates and four students, one from each class, will be appointed by the Associate Dean for Academic Affairs, for a total of eight students.

**Q:** Can a student suggest a change to the Code of Ethical and Professional Conduct?

**A:** Yes. Any student or faculty member may suggest changes to the Code of Ethical and Professional Conduct. Suggestions for change should go to the Pharmacy Council or the Student Affairs Committee.

**Q:** How can I keep up with what is going on in the College?

**A:** Make sure your email alias is updated in myUH. The College primarily communicates with students via emails distributed through the College listservs. These listservs contain your email alias as listed in myUH.

**Q:** What services are available at the UH Health Center?

**A:** UH Health Center offers primary care and medical specialty services to UH students.

Hours: Monday, Tuesday, Thursday, and Friday 8:00AM-5:00PM Wednesday 8:00AM-5:30PM

For more info, visit <http://www.uh.edu/healthcenter/>

**Q:** When I register, how will I know which courses to take?

**A:** You will receive an email from the College of Pharmacy Academic Affairs Office each semester advising you when to register and when to pay your tuition and fees. Make sure to register and pay at the appropriate times to avoid enrollment problems. You will find the course of study for each semester on the college website at <http://www.uh.edu/pharmacy/current-students/pharmd/curriculum/index.php>

**Q:** What if I change my email address?

**A:** Email is the primary form of communication for many important announcements from Student Services, the Dean's Office, and most faculty members. For this reason, it is extremely important that you send your new email address to [pharmdupdates@uh.edu](mailto:pharmdupdates@uh.edu) and check your email daily. You also need to update email changes with the university through myUH and in E\*Value.

**Q:** When should I apply for financial aid?

**A:** Deadlines vary based on the type of aid for which you are applying. For federal financial aid, **January 1** of each year is the first day the FAFSA application can be completed. The University's financial aid priority deadline is **March 15**. Students in the College of Pharmacy should have a completed financial aid filed by **March 15** to maximize the financial aid award package.

**Q:** What exactly is a classmeister?

**A:** Your classmeister is a liaison between students and faculty/administration, serving to facilitate communication between these groups. He or she may also serve as a source of advice and/or encouragement, when called upon.

**Q:** What is available to stay active and healthy on campus?

**A:** The Campus Recreation & Wellness Center right next door to the school. It is a great place to workout, unwind and find a short outing if you have the time for it. The facility is new, clean and varied.



## STUDENT FAQ

**Q:** What about expenses during my IPPEs and/or APPEs?

**A:** Each student is responsible for arranging and paying for their own transportation, parking, and housing while on IPPEs or APPEs. There are no guarantees as to where you will be assigned for IPPEs or APPEs, so be sure to plan ahead for these expenses.

**Q:** What is dining like on campus?

**A:** The campus has several dining halls and offers meal plans for both those who live on or off campus. The best and most up to date information is available at <https://dineoncampus.com/uh>. Outside of this there are many other places on or near campus and a few are listed here <http://www.uh.edu/studentcenters/dine-shop/> all of which vary their hours based on campus activity.

**Q:** What is an average salary for a pharmacist?

**A:** The median annual wage for pharmacists was \$124,170 as of 2017, according to the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2017 Edition. However, factors such as location, practice area, etc. can impact individual cases.

**Q:** How are job prospects for entering pharmacists?

**A:** Employment of pharmacists is projected to grow 6 percent from 2016 to 2026, slower than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. Employment of pharmacists in traditional pharmacies is projected to decline slightly.

**Q:** How important is my GPA when applying for a job?

**A:** Professionalism, personality, and personal contacts usually have far more impact on a successful job application than GPA. If you intend to apply for graduate school, a fellowship or residency, GPA becomes more important, due to the highly competitive nature of these programs.

