Compliance Hotline
For reporting financial, regulatory, NCAA, and patient safety issues

Because compliance is everyone's responsibility

Call 1-866-990-0111 to speak to a specialist or compliance.umich.edu

The University of Michigan Compliance Hotline is a tool for UM employees, students, vendors and others to raise concerns regarding financial, regulatory, NCAA, and patient safety issues.

UM is committed to providing an environment where individuals feel comfortable discussing compliance problems—no matter how big or small—and where people can safely and confidentially come forward to identify instances of fraud or other serious concerns.

Calls to the UM Compliance Hotline can remain anonymous. Customary resolution methods, such as talking to your supervisor, are still important first-line approaches for reporting compliance concerns. The Compliance Hotline is available for situations where conventional channels are uncomfortable or otherwise inappropriate, or for times when you wish to remain anonymous. You should keep in mind, however, that certain types of reports may be difficult for the university to pursue if you choose to remain anonymous.

The Hotline does not replace existing reporting mechanisms across UM's campuses or in the Health System, but rather serves as an additional option. For an overview of other reporting mechanisms, see other ways to make a report.

The Compliance Hotline is not for reporting criminal or medical emergencies. For emergency assistance, please call 911.

- Trained interview specialists
- Available 24 hours per day, 7 days per week
- Multi-lingual staff

Compliance Resources

Visit the Compliance Resource Center at compliance.umich.edu for more information and tools about compliance.
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OVERVIEW

Introduction
This Student Handbook is designed to be used in conjunction with the College website, the University handbook and other resources available to students. Any policies described herein should not to be considered a replacement for any University regulations and students are expected to adhere to all general University policies and procedures. Any questions regarding the information in this handbook should be directed to the Office of Student Services.

The College
The College traces its history to 1868 when pharmacy was first taught as a distinct academic discipline. A school of pharmacy was established in 1876 with the distinction of being the first such unit within a state university. The title of the school was later changed to the College of Pharmacy.

The University of Michigan College of Pharmacy prides itself on a sense of community and excellence in teaching, research and service. The College enrolls approximately 340 PharmD students, 100 graduate students and a small number of BS students, which makes the College one of the smallest academic units at the University of Michigan. As a result, Michigan’s pharmacy students have access to all the facilities offered by a large, very diverse, world-renowned university, while also having the ability to enjoy the advantages of belonging to a select, close-knit group. The small class size also creates more valuable opportunities to sharpen clinical, leadership, critical thinking, communication, teamwork, and other high-demand career skills. The College of Pharmacy is responsible for the Doctor of Pharmacy Program and also offers Doctor of Philosophy programs in Medicinal Chemistry, Pharmaceutical Sciences, and Social and Administrative Sciences. There is also an undergraduate program for the BS in pharmaceutical sciences degree.

College Vision Statement
To be a global leader in pharmacy and pharmaceutical education, research and practice with the ultimate goal of providing excellent, innovative patient care and drug development.

College Mission Statement
The mission of the University of Michigan, College of Pharmacy is to prepare students to become pharmacists and pharmaceutical scientists who are leaders in any setting. The College provides a quality education that effectively integrates critical thinking, problem-solving and leadership skills. Research in the pharmaceutical, social and clinical sciences and its translation into health care is a key component of our mission. The College achieves its mission by striving for excellence in education, service and research, all directed toward enhancing the health and quality of life of the people of the State of Michigan, the nation and the international community.

College Strategic Goals
The College’s six long-term strategic goals, listed below, serve as the blueprint for College activities.

- To educate PharmD students with a foundation in basic and clinical knowledge, research, skills, attitudes and values enabling the professional students to become compassionate, innovative, adaptable leaders and providers of pharmaceutical care in diverse settings. The professional students will develop the ability to effectively communicate with patients and other health care professionals, utilize their knowledge to optimize medication therapy outcomes, and develop the skills necessary for self-directed, lifelong learning to enable them to advance the field of health care.
• To provide graduate programs that enable PhD students to acquire the necessary knowledge and skills in scientific research for them to become accomplished scientists who are experts and leaders in the pharmaceutical, medicinal, social and administrative and clinical sciences.

• To recruit, develop and retain effective, dedicated educators who inspire their students to pursue lifelong learning in the health sciences and in the service of human health.

• To anticipate, recognize and respond to the needs and concerns of society by improving human health through the design, implementation, conduct and evaluation of research related to drugs and pharmaceutical care.

• To maintain a culturally and socially diverse academic community to prepare pharmacists to meet the needs of a culturally and socially diverse society.

• To shape the future direction of the pharmacy profession through education, research and the development of innovative practice models.

College Core Values
The College core values are essential and enduring tenets that in conjunction with the mission, guide College decisions and behaviors, and are not compromised for short-term expediency

<table>
<thead>
<tr>
<th>College Core Values</th>
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<tr>
<td>Respect – Excellence – Leadership – Community</td>
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<tr>
<td>Diversity – Integrity – Professionalism – Innovation</td>
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Diversity Equity and Inclusion
From being one of the first universities to admit women in 1870 to our historic defense of race conscious admission policies at the U.S. Supreme Court in 2003, the University of Michigan has had a fierce and longstanding commitment to diversity, equity and inclusion (DEI). This commitment rests upon our recognition of the history in the United States of racial, ethnic, and gender discrimination as well as our understanding that our progress as an institute of higher learning will be enhanced with a vibrant community of people from many backgrounds.

**Diversity** - We commit to increasing diversity, which is expressed in myriad forms, including race and ethnicity, gender and gender identity, sexual orientation, socio-economic status, language, culture, national origin, religious commitments, age, (dis)ability status, and political perspective.

**Equity** - We commit to working actively to challenge and respond to bias, harassment, and discrimination. We are committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

**Inclusion** - We commit to pursuing deliberate efforts to ensure that our campus is a place where differences are welcomed, different perspectives are respectfully heard and where every individual feels a sense of belonging and inclusion. We know that by building a critical mass of diverse groups on campus and creating a vibrant climate of inclusiveness, we can more effectively leverage the resources of diversity to advance our collective capabilities.
ORGANIZATIONAL STRUCTURE AND COLLEGE OFFICES

Organizational Structure
The College of Pharmacy operates within a departmental structure that includes the following departments:

- Department of Clinical Pharmacy, which consists of faculty in the disciplines of social and administrative sciences, pharmacy administration, and pharmacy practice, including clinical faculty and adjunct clinical faculty.
- Department of Medicinal Chemistry, which consists of faculty in the disciplines of medicinal chemistry and pharmaceutical chemistry
- Department of Pharmaceutical Sciences, which consists of faculty in the discipline of pharmaceutics.

Each department is led by its own department chair. See Appendix A for the College organizational chart.

College Telephone and Email List
Please see the listing on the College website for faculty and staff members’ contact information, located under the heading “College Directory”  [https://pharmacy.umich.edu directory](https://pharmacy.umich.edu/directory)

Below are some important offices/services you should know about:

Office of Student Services – 734-764-7312
The Office of Student Services assists in the recruitment, admission, and general well-being of all College of Pharmacy students. Enrolled students should also visit the office for information regarding certification, registration, internship licenses and additional information and directions for University student services. Although some student services at the College are provided by the Clinical Sciences and the Office of Experiential Education, students should ask personnel in the Office of Student Services for assistance whenever they’re uncertain about where to obtain information or services at the College or the University. (email: [cop.studentservices@umich.edu](mailto:cop.studentservices@umich.edu))

Office of Experiential Education – 734-763-0091
The Experiential Education program provides Doctor of Pharmacy students with a structured, supervised program of participation in the practice of pharmacy. The goal of the various introductory and advanced pharmacy experiences is to help students acquire practice skills and judgment, and develop the level of confidence and responsibility needed for entry into the pharmacy profession. Introductory Pharmacy Practice Experiences (IPPEs) are spread throughout the first three years of the Doctor of Pharmacy program and the entire fourth year of the program is devoted to Advanced Pharmacy Practice Experiences (APPEs). The Office of Experiential Education is located in the Academic and Student Affairs suite in the College of Pharmacy building. (email: [cop-et@umich.edu](mailto:cop-et@umich.edu))

Diversity, Equity and Inclusion – 734-764-9710
The College of Pharmacy’s efforts in diversity, equity, and inclusion, DEI, are led by its chief DEI officer, Dr. Regina McClinton. As part of the College of Pharmacy’s commitment to diversity, equity and inclusion, DEI, it has established its DEI committee, which includes student members. Dr. McClinton and the DEI committee oversee the enacting of the college’s strategic plan, DEI programming and training, and support the college in creating a diverse student body and faculty. In addition, Dr. McClinton supports college constituents in their personal progress in intercultural competence (working across and valuing differences). (email: [reginamc@umich.edu](mailto:reginamc@umich.edu))
Pharmacy Advancement and External Relations Office – 734-764-7350
This office coordinates all alumni related events and fundraising for the College. Additionally, the office works in concert with Student Services on the Leadership Scholars Program and the P3 and P4 scholarship program. Students should also contact this office with questions regarding the approval of merchandise bearing the College’s identity for use by professional organizations. (email: pharm.advance@umich.edu)

Office of Financial and Human Resources – 734-764-7542
Financial and Human Resources is responsible for any financial and HR issues related to the College. This includes, but is not limited to, management of operating and non-operating revenue and expenditures, budget administration/reporting, oversight of undergraduate and graduate financial aid, research administration, procurement, temporary appointments, expense reimbursements, central copy machine management, and internal controls development, improvement and monitoring. Please see the Travel Reimbursement section in the Handbook for more information regarding travel reimbursement processed through this office. (email: cop.finance@umich.edu or cop.humanresources@umich.edu based upon your specific need)

Facilities Office – 764-647-2365
The Facilities Office handles the scheduling for all College classrooms and meeting rooms, is responsible for the mechanical functions (i.e. air conditioning) for the College, classroom equipment requests, the student lockers and access to the building. Also see COP resources for more information regarding these topics. (email: cop.facilities@umich.edu)

Information Technology Office – 764-647-9450
All students are provided with the University’s Standard Computing Package consisting of a Uniqname and UMICH Kerberos password, email, software (limited, shared access), online file storage, printing allocation, wi-fi access and a MCommunity Directory listing. Please visit, "Student Computing at U-M" (http://www.itd.umich.edu/orientation/) for a comprehensive listing of available computing resources provisioned by the University. (email: 4help@umich.edu)

The College of Pharmacy Information Technology Services (ITS) department, located on the lower level of the Pharmacy building, supports all public computing areas within the College such as the Student Lounge, Lecture Rooms, and wi-fi accessible study spaces. ITS may be contacted via e-mail at 4help@umich.edu In case of emergency, such as equipment failure immediately prior to a presentation, ITS may be paged at 734-670-4298 (please leave room number as a page, such as "1570", for example)

ACADEMIC AND ENROLLMENT INFORMATION FOR COLLEGE OF PHARMACY STUDENTS

Registration and the Office of the Registrar
All continuing students are eligible to register for the subsequent term, unless the student has a financial hold. The University Registrar’s Office issues registration appointments in March for the fall term and in November for the winter term. The Office of Student Services distributes information to each class during the registration period each term. Effective Winter 2017, The Office of Student Services will handle the enrollment of PharmD students in required courses. The Registrar’s Office is responsible for registration appointments and processes certification, official residency status, official transcripts, diplomas and assesses tuition. The Office is located at State Street in Room 1210 in the LS&A Building, next to the Michigan Union and near the Student Activities Building. The website is http://www.ro.umich.edu/
Modifying a Course and Add/Drop Procedures

Course changes are subject to the following deadlines:

1) **Adding a Course.** Courses may be added through the end of the third week of classes of a term (second week of a half-term).

2) **Dropping a Course.** Courses may be dropped through the end of the eighth week of a term (fourth week of a half-term). Courses dropped after a term’s third week of classes (second week of a half-term) require the permission of the course instructor and an adviser. The course grade will carry a W designation on the student’s academic record. The fee assessment will not be reduced for courses dropped after a term’s third week of classes (second week of a half term).

3) **Changing a Modifier.** A course modifier (e.g., from graded to pass/fail) may be changed through the end of the eighth week of classes of a term (fourth week of a half-term). Petitions for exceptions to the change-of-election deadlines must be submitted to the College Committee on Academic Standing for consideration. The committee may approve a request if the student documents unusual circumstances in support of an exception. All requests to the Committee for exceptions should be submitted by email or in written form to the Office of Student Services.

Transfer Credit

Advanced standing or transfer of credit for any required Pharmacy courses must first be evaluated and deemed equivalent by the Admissions Committee and the Associate Dean for Student Services before credit is given.

Withdrawal from the Program

Students who wish to withdraw from the PharmD or BSPS program after registration must submit a paper withdrawal form to the Office of the Registrar or request that this form be submitted on their behalf by The Student Services Office, signed by the Associate Deans. If the withdrawal occurs after the term has begun, tuition will be assessed, according to the schedule set by the Registrar’s Office.

Students who withdraw from the PharmD or BSPS program voluntarily or when dismissed by the Committee on Academic Standing must apply for readmission if they wish to be enrolled for a subsequent term. Requests for consideration for readmission should be addressed to the Associate Dean for Student Services no later than twelve weeks before the start of the term in which a student intends to enroll. Decisions will be based on the circumstances leading to a student’s withdrawal and the availability of space in the class year for which the student would qualify upon readmission.

