



*...because the discovery and delivery of effective medicines enhance and extend life*

# **Pharmacy Student Handbook 2013-2014**

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# Foreword

## 1) Introduction

This handbook is not to be construed as a contract. It is meant to provide guidance and information about the School of Pharmacy at The University of Kansas. The information provided in this document is subject to change at any time without notice. Revised versions of this document will be provided via e-mail.

The University of Kansas School of Pharmacy is fully accredited by the Accreditation Council for Pharmacy Education. The last accreditation cycle was completed in 2008 and the maximum accreditation was awarded at that time, until 2014. The School is undergoing a comprehensive accreditation review in the fall of 2013.

The School has articulated a statement of distinction, which is as follows: "... because the discovery and delivery of effective medicines enhance and extend life."

The mission of the school is: "The University of Kansas School of Pharmacy provides exceptional educational opportunities for professional, graduate, and postgraduate students. Through exemplary curricula and programs, the school encourages the advancement of patient-centered care to enhance health. The school maintains a leadership role in developing innovative technologies and pharmaceuticals and conducting drug therapy related research inclusive of basic, clinical, and administrative sciences for the state, nation, and world."

The vision of the school is: "The University of Kansas School of Pharmacy will improve the health of our state, its residents, and the world through excellence in didactic, experiential, and interprofessional education, basic and applied research, service, and the advancement of all aspects of patient-centered care."

The SOP's educational philosophy was created by the curriculum committee to reflect the ideals outlined in our mission and vision statements. The following educational philosophy succinctly outlines the major categories of learning outcomes and the teaching and assessment methods used to ensure our students achieve the learning outcomes.

"The Doctor of Pharmacy curriculum at the University of Kansas is designed to prepare graduates with the knowledge, skills, and attitudes needed to enter the profession, be capable of delivering patient-centered care as interprofessional team members, and contribute to the advancement of the profession of pharmacy. Our graduates are proficient at translating basic science knowledge into clinical applications; providing comprehensive pharmacist-delivered patient-centered care; managing resources and systems effectively and efficiently; and providing population-based health care. To promote attainment of these goals a variety of educational strategies are used, including traditional classroom instruction, case studies, laboratory exercises, reflective writing, standardized client assessment, small group discussion, and practice-based experiences. Faculty routinely explore novel teaching methods to further advance the effectiveness of our curriculum. Through these educational strategies, students acquire a strong foundation in biomedical, pharmaceutical, social, behavioral, administrative, and clinical science principles and possess the ability to integrate and apply learned information within our program and in interprofessional learning environments. As students progress through the curriculum, they transition from being a dependent learner to an active, self-directed, lifelong learner."

The educational outcomes for professional students are categorized in the following sections and include:

- translating basic science knowledge into clinical applications
- providing comprehensive pharmacist-delivered patient-centered care, including medication therapy management
- managing resources and systems effectively and efficiently
- providing population-based health care

The specific outcomes under each section can be found here:  
[https://documents.ku.edu/policies/Pharmacy/sop\\_outcomes.pdf](https://documents.ku.edu/policies/Pharmacy/sop_outcomes.pdf)

The following represents the educational, research, service and clinical practice goals of the School of Pharmacy. Achievement of these goals is accomplished through the specific initiatives outlined in our strategic plan. Goal attainment is routinely assessed and evaluated by key stakeholders of our program, including administration, faculty, staff, students, alumni, and other relevant constituents.

Educational goals:

- Attract strong candidates to our professional, graduate, and postdoctoral programs.
- Excellence in didactic, experiential, and interprofessional education as evident by our professional students' proficiency in:
  - translating basic science knowledge into clinical applications
  - providing comprehensive pharmacist-delivered patient-centered care, including medication therapy management
  - managing resources and systems effectively and efficiently
  - providing population-based health care
- Our PharmD graduates are capable of delivering care as interprofessional team members, and contributing to the advancement of the profession of pharmacy through advanced pharmacy practice, organizational involvement, and in select career paths, provide scholarly contributions to the profession.

Research goals:

- Our faculty maintain a leadership role in developing innovative technologies and pharmaceuticals, and conducting research inclusive of the basic, clinical, and administrative sciences.
- Given the global impact and importance of our faculty's research, we strive to be consistently ranked among the top schools of pharmacy that receive federal research funding.

Service goals:

- Our faculty serve the residents of the State of Kansas and the nation by:
  - educating future pharmacists and researchers
  - making innovative discoveries to improve health
  - sharing expertise with the pharmaceutical and health-care industries
- Our students and faculty contribute to local, state, and national professional organizations and committees.

Clinical practice goals:

- Our pharmacy practice faculty enhance the practice of pharmacy through advanced patient care models, involvement with professional organizations, and advocacy for the profession of pharmacy.

## **2) The PharmD Degree**

The Doctor of Pharmacy (PharmD) degree is an undergraduate professional degree and is awarded after the successful completion of 208 academic hours. Sixty-eight hours are transferred into the professional program from either the KU College of Liberal Arts and Sciences or an accredited school. The final 140 hours are completed in the School of Pharmacy upon acceptance. After students complete their second professional year (4P), which requires a minimum of 132 credit hours, students are awarded the Bachelor of Science in Pharmaceutical Studies (BSPS). Following successful completion of all required hours the School of Pharmacy awards students the Doctor of Pharmacy (PharmD) degree. Students who receive their PharmD degree are eligible to take the North American Pharmacy License Examination (NAPLEX) and the Multistate Jurisprudence Examination (MJPE) for licensure in the state of Kansas. The faculty adopts the policies on academic standards on recommendation from the Academic Standing, Curriculum, and Admission committees. Students are given a copy of the policies at the initial orientation and the policies are published in the catalog of the University and School of Pharmacy website [www.pharmacy.ku.edu](http://www.pharmacy.ku.edu)

## **Matriculation Policies**

### **3) Technical Standards**

The School of Pharmacy, as part of the University of Kansas, is committed to the principle of equal opportunity. The University of Kansas prohibits discrimination on the basis of disability. Because the Doctor of Pharmacy (PharmD) degree signifies that the holder is a pharmacist prepared for entry into the practice of pharmacy, it follows that graduates must have the basic and essential knowledge, skills, and behaviors to enter practice in all areas of the profession. The PharmD degree is a broad, undifferentiated degree attesting to the acquisition of general knowledge in all fields of pharmacy. The degree holder is expected to possess the basic and essential skills requisite for the practice of pharmacy. The School's technical standards of pharmacy education and practice identify the essential skills and abilities required for admission, retention and graduation of candidates. Therefore, after acceptance, and before matriculation, into the School of Pharmacy, all individuals offered admission to the Doctor of Pharmacy program will be asked to verify that they can meet the technical standards with or without accommodation(s). Students who believe themselves unable to meet these standards or who wish to request accommodations to meet the required standards must notify the Senior Associate Dean for Administration. The technical standards are available here:

[https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/KU\\_PharmD\\_Technical\\_Standards.pdf](https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/KU_PharmD_Technical_Standards.pdf)

### **4) Background Checks & Pharmacy Student Intern Registration**

All students must be registered as an pharmacy student intern in good standing with the Kansas State Board of Pharmacy and provide a background check, free of convictions/events defined by the School of Pharmacy as potentially exclusionary, before beginning classes in the School and yearly thereafter. Students will be instructed where to order the check and the procedure to have it sent directly to the Dean's office in the School of Pharmacy. Matriculation into the School of Pharmacy and the opportunity to continue in and complete the program are dependent on compliance with this requirement. Ordering of the background check and insuring its receipt by the School of Pharmacy is the responsibility of the student. Exclusionary events may include but are not limited to: 1) any drug or alcohol-related violation or conviction, 2) any sex crime, 3) any misdemeanor or felony conviction, 4) suspension or revocation of pharmacy student intern license by the State Board of Pharmacy.

### **5) Pre-Pharmacy Course Transfer Policy**

The pre-pharmacy curriculum requirements may be completed at any accredited institution in the United States. In addition, coursework completed at non-accredited institutions may be accepted upon concurrent approval of the University of Kansas Registrar and the School of Pharmacy Academic Standing and Curriculum Committees. For specific course requirements see the Curriculum and Academic Programs section of this handbook.

### **6) Professional Pharmacy Course Transfer Policy**

The University of Kansas typically does not accept transfer students from other professional programs. Professional courses completed at a non-accredited institution are not transferable for credit towards the Doctor of Pharmacy degree requirements at the University of Kansas. In exceptional cases, student transfers from accredited schools of pharmacy are considered on an individual basis by the Admissions Committee of the School. The Academic Standing and Curriculum Committees then evaluates all requests for transfer credit of professional courses. In the rare instance when a transfer student is admitted, a minimum of 90 credit hours of professional courses must be completed at the University of Kansas School of Pharmacy to be eligible for the Doctor of Pharmacy degree.