**Q:** Should I be involved in extra-curricular activities my first semester?

**A:** This is a personal decision. Student organizations provide opportunities to make contacts with upperclassmen as well as students from other pharmacy schools. Participation in an organization(s) can allow you to explore specialized interests and enhance your "classroom" education. However, this involvement does create additional demands on your "free" time.

**Q:** How much time should I spend on the organizations?

**A:** Each individual must learn to balance his or her own time. Don't let your grades suffer as a result of your involvement in extracurricular activities. Try getting involved in incremental steps- a little at a time.

**Q:** What is the best way to contact faculty members?

**A:** Each professor will generally post office hours, but you may want to try emailing first if you want a quick answer that does not require an appointment or office visit. You may also telephone faculty members. All faculty members have voicemail that is available 24 hours a day. Remember to leave your name, which class you are in, a return phone number, time to call, and the reason for the call.

**Q:** Are there any suggestions for emailing your professor?

**A:** Yes, when you email a professor, remember there is an appropriate behavior and language for email. Your messages are just like sending paper memos.

# STUDENT GLOSSARY

*NOTE: These definitions are written by students and reflect how most students generally understand these terms. The university, college, faculty and staff are not responsible for the accuracy of these terms and no implied promises are intended from these definitions.*

**Accreditation Council for Pharmacy Education (ACPE)** – ACPE sets standards for the education of pharmacists to prepare them for the delivery of pharmacist-provided patient care. ACPE accreditation is public recognition that a professional degree program leading to the Doctor of Pharmacy degree is judged to meet established qualifications and education standards through initial and subsequent periodic evaluations.

**American Association of Colleges of Pharmacy (AACP)**- The national organization representing pharmacy education in the United States. The mission of AACP is to lead and partner with our members in advancing pharmacy education, research, scholarship, practice and service to improve societal health.

**Advanced Pharmacy Practice Experience (APPE)** - These begin the summer after your third year. It is an opportunity for you to go on site, experience pharmacy first hand, and put your knowledge to work on real patients. It is also probably the only time in your life you will pay someone to let you work 40 hours week.

**Classmeister** - This faculty member is your class' designated liaison/advocate, available as necessary.

**Clinical Pharmacist** - The "new breed" of pharmacists; they are patient-oriented and provide services like recommending therapeutic substitutions, optimizing medication use, and patient counseling. Working with other health professionals, clinical pharmacists play an important role in reducing adverse drug events and improving patient outcomes.

**Class Listserv** - This makes sending an email to the entire class easy. Simply email your class listserv and the entire class will receive it. Good for making announcements and asking questions.

**Continuing Education (CE)** - After being licensed as a pharmacist, you are required to complete a certain number of Continuing Education hours annually to maintain your license. CE credits are offered at professional conferences, online and through some magazines/journals. CE is an important part of the college's "lifelong learning" concept.

**Drug Cards** - You will become very familiar with this set of 300 teaching cards, used in Pharmacy Practice class. The cards list basic information on the most commonly prescribed drugs. They are a useful resource when answering patients' medication questions at Community Wellness Events.

**ePortfolio**- The ePortfolio is a record of individual student achievement of the Professional Program Student Learning Outcomes (PPSLOS) and professional growth. The ePortfolio will consist of a series of artifacts for mapped to each PPSLO and will help provide students an opportunity to self-assess their progress.

**Frontier Fiesta** - A UH tradition, this fun event is held every March/April. Many UH alumni are big supporters of Frontier Fiesta, and it provides opportunities for non-academically based scholarships (requires student volunteers).

**Health Building 2 (HB2)**- The new home of the University of Houston College of Pharmacy.

**International Day** - A fundraising project hosted by the first year class, International Day has become a popular annual event.

**Introductory Pharmacy Practice Experience (IPPE)** - Introductory pharmacy practice experiences offered in various pharmacy practice environments beginning in the second year of the professional program. These experiences are designed to provide transitional experiential activities and active learning that should instill the philosophy of pharmaceutical care, facilitate and enhance student professionalism, increase student motivation for learning in the professional pharmacy curriculum, as well as promote the self-learning process.