Tuition and Fee Schedule

Students enrolled in the College of Pharmacy are assessed tuition according to their residency classification (in-state or out-of-state residency status). The amount of tuition charged is determined each July and is published by the Office of the Registrar. The information regarding tuition can be found on their website:

[http://www.ro.umich.edu/tuition/](http://www.ro.umich.edu/tuition/)

Grading System

**Grade Notations.** College of Pharmacy students receive grades of A+ through E. Grades of A+ through C- denote passing work in courses required for a degree from the College of Pharmacy. Grades of A+, A, and A- indicate excellent work; grades of B+, B, and B- denote good work; and grades of C+, C, and C- fair work. The minimum passing grade is a C- for a required for all courses. Grades of D+, D, D-, E, F, and U denote failure in any course.
Grades are not removed from a student’s record by reelection of the same course. Grades carry the following honor-point values per each semester hour credit: A+, A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1.0; D- = 0.7; E = 0.0. The number of honor points awarded per course is determined by multiplying the honor-point value of the letter grade by the semester hours of credit of the course for which it is earned. Example: A grade of B+ (3.3 honor points) earned for a three-credit course yields 9.9 honor points. Honor points earned are used to calculate the student’s grade point average (GPA). The GPA is computed by adding the honor points earned for each course and dividing that total by the number of semester hours of credit elected for a grade. A grade of P or F awarded for a course elected on a pass/fail basis does not affect a student’s GPA.

**Pass/Fail Option.** The pass/fail option allows students to elect courses that interest them without concern for their grade point average. Student transcripts show one of two designations for courses elected as pass/fail: P (pass) and credit toward program or F (fail) and no credit toward program. Instructors in graded courses report letter grades for all students in their courses. For students who have elected a course on a pass/fail basis, the Registrar’s Office records letter grades of A+ through C- as P on transcripts and letter grades of D+ through E as F. Pass or fail grades do not enter into the computation of the term or cumulative grade point average. There are two restrictions on the pass/fail option: 1) a student may elect only one elective course per term on a pass/fail basis, and 2) a required course cannot be elected on a pass/fail basis unless it is graded on a pass/fail basis only. Any required or elective courses graded on a pass/fail basis does not count toward the one-course-per-term limit on pass/fail elections. Students electing a course on the pass/fail option must indicate the grading option at the time of registration. A course elected on a graded basis may be changed to pass/fail or back to graded by the end of the eighth week of the term (or before the second week of a half term). Courses may be elected on an audit basis, if permission is obtained from the instructor. If permission is given to audit a course, the student must fulfill the instructor’s expectations. The grade designation for an audited course is VI (visit). No credit toward any degree requirements is given for courses elected on an audit basis.

**Class Absences and Requirements for Course Credit.** Final examinations are held in most courses during the end of each term. Absence from the final examination is reported on a student’s academic record as X and credit for the course is temporarily withheld. Any student absent from a final examination is required to report to the instructor as soon as possible. A student with a valid excuse for absence is permitted to take an examination. The letter grade then added to the X on the student’s transcript reflects performance on that examination and if the student earns a passing grade in the course credit is awarded. If a student’s excuse for absence is deemed unsatisfactory or if the student fails to present an excuse, the course grade becomes an E. (Also see the Exam Deferral Policy).

When a student is prevented by illness or other cause beyond control from completing a course, the instructor may report an I (incomplete) for the course. Incompletes are awarded only when most course requirements have been completed and work has been satisfactory. When an I is reported for a course, credit is temporarily withheld. The student should complete outstanding course requirements as soon as possible. Unless the instructor grants an extension and submits it in writing to the Registrar’s Office, an incomplete must be completed by the end of the next term (not including spring-summer term) for which the student is enrolled. When all course requirements are met the appropriate letter grade is added to the student’s record; if the student earns a passing grade in the course, credit is awarded. If course requirements remain incomplete after the allotted time has elapsed, the Records Office adds a course grade of E to the student record. A student who repeats a course and completes it with a minimum passing grade receives the additional number of honor points for the new grade. Extra semester hours of credit for the repeated course do not count toward those needed for graduation, but semester hours of credit for both elections are included in the denominator in calculating the grade point average.
Absences. Although the regulation of class attendance is left to the discretion of each instructor, he or she is urged to report excessive absences to the associate dean so that the cause may be determined. Students are warned that the accumulation of unexcused absences may result in either a request to drop the course or a report of an E grade. Only valid excuses, such as incapacity, are accepted. (Also see Exam Deferral Policy).

Satisfactory Progression and Probation
Students who do not successfully complete a required course or fall below the required cumulative and/or term GPA of 2.000, will have their records reviewed by the Committee on Academic Standing and placed on academic probation. The Committee meets at the end of each term and outlines the requirements for students who are placed on probation. Students are encouraged to submit a letter to the Committee on Academic Standing prior to the meeting to provide insight into the situation. Each case is considered according to the student's circumstances, the College policies on scholarship, and progress toward fulfillment of degree requirements. Students are subject to one or more of the following actions by the Committee: 1) academic warning; 2) academic probation; 3) academic probation with specified conditions; 4) denial of permission to proceed to the next year of a degree program; and/or 5) dismissal from the College. Student appeals regarding committee decisions are heard by the College Executive Committee.

Advisement for Degree Completion
Advisement regarding student records and degree completion is available from the Student Records Manager. Contact cop.registrar@umich.edu for an appointment.

Rho Chi Society
Third and fourth year pharmacy students are invited into membership of the Rho Chi Society if they are in the top 20% of their class, beginning with the fall term of their third year of enrollment.

Student Records and Transcripts
College of Pharmacy students have an academic file containing admissions material, unofficial copies of their academic records, and correspondence. An additional, confidential file may be kept that contains sensitive material. The material could include charges of misconduct and/or letters from a health professional. Students must contact the Office of the Registrar for copies of their academic records (transcripts). This service is available on Wolverine Access and is free of charge.

Students have a right to examine the materials in their own academic files. Students who wish to review their files may do so by scheduling an appointment with the Manager of Student Services by calling (734) 764-7312. Students may add documents to their files. Requests for deletions and additions to the files must be made to the Associate Dean for Academic Affairs. Academic records are kept in the College of Pharmacy for five years after a student graduates and confidential files are kept for two years after graduation or withdrawal from the College.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs both the release of and access to student records in the College and University. FERPA states that access to individual student academic files is restricted to those faculty and staff members who have a legitimate need to review the files to perform their “administrative task outlined in the official’s duties or performing a supervisory or instructional task directly related to the student’s education.” See FERPA rules for other disclosure, amendment and access laws governing student records, located on the University Registrar’s website:  http://www.ro.umich.edu/ferpa/
Graduation and Enrollment Certification
Upon the request of a student, the Office of Student Services will provide certification of enrollment or graduation. The information may include:

1) Current class standing (program and level)
2) Date of first enrollment in the College
3) Estimated date of graduation
4) Number of internship hours earned through the PharmD program
5) Academic standing (good standing or probation)

The College of Pharmacy is unable to certify enrollment for student loans. Requests for official enrollment certification for student loans must be submitted to the University Registrar’s Office.

Graduation
All students who plan to graduate must apply for graduation in Wolverine Access early in the term in which they expect to graduate. The Office of Student Services verifies the students’ eligibility with the Office of the Registrar before a diploma can be awarded.

BACHELORS OF SCIENCE IN PHARMACEUTICAL SCIENCES PROGRAM

Overview
The four-year (124 credit hours, 120 credit hours effective Fall 2017) B.S. in Pharmaceutical Sciences program prepares students for technical positions in the discovery, development, and manufacturing/production areas of the pharmaceutical industry or for graduate studies in pharmaceutical, medical and basic sciences, pharmaceutical engineering or professional education in pharmacy, medicine, dentistry, veterinary, business, and law. Graduates of this program are not eligible for licensure as pharmacists.

Internships
The BSPS program encourages practical research experience through co-operative opportunities or internship programs. Students are encouraged to participate in at least one internship or co-op opportunity. Interns and co-op students may receive a stipend or may elect to receive credit for their internship/research experience by enrolling in Research in Pharmaceutical Sciences (PharmSci 570).

Pharmaceutical Sciences Curriculum
Students must complete a minimum of 124 credits (120 credits for students admitted as of Fall 2017), including 8 credits of Research for students admitted prior to Fall 2017, as part of the requirements for the degree. The complete curriculum for the bachelor’s degree in Pharmaceutical Sciences is included in the Appendix. The grading system for B.S. in Pharmaceutical Sciences is the same as the PharmD program.

DOCTOR OF PHARMACY PROGRAM

Overview
As delineated in the mission statement, the College strives to prepare students to become pharmacists and pharmaceutical scientists who are leaders in any setting by providing students with a quality education that effectively integrates critical thinking, problem-solving and leadership skills. The curriculum ensures that graduates are prepared to practice in diverse settings through the integration of biomedical, pharmaceutical, behavioral, social and administrative sciences, and also to practice pharmacy with the ethical, moral, and legal
tenets of the profession. As one of the America’s top-ranked Doctor of Pharmacy (PharmD) programs, the University of Michigan College of Pharmacy provides a pharmacy education unsurpassed in breadth and depth. The College offers more than 600 rotation experiences, including a vast selection of centers, clinics, and other medical units affiliated with Michigan Medicine, one of the nation’s premier health systems.

**Curriculum and Assessment Committee**

The Curriculum and Assessment Committee is composed of faculty, students, staff, and alumni who are responsible for the oversight of the professional curriculum of the College of Pharmacy. Responsibilities of the committee include reviewing and assessing current courses, approving new courses, curricular structure, and assessment of the overall curriculum. It is the Committee's responsibility to ensure that College-defined Ability Based Outcomes drive curricular design and are achieved within the curriculum. Another key responsibility of the committee is the continuing assessment of the curriculum along with continuing curricular revision as identified by curricular assessment. The Curriculum and Assessment Committee also approves health-relevant electives as described below.

**Curricular Philosophy**

In concert with the core mission and goals of the College, the curricular philosophy is that students be provided a comprehensive foundation in basic, social and administrative, and clinical sciences in a logical, integrated, and progressive manner, thereby enabling graduates to be successful in any setting and to become leaders in the profession. Intentional interprofessional education is embedded within the didactic and experiential curriculum to help prepare graduates for interprofessional practice and the collaborative, team-based nature of health care. In addition to the core didactic and experiential curriculum, all students are required to meet the requirements for the co-curriculum – a structured program with specific requirements and flexibility to allow students to explore their areas of interest in the profession.

**Ability Based Outcomes (ABOs)**

To produce the type of student envisioned by our curricular philosophy, the College has developed the curriculum based on the achievement of professional competencies, commonly referred to as the Ability Based Outcomes (ABOs). These domains serve to define what students must be able to do (i.e., skills, attitudes, behaviors) with their knowledge in order to successfully become compassionate, innovative, adaptable leaders and providers of pharmaceutical care in diverse settings. Students are expected to have the ability to effectively communicate with patients and other health care professionals, utilize their knowledge to optimize medication therapy outcomes, and have the skills necessary for self-directed, lifelong learning to enable them to advance the field of health care.

Upon completion of the doctor of pharmacy program, the student will be able to:

1. **Foundational Knowledge**
   1.1. Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient-centered care (learner):
      1.1.1. Relate the chemical, biochemical, structural and pharmacological mechanisms of drug action to the identification and resolution of medication-related problems
      1.1.2. Explain physiochemical aspects of pharmaceutical products and drug delivery systems
      1.1.3. Describe pharmacokinetic and pharmacodynamic principles that must be considered when defining and modifying a dosage regimen in an individual patient
      1.1.4. Describe the pathophysiology and therapeutic principles required to solve therapeutic problems, provide patient-centered care, and advance population health
1.1.5. Describe the components of the US healthcare system and the ways in which pharmacists can optimize medication use.

1.1.6. Retrieve, analyze, and interpret scientific literature to provide drug information to patients, caregivers, and other healthcare providers.

1.1.7. Apply research principles and processes.

1.1.8. Apply the tenets of professionalism and ethical behavior.

2. Essentials for Practice and Care

2.1. Provide patient-centered care as the medication expert across the continuum of care (caregiver):

2.1.1. Gather, organize, and interpret relevant patient or population-specific data.

2.1.2. Identify pharmacotherapy problems.

2.1.3. Formulate and implement evidence-guided care plans, assessments, and recommendations based on individualized data.

2.1.4. Monitor treatment outcomes and modify therapeutic plans as needed.

2.2. Manage patient health care needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems (manager):

2.2.1. Ensure the safe and accurate dispensing of medications.

2.2.1.1. Assure the accuracy and completeness of medication orders.

2.2.1.2. Provide accurate medication distribution (including dispensing of individual prescriptions), ensuring integrity of drug products.

2.2.1.3. Ensure safe compounding of extemporaneous and parenteral products.

2.2.1.4. Comply with all legal, ethical, and professional standards.

2.2.2. Use technology to optimize the medication use system.

2.2.2.1. Integrate technology, automation, and processes to improve medication use for the purposes of improving health outcomes for patients.

2.2.3. Identify and utilize human, physical, medical, information, and technological resources to optimize the medication use system.

2.2.3.1. Promote efficient and cost-effective resource utilization (including dispensing of individual prescriptions).

2.2.4. Use technology to optimize the medication use system.

2.3. Design prevention, intervention, and educational strategies for individuals and communities to manage chronic diseases and improve health and wellness (promoter):

2.3.1. Assess the health care status and needs of targeted patient populations.

2.3.2. Explain evidence-based approaches that consider the cost, care, access, and satisfaction of targeted patient populations (e.g., institutional or managed care).