### **7) Documentation of Health & Liability Insurance, CPR and Immunizations**

Each year students must show proof of health and professional liability insurance coverage. Prior to enrollment in the first Introductory Pharmacy Practice Experience students must also be trained in CPR. In addition they must provide documentation of immunity or vaccination against the following vaccine preventable diseases: 1) Measles, Mumps, and Rubella, 2) Hepatitis B (with titer), 3) Tuberculin (PPD Skin Test) or Quantiferon Gold, 4) Varicella, 5) Tetanus/diphtheria, and 6) Influenza vaccine should be received in the fall semester of each academic year.

Documentation of all immunizations and insurance must be presented to and recorded by the Immunization Coordinator on your respective campus in the required timeframe to prevent being administratively withdrawn from all professional courses. Students on the Lawrence campus should present all documentation to Ms. Cathy Thrasher located in Watkins Memorial Health Center, who serves as the Immunization Coordinator. Students on the Wichita campus should present all documentation to the School of Pharmacy Immunization Coordinator at the KU Adult Medicine Clinic at Cypress.

## 8) Communicable Infectious Diseases Policy

Communicable infectious diseases are common and may present a threat to students, faculty, and patients. Example of which include blood borne transmitted disease such as hepatitis B [HBV], hepatitis C [HCV], human immune-deficiency disease [HIV; AIDS]; airborne transmitted disease such as tuberculosis [TB], measles, varicella; droplet transmitted disease such as influenza, pertussis, mumps; and contact transmitted disease (e.g., methicillin-resistant *Staphylococcus aureus* [MRSA]). This contact may expose the students to infectious agents, and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and others. The School of Pharmacy has adopted a policy in order to help protect the health and safety of its students, as well as that of patients and others. In order to participate in the School's educational program, it is essential that students not expose other students, faculty, patients, or others with whom they come in contact in their educational program to communicable infectious diseases. Please see the full policy available at: <https://documents.ku.edu/policies/Pharmacy/InfectiousCommunicableDiseasesPolicy.pdf>

## Facility Policies

### 9) Access to Health Care Services

Students on the Lawrence campus have access to healthcare services at Watkins Memorial Health Center. For more information on available services, including counseling see the student health services web site at <http://www.studenthealth.ku.edu/index.shtml>

Wichita students have access to healthcare services at the KU Adult Medicine Clinic located in the Cypress Medical Park, Suite 209, 9300 E. 29th St. North, Wichita, KS 67226. For more information on available services see the Adult Medicine web site at <http://kuwichitaadultmedicine.kumc.edu/>

### 10) Emergency Evacuation Plan

The safety of faculty, staff and students is of the utmost concern at all times and faculty are instructed to be mindful of this in all emergency situations. For the complete policy on emergency responses see the web sites listed below. Students assigned to the Lawrence campus may access emergency procedures for fire, chemical spills, and bomb threats in the Dean's office. Students assigned to the Wichita campus may access emergency procedures by accessing <http://wichita.kumc.edu/fac/safety/index.html#fire>

### 11) Inclement weather

The University determines whether or not to close the Lawrence campus. University Relations will notify the KU information center and regional media, and a message will be placed on the inclement weather line (864-SNOW) and the KU Information Center line (864-3506). You may obtain information from the above phone numbers or [www.ku.edu](http://www.ku.edu) or listen to radio stations KANU 91.5 FM, KLWN 1320 AM, KLZR 105.9 FM, KJHK 90.7 FM. Courses offered on the KUMC campus will have a separate cancelation policy outlined in the specific course syllabus.

In the event of inclement weather in the Wichita area Associate Dean Emerson, in consultation with the Dean and Facilities Director of the School of Medicine-Wichita will determine implementation of the inclement weather procedure by 6:30 a.m. In the event of inclement weather, the Department of Public Affairs will report delayed opening of the school or curtailment of medical and/or pharmacy school operations for the entire day to television channels 3, 10 and 12 and KFDI FM 101.3 and KLIO AM 1070. Information Technology Services will also create a news message that can be found on the [wichita.kumc.edu](http://wichita.kumc.edu) home page.

### 12) Food in the Classrooms

Student food and drinks are allowed in the Mortar and Pestle Café area, the Pharmacy Student Lounge, and the Conference Rooms in the Dean's Suite and Department of Pharmacy Practice on the Lawrence campus. Only bottled water is allowed in any of the classrooms, conference rooms, library, drug information, basement and other areas in the School of Pharmacy building. This policy is applicable at all times including when use of these facilities is for scheduled lectures, student organization events and any and all other activities without prior approval from the Deans office. On the Wichita campus, student food and drinks are allowed in the Pharmacy Student Lounge, student study rooms and the White Coat Canteen. All activities in which food and drink will be available must be submitted for prior approval to the Dean's office on the respective campus. With prior permission from the Deans office food and drinks may be allowed in other rooms of the building. In those cases the individuals using the room are responsible for cleanup or costs incurred for cleaning or damage repair.

### **13) Filming and Recording Policy**

Course materials prepared by an instructor and the content of all lectures, review sessions and course related meetings are the joint property of the instructor and the University of Kansas School of Pharmacy. Photography and video/audio recording of or during lectures, review sessions, and other School functions, without the written consent of the instructor is prohibited. Upon written request, the instructor may grant permission for students to audiotape lectures, on the condition that these audiotapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course. The School of Pharmacy reserves the right to videotape students during any lecture, project, quiz, exam, or other activities associated with the School of Pharmacy.

### **14) Creation, Management, and Duration of Storage for Recorded Lecture Content Policy.**

To support an equitable educational experience for our students attending classes on a distance campus, and to maintain compliance with our school's accreditation standards the School of Pharmacy mandates that all lecture content delivered between campuses via video-conferencing be recorded and stored on the University's network storage. The recorded lecture content should be made available to students in the event the intercampus connection were compromised (e.g. secondary to technical failure) or students on the campus receiving the video-conferenced lecture content were unable to attend class due to inclement weather, natural disaster, or other University approved absences. The provision of the recorded lecture material for reasons not specified above and the method in which the recorded lecture is delivered to students remains the responsibility and joint decision of the course coordinator and the instructor providing each specific lecture. Course coordinators are encouraged to specify their use policies regarding recorded lecture content in their syllabus. Unless otherwise requested by the course coordinator, the recorded lecture content will be stored on the University's network storage for one year in duration, after which the content may be permanently deleted by either the instructor or the school's information technology staff. Prior to deletion, information technology staff must contact the course coordinator for approval to delete content. If they so choose, an instructor may delete the recorded lecture content at any timeframe after they confirm the lecture was successfully transmitted to all relevant campuses and that a University approved absence was not in effect. This policy does not apply to self-initiated recorded content, such as faculty-initiated podcasts that were created outside the direction or supervision of the University or School. Such content remains the instructor's intellectual property and its use is left to the discretion of the individual faculty member.

## **Academic Policies**

### **15) Curriculum and Academic Programs**

**Doctor of Pharmacy (Pharm.D.) Program:** The professional curriculum leading to the Doctor of Pharmacy Degree is comprised of 208-credit hours. Sixty-eight of these hours are transferred into the professional school and 140 are completed in the professional program. Courses are completed from each of the four departments while in the professional program. The professional curriculum includes four hours of elective courses. One elective course (of at least one credit-hour) must be completed from each department. After acceptance into the School of Pharmacy students completing the first 2 years of the Doctor of Pharmacy professional degree program (3rd and 4th year of college) are awarded a Bachelor of Science in Pharmaceutical Studies (BSPS). This degree does not make a student eligible to practice pharmacy or take the NAPLEX or MPJE. Students completing the remaining 5th and 6th professional years are awarded the Doctor of Pharmacy (Pharm.D.) degree. These degree programs are available to students on both the Lawrence and Wichita campuses. For a student to be eligible to participate in Advanced Pharmacy Practice Experience courses he/she must have successfully completed all courses with a passing grade and be in good standing in the School of Pharmacy. The curriculum of the School of Pharmacy is provided at:

[https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/2013-2014\\_KU\\_SOP\\_PharmD\\_Curriculum.pdf](https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/2013-2014_KU_SOP_PharmD_Curriculum.pdf)

**Minor in Business:** Students who have satisfied the KU Core general education requirements with AP credit or other means may elect to complete a minor in Business during their time at KU. To earn a business minor, students must complete six courses before the end of their pharmacy school career. The courses may be completed prior to entering the professional school or concurrent with the professional courses. Information on the business minor presented here is informational only and subject to change without notice. For official information refer to the business minor website at the following address <http://www.business.ku.edu/undergrad/minor/>

*Business Minor Course Requirements:*

- ACCT 205 - Survey of Accounting
- IST 205 - Survey of Information Systems
- MGMT 305 - Survey of Management
- DSCI 305 - Survey of Decision Making in Business
- MKTG 305 - Survey of Marketing
- FIN 305 - Survey of Finance (ACCT 205 is a prerequisite for FIN 305)

*Graduation:* When the student has declared the minor, completed the requirements, and applied for a degree with the Office of the Registrar, the student is cleared for the minor. Declaration of the minor can occur at anytime but students are encouraged to make this declaration early in their academic career. For logistic help in making this declaration, contact the School of Pharmacy Dean's office.