**Multistate Pharmacy Jurisprudence Exam (MPJE)** - This is the other "big one." A computer-based examination that combines federal and state-specific pharmacy law questions to serve as the state law examination in participating jurisdictions. The MPJE is based on a national blueprint of pharmacy jurisprudence competencies; however, the questions are tailored to the specific law in each state.

**North American Pharmacist Licensure Examination (NAPLEX)** - This is "the big one." A rigorous, computer based exam that Pharm.D. graduates must pass in order to become licensed to practice pharmacy. It is given on computers at Pearson VUE. Sometimes referred to as the State Board Exam.

**Objective Structured Clinical Examination (OSCE)**- An OSCE is a type of examination often used in health sciences designed to test clinical skill performance and competence

# STUDENT GLOSSARY

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**PCOA (Pharmacy Curriculum Outcomes Assessment)**- Assessment exam given to determine how well students are progressing in the program and meeting the expected curricular outcomes for their respective didactic year. The PCOA examination will be given at the beginning of the Spring Semester for P1, P2, and P3's. These assessments do not directly affect grade point average, but may affect progression into the final year of the curriculum.

**Pharmaceutical Care** - Practice model in which pharmacists use their clinical knowledge to optimize the use of medicines by patients, as well as other healthcare professionals, resulting in improved patient outcomes.

**Pharmacist Intern** - Upon successfully completing the first professional year with a minimum of 30 credit hours, pharmacy students may be eligible to serve as a pharmacist intern. The intern card is obtained from the Texas State Board of Pharmacy (TSBP), and allows the student to perform certain pharmacist duties, while working under the supervision of a Pharmacist Preceptor.

**Pharmacists' Patient Care Process (PPCP)**- Pharmacists use a patient-centered approach in collaboration with other providers on the health care team to optimize patient health and medication outcomes.

**Pharm.D. Candidate** - This term refers to a fourth year pharmacy student who has applied for graduation.

**Preceptor** - This is the pharmacist responsible for you during IPPEs or APPEs and while you are serving as an intern. He or she must be specially licensed as a pharmacist preceptor by the State Board of Pharmacy.

**Professional Attire** - This generally means a clean white pharmacy jacket; and, for men, a dress shirt, tie and slacks; and, for women, a blouse and slacks or skirt.

**Professionalism** - The demonstration of professional account- ability for one's actions, commitment to self-improvement of skills and knowledge, conscience and trustworthiness, professional relationship with client (patient), creativity and innovation, ethically sound decision-making, knowledge and skills of a profession, leadership, pride in the profession, and being service oriented.

**Professional Program Student Learning Outcomes (PPSLOs)**- The PPSLO's are the statements that specify what students will know, be able to do and be able to demonstrate when they have completed the UHCOP Pharm.D. program.

**Residency** - A post-graduate position providing additional experience, but at lower pay. Residencies allow Pharm.D. graduates to specialize in a certain practice area(s), but are highly competitive.

**RGV**- Rio Grande Valley. The Lower Rio Grande Valley region comprises the four southernmost counties of Texas bordering Mexico- Starr, Hidalgo, Willacy and Cameron. UHCOP has a RGV Pharm.D. Satellite Program with DHR Health in Edinburg.

**Social Life** - A concept you have given up for the next four years. Your friends will talk about it; you will be jealous and remember when you used to have one. Rumor has it that it does return at some point after graduation.

**South Extension Lot** - This is the TMC parking lot used by most UHCOP students (aka the "Brown Lot").

**Student Organization Room** - Room 3080, used as a workspace for student organization officers and used to house student organization file cabinets.

**Science and Research 2 (SR2)** - Building on the UH Main campus that previously housed the College of Pharmacy.

**Texas Medical Center (TMC)** - A notoriously vast area dominated by hospitals and health care facilities.