2.4. Approach to Practice and Care

2.4.1. Recognize problems in practice or care, explore and prioritize potential strategies, and design, implement, and evaluate a solution (problem solver).

2.4.2. Identify problems related to practice or care, and systematically gather, analyze, and synthesize information using available methods and research tools to explore possible solutions.

2.4.3. Formulate and implement evidence-based care plans, assessments, and recommendations for individuals and communities (manager).

2.4.4. Implement and monitor solutions and assess effectiveness (intended and unintended consequences).

2.5. Formulate and implement evidence-guided care plans, assessments, and recommendations based on individualized data.

2.5.1. Ensure the safe and accurate dispensing of medications.

2.5.2. Use technology to optimize the medication use system.

2.5.3. Identify and utilize human, physical, medical, information, and technological resources to optimize the medication use system.

2.5.4. Use technology to optimize the medication use system.

2.5.5. Design prevention, intervention, and educational strategies for individuals and communities to manage chronic diseases and improve health and wellness (promoter).

2.5.6. Formulate and implement evidence-based care plans, assessments, and recommendations for individuals and communities (manager).

2.5.7. Implement and monitor solutions and assess effectiveness (intended and unintended consequences).

11.6. Describe the components of the patient-centered health care system and the ways in which pharmacists can optimize medication use.

11.7. Retrieve, analyze, and interpret scientific literature to provide drug information to patients, caregivers, and other healthcare providers.

11.8. Apply the tenets of professionalism and ethical behavior.
3.2. Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding (educator)
   3.2.1. Select the most effective techniques/strategies to educate a given learner or audience
   3.2.2. Ensure instructional content contains the most current information relevant for the intended audience
   3.2.3. Assess audience comprehension

3.3. Ensure that patients’ best interests are represented (advocate)
   3.3.1. Encourage patients to take responsibility for, and control of, their health
   3.3.2. Advocate for and assist patients in obtaining the resources and care required

3.4. Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs (collaborator)
   3.4.1. Communicate and collaborate effectively with patients/caregivers and other healthcare professionals to engender a team approach (interprofessional education)
   3.4.2. Use active listening, gather input/feedback, value diverse opinions, and foster collaboration to help build consensus and enhance team functioning
   3.4.3. Demonstrate professional skills, attitudes, abilities, and values and a sense of personal responsibility and confidence for interactions with patients, patients’ agents, and other healthcare providers

3.5. Recognize social determinants of health to diminish disparities and inequities in access to quality care (includer)
   3.5.1. Demonstrate an attitude that is respectful of different cultures (cultural sensitivity) and consider cultural beliefs and practices when developing health and wellness care plans
   3.5.2. Assess the health literacy of patients and modify communication strategies to meet their needs

3.6. Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization (communicator, oral and written)
   3.6.1. Interview patients using an organized, structured, specific question technique (e.g. motivational interviewing) with medical terminology adapted for the audience
   3.6.2. Use effective interpersonal skills (verbal and nonverbal communication) to establish rapport and demonstrate empathy
   3.6.3. Communicate assertively, persuasively, confidently, and clearly
   3.6.4. Document pharmaceutical care activities and associated outcomes
   3.6.5. Develop professional documents pertinent to organizational needs (e.g., monographs, policy documents)

4. Demonstrate Personal and Professional Development
   4.1. Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth (self-aware)
      4.1.1. Identify and reflect on personal knowledge, skills, abilities, beliefs, biases, motivations, and emotions.
      4.1.2. Approach tasks with a desire to learn and demonstrate a willingness to recognize, correct, and learn from errors
      4.1.3. Create, implement, evaluate and modify plans for personal and professional development for the purpose of individual growth
   4.2. Demonstrate responsibility for creating and achieving shared goals, regardless of position (leadership)
      4.2.1. Compare and contrast leadership and management
      4.2.2. Use a systematic approach to establish and evaluate goals (e.g., SMART goals)
   4.3. Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals (innovation)
      4.3.1. Demonstrate initiative, innovative thinking, and creative decision-making when confronted with novel problems or challenges
   4.4. Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society (professionalism)
4.4.1. Adopt personal and professional ethical principles (e.g., altruism, integrity, trustworthiness, and respect) that place the health and safety of patients above personal gain
4.4.2. Display preparation, initiative, and accountability consistent with a commitment to excellence

Approved: Curriculum and Assessment Committee, 10/20/14

PharmD Curriculum
Students are required to complete the four-year course sequence that corresponds to their year of graduation, outlined on the College website (https://pharmacy.umich.edu/pharmd/pharmd-curriculum) and in the appendices. A minimum of 128 credits are required for graduation; effective with the class of 2020 the minimum credits required is 138. Course descriptions can be found on the College website (https://pharmacy.umich.edu/current-students/student-resources/course-descriptions).

Time Limit
Student must complete the degree requirements in seven years or less in order to qualify for a PharmD degree.

Elective Credit Requirements
Elective credits must be taken on the Ann Arbor campus by the end of the third year of the program. At least 6 of the elective credits must be pre-approved Professional course elective credits. Effective with the Class of 2020, students must complete at least 9 credits of pre-approved Professional course electives. Please see the professional elective search tool at https://pharmacy.umich.edu/pharmd/professional-electives-search for an up-to-date list of courses accepted for Professional elective credit. One graded elective course may be modified to P/F (pass/fail) or S/U (satisfactory/unsatisfactory) grading basis each term. Exceptions to this rule are that the research elective (570) must be taken on a graded basis and electives graded on a pass/fail basis only do not count toward the one-per-term limit on pass/fail elections.

Professional Elective Courses
The intent behind professional electives is to provide flexibility in the curriculum to allow students to explore areas of interest specific to their professional growth. An interactive list of professional electives that have been reviewed and approved are available at https://pharmacy.umich.edu/pharmd/professional-electives-search.

The procedures below explain how you can request approval for a course that does not appear in the interactive tool or has not been previously reviewed.

Graduate Level Courses Offered Through Health-Science Schools:
Graduate courses (≥ 500 level) that are relevant to biomedical science, human health, and/or the practice of pharmacy which are offered through the University of Michigan health-science campuses (Schools of Pharmacy, Dentistry, Medicine, Nursing, Public Health, and Social Work) qualify as professional electives provided they are not attendance-only courses. Attendance only courses (e.g., seminars or journal clubs that do not require a rigorous form of student assessment) are not accepted for professional elective credit. Students wanting to take a graduate level course offered through one of the health-science schools that is not on the list of approved professional electives must submit a request form. The request will be reviewed within one week of receipt by the chair of the Curriculum Committee and the college registrar, allowing for a timely response to the student whether the course meets the requirements. Any course where there are questions of acceptability will be presented at the next scheduled Curriculum Committee meeting for review and vote. All approved requests will be added to the list of approved electives to benefit future students.
Graduate Courses at Non-Health-Science Schools and Undergraduate Courses:

Graduate courses offered outside of the health-science schools and all undergraduate level courses must be reviewed and approved by the Curriculum Committee. Students requesting approval for one of these courses must submit a request form. The following criteria must be met before a course will be considered by the Curriculum Committee to be added to the list of approved professional electives:

- The course must be relevant to biomedical science, human health, and/or the practice of pharmacy. Examples include, but are not limited to:
  - Management courses relevant to pharmacy administration offered through the Business School
  - Health informatics courses offered through the School of Information
- An upper division undergraduate course may be deemed acceptable by the Curriculum and Assessment Committee. Lower division undergraduate courses are not allowed for professional elective credit.
- Undergraduate courses must have academic expectations on par with PharmD courses. There must be some form of rigorous student assessment (e.g., exams, written papers, oral presentations, etc).
- Attendance only courses (e.g., seminars or journal clubs that do not require a rigorous form of student assessment) are not acceptable for professional elective credit.
- The course cannot be a broad overview of a topic that is suitable for a lay audience.
- Graded or pass/fail (satisfactory/unsatisfactory) courses are acceptable provided they meet all of the above criteria.

Guidance for Selecting Professional Electives: The approved professional electives can be found online at https://pharmacy.umich.edu/pharmd/professional-electives-search. Electives can be searched by topic area to help students identify electives that may be within their areas of interest.

How to Request Professional Elective Credit: Students who are interested in a course that does not appear on the professional elective list and that meets the criteria stated above may submit a request for consideration to the Curriculum and Assessment Committee using the form available on the college website. Students making such requests are required to document that the above criteria are met (or that an exception should be made for upper division undergraduate courses) and provide a rationale for why the course should be considered. A copy of the course syllabus must be submitted along with the request form.

Investigations Course Requirement
Students are required to complete an Investigations course sequence as part of the degree requirements of the PharmD program. Information is provided by the course director for the investigations course series before registration and on the website regarding the procedures for identifying course instructions, submitting proposals and final reports, and the timeline for completion. The Investigations requirement is not considered complete until a final paper is submitted.

Curricular Practical Training for International Students
The International Center and the U.S. Government have programs that allow international students to work, depending on the circumstances. The International Center at the University of Michigan has established the Curricular Practical Training (CPT) program for this purpose. This program requires documentation that the employment enhances the student’s educational experience at the University. It also requires CPT students to be enrolled in an approved course. Registration in the CPT program is not required for employment within the University Setting, including the University Health System.

The steps required for participation in the CPT program include the following:

1) Obtain a written offer of employment.
2) Meet with staff in the International Center to discuss the CPT program and obtain a Faculty Advisor Recommendation Form.

3) Meet with the Student Records Manager in the Student Services Office and bring a copy of your employment offer and the Faculty Advisor Form. You will be contacted to set up a meeting with the advisor when the form is ready for signature.

4) Meet with the Associate Dean for Academic Affairs (who is also the faculty advisor for CPT), to discuss the employment offer and whether or not the position will enhance your educational experience at the College. If approved, you will also discuss the required written paper and he will sign the Advisor Recommendation Form.

5) Return to the Student Services Office with the signed form and obtain the electronic permission to register for the CPT course, Pharmacy 799. You must provide the International Center with proof of your enrollment. The following policies regarding registration in a CPT course have been established by the International Center and the Office of the Registrar:
   a. Students must be enrolled in the CPT course during each term of employment, except as noted.
   b. Students are not expected to enroll in the winter term if their fall term employment ends by the middle of January.
   c. Students are allowed enroll in a CPT course for the winter term to cover summer employment and may register as late as the end of winter term (with a signed add/drop form available in the Student Services Office).
   d. Students who are registered in CPT for the winter term and wish to work during the summer must register for the full spring/summer term and pay the tuition assessed for the one credit course.

6) Once you have satisfied all of the requirements outlined by the International Center, a staff member there will change your visa to allow you to begin your employment.

7) At the end of the term, submit the written paper to the advisor, who will assign a course grade of “S” (satisfactory) if the paper is approved. Students do not receive credit toward their program for any paid work experiences.

**LICENSURE**

**Michigan Pharmacy Internship License**
All students in the PharmD program are required to hold valid Michigan Limited Educational Internship Licenses. The Michigan Board of Pharmacy requires all interns to renew their licenses each May. Students who do not hold a valid, up-to-date license are not allowed to report to their experiential learning sites and may be dis-enrolled.

Use this website to obtain an internship license in Michigan:
http://michigan.gov/mdch/0,1607,7-132-27417_27529_27548---,00.html

**Internship Hours for Other States:**
Although students earn a sufficient number of internship hours in the pharmacy program to be licensed in the State of Michigan, some states require more hours. It is a good idea to submit worked hours to the state. Students planning to return “home” to another state during the summer and work as an intern should contact that state’s Board of Pharmacy to learn what is required to become an intern in that state. Upon graduation, some or all of the internship hours may count toward the state’s licensing requirements.
California Internship License
In order to become licensed in the state of California, applicants must submit internship hours when applying for licensure and not before. For students who live and work in California, the internship reporting should be completed for all pharmacy-related experiences (worked hours in the state of California) and saved for submission after graduation.

Please visit the Office of Student Services regarding internship licenses or email the Student Records Manager (cop.registrar@umich.edu) for more information regarding internship licenses in the State of California.

Applying for the NAPLEX and MPJE Licensure Exams
The Registration Bulletin for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) can be downloaded from the National Association of Boards of Pharmacy (NABP) website at www.nabp.net. The Registration Bulletin contains important information about applying for and taking the examinations that should be thoroughly reviewed. Students can submit their NAPLEX, MPJE and “Application for Examination as a Pharmacist” applications prior to graduation. After graduating and satisfying all other requirements (e.g., completion of intern hours), the Michigan Board of Pharmacy will inform NABP of applicants’ eligibility to take the examinations, for those students who have designated Michigan as their primary state. NABP will then contact Pearson VUE to notify them that they can issue an Authorization to Test (ATT) letter. Once the ATT has been received, applicants can make an appointment to take the exams. Exams can be scheduled at any testing center in the U.S. The NAPLEX and MPJE exams can be taken on different dates and at different testing centers.

The College sends a Certificate of Education to the Michigan Board of Pharmacy upon graduation. Students requiring certification for another state should contact the Student Records Manager in the Office of Student Services.

The exact procedure for registering for the NAPLEX is dictated by the states’ Boards of Pharmacy. There are some states that require applicants to apply for the exam through their State Board. Read all instructions carefully when applying for your license.

For more information regarding the NAPLEX and MPJE Licensure Exams, see http://www.nabp.net/programs/ or the NAPLEX-MPJE ctools resource site.