**Pharm.D./Masters in Business Administration Dual Degree Program:** Pharmacy students may also elect to apply for admission to the Doctor of Pharmacy/Master of Business Administration Dual Degree path at KU. The objective of this academic pathway is to allow students to earn an MBA from the School of Business while completing their Doctor of Pharmacy degree in the School of Pharmacy. The MBA coursework is completed in the evenings on the KU Edwards campus in Overland Park, KS. Most students earn the PharmD/MBA by extending their studies at least one calendar year. In unusual circumstances, students may be able to complete the PharmD program during the day and MBA program in the evenings over the four years of the professional program. Successful completion of the PharmD/MBA dual degree program will be dependent upon a high level of commitment from students accepted into the program. Students who wish to pursue the PharmD and MBA (via the dual degree program) must: 1) be admitted to the School of Pharmacy, 2) be approved by the School of Pharmacy as candidates for the dual degree program during the second professional year in Pharmacy School, 3) be accepted into the MBA program by the School of Business. Preference will be given to pharmacy students having previous experience in a pharmacy practice site or other business environment or who hold a baccalaureate degree. The Graduate Management Admissions Test (GMAT) is required for all applicants to the PharmD/MBA program. Current pharmacy students must declare their intent to seek admission to the dual degree program during their Fall semester of their 4P year. The admissions committee may grant exceptions to this requirement in individual cases. All students in the program must complete a minimum of thirty-two credit hours of graduate coursework in business. The School of Business follows the Graduate Studies regulation in requiring a 3.0 cumulative grade point average for all course work counted toward a master's degree. Following the completion of all requirements for the joint degree program, joint degree students will receive diplomas from both Schools concurrently. Pharmacy students who do not complete requirements for the MBA may still earn a PharmD degree when requirements for that degree are completed.

The PharmD/MBA curriculum requires completion of 32 credit hours. Which include 24 credit hours of core courses and 8 advanced core courses, each 2 credit hours, offered via the working professional MBA program. Students will choose between a Marketing, Management or Finance Advanced Core (8 credits).

- Finance Advanced Core (8 hours)
  - Investments I
  - Investments II
  - Business Investments
  - Business Financing
- Management Advanced Core (8 hours)
  - Human Resource Management
  - Leadership Philosophy and Practice
  - Economic, Environmental, and Social Sustainability in Business
  - Managing People: Applications and Skills
- Marketing Advanced Core (8 hours)
  - New Product Development
  - Consumer Behavior
  - Promotional Strategy
  - Global Marketing

### *Working Professional MBA curriculum:*

- Fall Course Block 1 (8 hour)
  - Module 1: August-October
    - ACCT 701- Financial Accounting
    - DSCI 701- Statistical Decision Making
  - Module 2: October-December
    - MGMT 701- Organizational Behavior
    - FIN 701- Financial Management
- Spring Course Block 2 (8 hours)
  - Module 1: January-March
    - BLAW 701- Intro to Legal Environment of Business
    - IST 701- Managerial Information Systems
  - Module 2: March-May
    - MKTG 701- Marketing Management
    - BE 701- Managerial Economics
- Fall Course Block 3 (8 hours)
  - Module 1: August-October
    - SCM 701- Supply Chain Management
    - Advanced Core 1 (FIN, MGMT, or MKTG)
  - Module 2: October-December
    - MGMT 807- Ethical Decision Making in Business
    - Advanced Core 2 (FIN, MGMT, or MKTG)
- Spring Course Block 4 (8 Hours)
  - Module 1: January-March
    - IBUS 701- International Business
    - Advanced Core 3 (FIN, MGMT, or MKTG)
  - Module 2: March-May
    - MGMT 704- Strategic Management
    - Advanced Core 4 (FIN, MGMT, or MKTG)

Students that do not meet the MBA requirements at the time of graduation from Pharmacy School will be required to complete an additional 10 credit hours for a certificate program to be awarded the School of Business' working professionals MBA (not joint degree requirements). For additional information consult the School of Business section of the KU Graduate Catalog, the School of Pharmacy section of the Undergraduate Catalog, or contact the Associate Dean for Academic Affairs or the Senior Associate Dean, School of Pharmacy, or the Director of Masters Programs, School of Business.

### **Pharm.D./Masters of Science in Clinical Research Dual Degree Program:**

Each year, the Heartland Institute for Clinical and Translational Research invites 5P pharmacy students from the School of Pharmacy to apply for the Predoctoral Clinical & Translational Research TL1 Training Program. This program is designed to stimulate interest in clinical research careers for current medical, dental and pharmacy students by creating a dual-degree training track designed to provide the skills necessary to participate in clinical and translational research immediately upon entry into their clinical training. Trainees must take a leave of absence from their current academic program. For pharmacy students, this training program is completed following their 5P year, starting that summer, continues over the fall and spring semesters and the program is finished the following summer. Students complete PharmD rotations in their 5<sup>th</sup> year of the professional program (that is, it extends the professional program duration from 4 to 5 years).

Students must complete the following program requirements: 1) complete a Master of Science in Clinical Research (MS-CR), 2) actively engage in workshops and training opportunities designed to enhance your research skills, and 3) complete a mentored research project culminating in a published research article. TL1 trainees receive a stipend, tuition remission for MS-CR course work, travel funds, up to \$4,200 to cover training related expenses, and your research mentor is eligible to receive limited funds to cover mentored research related costs. TL1 eligibility requirements include United States citizen or non-citizen national, or have legal admission into the United States as a permanent citizen, currently enrolled in

a MD, PharmD, DDS or DO at a Frontiers affiliated institution and completed the basic science program requirements, and a one-year commitment (leave of absence) from your current program (see Associate Dean Barnes) to complete the MS-CR coursework and participate exclusively in Frontiers sponsored or approved activities.

Application and Submission information:

*Step 1 - Identify a mentor:* One of the most important steps in applying to this program is to identify a research mentor. The CTREC and TL1 Program Directors require interested applicants to meet with them prior to submitting an application to discuss potential mentors. Trainees will receive help selecting a mentorship team that includes a clinician researcher and either a basic scientist or population/community health researcher. The mentor will have primary responsibility for working with the trainee on their research project. In addition to working on their MS-CR, the TL1 trainee will spend much of their year working on their mentored research project.

*Step 2 - Complete the Formal TL1 & MS-CR Applications:* (Deadline is typically in February)

Once you identify a mentor you will be asked to submit an application. Applicants should start developing their application proposal that must include:

- A Personal Statement with a description of their previous research experience and career objectives (This will be used for both the TL1 and MS-CR application).
- Undergraduate and Graduate Transcripts.
- A one-page abstract/proposal for a mentored research project.
- A CV for the applicant (used for both applications), and their mentor (NIH biosketch).
- Letters of Support (3)
  - Research Mentor Letter of Support describing how the trainee will be integrated into the mentor's currently funded research efforts and how the trainee will be able to actively participate in a research project such that the trainee will be able to submit a first-authored publication at the end of their dedicated year of research training. This expectation of publication is directly related to the thesis expectation for the MS-CR.
  - Letter of Support from the Dean of your current academic program.
  - One additional Letter of Support.

Please visit <http://frontiersresearch.org/frontiers/tl1> for program information and <http://ph.kumc.edu/mscr.html> for additional MS-CR program information. Online applications open in mid-November. To complete the MS-CR on line application, visit <https://www.applyweb.com/apply/kumc/index.html>. Please visit <https://redcap.kumc.edu/surveys/?s=f6qIXE> for the TL1 online application. For additional information, please see Associate Dean Barnes or contact Laura Mussulman, MA, MPH, Project Director of the Frontiers Clinical and Translational Research Education Center, at 913-945-7835, or by email at [lmussulman@kumc.edu](mailto:lmussulman@kumc.edu)

*Returning to the School of Pharmacy:* Upon completion of the TL1 MSCR training, students complete PharmD rotations in the 5<sup>th</sup> year of the professional program. In the fall semester of their MSCR, students should contact the Assistant Dean for Experiential Education, Joe Heidrick, to coordinate their 6P rotation selections. In the summer just prior to rotation, students must reapply to the KU Lawrence campus, as a result of not being enrolled in classes on that campus for more than one semester.