DOCTOR OF PHILOSOPHY PROGRAM

Overview
The College of Pharmacy PhD programs prepare students for positions in Industry (Pharmaceutical, Biotechnology and Chemical Companies), Academic Institutions, Governmental Agencies (NIH, NSF, FDA), Alternative Paths (science policy, law, etc.), and Entrepreneurial Activities. PhD degrees are administered by the Rackham Graduate School, in cooperation with each department in the College.

More information and curricular information can be found on the College website, https://pharmacy.umich.edu/academic-research-about/academic-departments.
STUDENT ORGANIZATIONS

The College enjoys many robust student groups that have organized chapters at the University of Michigan College of Pharmacy. More information, including who to contact in each group, can be found on the University’s Student Groups website: https://pharmacy.umich.edu/student-organizations.

POLICIES AND PROCEDURES

ACADEMIC AND PROFESSIONAL CONDUCT POLICY

INTRODUCTION
The College of Pharmacy Student Academic and Professional Conduct Policy (“Conduct Policy”) is a policy under which students and faculty share responsibility for monitoring the academic and professional conduct of students. Like many other professions, pharmacy is largely responsible for formulating and monitoring its own ethical standards. This opportunity to govern itself is a privilege granted to the profession by society with the understanding that the profession will maintain the welfare of the public as its primary concern. In exercising this responsibility, the American Pharmacists Association (APhA) and corresponding state and local professional associations such as the Michigan Pharmacists Association have adopted codes of ethics that define minimum standards of professional conduct. In this system, the responsibility of students parallels the responsibility of pharmacists, who maintain high professional standards by monitoring the professional conduct of their peers. U-M Pharmacy students are expected to be familiar with the APhA Code of Ethics and to adhere to it. Graduate student activities are generally not covered by the APhA Code of Ethics but are instead described in the University of Michigan Rackham Graduate School’s Policy Statement on Academic and Professional Integrity. All graduate students within the College must maintain the highest standards of integrity in their research and conduct themselves in a professional manner in their dealings with others. It is the responsibility of all to ensure that our actions and behaviors are maintained at the highest possible standards.

The Pharmacy faculty, believing that self-governance should begin during the student years, adopted this Conduct Policy. As a condition of admission to the College of Pharmacy (College), therefore, each student must sign a pledge stating that he or she understands the Conduct Policy and agrees to abide by its principles. Students are also required to sign pledges for all examinations, attesting that they have neither given nor received help on the examination. Similar pledges may also be required for other class work at the discretion of the instructor.

All members of the College community, including students, staff and faculty members, have a responsibility to report student behavior that violates this policy, as outlined in Section II of this policy. Conversely, intentionally making false accusations can have a negative impact on the individuals involved and the community. Anyone who knowingly and intentionally files a false complaint against a student under this policy is subject to discipline.

SCOPE OF POLICY
The Conduct Policy applies to all students enrolled in the College of Pharmacy including programs, events and activities affiliated with, sponsored by or sanctioned by the College of Pharmacy. In addition, the Conduct Policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the University, the College of Pharmacy, faculty, staff, students,
patients, or clinical staff; or on the student’s fitness for continued enrollment in the College of Pharmacy; or on the student’s fitness for the pharmacy profession.

Students in the College of Pharmacy are also required to comply with the University Statement of Student Rights and Responsibilities: http://www.oscr.umich.edu/statement/

Rackham graduate students must also comply with all Rackham conduct policies that apply to graduate students: http://www.rackham.umich.edu/policies/academic_policies/

Any questions regarding the Conduct Policy should be addressed immediately to relevant faculty or the Associate Dean of Student Services. Any questions regarding the meaning of any provision of this Conduct Policy will be decided by the Dean of the College of Pharmacy. The Dean’s decision as to any questions of interpretation is final.

GUIDELINES FOR ACADEMIC INTEGRITY POLICIES
Enrollment in the College of Pharmacy carries obligations concerning conduct, inside and outside the classroom. Students entering the profession of pharmacy or a career in research are expected to have the highest standards of personal integrity and to conduct themselves in a manner that is a credit to themselves, the College, and the profession.

Students are subject to all reasonable regulations and rules set forth by the College. Students are responsible for becoming thoroughly familiar with all College policies and procedures including, but not limited to, this Conduct Policy, and obtaining clarification of policies that are unclear. Concerns about any College policy should be brought to the appropriate faculty member or to the College Executive Committee.

This policy is designed to provide explicit description of what constitutes violation of student conduct, the process of reporting of academic integrity issues and college-wide rules for exam taking.

I. DEFINITIONS OF ACADEMIC VIOLATIONS OF STUDENT CONDUCT

The following behaviors are examples of violations of the Conduct Policy. Examples of violations specifically related to exam-taking are listed in Section IV.D of this document.

This list is not intended to be an all-inclusive list of behaviors that violate basic ethical standards expected of College of Pharmacy students. In addition, attempts at misconduct as well as completed acts are violations of the Conduct Policy.

**Cheating:** Cheating is committing fraud and or deception on any work including examinations, papers and reports. Examples may include:

- Submitting someone else’s work as one’s own.
- Using unauthorized notes or information during an examination or in the creation of a paper.
- Communicating answers with another person during an exam, whether verbally, in writing, by signals, or by cell phone or other electronic devices.
- Taking an exam for another person or having someone take an exam for you.

**Plagiarism:** Plagiarism is submitting a piece of work that in part or whole is not the student’s own, without attributing the quoted portions to their correct sources. Examples may include:
• Unless explicitly permitted within an assignment, copying (text, images, graphs, tables, data, etc.) or cutting and pasting works from published sources with or without proper citation. Some assignments may permit using, with quotation marks, limited portions of another author’s work or graphs that supports students’ argument, with proper citation.
• Paraphrasing another’s work, and representing as one’s own original thinking without proper citation. Patch-writing defined as simply plugging your synonyms into an author’s work is considered a form of plagiarism.

**Fabrication:** Fabrication is presenting data in a piece of work that were not gathered in accordance with the guidelines defining the appropriate methods of collecting or generating data and failing to include a substantially accurate account of the method by which the data were collected or generated. Examples of fabrication may include:
• Making up or inappropriately manipulating data for a research project.
• Making up or inappropriately manipulating data entered into a patient medical record.

**Aiding and abetting dishonesty:** Academic dishonesty includes improperly providing unauthorized material or information to another person with the knowledge that the material or information will be used to aid in dishonesty. Examples may include:
• Unauthorized distribution of copies of current or past exams, quizzes, or assignments, including actual copies, specific content information, or answers.
• Using electronic devices to keep records of unreturned exams during exam reviews.
• Intentional compilation of a document after taking an unreturned exam based on remembering concepts tested, portions of or an entire exam with the intent of passing the information along to those who have not yet taken the exam or to create a database for future enrolled students in a course.

**Inappropriate access to exams:** Effective Fall Term 2016, the College will be implementing ExamSoft for PharmD student exams. P1 students will be taking all required course exams using this tool, with subsequent classes implementing the service over the next three years. Students must understand the following situations with regard to access of exams when using this software tool:
• Sharing exam access codes with other students.
• Unauthorized access of exams outside of the exam/review times and the exam/review taking area with or without the use of an exam access code.
• Leaving the exam-taking area with an electronic device used for exam taking, prior to submitting the exam and showing the proctor the green screen that comes up in ExamSoft.
• Any attempts at making unauthorized electronic copies (full or in part) of any exam.
• Accessing files on an electronic device or online resources during a secured exam.

**Violating instructions regarding completion of assignments:** Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments and laboratory experiments. When any material is to be turned in for inspection, grading, or evaluation, it is the responsibility of the student to ascertain what cooperation between students, if any, the instructor permits. An example is collaborating with other students on an assignment for which collaboration is prohibited.

II. **DEFINITIONS OF PROFESSIONAL MISCONDUCT**

**Falsification of records and official documents.** Without proper authorization, altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document,
election form, grade report, letter of permission, petition, clinical record or any other official College or University document.

Providing professional care in an unsafe or harmful manner.

- Acting without demonstrated competence or without the guidance of a qualified person in the provision of a recommendation to a patient or health care provider.
- Willfully or intentionally doing physical and/or mental harm to a patient/client.
- Exhibiting careless or negligent behavior in connection with the care of a patient/client.
- Refusing to assume the assigned and necessary responsibility for care of a patient/client and failing to inform the instructor so that an alternative measure for that care can be found.
- Working outside of one’s professional boundaries as defined by state or federal statutes.

Disrespecting the privacy of a patient/client.

- Using sufficient information about a patient (e.g. full name, last name, or position) in written assignments and/or patient data of any sort (e.g. computer generated forms that will be removed from the clinical area), such that the patient could be identified.
- Discussing confidential information in inappropriate areas, such as elevators.
- Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.
- Violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Referencing patients, or patient-related or other confidential information on social networking sites or other public forums.

Falsifying patient records or fabricating professional care or patient experiences.

Failing to report omission of or error in treatment or medications.

Drugs and alcohol.

- Using, possessing, selling or distributing illicit drugs; illegally using, selling, possessing, or distributing drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one’s judgment or performance as a pharmacy student, including being in an educational or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.
- Concerns of alcohol abuse or abuse of other controlled substances, as well as behavior that impairs a student's ability to meet professional standards over time, or disturbing or threatening behavior, should be reported to the Associate Dean of Student Services. This report can be made using the Notice of Professional Concern described later in this policy. Such conduct may lead to an investigation and/or action taken pursuant to the Code of Conduct.
- The University of Michigan has policies regarding the use of alcohol and other drugs and these policies are in effect for students: [http://www.umich.edu/~spolicy/studentalcoholdrugs.html](http://www.umich.edu/~spolicy/studentalcoholdrugs.html)
- The University also has policies in force for student organizations: [http://campusinvolvement.umich.edu/content/alcohol-policy](http://campusinvolvement.umich.edu/content/alcohol-policy)
Commission of a Crime. Engaging in illegal activity that would impact the student’s ability to obtain or maintain a professional license or employment in the fields of pharmacy and research. The results of criminal proceedings will not be determinative of proceedings under this Conduct Policy.

Violating Computer Use Policies. Violating the University’s Information Technology Policies and Guidelines that defines proper and ethical use of computers and electronically stored data is a violation of this Code of Conduct. [http://cio.umich.edu/policy](http://cio.umich.edu/policy)

Other Professional Misconduct. Student pharmacists are expected to abide by the American Pharmaceutical Association (APhA) Code of Ethics for Pharmacists which forms the basis of the roles and responsibilities of pharmacists. Violation of the APhA Code of Ethics includes the following:

1. **Disrespect or disregard for the covenantal relationship between the patient and pharmacists.**
   - A pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

2. **Failure to promote the good of every patient in a caring, compassionate, and confidential manner.**
   - A pharmacist places concern for the well-being of the patient at the center of professional practice, and considers needs stated by the patient as well as those defined by health science. A pharmacist protects the dignity of the patient by focusing on serving the patient in a private and confidential manner.

3. **Failure to respect the autonomy and dignity of each patient.**
   - A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health and, in all cases; a pharmacist respects personal and cultural differences among patients.

4. **Failure to act with honesty and integrity in professional relationships.**
   - A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior, or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

5. **Failure to attain and maintain professional competence.**
   - A pharmacist has a duty to acquire and maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

6. **Disrespect or disregard of the values and abilities of colleagues and other health professionals.**
   - When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient and acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

7. **Disregard of or failure to serve the needs of individual patients, community, and society.**
   - The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In
these situations, the pharmacist must recognize the responsibilities that accompany these obligations and act accordingly.

8. **Failure to maintain a fair and equitable distribution of health resources.**
   - When health resources are allocated, a pharmacist distributes those resources to patients in a manner that is fair and equitable; balancing the needs of patients and society.

**Disruptive behavior.** Disruptive behavior includes conduct such as obstructing or disrupting classes, team projects, talks, presentations, or other activities or programs of the College or other parts of the University and obstructing access to College community assets or to similar resources in other parts of the University. Excluded is any behavior protected by the University's policy on “Freedom of Speech and Artistic Expression.” Students will treat fellow University of Michigan students, faculty and staff with respect and in a civil manner. Incivility is not considered to be professional behavior and is prohibited within this Code.

**Sexual and other unlawful harassment.** This conduct includes not only sexual or other unlawful harassment based on a person’s identity or status, but also hazing, stalking, repeatedly sending e-mails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. The University’s definition of sexual harassment can be found at: http://studentpolicies.umich.edu/

**Relationships with faculty and staff members.** Students should be cognizant of and abide by the University Policy on Faculty-Student Relationships. Romantic or sexual relationships between students and University faculty and staff are discouraged due to the negative consequences that often occur when such conduct takes place. The University of Michigan policy appears on the University website: http://studentpolicies.umich.edu/

**Obstructing the investigation of a possible violation of this conduct policy.** Including intentionally and knowingly filing a false complaint; making dishonest or misleading statements; falsification of information; altering, destroying or deleting relevant documents, files or e-mails; violating the confidentiality of the process; or any other act that hinders an investigation.

### III. REPORTING PROCEDURES

**A. Responsibilities for Reporting.** All members of the College community – faculty, administrators, staff and students – have a responsibility to report any reasonable suspicion that a student has violated this Conduct Policy. A report must be immediately made to the Associate Dean of Student Services. Anyone not sure of whether or not to report a suspicion should consult with the Associate Dean of Student Services before making a decision not to formally report the suspicious behavior.

**B. Process for Reporting Issues of Concern:**

- Reporting of all incidents for which there is a reasonable suspicion that a student has violated the Conduct Policy will be done using the Professional Concern Notice (PCN; [https://apps.phar.umich.edu/profconcern/](https://apps.phar.umich.edu/profconcern/)).
- PCNs will be classified as “academic integrity concern,” “professionalism concern,” or “other concern” by the person reporting the incident. For academic integrity concerns, reporting faculty will be consulted regarding possible consequences.
- The Associate Dean of Student Services (ADSS) or his/her designee can be contacted directly for urgent issues that require immediate attention, with completion of the PCN to follow after the immediate needs have been addressed.
A faculty member will not impose a sanction within a course without the approval of the ADSS. In general, issues relating to professional students will be handled initially by the Associate Dean of Research and Graduate Education. The faculty member may request to be part of the honor council discussions and may appeal decisions handed down by the ADSS or the honor council.

- Resolutions of each case will be recorded by the system, and accessible only to the Associate Dean or her/his designees.
- A note of acknowledgement will be sent to the reporting party regarding resolution of the incident without providing details of any sanctions or lack thereof.
- In incidences when a resolution to a case is not reached prior to reporting of grades, an incomplete should be entered for the student(s) in question, with the grade adjusted once the resolution is reached.

C. Professionalism Concern Notice. If a faculty or staff member or other individual who has contact with the student and observes a student exhibiting unethical behavior, as defined in this Code of Conduct, the concern should be brought to the course director/Director of Experiential Education who will then decide whether to formally submit a Professionalism Concern Note to the Associate Dean of Student Services. If the concern for substandard professionalism arises outside of a College of Pharmacy course, faculty or staff should also submit the Professionalism Concern Note directly to the Associate Dean of Student Services.

The purpose of a “Professionalism Concern Note” is to report instances or patterns of substandard professional behavior including concerns of academic integrity by a student pharmacist to the College Administration where the concern will be reviewed confidentially. The student may be referred to counseling or other formal intervention. Professionalism Concern Notes may result in a report of substandard professionalism in the student’s formal academic record.

The Associate Dean will review each Professionalism Concern Note. The student will be notified of the concern and required to meet with the Director of Experiential Education and/or Associate Dean for Student Services. Subsequently, a plan for addressing the behavior, and further counseling, remediation or formal action will be developed based on the seriousness of the concern. The Professionalism Concern Note will be placed in the student’s academic file. In general, the documentation for students with fewer than three Professionalism Concern Notes will be purged from their academic file at the point of graduation. However, in rare cases, due to the seriousness of the incident, the Professionalism Concern Note may become part of the student’s permanent record. Records of all Professionalism Concern Notes will also be maintained in a confidential, secure database. A student who has three or more Professionalism Concern Notes will be reported to the Honor Council for further action/recommendation. However, any Professionalism Concern Note may result in a recommendation for a hearing (see below) if the problem with professionalism or academic integrity is deemed serious enough by the Associate Dean responsible for this student.

The Professionalism Concern Note form can be found on the College website at: https://pharmacy.umich.edu/mycop/student-business/professionalism-concern-note
D. Professionalism Commendation Notice
A notice of professional commendation is also available to recognize outstanding professionalism by a student. More information about this can be found in the Professionalism Commendation Notice Policy. The Professionalism Commendation Notice can be found on the College website at: https://pharmacy.umich.edu/mycop/student-business/professionalism-commendation-note

E. Transparency of Reporting:
In order to improve transparency, the Associate Dean of Student Services and the Honor Council will provide an annual summative report to faculty, staff, and students on number and type of PCNs, number sent to honor council, and resolution actions taken. The annual report will be presented at the Spring Faculty meeting, at a staff meeting and at the student town hall meeting and will provide accountability to the Conduct Policy while preserving student confidentiality.

IV. EXAM ADMINISTRATION RULES

Exam taking rules are based on NAPLEX/MPJE administration. Course coordinators may have additional rules that are outlined in course syllabi.

A. Rooms:

- Students taking the exact same exam may not be seated directly adjacent. Every reasonable effort will be made to schedule exam rooms that allow for alternate seating (every other seat). The college is responsible for providing extra rooms if necessary; this may include use of rooms outside of the College of Pharmacy buildings. If this arrangement is not possible, course coordinators can either have alternate versions of the same exam or schedule exams in the evening. If an exam is scheduled in the evening, the regularly scheduled class session for that day will be canceled. All exams must be clearly outlined in the course syllabus distributed on the first day of class.
- Students should be separated by at least one unoccupied seat on both sides and sit directly behind the student in front of them.
- All backpacks, bags, books, notes, coats, hats and similar items must be stowed on the sides of the examination room.
- Students will be instructed for each exam what items they are allowed to bring into the testing area (i.e. pencils, erasers, drinks, and computers) including the type and model of allowed calculator. Only these items will be allowed in the testing area. Any exception to this list (i.e. emergency medication) must be approved by the course coordinator and/or proctor. All items brought into the testing area are subject to inspection.
- Once the exam starts, students must remain in their seat. Students will not be allowed to take bathroom breaks or leave the room except in case of an emergency and only with approval of the course coordinator.
- Exams that are scheduled for three lecture hours (i.e., 2 hours and 50 minutes) or longer will be split into two separate sessions with a 15-minute break in between. Students will only receive one designated part of the exam during each exam session. Students are only allowed to leave the testing area during the break period or if they turn in part I of the exam. They are not allowed to return to the testing area until the commencement of part II of the exam.
- Exceptions to the above rules may be allowed by course coordinators only such as in case of emergencies or medical conditions.

The following rules pertain to the PharmD Class of 2020 and beyond:

- All students must bring their fully charged laptop and a privacy screen to each exam. The exam
should be downloaded onto the device prior to the scheduled exam time. Students will receive an email with a link to download each exam at least 24 hours prior to the exam date.

- Students who do not download the exam in advance may do so at the start of the exam time. However, no adjustment will be made to the exam end time.
- Students who arrive late for an exam may need to use assigned seats. No adjustment will be made to the exam end time.
- If a student's computer does not work on the day of the exam a COP-issued replacement device may be used for the exam. Students must sign the log any time a replacement device is used, noting their name, date, course number, date/time out, date/time returned, and reason for needing the COP device. The log will be reviewed weekly. Repeated requests by the same student to use a COP replacement device will be reported to the Associate Dean for Students Services with a meeting scheduled to discuss why the need exists. Consequences may be imposed if the repeated need for a COP device is the result of a student being inadequately prepared.

B. Proctoring:

- An average of one proctor per forty students is expected.
- Proctors may include residents, graduate student instructors, faculty and staff. The course coordinator or a designated faculty will supervise proctoring activities for all exams.
- Courses with more than one faculty member and/or GSIs are expected to utilize faculty and GSIs from that course to proctor exams. For courses with only one instructor and no GSI support, the college will assist with providing proctors for each exam (when enrollment is greater than 40 students).
- Assigned proctors are responsible for ensuring the integrity of the examination process and may not be involved in any other activity for the duration of the exam (such as reading articles or working on laptops). Proctors are expected to be present in the testing area for the duration of the exam.
- Residents and GSIs assigned as proctors are allowed to move students during exams if they feel that any infraction may occur (or may have occurred). All such moves must be reported to the course coordinator. Serious misconduct issues should be discussed with the course coordinator or the designated supervising faculty prior to taking any additional actions.
- Residents and GSIs assigned as proctors may address general concerns of students during exams, but must refer students to a faculty member in case of questions regarding exam content or clarifications of questions, unless designated by the course coordinator to address such questions.

The following rules pertain to the PharmD Class of 2020 and beyond:

- All students must be in their seats with their laptops turned on and only in possession of authorized items as defined by the course director/faculty (pencils, pens...etc.) at the exam start time.
- A proctor will administer the official scratch paper and/or any paper component required for the exam. Once the exam is ready to begin the proctor will provide all students with an access code, at which time students are allowed to start taking the exam.
  - Students who arrive after the start time (late arrivals) must proceed to the front of the room to sign in as a late arrival. The proctor will check in ExamSoft to ensure the student has not already opened the exam.
  - If the exam has not been opened, the proctor will provide the student with the assigned scratch paper/paper portion of the exam and access code. The student may need to use an assigned seat. No adjustment will be made to the exam end time.
  - If ExamSoft indicates that the student has already opened the exam (indicating unauthorized use of the exam access code) the student will not be allowed to take the exam. The incident will
be reported to the course director and the Associate Dean for Student Services to determine whether a violation of academic integrity occurred. All violations will be referred to Honor Council. The recommended sanction will be that the student receives a zero on the exam.

- Prior to leaving the exam area, students must show the proctor the green screen that comes up in ExamSoft after submitting the exam and turn in the signed scratch paper or paper portion of the exam, which serves as the sign-out from the exam.

C. Faculty:

- Faculty members responsible for writing questions on an exam are required to be present for at least a portion of the exam and otherwise available to the proctor(s) via phone/text messaging or other means in accordance with the course coordinator instructions.
- If a course coordinator chooses to implement a “no question policy” during examinations, a clear policy to allow students to challenge questions must be instituted.
- All students’ questions during the exam regarding content and clarifications, if allowed, must be answered by faculty members or residents/GSIs designated by the course coordinator.
- The course coordinator or designated supervising faculty will deal with any academic integrity concerns that may arise during the exam.

D. Misconduct during the examination:

- Any behavior that involves cheating or abetting of cheating will be handled by the proctors and the course coordinator. Examples of misconduct are included in Section I of this document. Some additional example are included below:
  - Looking at another student’s examination paper (wandering eyes).
  - Talking during the examination period.
  - Accessing a cell phone or any other electronic communication device.
  - Using notes, books, reference material, or other aids unless explicitly permitted to do so by the faculty administering the examination.
  - Attempting to aid an individual or receive aid to complete the examination.
  - Intentionally failing to follow a Faculty member or proctor’s instructions.
  - Creating a disturbance of any kind.
  - Leaving the testing room without permission.
  - Attempting to take (or taking) the examination for someone else

- In case of misconduct, a proctor may ask students to move to a different location. The course coordinator may dismiss a student from an exam or take any other measures to ensure the integrity of the assessment process.
- All issues potentially involving academic integrity during examinations must be reported to the Associate Dean for Student Services as outlined in Section III of this document.

V. INVESTIGATION AND RESOLUTION PROCEDURES

A. Intake Meeting:

1. The Associate Dean of Student Services will provide the accused student of notice of the allegation of misconduct within five University business days of receipt of the report alleging misconduct.

2. The Associate Dean of Student Services will meet with the accused student as soon as possible after the notice of alleged misconduct has been sent but no later than ten University business days. In this meeting, the Associate Dean of Student Services will (a) inform the student of the nature of the
allegations; (b) explain the hearing process; and (c) explain the student’s options. As a result of this meeting the following outcomes are possible:

- A determination by the Associate Dean that NO infraction occurred and the matter is concluded; or
- A referral of the matter to the Honor Council; or,
- Acceptance of responsibility by the accused that includes acceptance of agreed upon sanctions determined by the Honor Council and Discipline Committee, in consultation with the appropriate Associate Dean.

B. **Hearing**

The hearing is conducted by a five-person Honor Council comprised of three faculty and two student representatives, drawn from a pool of student representatives trained in the hearing procedures. Hearings involving graduate students will utilize graduate student representatives and hearings involving Doctor of Pharmacy students will utilize Doctor of Pharmacy students as the student representatives on the Honor Council. The Honor Council will select one of the three faculty members to serve as chair. If a student has concerns about potential bias of a member of the Honor Council, the student can submit a written request to the Associate Dean for Student Services, with rationale, for substitution of another member. The Associate Dean will approve or disapprove the request and that decision is final.

The Hearing Procedures are as follows:

1. No later than ten University business days before the hearing, the accused student and the Associate Dean must submit to the Honor Council, in writing, all documents that each party would like the Honor Council to consider and a list of all relevant witnesses whom they would like to have submit testimony before the Honor Council. If the accused student intends to have a personal advisor accompany him or her, as outlined in subparagraph (7) below, the accused student must submit the name of the advisor and must state whether the advisor is an attorney.

2. No later than five business days before the hearing, the chair will provide each party with a hearing packet that includes all documentation that has been submitted for review by the Honor Council, the list of witnesses to appear, and information about the hearing, including the names of the panelists.

3. In addition to hearing testimony from the witnesses identified by the student and the Associate Dean for Student Services, the Honor Council may, at its discretion, hear testimony from any other party whose testimony it deems relevant to the proceeding, including other witnesses and, even if not a witness, the instructor of the course. The Honor Council may also review any other documents or evidence that it deems relevant to the proceeding.

4. The accused student will have an opportunity to appear before the Honor Council to present his or her case and remain present while all testimony and information is presented to the Honor Council. The accused student may review all documents considered by the Honor Council and may question witnesses who appear before the Honor Council. The accused student may also present his or her own evidence and witnesses.

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1 If the matter is referred for a hearing and the student is in a Rackham Graduate School Program, the appropriate Associate Dean will notify the Resolution Officer in Rackham’s Graduate Student Affairs Office.
5. The Honor Council may conduct the hearing even if a party is absent and will make its findings and recommendations based on the information presented to the Honor Council.