## **16) Student Evaluation of Teaching Policy**

Student evaluation of teaching is 1) essential in maintaining excellent instruction in the PharmD program, 2) needed to modify course content and delivery methods, and 3) is an essential component of a professor's bid for tenure and/or promotion in academic rank within the University. In the past, evaluation response rates in many courses have been significantly below the minimum response rates needed to produce meaningful statistical results. Approximately, 60 students out of a class size of 170 must submit completed evaluations to ensure the evaluation results have adequate statistical precision and produce reasonable assessments of instruction. In an effort to increase students' response rates and concomitantly reduce the number of evaluation requests students receive; the Assessment Committee has devised a new student evaluation of teaching procedure for the PharmD program. Each course is assigned 60 students who are required to complete all instructor and course evaluations for that specific course. Based upon the number of courses and class size, in any given semester, students will likely be required to evaluate ~3 of their courses. The 60 students assigned for each course is determined by stratifying each class into quartiles based on academic performance (determined by cumulative GPA from the prior semester). Fifteen students are randomly selected from each quartile and are required to complete the evaluations for the course in the 2 weeks preceding finals (online evaluations will close on Sunday prior to finals). The online course evaluation system used by the school is able to determine which students have submitted a completed

evaluation but cannot identify which evaluation belongs to a specific student. At the time of completion, the submitted evaluations are split from the required student ID number and the evaluations remain anonymous. Instructors are not informed which students were selected to evaluate their course. Students who fail to complete their assigned evaluations will not be permitted to participate in their upcoming IPPE/APPE rotations and will be dropped from any elective course in which they are enrolled in the following semester. While specific students will be assigned to each course, any student will have the option to evaluate any course in which they are enrolled. Instructors are asked to provide time in-class for the evaluations to be completed. The School's Director of Assessment, Millinda Fowles, is responsible for the student selection process and notifying the students of their assigned courses to evaluate.

## 17) Experiential Education

Experiential learning is learning by doing. Experiential learning becomes experiential education when it is part of a structured program whereby the student applies what he or she has learned in the classroom to real-life situations. A significant portion (>30%) of the Doctor of Pharmacy curriculum is comprised of experiential education in the form of Pharmacy Practice Experiences (PPEs), commonly referred to as "rotations." The Accreditation Council for Pharmacy Education (ACPE), the accrediting body for schools and colleges of pharmacy in the United States, mandates the participation of student pharmacists in both Introductory and Advanced (Specialized) Pharmacy Practice Experiences as part of the professional program leading to the Doctor of Pharmacy degree. ACPE guidelines prescribe that Introductory Pharmacy Practice Experiences (IPPEs) begin early in the curriculum, involve actual practice experiences in both community and institutional settings, parallel and integrate with the didactic and laboratory course work and continue in a progressive manner leading to entry into the Advanced (Specialized) Pharmacy Practice Experiences (APPEs) offered in the final year of the curriculum. This experiential course should serve to expose the student to the practice of community pharmacy in either an independent pharmacy or a local, regional or national chain pharmacy in either a rural or urban setting within the state of Kansas.

*Introductory Pharmacy Practice Experience (IPPE):* All Doctor of Pharmacy students will be required to participate in 2 IPPE rotations. The first will take place in the summer following the first year in a community pharmacy setting lasting 1 month (160 hours). The second IPPE rotation will take place in the summer following second year in an institutional or hospital setting lasting 1 month (160 hours). Introductory Pharmacy Practice Experiences are intended to provide early insight into the practice of pharmacy and help guide student's career choices. Students are assigned IPPE rotations after submitting a list of preferences. All students will be required to sign a Statement of Understanding which confirms the student knows he or she could be placed at a site anywhere in the state of Kansas; and in some cases Missouri or Oklahoma. If deemed necessary by the Assistant Dean/Director of Experiential Education, housing is provided by the school for remote IPPE rotations. **Failed IPPE rotations must be retaken over the academic winter break. Both IPPE rotations must be passed to be eligible for APPE rotations.**

*Advanced Pharmacy Practice Experience (APPE):* The final year of the Doctor of Pharmacy program is spent participating in pharmacy practice experience rotations. These consist of one-month rotations (160 contact hours) in various health care settings. Such practice settings may include a variety of acute care, ambulatory care, managed care, and alternate practice sites. Each rotation provides an academically structured environment that enables the student to gain practical experience under the guidance of a practicing health care professional. Every student is required to complete nine one-month rotations. Each rotation begins the first weekday of the month and ends on the last weekday of the month. A grade will be assigned for each rotation. **Failure of two advanced practice experiential rotations will result in a student's dismissal from the PharmD program.**

A student may not receive both academic credit and financial compensation for experiential rotations. Since academic credit is being earned by the student during their pharmacy practice experience rotations, they cannot receive financial compensation for them. Because the student does earn intern hours for these rotations as well as academic credit, they are expected to spend at least 40 hours per week at their rotation site.

Every effort will be made to ensure that pharmacy practice experience rotations are assigned in a fair and equitable manner. A number of factors are taken into account before rotation assignments are made. Consideration is given to student preferences, previous work history of the student, location of the site, as well as a student's future employment/residency plans. Care is also taken to ensure that the selected rotations provide a wide range of experiences for each student. Students may be required to travel throughout the state (e.g., Wichita, Hays, Garden City) or surrounding area to complete their pharmacy practice experience rotations. Students will receive notice of their assignments well in advance of the start of each rotation so they can make appropriate housing arrangements.

*Required Medical Records:* Before participating in the pharmacy practice experience rotations, each student must again show proof of current professional liability and health insurance and appropriate immunizations. This should be on record with the Immunization Coordinator from previous years but it is the student's responsibility to verify the information and present it to the Assistant Dean/Director of Experiential Education. In addition, students must produce another background check free of exclusionary events/convictions before entering the clerkship portions of the program.

*Clarification of Externship, Clerkship, and Internship:* Externship - is a term that has been used to describe an academically structured, experience-based training program that is regulated by the School of Pharmacy. Clerkship - is a term that has referred to an externship that is clinically oriented. In either case, the pharmacist preceptor's primary responsibility to the student is as a teacher. Academic credit is granted and no financial compensation to the student is allowed for work done during either an externship or a clerkship. "Pharmacy practice experience" has become the term used for what has previously been called "clerkship" or "externship". Internship - is not academically structured and the School of Pharmacy has no involvement with internship training. Internship training is under the jurisdiction of the Kansas State Board of Pharmacy. The student may receive financial compensation for the work they perform during their internship. The pharmacist preceptor's primary responsibility to the student when the student is employed is as an employer.

The Kansas State Board of Pharmacy requires 1500 hours of internship training under the supervision of a licensed pharmacist preceptor to be eligible for licensure to practice pharmacy in the State of Kansas. The actual 1760 contact hours of KU pharmacy practice experiences and internships are eligible to be counted toward this requirement. If you work in a pharmacy as an intern, it is recommended that you register these hours with the Board of Pharmacy. Some State Boards of Pharmacy will not accept the externship hours earned while a student as credit toward their total internship hour requirement for licensure. Both externship and internship hours are required in some states prior to licensure.

### **18) Late or Missing Assignments**

All activities, assignments, projects, or other work for a course in the curriculum are to be completed and turned in on time. Any such item that is turned in after the start of the class period it is due may be considered missing and as such assigned no points.

### **19) Scholastic Standing**

- *Academic Warning:* Academic warning notifications are distributed by the Dean's office to students identified by faculty as being at academic risk. This process is subsequent to a judgment made by the faculty at any given time in the semester. These notifications are typically sent students and their faculty advisors by mid-term. Students are encouraged to meet with the faculty of the course and their advisor to develop a plan to improve their performance.
- *Probation:* Students will be placed on academic probation if:
  - A student fails to attain a 2.5\* grade point average of professional coursework in any semester, or whose overall professional course grade-point average falls below 2.5\*.
  - A student falling below the minimum grade point average of 2.5\* will be required to develop and submit an individualized remediation plan to their Academic Faculty Advisor and the Chair of the Academic Standings committee, Senior Associate Dean Gene Hotckiss.
  - A student fails an introductory or advanced pharmacy practice experience.
    - A student failing either an IPPE or APPE will be required to develop an individualized remediation plan with the Assistant Dean for Experiential Education and the Associate Deans for Administration and Academic Affairs.
  - A student fails to comply with programmatic requirements in a timely manner.
- *Suspension:* A student who fails or does not make timely progress in a course or courses while a student in the School of Pharmacy may be placed on suspension. Additionally, a student who fails to comply with the School conduct policy, or academic and/or programmatic requirements may be placed on suspension.