6. The Honor Council may limit any testimony based on redundancy or lack of relevance.

7. The accused student may be accompanied at the hearing by a personal advisor, who may be an attorney. The advisor may not participate directly in the proceedings, but may only advise the accused student.

8. The hearing will be closed to the public and will be recorded. A party to the proceeding may request a copy of the recording. The Honor Council will deliberate in private. There will be no recording of the deliberations.

9. All recordings of proceedings will be controlled by the College of Pharmacy. No court reporters, stenographers, videographers, or similar professionals are permitted without the prior consent of the College of Pharmacy. Records and documents that are available in advance to all parties may be redacted to protect the privacy rights of individuals not directly involved in the hearing process.

10. The chair of the Honor Council will prepare a written report containing factual findings and stating any sanctions to be imposed. The vote of the majority of the members of the Honor Council, including the chair of the panel, will determine whether the student is found responsible or not responsible for the alleged violation and will recommend any sanctions. A finding that the accused student is responsible for an alleged violation will be the sole discretion of the Honor Council if, based on the totality of the evidence presented, it is more likely than not that the violation occurred. Sanctions will be determined by the Honor Council and reviewed by the Associate Dean of Academic and Faculty Affairs or Associate Dean of Research and Graduate Education (for graduate students) for appropriateness.

11. The Associate Dean’s determination of action will be communicated in writing by the chair to the student both by e-mail to the student’s University e-mail account and by the U.S. postal service to the local address on file in the School of Pharmacy’s Registrar’s office, with copies to the appropriate faculty member and appropriate Associate Dean. This will complete the process unless the student appeals the decision.

12. The decision of the Associate Dean is effective immediately. If an appeal is planned, the student has the option of asking the appropriate Associate Dean for a delay in implementation of the sanction until the appeal process is completed. The decision of the Associate Dean regarding a request for a delay is final.

VI. APPEALS
Within five University business days of receiving the written notification of the Honor Council’s decision from the Honor Council Chair, the student may submit a written appeal of the decision or the sanction (or both) to the Executive Committee. Appeals must be based on at least one of the following arguments:

A. There were violations of procedure that seriously compromised the investigation and/or conclusions.
B. The evidence clearly does not support the findings.

C. The sanctions are excessive relative to the violation.

D. There is significant new evidence not reasonably available at the time of the investigation.

The Dean will determine if the appeal meets the above conditions. If not, the Dean notifies the student within ten University business days and the matter is ended. If there is evidence that the appeal should be reviewed, the Executive Committee will review the written appeal. The Dean will issue a written report regarding the committee’s decision within fourteen University business days of receiving the appeal. The decision of the Executive Committee is final and no further appeals are allowed.

VII. SANCTIONS

Each incident and each individual student is unique and all mitigating circumstances will be considered with each infraction. Sanctions for repeat infractions will be greater than for an initial infraction. While faculty are not empowered to define sanctions, ideas may be proposed and shared with the Associate Dean of Student Services for review. The following list is an example of the type of sanctions that may be imposed and it is not intended to be all-inclusive. In addition, a combination of sanctions may be imposed. Possible sanctions include:

A. Educational project. Completion of a class, workshop or project to help the student understand why his or her behavior was inappropriate and/or how to avoid a future violation (e.g., a workshop on ethical behavior).

B. Service. Performance of one or more tasks designed to benefit the school or the nearby community and to help the student understand why his or her behavior was inappropriate.

C. Warning. Informing the student in writing that he or she has violated the code and that future violations will be dealt with more severely. The warning letter will be removed from the student’s file at the time of graduation if there are no other incidents.

D. Grade change. A lowering of the student’s grade, possibly to “Fail” or assigning a grade of “Incomplete.”

E. Additional course work. The completion of additional course work or other educational or clinical experiences.

F. Formal reprimand. A written reprimand to the student that she or he has violated the code and that any future violations will be dealt with more severely. A copy of the reprimand will be put in the student’s academic file.

G. Disciplinary probation. Designation of a period of time during which the student will not be in good standing with the College. The terms of the probation may involve restrictions of student privileges and/or may delineate expectations of behavior. Consequences may also be spelled out if the student fails to meet the terms. A record of the probationary period will be included in the student’s academic file.

H. Transcript notation. A notation on the student’s transcript that a failing grade in a course was related to an academic honor code violation.

I. Withholding a degree. Withholding of the student’s degree until stated sanction requirements have been met. There may be a deadline set for meeting the requirements which, if not met, will result in the student’s loss of eligibility to receive the degree at any time in the future.

2 In the case of Rackham graduate students, sanctions G–K may be recommended by the College of Pharmacy but can be imposed only by the Rackham Graduate School, after consulting with the College of Pharmacy.
J. **Suspension.** Temporary removal of a student from the program for a specified or unspecified period, which will be permanently noted on the transcript. There can be stipulated conditions for re-admission to the student’s program as well as a time limit for meeting those stipulations.

K. **Expulsion.** Permanent dismissal from the program, which will be permanently noted on the student’s transcript, including the reason for expulsion.

L. **Rescinding a degree**\(^3\). Annulment of a degree previously awarded by the College of Pharmacy. In addition, the College of Pharmacy may withhold a College of Pharmacy or Rackham degree or prevent registration until the hearing process or sanctions are satisfactorily completed.

M. **Removal from Educational or Clinical Site.** Student should also be aware that violation of these policies or those of clinical practice sites may result in the expulsion of the student from the practice site independent of the actions of the Honor Council by virtue of the policies of the practice site. Policies of the practice site may be stricter than what is contained in this Student Academic and Professional Conduct Policy.

VIII. **CONFIDENTIALITY AND FILE RETENTION POLICY**

Members of the College community involved in any stage of the investigation and resolution process of this Conduct Policy are expected to maintain the confidentiality of the process and to respect the privacy interests of the participants and to avoid engaging in any unauthorized disclosure of information. Records created under this Conduct Policy are governed by the same confidentiality and file retention policies applicable to other student records.

IX. **WAIVER OF DEADLINES**

All deadlines may be waived, at the discretion of the Dean or appropriate Associate Dean, as provided for in this policy. Requests for extensions or waiver of deadlines should be submitted to the appropriate person, depending on the stage in the process. The Dean or Associate Dean on his/her own initiative or in response to a request of a party, alter deadlines when it is in the best interest of all parties to do so.

X. **ACADEMIC CONSEQUENCES OF POLICY VIOLATION**

Academic consequences beyond what is stated in this policy could occur from unprofessional behavior by students. As stated earlier, a clinical site may ban a student from the institution for violation of policy. Violations of the Conduct Policy could have a negative effect on a student’s course grade which may trigger action by the Committee on Academic Standing or Progressions Committee independent of the actions of the Honor Council.

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\(^3\) In the case of an alumnus/alumna who earned his/her graduate degree in a College of Pharmacy graduate program, the College of Pharmacy may request that the Rackham Graduate School rescind the graduate degree. Only the Rackham Graduate School may rescind a Rackham graduate degree.

*Academic and Professional Conduct Policy revised, effective 09/14/2016*
COMPLAINTS AND GRIEVANCES

The College has a number of mechanisms by which students are able to voice their concerns including personally contacting a faculty or staff member or one of the Associate Deans. In addition, the College has a website site that allows students to provide feedback regarding general areas and the information is then routed to the appropriate person to respond. You can access this system the College website: current students\comments and feedback. Please note you do not need to use this approach but it may be handy in cases in which you are unsure who to contact. Please note you can use this site to provide anonymous feedback. Additional mechanisms for providing feedback include the Annual Town Hall Meetings, End of Semester Student Feedback Sessions and the P4 Exit Interviews. If however, you feel you have concerns regarding discrimination, research misconduct, failure to accommodate verified disabilities, violations of College or University Policy or a violation of ACPE accreditation standards please use the formal Grievance Policy and Procedure listed below.

GRIEVANCE POLICY AND PROCEDURE

The purpose of the Student Grievance Policy is to provide a mechanism for objective internal review of faculty and staff actions. Students should use this Policy to address the following concerns/issues:

1. Discriminatory\, unfair, arbitrary or capricious treatment by faculty or staff.
2. Research misconduct or plagiarism by faculty or staff.
3. Failure to accommodate verified disabilities.
4. Violation of College, or University Policy (e.g., student records policy).
5. Violation of ACPE accreditation standards.

Generally, a student’s disappointment or disagreement about a grade or course placement is not a grievable matter unless the student brings forth specific information in support of the grounds for grievance listed above.

Graduate Pharmacy students who are enrolled in the Horace H. Rackham School of Graduate Studies may use either the Grievance Process provided by the Graduate School or the College of Pharmacy Grievance Policy. Students enrolled in courses in other schools and colleges should utilize the grievance process within those respective units if there is a grievance regarding courses in those schools.

In cases where a student’s complaint or grievance may be heard or reviewed in more than one University forum, the student may have the matter heard or reviewed in one forum of his/her choice.

4 Students may also choose to pursue claims of unlawful discrimination or harassment in compliance with the University’s Nondiscrimination Policy Statement:

“The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.”
Several general guidelines apply to student grievances:

1. Every effort should be made to resolve disputes at the earliest possible step in the grievance procedure.
2. Grievances should be filed as soon as possible following the action or decision from which the grievance derives.
3. Documentation of grievances should include all pertinent information that supports the grievance.

Students who wish to file a grievance about an action or decision of a College of Pharmacy faculty or staff member shall take the following steps:

**Step 1.** The student should schedule an appointment with the faculty or staff member involved in the decision or action in question and discuss the matter with the faculty or staff member, within 10 University business days after the incident or decision in question. Most disputes should be resolved at this level, following thorough discussion of the issues by those involved.

**Step 2.** If the matter is not resolved at Step 1 or the student determines that Step 1 is not appropriate for the particular issue, then the student should meet with the Associate Dean of Student Services who will attempt to resolve the matter informally.

**Step 3.** If the matter remains unresolved, then the student may file a written grievance to be heard by an ad hoc Grievance Committee appointed by the dean. If a formal grievance is filed, then the following procedures will apply:

- **Step a: Written Grievance.** The Written Grievance initiates the Formal Grievance Process. The student must submit a written grievance to the Office of Student Services requesting a grievance hearing. The Written Grievance must be submitted within 20 University business days following the date of the incident in question.

- **Step b: Respondent’s Statement.** The Respondent must submit a written response to the Office of Student Services within 10 University business days after notice of the Written Grievance.

- **Step c: Grievance Hearing.** The grievance hearing will be scheduled by the Student Services Office within 30 University business days after receiving the respondent’s written statement. Ten University business days before the hearing, all parties will submit all relevant documentation to the Office of Student Services, who will prepare this for distribution to the hearing panel and the parties. The hearing panel will be comprised of two faculty members and one student. One of the faculty members will serve as chair of the committee. The grievant may call relevant witnesses during the hearing to provide testimony about the matter. The involved faculty or staff member will also provide testimony and relevant witnesses during the hearing. Each party may invite an advisor to the hearing, however, the role of the advisor is to support and advise the grievant, not participate in the proceedings. Parties must provide the name of the advisor to the chair of the hearing panel, including whether the advisor is an attorney.

- **Step d: The Findings.** Within 5 University business days following the Grievance Hearing, the grievance panel will issue its findings and make recommendations for resolution to the appropriate associate dean. Within 5 University business days, the appropriate associate dean will inform the parties, in writing, of the
grievance panel’s decision and the associate dean’s decision on the appropriate action to have the matter resolved.

**Step e:** Students or respondents may appeal in writing the outcome to the Executive Committee (see appeals process). All appeals must be submitted to the Dean’s office within 10 University business days after receiving the outcome letter from the associate dean.

*Grievance policy updated 081511*

**GRIEVANCE PROCEDURE FOR THE ACCREDITATION COUNCIL FOR PHARMACY EDUCATION ACCREDITATION STANDARDS**

Any student may bring a grievance or complaint in reference to the Accreditation Council for Pharmacy Education (ACPE) accreditation standards. The ACPE, as directed by the U.S. Department of Education, requires that any student complaint lodged against the College of Pharmacy, or the pharmacy program, alleging a violation of the ACPE Accreditation Standards should be submitted in writing to the Office of Student Services. The Accreditation Standards (Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree, adopted June 14, 1997) can be found in the publications section of the American Association of Colleges of Pharmacy (AACP) accreditation Website at: [www.acpe-accredit.org/](http://www.acpe-accredit.org/). The College of Pharmacy Student Grievance Policy and Procedures should be used to file such complaints.

*Accreditation Council for Pharmacy Education Grievance policy updated 081511*

**CRIMINAL BACKGROUND CHECK POLICY AND PROCEDURES FOR DOCTOR OF PHARMACY STUDENTS**

**Introduction and Rationale**

The University of Michigan, College of Pharmacy has developed a policy on Criminal Background Checks for Doctor of Pharmacy students as they will be in contact with “vulnerable populations” during the course of their educational experiences. This policy was established to comply with emerging accreditation standards from the Accreditation Council for Pharmacy Education (ACPE) and to promote the highest level of integrity in the health professions. The goal is to protect the safety and well-being of patients in settings where students perform educational experiences.

In addition to this policy and procedure students are required to have a valid Michigan pharmacy intern license ([https://www.michigan.gov/documents/lara/Pharmacist_Educ_Lmt_455412_7.pdf](https://www.michigan.gov/documents/lara/Pharmacist_Educ_Lmt_455412_7.pdf)).