- *Dismissal:* Students will be dismissed from school if:
    - They fail to attain a 2.5\* grade-point-average in all courses or in professional courses for any semester while on probation.
    - They receive a grade of “F” in 40 percent or more of the courses taken during any semester in which they are enrolled in 12 or more credit hours.
    - They fail an individual course twice.
    - They fail two advanced pharmacy practice experiences.
    - They are placed on probation for a second academic semester for failure to comply with programmatic requirements.
  
  - *Petitions:* Students dismissed from the School for poor scholarship or poor performance during experiential education may file a written petition (e-mail petitions are not acceptable) with the Academic Standing Committee in the School of Pharmacy for reinstatement. The committee's decision is final. The committee will normally take one of the following actions:
    - The student will be allowed to enroll, often with stipulations and specific recommendations regarding strategies for restoring his or her good academic standing.
    - The committee may deny the petition in which case the dismissal becomes final.
  
  - *Courses taken outside the School:* Students on probation or on special student status may take courses outside the School of Pharmacy, or at other institutions, in order to improve the grade point average or sustain progression through the program. Prior approval is required by the Academic Standing and Curriculum Committees as well as the course instructor (if the course involves replacement of a required course within the School’s curriculum), and only courses that will count toward graduation will be honored.
  
  - *Return to Good Standing:* Students will return to good standing when the overall pharmacy grade point average reaches 2.5\*. Students are required to be in good standing (i.e. GPA of 2.5\* or higher) to be eligible to enroll and participate in advanced pharmacy practice experiences.
- \*The minimum GPA is 2.5 for students matriculating in the Fall of 2013. Students with matriculation dates prior to that have a minimum GPA of 2.25.***
- *Required Work in Residence:* Of the last 30 credit hours preceding graduation, students must enroll in at least 24 credit hours in the University of Kansas, School of Pharmacy.
  
  - *Grade Appeal:* An appeal concerning the final grade in a course can be made by a student, based on improper application of the grading procedure provided in the syllabus for the course by the instructor. The process for an appeal is as follows:
    - The student will furnish a written request with documentation to the instructor, requesting that a grade change be made.
    - A meeting with the instructor will then be scheduled to discuss the requested change.
    - If further appeal is requested in writing, the department offering the course will meet with the student to resolve the issue, led by the chair of the department.
    - If further appeal is requested in writing, the School Academic Standing Committee will hear the student’s case.
    - Final appeal may be made to the University Judicial Board.

## **20) Student Grievance Policy and Procedure**

The student grievance policy delineates the process for submission of a written complaint with respect to student rights to due process and the correlating appeal protocol. The policy is written in accord with the Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations regarding establishment of policy to address grievances arising within the KU SOP. The policy can be found here:

[https://documents.ku.edu/policies/Pharmacy/grievance\\_procedure\\_pharmacy.pdf](https://documents.ku.edu/policies/Pharmacy/grievance_procedure_pharmacy.pdf)

**The Accreditation Council for Pharmacy Education (ACPE) will evaluate complaints applicable to their accreditation standards. Complaints can be submitted as a written letter to the following address:**

Accreditation Council for Pharmacy Education  
135 S. LaSalle Street, Suite 4100  
Chicago, IL 60603-4810  
Phone: 312-664-3575, Fax: 312-664-4652  
Email: [info@acpe-accredit.org](mailto:info@acpe-accredit.org)  
<https://www.acpe-accredit.org/>

### **21) Class Attendance**

Individual departments and their course instructors may provide additional guidelines on class attendance. Unless otherwise stated, attendance is required although excused absences for attending meetings (see below), illness or deaths in the family may be honored by individual instructors. Any student missing more than 15% of the scheduled meeting sessions of a class will be deemed to have excessive absences. Excessive unexcused absences from any class may result in the administrative withdrawal of the student from that class, at the discretion of the instructor. Students should note that an expectation of students in the professional program is that class attendance and school activities are to be the top priority for all students. Absences for work, work-related activities, or recreational travel, as a few examples, are not acceptable.

### **22) Examination and Study Materials**

The evaluation of student performance shall be based upon examinations, written papers, class participation, Standardized Client Assessment and other requirements as the instructor in each course may determine. Information about the basis for evaluating students' performance and about the requirements that students must fulfill should be made available to students, preferably in writing, within the first two weeks of class. Students who are not in class when such information is provided are responsible for obtaining and knowing it. Students are also responsible for subsequent announcements about course content and grading policies. This information should not be considered a contract; the information may be revised as the course progresses, provided students are given timely notice of such revisions. Individual departments and their course instructors will provide information in the course syllabus on appropriate study materials to be used in preparing for examinations. Instructor's course notes and examinations are copyright materials. Only the faculty have exclusive rights to reproduce, distribute, and display their work. The only materials authorized as study guides for an examination or a quiz will be those materials distributed in class, by e-mail, other means by the instructor, or those specifically posted by the instructor in Blackboard for their respective course.

### **23) Examination Date Policy**

Regular examinations and quizzes during the semester are set by the individual course instructors and are generally provided to the students in the course syllabus. Regular examination and quiz dates may be moved with timely notice at the sole discretion of the instructor. The instructor may consider requests for moving an exam from a student or group of students, however, the instructor is the sole authority in setting the test date. Examinations in multiple courses may occur in the same week and this alone may not be sufficient to compel a faculty member to change an exam date. All final examinations will be administered at the time, date, and in the room(s) specified. Final examination dates are published by the Dean's Office and are not subject to relocation at either a student's or an instructor's request unless specifically approved by the School of Pharmacy Scheduling Committee.

### **24) Student Performance Assessment**

Students will be assessed yearly in the Standardized Client Assessment Program. This assessment may occur outside of the student's regular class schedule and require an additional time commitment. Students will be assigned their assessment window (time range) at least two weeks prior to the exam. This assignment will be communicated to students via e-mail. The schedule for the exams is typically:

- 3Ps Spring semester exams will occur during the ~9-10 school days preceding KU's spring break
- 4Ps Fall semester exams will occur during the ~9-10 school days between Thanksgiving break and KU's stop day
- 5Ps Spring semester exams will occur during the ~9-10 school days prior to KU's stop day

Students must successfully pass this exam to remain in good standing. Students who do not pass (score at or above threshold) all areas of the exam will be required to meet with the Assistant Dean for Experiential Education, Associate Dean for Academic Affairs, and the Senior Associate Dean to establish a formal written plan of remediation. If deficiencies are not successfully remediated within the timeline established by the committee, the student will be

dismissed from the program. Students have the right to appeal their remediation plan or dismissal from the program. Remediation plan appeals should follow the procedures listed below:

- A written appeal can be submitted to the Academic Standards Committee.
- If necessary, a hearing in front of the committee will be scheduled.
- Recommendations resulting from the hearing will be forwarded to the Dean of Pharmacy for a final decision in the School of Pharmacy.
- Final appeal may be made to the University Judicial Board.
- The Associate Dean for Academic Affairs will serve as a liaison to the Academic Standing committee and be available as a resource in interpreting data collected during the SC Exam.

## **25) Notice of Non-Standard Meeting Times and Locations for Assessment and Education Activities**

Throughout the curriculum, students will be required to participate in professional development learning and assessment activities, such as the standardized client assessment program or in the clinical assessment course (PHPR 670). These learning and assessment activities may take place outside of officially scheduled class times or in locations outside of the School of Pharmacy's facilities (including at KUMC in Kansas City, KS). Additionally, students will be required to participate in interprofessional educational activities whereby pharmacy students interact with students in other health professions in simulations, lectures, and other training programs at various locations and times of day. As outlined in the scholastic standing policies above, these are programmatic requirements; as such, students who fail to comply with these requirements are subject to being placed on academic probation. Continued non-compliance with these programmatic requirements would be defined as: repeated non-compliance in a given semester, or in more than one semester, and is grounds for dismissal from the PharmD program. We request that students remain flexible with regards to their schedule and willingness to provide personal transportation to such locations and facilities to participate in these excellent training opportunities.

## **26) Course Handouts**

Faculty may, but are not required to, provide notes for a lecture or course. If course notes are to be provided, they may be in paper format or electronic format at the discretion of the faculty member. If a member of the faculty decides to distribute notes or supporting materials in paper format, it is the responsibility of that faculty member to print and/or distribute them. Students are provided with access to a copier and paper in order to print class-related handouts and make copies as needed. Personal use of the copier/paper is prohibited. A reasonable monthly copy/print quota is provided to each student. Use is regulated and monitored by the school administration.

## **27) Educational Technology Requirements (iPad, iOS Applications)**

Commencing in the 2012-2013 academic year, all students entering KU School of Pharmacy's PharmD program are required to own an iPad 2 (or newer generation), as well as select accessories and applications. Recent curricular changes now require students to use iPads in the classroom and during experiential rotations. Faculty members are increasingly incorporating iPads and other technology in the classroom. End-of-the-year assessment data shows that the mobility of iPads allows students to study at any time or place and to have all their lecture notes and other educational resources organized in a single lightweight device. Current students use their iPads in a wide variety of ways, including downloading and annotating lecture notes, listening to podcast or recorded lectures, participating in audience response polling during lectures, reading iBooks and online textbooks, communicating via approved video chatting apps with students or faculty on our various campuses, and completing activities in the five semesters of pharmacy skills laboratory. We are also exploring methods and technology to administer quizzes and exams in a secure testing environment on the iPad. Our senior students benefit from the iPad by having mobile access to electronic medical records as well as their lecture notes and drug information software while on rotation. Students are provided detailed instructions and a list of device and application requirements over the summer prior to 3P matriculation. **The iPad Mini or iPhone is not an approved device** due to screen size concerns during laboratory and testing environments.

**Students who already own an iPad** are not required to purchase another one, but they must ensure that the device meets the above specifications and has the required applications loaded prior to orientation. **Students who need to purchase an iPad** may do so at any retailer of their choice. The School of Pharmacy provides a volume-based purchase discount through the Tech Shop in the KU Bookstore. If you have technical questions regarding the iPad and/or applications, please contact the School of Pharmacy's Systems Specialist, Brad Sager at [bsager@ku.edu](mailto:bsager@ku.edu). If you have questions about how the iPad is used throughout the curriculum, please contact Associate Dean, Brian Barnes at [bbarnes@ku.edu](mailto:bbarnes@ku.edu).

## **28) Dress While a Student in the School of Pharmacy**

It is recommended that students adhere to a business casual dress code at all times while in classes or on school sanctioned activities. Unless authorized by a school administrator, white coats are to be worn at all times when on professional activities sanctioned by the school.

## **29) Professional Meeting Attendance and Student Travel Policy**

The School of Pharmacy promotes and encourages the professionalism of all of its students in part through providing specific opportunities and support for students to attend local, regional, and national meetings. The following travel policies apply to all students in the School of Pharmacy:

- Students in the first semester of their 3P year are not permitted to attend out-of-state meetings with the School's support.
- Students in any of the classes (e.g., second semester 3P, 4P, 5P, or 6P years) may attend meetings with the School's support under the following conditions:
  - The student is attending a School of Pharmacy approved meeting (i.e., typically those represented in the School by the student organizations). Prior to each semester the Dean's office will make available to instructors a list of dates of professional meetings. Instructors will be asked by the Dean's office to avoid examinations on those dates if at all possible during the semester. The Dean's office will also specify for the instructors which classes (e.g., second semester 3P, 4P, 5P, or 6P) will be appropriately involved and in which meetings.
  - The student's organization approves of the travel.
  - The student has a significant role in the meeting such as the presenter of a paper, as an officer in the organization, will be interviewing for residencies, positions in the profession (6P only), or participating in meetings with significant student programming.
  - The student is not on probation, has an overall GPA of 2.5\* or greater, and is not averaging a "C" grade or lower in any currently enrolled course, and has not been sanctioned for academic or professional misconduct.
  - The student will not miss an examination.

## **30) Course Withdrawal Procedures**

Pharmacy students shall consult with the Senior Associate Dean or Associate Deans for Academic Affairs or the Wichita Campus before dropping any courses to obtain a signature on the course withdrawal form. The procedure for dropping a course can be found on the University Registrar's web site.

## **31) Class Disruptions**

*Fire alarms and evacuations:* In the event of a fire alarm or building evacuation during an examination, students are instructed to place their exam face down on their desk and leave the classroom and building by the nearest exit. Instructors will lock the classroom as they follow the students out of the classroom. When the all clear is given to re-enter the building, students will not be allowed back in the classroom until the instructor has entered and collected all of the exams. If there is time remaining in the class period or alternatively, in the next meeting of the class, the instructor will provide instructions on how the examination material will be covered in another exam and at a later time.

*Disruptions by students during class periods:* The scope and content of each course (including all materials used and presented) in the School of Pharmacy is defined by the instructor in consultation with, the curriculum committee, the responsible department and the Dean. While the orderly exchange of ideas, including questions and discussions prompted by lectures, discussion sessions and laboratories, is viewed as a normal part of the educational environment, the instructor has the right to limit the scope and duration of these interactions. Students who engage in disruptive behavior, including persistent refusal to observe boundaries defined by the instructor regarding inappropriate talking, discussions, and questions in the classroom or laboratory may be subject to discipline for non-academic misconduct (disruption of teaching) or academic misconduct, as defined in the Code of Student Rights and Responsibilities (CSRR), Article 22, Section C (<http://www.vpss.ku.edu/rights.shtml>), and the University Senate Rules and Regulations (<https://documents.ku.edu/policies/governance/USRR.htm>). Section 6 Article 2 of USRR also defines potential sanctions for these types of infractions.

*Disruptions during final exam week:* In the final exam period of each semester, the School of Pharmacy's Deans office staff will provide information for emergency scheduling should a fire alarm or building evacuation occur during an examination period. Instructors will be notified by the Dean's office in advance of the final exam and tell the students

before the exam where they should gather to be able to quickly move to the classroom in the event of an alarm. If the alarm occurs during the exam, students are instructed to give the exams to the instructor as they leave the classroom and building by the nearest exit and as designated by the instructor. Students are not to discuss the examination while in transit to the alternate examination room. Once in the alternate classroom, the instructor will re-administer the examination. (Generally, if there is an evacuation or bomb threat prior to your final exam period, members of the University Police may also meet instructors and students at the classroom door or building entrance to re-direct you and your students to alternate classrooms.)

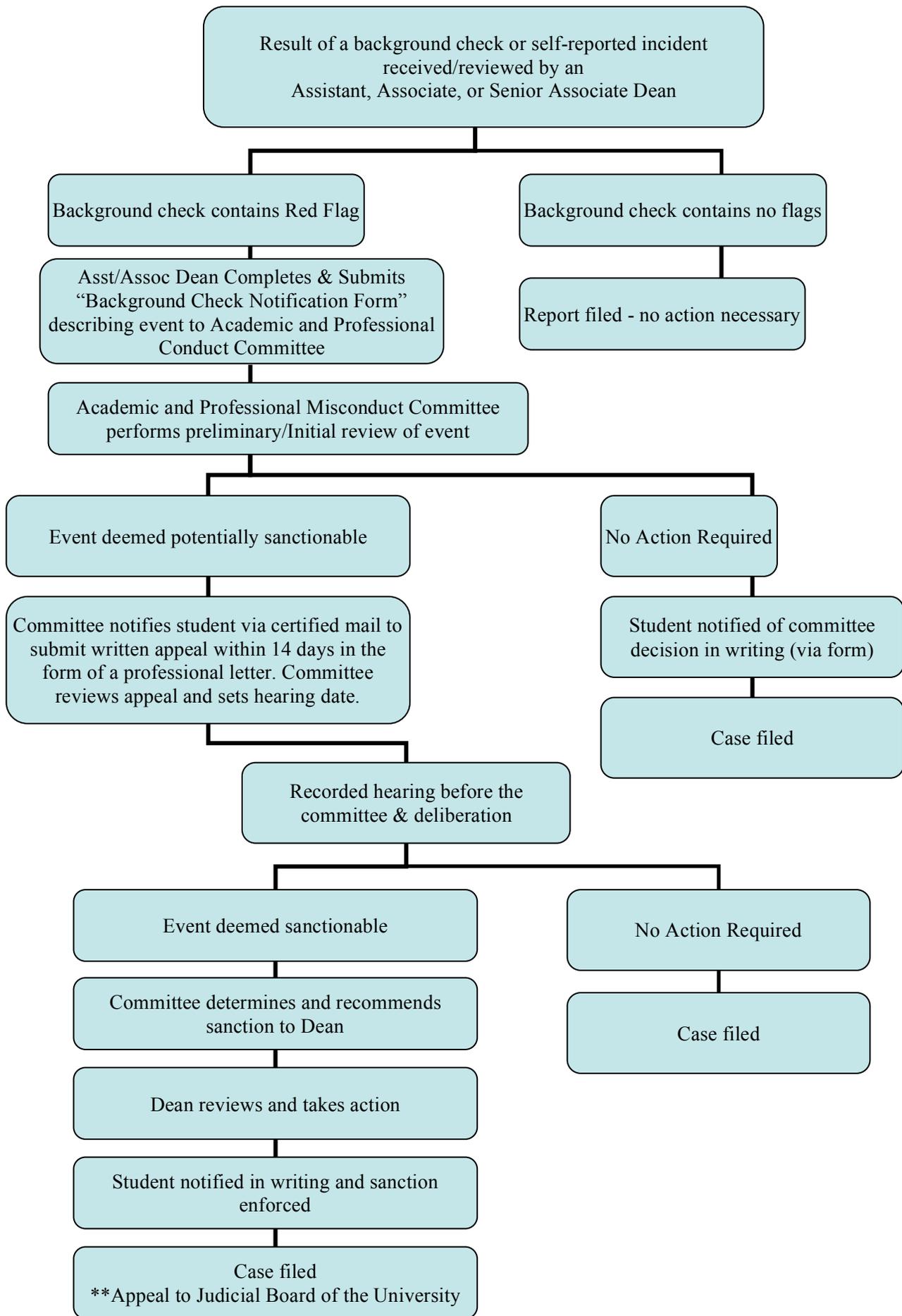
### **32) Criminal Background Check Procedures:**