The process of securing a valid intern license requires that students undergo fingerprinting and submit to a criminal background check that is separate from that outlined in the policy outlined below. A current list of relevant crimes and offenses that may prohibit a person from becoming a licensed health care professional in the State of Michigan are available in the Licensing Requirements page at [http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35414_60647_35469-114594--00.html](http://www.michigan.gov/lara/0,4601,7-154-35299_61343_35414_60647_35469-114594--00.html). The Criminal Background Check required by the College of Pharmacy cannot be used for purposes of obtaining an intern license (i.e., both background checks are required). Moreover, matriculation into the Doctor of Pharmacy Program at the University of Michigan College of Pharmacy does not guarantee, in any way, the ability of an individual to obtain a valid intern license or future pharmacy license.
Note that although the College of Pharmacy works with its affiliated experiential practice sites regarding student requirements, facilities may have additional requirements for criminal background checks which go beyond that required by the College or the State. In order for students to have educational experiences at these sites, they would be required to meet the site specific requirements, as well as the College and State requirements.

**Policy**

The University of Michigan College of Pharmacy requires that students offered admission to the Doctor of Pharmacy program undergo a criminal background check from a designated vendor prior to matriculation into the program. The criminal background check is not a component of the application, interview or decision making process, but rather a mandatory component of the post-acceptance matriculation process. In addition, students will be required to update their criminal background check following completion of the P3 academic year—prior to beginning Advanced Pharmacy Practice Experiences during the P4 year.

The vendor will provide the results of the criminal background checks directly to the individual students. Students will be given the opportunity to respond/comment or dispute any report stating they have a criminal background. Following the review, the student will be required to release the results of the criminal background check to the College of Pharmacy. If the student does not release the results of criminal background check within 10 days it will automatically be released to the College per the permissions and disclosures agreement.

Experiential learning sites/facilities may request information regarding a student’s criminal background history before agreeing to host the student at the given practice site. In this situation, the student will be notified and given the opportunity to directly release the information to the site via their access to the information. Some facilities may have additional requirements which the student must comply with in order to have an educational practice experience at the given site.

Ultimate decisions regarding matriculation of a given student whose criminal background check reveals information of concern will be made by a subcommittee of the Committee on Academic Standing based on state requirements for health care professionals, University of Michigan Health System policies and procedures, as well as requirements at affiliated practice facilities.

A final decision regarding matriculation will only be made after careful review, based on institutional policies and procedures, the individual’s file and information from the criminal background check. Several factors will be considered in this process including the nature, circumstance and frequency of any offense or offenses; the length of time since the offense; documentation of successful rehabilitation; and the accuracy of information provided by the applicant in his/her application. When making a decision, the following will also be considered: (a) potential threat to patients; (b) potential threat to school or community at large; (c) ability to complete clinical rotations due to site requirements; (d) eligibility for licensure; (e) appropriateness to become a member of the pharmacy profession; and (f) and State as well as Federal law, if applicable.

If requested, a copy of the student’s criminal background check will be provided to the State of Michigan Board of Pharmacy.

**Procedures**

(1) **Consent for Criminal Background Check**

For Students Being Admitted to the College: After students have completed the application process and have been notified of an offer for admission to the College of Pharmacy, they will be asked to submit information to an outside vendor to facilitate the criminal background check.

The outside vendor will secure relevant data regarding student admissions status from PharmCAS per the AACP/PharmCAS National Criminal Background Check Program. The vendor will subsequently send the student an email requesting them to initiate the process. Students will be required to complete the release and consent form.
For Students Matriculating from P3 to P4 Year: Students who have completed the third year of the Doctor of Pharmacy program will be asked to complete an additional criminal background check. The College of Pharmacy will provide the outside vendor with student email addresses. Subsequently, the vendor will send the student an email requesting them to initiate the process. Students will be required to complete the release and consent form.

Students are expected to incur all fees associated with the request for the criminal background check.

(2) Applicant data and social security number verification will be performed by the vendor conducting the criminal background check.

(3) The vendor will perform the criminal background check by searching (a) county criminal records; (b) Statewide criminal records; (c) Federal criminal records; (d) National criminal database; (e) sex offender registration databases; (f) the vendor’s propriety database of sanctions and disciplinary actions taken by state and federal authorities/boards; (g) military service discharge records; and (h) International records if applicable.

(4) Distribution of results: 
   Student: The student will be notified by email that the criminal background check is complete. At that time students will be instructed to review the information, comment on it/dispute the information and/or release it to the College of Pharmacy. The results of the criminal background check will automatically be released to the school 10 days following student notification. Note that at any time students can request a copy of the report so they can send it to a third party (e.g., employer, etc.), if necessary.

Delivery of Results to College of Pharmacy: The results of an individual’s criminal background record will be delivered to the College via a secure website once the student releases the report to the College or 10 days have passed since the report was released from the vendor to the student.

(5) Review of Criminal Background Check Information:
   Information will be reviewed by staff in the Office of Student Services. If the criminal background check identifies student criminal conduct, the case will be referred to a subcommittee of the Committee on Academic Standing.

The subcommittee of the Committee on Academic Standing will conduct a careful and thoughtful case by case review of any situation involving student criminal behavior discovered by the criminal background check. This review and recommendation regarding continued matriculation will be based on institutional policies and procedures, the individual’s file including information from the criminal background check. Several factors will be considered in this process including the nature, circumstance and frequency of any offense or offenses; the length of time since the offense, documentation of successful rehabilitation, and accuracy of information provided by the applicant in his/her application. When making a decision, the following general issues will be considered: (a) potential threat to patients; (b) potential threat to school or community at large; (c) ability to complete clinical rotations; (d) eligibility for licensure; (e) appropriateness to become a member of the pharmacy profession; and (f) State, as well as Federal law, if applicable.

The committee will subsequently submit a written recommendation regarding action to the Associate Dean for Academic Services. The recommendation will include information regarding the criminal behavior, the process taken by the committee, the recommendation and the basis for the recommendation.

The student has the right to appeal the process using the standard College appeal process through the Executive Committee.

(6) Experiential practice sites/facilities may require students complete a criminal background check. The site will be informed of the College’s policy and procedure. If the site wants documentation regarding an individual student’s information, the student will be contacted and asked to provide the site with access to the
information. If the site/facility has additional requirements beyond those performed by the College of Pharmacy, the student will be required to meet these requirement prior to placement at the given facility/site.

**DRESS AND APPEARANCE POLICY**

Students participating in professional practice experiences are expected to adhere to acceptable standards of personal hygiene and grooming, as well as ensure that clothing is appropriate to the training site and assists the site in maintaining a professional image. The Office of Experiential Education has adopted the dress and appearance policies and procedures established by the University of Michigan Hospitals and Health Centers and Michigan Medicine’s Department of Pharmacy Services (available on the Experiential Education Web site or on request from the Experiential Education Office). However, students must be aware that individual training sites and/or preceptors may have dress and appearance requirements that differ from the specific standards outlined in these policies and procedures.

Students also are expected to wear their College of Pharmacy name badge during all professional practice experiences.

During each year of the Doctor of Pharmacy curriculum, students are required to sign a statement indicating their understanding of, and intention to comply with, the dress and appearance policies and procedures.

**PHARMD PROGRAM ATTENDANCE POLICY**

I. Overview
Attendance at all regularly scheduled classes, laboratories, experiential education rotations and examinations is expected of all students in their pursuit of academic and professional excellence. Students must follow individual course policies regarding expectations for class participation. However, the faculty and administration realize that special circumstances occasionally arise that may interfere with a student’s ability to attend a required class session or take a quiz/exam as originally scheduled. The guidelines listed below are designed to address such situations.

II. Policy
Students are allowed up to 2 days of excused absence per semester for either illness or personal/family events. Extended absences for more than 2 days will be considered on a case-by-case basis. In addition, students are allowed up to 2 days absence per year for professional meetings.

In all cases, requests must be submitted for approval, or they will not be excused.

III. Procedures
Unplanned Absence
If there is an unplanned absence for a required class session, the student must notify the Associate Dean for Student Services and the course coordinator before class if possible, but no later than 5 pm the day of the missed class session. If the absence occurs on a day with a written exam, standardized patient interaction, OSCE exam, required laboratory activity or final exam, documentation verifying the need for the absence will be required.

Planned Absence for Personal or Family Events
Students will request an excused absence from the Associate Dean for Student Services at least two weeks in advance.
Planned Absence for Professional Meetings
The College encourages students to participate in local, regional and national professional meetings. To this end, the College facilitates excused absences for the situations listed below, provided they are approved by the Associate Dean for Student Services.

Students will request an excused absence from the Associate Dean for Student Services at least two weeks in advance. Students must be in good academic standing and currently passing their classes in order to be excused for professional meetings.

The College will make every effort to avoid scheduling exams on days of the following meetings. However, this may not always be possible.

- Pharmacy Day at the Capital (September)
- APhA Midyear Regional Meeting (October/November)
- ASHP Midyear Clinical Meeting (December)
- MPA Annual Meeting (February)
- APhA Annual Meeting (March)

- P4’s may attend the ASHP Midyear Clinical Meeting in December (while adhering to the APPE attendance guidelines).

- P1’s-P3’s may attend a professional meeting of their choice unless there is a conflict with a standardized patient interaction, OSCE exam, required laboratory activity or final exam because these cannot be easily made up.

- If a student’s professional meeting attendance conflicts with a written exam (excluding a standardized patient interaction, OSCE exam, required laboratory activity or final exam), the student will be excused only if he/she can arrange for a secure and proctored testing center to administer the exam at the same time as the College exam is given (or at an overlapping time) to assure no communication with other students. These arrangements must be approved and verified by the Associate Dean for Student Services.

Making Up Exams/Quizzes after an Absence
On days when graded course work or a quiz/exam occurs in class, the policy for absences is the following:

1. For an unexcused absence, no credit is given for any assigned in-class work or exams/quizzes that are missed.
2. For an excused absence, the excused student is allowed to make up the graded work, quiz, exam, etc. if possible. For work that cannot be made up, the procedures outlined in the course syllabus will be followed.

Excused students who miss an exam are expected to take the exam at the makeup time established by the course coordinator and the Associate Dean for Student Services. The Associate Dean for Student Services will advise students of available times and dates for the makeup exam.

IV. Communication Plan
Students will be informed through orientation sessions, as well as emails and class meetings. Faculty will be informed through email and a faculty meeting.

Policy revised August 28, 2015
FACULTY-STUDENT RELATIONSHIPS POLICY AT THE UNIVERSITY OF MICHIGAN

Faculty-Student Relationships. The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. For a variety of reasons, the University strongly discourages romantic and/or sexual relationships between faculty members and students.

In spite of these warnings, the University recognizes that sometimes such relationships occur. If a romantic and/or sexual relationship occurs or has occurred between a faculty member and a student for whom the faculty member has supervisory responsibility, an inherent conflict of interest arises. When a conflict of this nature occurs, the faculty member must disclose the relationship to an appropriate administrator so that a resolution to the conflict can be sought.

This policy applies to any University or University-sanctioned teacher, mentor, or supervisor of students. This includes, but is not limited to, regular instructional faculty, clinical faculty, supplemental and research faculty, postdoctoral fellows, graduate student instructors, graduate student research assistants, preceptors, and graders.

HIPAA

During the course of their training at The University of Michigan College of Pharmacy, Doctor of Pharmacy students will have access to confidential information in oral, written, or electronic formats. This information may pertain to patient care or to financial, business, scientific or research matters.

Students may become aware of confidential information because it is part of their training responsibilities, or they may encounter it unintentionally through their association with a practice site. The University of Michigan College of Pharmacy and its experiential learning sites expect that students will exercise due care in any discussion, access, storage, interpretation, release, or handling of confidential information. For example, patient information should not be discussed in public areas or with friends or family members. Passwords for computer systems must not be shared. Students using computers in open areas on inpatient units and in ambulatory care clinics should minimize patient information screens to the task bar, sign off, or use other technology to minimize the risk of unauthorized access. These examples are not all-inclusive.

In all practice settings, confidential information may be accessed only by students having a job-related need to know, meaning that the specific information is necessary for the student to perform his or her appointed duties. Students cannot access information about family, friends, employees, or any other person without explicit written permission. Confidential information may be released only by authorized employees, and then only in accordance with existing policies.

Any student who voluntarily allows or participates in inappropriate access and/or dissemination of confidential information may be subject to immediate disciplinary action, up to and including expulsion. Students are encouraged to report known or suspected violations of confidential information.
All Doctor of Pharmacy students receive instruction in Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations, as required by the University of Michigan and the University of Michigan Health System. During each year of the Doctor of Pharmacy curriculum, students are required to sign a statement indicating their understanding of, and intention to comply with, confidentiality policies and procedures.

**HEALTH INSURANCE**

The tuition at the University of Michigan includes a health service fee that funds the University Health Services (UHS) located at 207 Fletcher Street. As long as students are enrolled, they and their spouses, dependents and domestic partners, are eligible for services at UHS. Services free of charge include: clinic visits (e.g., medical clinics, gynecology, specialty clinics, and nurse visits), eye care for medical problems, physical therapy, x-rays and most laboratory tests.

UHS may bill a student’s health insurance company for services that are not covered under health service fees. Medications, immunizations, allergy antigens, routine eye exams and other services will be billed. Call 734-764-8325 to schedule an appointment.

All PharmD students must have comprehensive health insurance to cover their additional health care needs in Ann Arbor and other locations in the U.S. where experiential rotations may be scheduled. Students are responsible for all costs not covered by their insurance.