The Academic and Professional Misconduct committee is responsible for the evaluation of any student background check that contains a potential exclusionary event. It is strongly encouraged that if you have any prior or pending incidents or issues of concerns that may or may not be reflected in a background check, but that may potentially preclude your ability to be a licensed pharmacist or pharmacy student intern, that you self-report such incidents in written detail, submitted to the attention of the Senior Associate Dean in the School of Pharmacy. A potential exclusionary event is any action or event that may exclude the student from matriculating or progressing in the School of Pharmacy. Examples of exclusionary and non-exclusionary events include, but are not limited to, the following:

- Exclusionary events include but are not limited to:
  - Any drug or alcohol-related violation or conviction
  - Any sex crime
  - Any misdemeanor or felony conviction
- Examples of events not considered exclusionary:
  - Non-felony moving violations that do not include alcohol or controlled substances
  - Legal change of name

The committee will be notified of any flagged offense and will subsequently determine if it is potentially exclusionary. This initial screening step will occur prior to student notification. If an event is flagged on a background check the following will occur:

- *Step One:* When a background check is received that contains a flagged event an Associate Dean or the Assistant Dean/Director for Experiential Programs will review and report the event to the Academic and Professional Misconduct Committee via the reporting form contained in this policy. The committee will determine if no further action is required or if the event is sanctionable.
- *Step Two:* If the event is deemed sanctionable the student will be notified via a copy of the Background Check Notification Form, hand delivered or delivered via certified mail. This form will contain a date of the hearing and will be within 14 days of notification if possible. Students must prepare a written appeal and submit it at least 3 days before the scheduled hearing. The appeal must clearly identify why the flag or potentially exclusionary event should not preclude them from matriculating or progressing in the School of Pharmacy. Actions may include: 1) No action required and matriculation in good standing, 2) Censure, 3) Matriculation into or progression in School of Pharmacy on probation, 4) suspension, and 5) Admission Reversal or Expulsion.
- *Step Three:* The committee will convene to hear the request within 14 class-days of receiving the event appeal from the student. The results of this hearing will be submitted in writing to the Dean of the School of Pharmacy for action.
- *Step Four:* Appeals of the decision of the Dean are made to the Judicial Board of the University.





### **33) Academic, Professional and Scholarly Misconduct**

The complete policy governing academic, professional and scholarly conduct for professional and graduate students in the School of Pharmacy can be found at the following address:

[https://documents.ku.edu/policies/Pharmacy/academic\\_and\\_professional\\_conduct\\_policy.pdf](https://documents.ku.edu/policies/Pharmacy/academic_and_professional_conduct_policy.pdf)

### **34) Request for Campus Reassignment Policy and Procedures**

The following describes the policies and procedures that will be implemented if a pharmacy student requests campus reassignment from the Lawrence Campus to the Wichita Campus or vice versa. Students in good standing enrolled in the KU School of Pharmacy may request campus reassignment in accordance with the following guidelines:

- Requests for campus reassignment must be submitted at least 60 days prior to the beginning of the semester in which the student desires to change campus locations.
- A student will ONLY be permitted to make an approved change in campus locations ONE time.
- Requests for campus reassignment will be considered on a case-by-case basis and approved only for instances considered reasonable and justifiable. If more students are seeking campus reassignment than capacity permits, academic performance in professional coursework will be the primary factor considered. However, in extenuating circumstances healthcare, military service and/or matters relating to family support will be considered as well.
- Requests for campus reassignment will be considered ONLY IF A SPACE IS OPEN AND AVAILABLE on the campus to which the student is seeking reassignment.
- The maximum number of students allowed per class will be 150 on the Lawrence campus and 20 on the Wichita campus.
- Requests for a mutually agreed upon exchange of campus location between students will be considered.
- Requests for campus reassignment will be submitted to the Associate Dean for Administration using the Request for Campus Reassignment Form found in the Policy section of the School of Pharmacy website.
- Requests will be reviewed by a Campus Reassignment Committee consisting of the Associate Deans of the School of Pharmacy.
- Any student requesting campus reassignment may be required to meet with the Campus Reassignment Committee prior to the committee ruling on their request.
- Appeals to any Campus Reassignment Committee decision shall be made to the Dean of the School of Pharmacy.
- Any use of enticements or incentives in the form of money, goods or services between students to facilitate any campus reassignment request will be considered Professional Misconduct, and will result in the denial of any campus reassignment request by the student(s) and may result in academic disciplinary sanctions.

### **35) Requests for Temporary Attendance at an Alternative Campus**

Students enrolled in the KU School of Pharmacy may request to temporarily attend their didactic courses on a KU campus that is not their home campus in accordance with the following guidelines:

- Requests must be submitted at least 7 days prior to the date(s) the student would like to attend classes on at such campus. Exceptions to this deadline will be considered for emergency situations.
- Requests will be considered on a case-by-case basis and approved only for instances that include healthcare, military service and/or matters relating to family support.
- Requests will be considered ONLY IF A SPACE IS OPEN AND AVAILABLE on the campus to which the student is seeking temporary attendance.
- Requests must be submitted in writing to the Associate Dean for Administration using the Request for Temporary Attendance on a Distance Campus Form found in the Policy section of the KU School of Pharmacy website.

All requests MUST be accompanied by documentation, in the form of an e-mail or written confirmation, from the instructor of each class in which the student is enrolled. Requests submitted without documented instructor approval will not be considered. Requests will be reviewed and determined by the Associate Dean for Administration in collaboration with the Associate Deans of the School of Pharmacy. The decision to grant or deny temporary attendance on the distance campus will be communicated to the requesting student by e-mail within 7 days of receipt of such request. Appeals to any decision of the Associate Deans shall be made to the Dean of the School of Pharmacy. Any offer or acceptance of enticements or incentives in the form of money, goods or services between students to facilitate any distance campus attendance request will be considered Professional Misconduct, and will result in the denial of any temporary attendance request by the student(s) and will result in academic disciplinary sanctions.

## Student Services

### 36) Financial Assistance for Pharmacy Students

*University-Wide Scholarships:* The Office of Student Financial Aid, KU Visitor Center, The University of Kansas, 1502 Iowa St, Lawrence, Kansas, 66045, administers a large program of scholarships, loans, and part-time employment to benefit KU students. In recent years, about \$29 million in various forms of aid has been processed annually through the office, including about \$2 million annually in short-term loans. For information on resources available, prospective students should write to or visit this office. Many scholarships have application deadlines as early as March 1 of each year. The earlier an application is received the better the chance of obtaining a scholarship. More information can be found at: <http://affordability.ku.edu/steps/index.shtml>

*School of Pharmacy Financial Assistance:* The School of Pharmacy, in cooperation with the Office of Student Financial Aid, presents around 160 awards to pharmacy students totaling approximately \$350,000 annually. Applications are received in the Dean's office in the spring semester. For an application for School of Pharmacy financial assistance, write directly to the Office of the Dean, School of Pharmacy, The University of Kansas, Lawrence, Kansas 66047. This assistance is available to entering third-year pharmacy students as well as returning pharmacy students. More information can be found at: <http://pharmacy.ku.edu/financial-aid>

### 37) Professional Advising

Traditionally, advising concentrates on course and undergraduate major selection. At the KU School of Pharmacy, advising focuses on developing a mutually beneficial relationship between students and professors with the primary goal of helping students gain the necessary skills, attitudes, beliefs, and experiences to be successful academically and professionally. Advising provides students the opportunity to learn from the SOP's faculty, outside of the classroom. Students are assigned a faculty advisor during the fall semester of their first year. Students will work with their advisors through the duration of the didactic curriculum. More information about the School's advising plan can be found at: <http://pharmacy.ku.edu/advising-roles>

### 38) Tutoring for Students in the Professional Program

Tutoring is available for students in the school through the Rho Chi Scholastic Honor Society and/or through the tutoring services of the University. Tutoring services can also be arranged through the faculty, the Dean's office or directly through the College of Liberal Arts and Sciences. Students on the Wichita campus should consult the Associate Dean for assistance in initiating tutoring services. More information can be found at: <http://pharmacy.ku.edu/tutoring>

### 39) Minority Support Service (Multicultural Scholars Program)

The school offers a Minority Scholar program, directed by a faculty member in the School of Pharmacy. Under-represented minorities are encouraged to apply to the program. Limited financial assistance and academic support services are provided for qualifying student applicants. More information can be found at: <http://pharmacy.ku.edu/multicultural-pharmacy-scholars-program>

### 40) Summer Employment Opportunities

There are many opportunities for pharmacy students to obtain employment in a variety of pharmacy related positions during the summer months. Information regarding many of these opportunities may be available in the Dean's office and within the various departmental units of the School of Pharmacy. Announcement of the availability on many of these positions will be posted throughout the year and as they become available. There are also special informational sessions with students at various times during the academic year to discuss some of these employment programs. The Dean's office feels that employment and experience in any pharmacy setting is useful in facilitating the learning process during pharmacy school. Some examples of the employment opportunities usually available are listed as follows:

#### *Independent Community Pharmacy Internships:*

Independent community pharmacies throughout Kansas actively seek and hire pharmacy students for both part-time employment during the academic year and full-time during the summer and semester breaks. The KU School of Pharmacy has established a cooperative relationship with the Kansas Independent Pharmacy Service Corporation to assist students in attaining employment in independent pharmacies. Positions are posted as they become available and some on-campus interviews will be conducted.

*Pharmacy Internships in Community Chain Pharmacies:* Many of the chain pharmacy operations have programs for summer employment, and part-time employment during the academic year, for pharmacy students within their pharmacies. These companies are on campus during both the fall and spring semesters to conduct employment interviews with 5P students. During these times, especially in the spring semester, many of these companies will announce that they also desire to interview 3P and 4P students for summer pharmacy student intern positions.

*Hospital Pharmacy Internships:* Many hospital pharmacies within the State of Kansas actively seek and hire pharmacy students for both part-time employment during the school year and full time positions during the summer. Positions are posted for student information, as they become available. Some on-campus interviews are held throughout the year.

#### **41) Job Placement for Pharmacy Graduates**

While the student is responsible for seeking and securing employment, the school hosts a job fair each year to aid and support students in this effort. Sixth year students are exempt from rotations on the day of the job fair and are encouraged to attend the function. Typically 40 to 60 employers attend the fair. The employer representatives in attendance have career pathway opportunities covering a broad scope of settings, including post-graduate residencies. The school, through the Dean's office, provides assistance with the preparation of resumes, business cards, and an interview protocol.

#### **42) Students with Confirmed or Suspected Chemical Dependence or Impairment**

The School of Pharmacy works cooperatively with the Kansas State Board of Pharmacy, the Kansas Pharmacists Association and the Committee on Impaired Pharmacy Practice (CIPP) to ensure that any students with alcohol or substance abuse problems have access to professional help and counseling. Information about this program can be accessed via the Kansas Pharmacists Association web site at the following address: <http://www.ksrx.org/>.

Upon matriculation into the professional degree program, specifically during program interviews, students sign a letter attesting to their understanding that "students in the University of Kansas School of Pharmacy may be required to submit to random alcohol and/or drug screens as a condition of participation in required components of the curriculum and that positive testing of such screens may result in expulsion from the University of Kansas School of Pharmacy."

Additionally, if the behavior of a student generates suspicion that they are potentially abusing drugs or alcohol students may be subjected to random mandatory screening, at the expense of the School of Pharmacy. Positive screening results or failure to comply with screening by the specified deadline is grounds for expulsion from the program.

#### **43) Student Advisory Council (STUCO)**

The Student Advisory Council is comprised of the 3P, 4P, 5P, and 6P class Presidents, 3 Wichita Class Representatives, 3 Student Senate Representatives, and student organization Presidents from APhA-ASP, NCPA, PLS, SSHP, Kappa Epsilon, Kappa Psi, and Rho Chi. All 17 of the above members have voting rights at STUCO and at the School of Pharmacy Faculty meetings. All of the above individuals represent their class and organization members and meet monthly during the academic semesters with the Deans and Director of Assessment for the School of Pharmacy to discuss relevant issues. STUCO members are charged with bringing issues to the meeting on behalf of classmates and organization members. They should also disseminating information from the monthly STUCO meeting to their respective classes and organizations.

#### **44) Class Officer Election Protocol**

The following protocol details the process to select the class officer positions, which include both class President, and Vice-President. The duration of the term is for the fall, spring, and the following summer semester.

*Eligibility:* Candidates must be a full time student in their respective class, must sustain a status of student in good standing for the duration of their elected term, and may be from the Lawrence or Wichita Campus.

*Position Responsibilities:* Represent respective class at the School of Pharmacy Student Advisory Council (STUCO) monthly meetings. Actively, and in a timely manner, seek and be responsive and available to represent and convey the concerns and issues of fellow classmates on each campus location, Lawrence and Wichita. Present issues of concern on behalf of the class at STUCO and to the administration of the School of Pharmacy. Convey information on program issues, concerns, and changes to fellow classmates on both campus locations regarding presentations and discussions per STUCO meeting discussions and information provided by the School administration or faculty with respect to a class they are teaching. Serve as a communication support liaison between faculty and class regarding class announcements and time

or location changes. Represent respective class at official School of Pharmacy events on request of the Dean's Office. The above responsibilities apply first to the Class President and secondly to the Class Vice-President when the Class President is unable to meet any of the above position responsibilities. Elected individuals who do not fulfill the above responsibilities may be removed from office at the discretion of the School of Pharmacy Administration.

*Nominations & Election Process for Positions of Class President and Vice-President:* Nominations can be made by any class member. Individuals can nominate themselves. Nominations for Class President shall be submitted prior to the date of the election. Nominations for Class Vice-President can be submitted prior to the date of the election as well as from the floor on the date of the election. Nominations shall provide a brief summary of candidate qualifications and statement of interest in being considered for the position of Class President (limited to 75 words). The nominations statement for each candidate will be made available to all class members via email. Nominees shall confirm by email to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) they accept the nomination for Class President.

**3P Class Officer Elections:** Nominations will be accepted from 8:00 a.m. Monday through 5:00 p.m. on Wednesday, of the first full week of class in the fall semester of each academic year. Nominations are to be submitted to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) or delivered in writing to the Dean's Office of the Lawrence or Wichita Campus. Elections will be conducted on Wednesday of the second week of class in the fall semester of each academic year. The time and location of the election process will be made available to all students by email. The election of class President and Vice-President for the Class of 2017 for the academic term of fall 2013 through summer 2014 will take place on Wednesday, September 4 at 12:00 noon in Room 2020, KU School of Pharmacy, 2010 Becker Drive. The students on the Wichita Campus will participate via teleconferencing. Students must be physically present on either campus to vote. Nominations for President and Vice-President may be submitted from 8:00 a.m., Monday, August 26 through 5:00 p.m. on Wednesday, August 28 as instructed in item 4.c, 4.d, and 4.e, above.

**4P, 5P, 6P Class Officer Elections:** Nominations are accepted from 8:00 a.m. Monday through 5:00 p.m. on Wednesday, during the last full week of class in the spring semester of each academic year. Nominations are to be submitted to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) or delivered in writing to the Dean's Office of the Lawrence or Wichita Campus. Elections will be conducted during the last full week of class in the spring semester of each academic year. The time and location of the election process will be made available to all students by email.

On the day of the election, candidates will make a 2-minute presentation addressing their qualifications immediately preceding the election. School of Pharmacy administrators will preside over the election process. If the President and Vice-President elect are both students on the same Campus location (Lawrence or Wichita) then the class on the other campus will elect a student representative for their class to participate as their respective campus class representative on STUCO. This election, if required, should take place in a timely manner with nominations from the floor following the election of Class President.

#### **45) Accommodation of Individuals with Disabilities**

The University of Kansas and the School of Pharmacy are committed to seeing that all students have an equal opportunity to succeed. The School's technical standards of pharmacy education and practice are available in section 3 above. The Office of Disability Resources helps students identify and coordinate services for students with disabilities. They are present to help students whether their disability is physical, sensory, medical, psychological, or related to attention or learning. More information is available at their website: <http://disability.ku.edu/> To explore the services available contact the Office of Disability Resources, Academic Achievement & Access Center, Strong Hall, Room 22, 1450 Jayhawk Blvd. Lawrence, KS 66045-7535, Voice: (785) 864-2620, e-mail: [achieve@ku.edu](mailto:achieve@ku.edu)