In addition, international travel health insurance is required for all students completing international experiences and is available through the University at a nominal cost. Students must register their international travel in the University’s travel registry (http://globalportal.umich.edu/register-travel.php) and then purchase the University-approved Travel Abroad Health Insurance (http://www.uhs.umich.edu/tai/).

For more information on the services provided and recommended health insurance, please visit the Health Service website: www.uhs.umich.edu/. Information about the student health insurance plan endorsed by The University of Michigan can be found at: http://www.uhs.umich.edu/fees-insurance. The cost of this health insurance plan is part of the calculated budget for students enrolled at the graduate professional level. Students enrolled at the undergraduate level should contact the Office of Financial Aid and request that the cost of health insurance be added to their financial aid package.

**ID CARD REPLACEMENT**

All students are issued at UM Identification card. Lost, stolen, damaged or cards that need to be updated with a name change can be replaced through the UMHHHC Security Services Key/ID office. Students will need to take the signed request and change form to the Key/ID office to get a new card. The form with complete instructions can be found in RxPreceptor.

**IMMUNIZATIONS AND TUBERCULIN SKIN TESTING REQUIREMENTS**
Students enrolled in the University of Michigan College of Pharmacy must provide written documentation of certain immunizations or proof of immunity before they will be permitted to participate in introductory or advanced pharmacy practice experiences (IPPE/APPE).

The Record of Required Immunizations must be submitted once by all Doctor of Pharmacy students. The form becomes part of the student’s College of Pharmacy record. Students who already have documentation of the required immunizations may attach a copy to the Record of Required Immunizations (in lieu of having the Record filled out by a health care provider) if the existing documentation contains all of the required information and was certified by a licensed health care provider.

Students may not “opt out” of these immunizations. Students who are allergic to a vaccine ingredient, or who have a medical condition which prevents the administration of a vaccine, must attach a health care provider’s note to their Record. Students may not be allowed on rotation if all immunization requirements are not met. Additionally, all students are required to receive an annual influenza vaccine (i.e. ‘flu shot’). The Record of Influenza Vaccine must be submitted each year during the fall semester by the posted deadline. Students unable to receive an annual flu shot due to a medical reason must submit documentation of the reason by his/her health care provider. Students not receiving an annual flu shot are responsible for complying with experiential site-specific influenza vaccine policies.

All expenses associated with these requirements are the responsibility of the student. Students should keep a copy of all immunization records. Students may be asked to submit these to one or more of their clinical rotation sites.

Specific Immunization Requirements

1. All students born after 1956 are required to document immunization with measles, mumps, rubella (MMR) vaccine (administered as two doses) or serologic evidence (i.e. a titer test) of immunity to measles, mumps, and rubella.

2. All students are required to document immunization with live-virus varicella zoster vaccine series (administered as two doses) or serologic evidence (i.e. a titer test) of immunity to varicella. Documentation of prior infection with chicken pox is not sufficient.

3. All students are required to document completion of the hepatitis B vaccine series or serologic evidence (i.e. a titer test) of immunity to hepatitis B. The vaccination series for hepatitis B is given in three steps over a period of 6 months. Students are encouraged to begin this series as soon as possible after enrolling in the College of Pharmacy and plan to finish during the first (P1) year.

4. All students are required to document completion of one adult dose of the tetanus-diphtheria-pertussis vaccine called Tdap. Childhood immunization with DTaP is not sufficient.

5. All students will be required to obtain an annual influenza vaccine (i.e. “flu shot”). The Record of Influenza Vaccine must be submitted each year during the fall semester.

6. Although documentation is not required, all students should have received a polio vaccine (primary series completed) prior to entering the College of Pharmacy.

Tuberculosis Testing

Students enrolled in the University of Michigan College of Pharmacy must undergo annual tuberculosis testing before they will be permitted to participate in introductory or advanced pharmacy practice experiences (IPPE/APPE). This includes students who have previously been immunized with the BCG vaccine.
Students who have a positive skin test, or a history of a positive test, must be evaluated via chest x-ray and/or physical examination each year to rule out active disease and assess the potential need for drug therapy. Even if no testing or chest x-ray is performed, the form must be signed by a healthcare provider indicating that the student is approved to work in the healthcare environment.

A Record of Tuberculin Skin Testing must be submitted by all Doctor of Pharmacy students annually.

The form becomes part of the student’s College of Pharmacy record. Students who already have documentation of the required testing may attach a copy of those documents to the Record of Tuberculin Skin Testing (in lieu of having the Record filled out by a health care provider) if the existing documentation contains all of the required information and was certified by a licensed health care provider.

*All expenses associated with these requirements are the responsibility of the student.* Students should keep a copy of all tuberculosis testing. Students may be asked to submit these to one or more of their clinical rotation sites.

**PROFESSIONAL LIABILITY INSURANCE**

Professional liability insurance (malpractice insurance) covers the student in cases of professional negligence that results in injury to a patient.

Students enrolled in the Doctor of Pharmacy program are covered under a University of Michigan policy for claims that may arise pursuant to their participation in introductory and advanced practice experiences, because these activities are approved courses of study conducted under the auspices of the University. The policy provides "occurrence coverage," which protects students for covered incidents regardless of when the claims are filed. However, the coverage does not extend to any paid or volunteer work in which the student may engage outside of the College's Experiential Education Program.

Students who wish to obtain their own professional liability insurance are encouraged to seek policies that provide occurrence coverage with minimum limits of $1 million per incident/$3 million annual aggregate. Low-cost policies also can be purchased through the American Pharmacists Association (APhA), the Michigan Pharmacists Association (MPA), and other professional associations or from insurance companies directly.

**PROFESSIONAL COMMENDATION NOTE PROCEDURE**

Professional Behavior

In conferring the PharmD degree, the University of Michigan certifies that the graduate is competent to undertake a career as a pharmacist. It also certifies to competency in pharmaceutical knowledge and skills, and that the graduate demonstrates those traits essential to the profession of pharmacy which include:

- *Altruism* is putting the best interest of patients above self-interest
- *Accountability* is required at many levels—individual patients, society, and the profession.
- *Compassion* is to be disposed to see, as well as feel, what a trial, tribulation, or illness has wrought in a patient’s life.
- *Duty* is the free acceptance of a commitment to service. This commitment entails conscientiousness in fulfilling one’s responsibilities including being available and responsive when “on call,” and accepting inconvenience to meet the needs of one’s patients.
• **Excellence** entails a conscientious effort to exceed ordinary expectations and to make a commitment to life-long learning.

• **Honesty and Integrity** are the consistent regard for the highest standards of behavior and the refusal to violate one’s personal and professional codes. Honesty and integrity imply being fair, being truthful, keeping one’s word, meeting commitments, and being straightforward. They also require the recognition of the possibility of conflict of interest and avoidance of relationships that allow personal gain to supersede the best interest of the patient.

• **Respect for others** is the essence of humanism, and humanism is central to professionalism. Respect for patients and their families and for colleagues is demonstrated through a willingness to acknowledge and learn about the cultural influences that shape their health beliefs and behaviors.

The College has a great stake in instilling professionalism into its students. The College has two mechanisms to ensure a high degree of professionalism is practiced by our students. Because students are not yet professionals, the Professional Concern Note system was developed to identify unprofessional behaviors early in order to help students develop a lifelong habit of professionalism. This system is described in the College’s Student Academic and Professional Conduct Policy. The second mechanism to reinforce professional behaviors is the Professional Commendation Note.

**Professional Commendation Note**

**Purpose**

The purpose of a “Commendation Note” is to report the exceptional professional behavior or service of a student. This information is conveyed to the student and recorded in the student’s College file. The Commendation Note is not used to highlight academic excellence, as this is evaluated and reported through the current grading and evaluation system.

1. **Submission** - Any faculty member, adjunct faculty, staff, or other individual who observes the student’s professional behavior may recommend the student for commendation. This recommendation can be made to the course director or Director of the Experiential Training and Community Engagement Program. The course/experiential director then formally submits the Commendation Note via the on-line form to the Associate Dean for Academic Affairs. Alternatively, a College website for submission of Commendation Notes is available for direct submission. This website is [https://pharmacy.umich.edu/mycop/student-business/professionalism-commendation-note](https://pharmacy.umich.edu/mycop/student-business/professionalism-commendation-note). A Commendation Note may be submitted with the student’s final evaluation during a course/rotation, or may be separately submitted.

2. **Process and Recording** - The student will be contacted and notified of the commendation. The commendation will be placed in the student’s file.

**PROTECTING SENSITIVE DATA**

All members of the UM community have a responsibility to protect sensitive university data to which they have authorized access. As custodians of such data, they are also responsible to comply with all U-M information security and institutional data management policies and procedures as well as applicable laws, statutes, and regulations. These policies apply to university owned and managed computers as well as to personally owned devices used to access sensitive university data. We are all responsible for protecting the data, and for knowing the appropriate places to store the data, how to securely dispose of the data, and how to report a breach or compromise of sensitive university data.

Beginning the fall of 2014, all students at the College of Pharmacy (COP) are **required** to complete a COP-specific module outlining policies and procedures for handling sensitive data. This module must be completed annually prior to September 12th each year. Information including a link to the online module will be emailed directly to students.
SOCIAL MEDIA FOR BUSINESS PURPOSES POLICY

The College has adapted the Michigan Medicine social media policy and as such students, faculty and staff must abide by the “Use of Social Media for Business Purposes” outlined below.

I. POLICY STATEMENT

It is the policy of the University of Michigan Health System (Michigan Medicine) and the College of Pharmacy to support institutional communication goals through the use of social media platforms for business purposes while assuring that any use of social media for business purposes complies with all Federal and State laws and regulations, accreditation standards and U of M and Michigan Medicine (collectively, “UM”) policies and procedures.

II. POLICY PURPOSE

The purpose of this policy is to assure that the use of social media platforms for business purposes complies with all Federal and State laws and regulations, accreditation standards and UM policies and procedures.

This policy is not intended for the use of social media for personal purposes so long as such personal usage does not associate or identify a patient, subject, student, or Michigan Medicine workforce member at Michigan Medicine or the College of Pharmacy, does not discuss U of M and/or Michigan Medicine business and is purely about personal matters.

III. DEFINITIONS

Content Owner – The person(s) assigned the responsibility of creating, administering, maintaining, monitoring and moderating an official Michigan Medicine social media presence/site. This person(s) is assigned by department as the individual responsible for monitoring and maintaining content within that site. Due to the on-going need for access to the social media platform site, the person(s) assigned the role of Content Owner should be a regular, non-temporary employee within the department. The department is responsible for obtaining social media site access information from the Content Owner in the event the Content Owner’s employment status ends within the department and/or Michigan Medicine. Due to their limited role within Michigan Medicine (e.g., time-limited), volunteers, students and non-permanent staff members should not create social media presences on behalf of Michigan Medicine or the College of Pharmacy.

Moderator – Assigned by Content Owner and/or department as the individual responsible for responding to and moderating comments and postings by internal and external users, including deleting comments and postings that do not meet the criteria set forth in this policy, and routing complaints, questions and concerns to the appropriate Michigan Medicine unit responsible for handling such issues (e.g. patient complaint is sent to Patient Relations for follow-up) or to the Associate Dean for Student Services at the College of Pharmacy.

Official communications – Any messages made on behalf of and/or in Michigan Medicine’ or the College of Pharmacy’s name and posted on one or more social media platforms/presences (e.g. a Michigan Medicine Cancer Center Facebook page).

Social Media, Social Media Site, Social Media Presence or Social Media Platform – Any technology, tool or online space for integrating and sharing user-generated content in order to engage constituencies in
conversations and allow them to participate in content and community creation, increase brand awareness or otherwise meet marketing and communications goals. Because of the emerging nature of social media platforms, this policy does not attempt to name every current and emerging social media platform. However, this policy applies to all social media platforms cited and any other social media platform available and emerging including social networking sites and sites with user-generated content. Examples include but are not limited to the following: YouTube; Facebook; LinkedIn; Twitter; Blogs; Flickr; De.l.i.c.i.ous, etc.

IV. POLICY STANDARDS

A. Representation of Michigan Medicine or the College of Pharmacy/Authorization Required. Any representation of Michigan Medicine or the College of Pharmacy using a social media platform must be initiated and authorized through the Michigan Medicine Department of Public Relations and Marketing Communications (PRMC) or if it pertains to the College of Pharmacy authorization must be obtained from the Associate Dean for Academic Affairs. Development of any social media site or page and/or posting of any digital media that represents Michigan Medicine or COP in any manner is prohibited, unless developed with and/or authorized by PRMC or the College of Pharmacy.

Any existing sites or pages that have been developed prior to approval of this policy without prior authorization by PRMC or the College of Pharmacy will be subject to review when discovered and may be amended or removed by PRMC or the College of Pharmacy.

B. Guidelines for Online Professional or Personal Activity.

1. Online social media platforms allow Michigan Medicine and College of Pharmacy workforce members and students to engage in professional and personal conversations and to post content such as digital media. These guidelines apply to workforce members and students who identify or associate themselves as a representative of Michigan Medicine or the College of Pharmacy in a social media platform for deliberate professional engagement or casual conversation. These guidelines apply to private and password protected social media platforms as well as public/open social media platforms.

2. Follow the College Code of Conduct as well as all University and Michigan Medicine policies (including but not limited to patient privacy, information security, photography and video, Conflict of Interest, behavior guidelines, computer/email usage, political activity, and U of M Standard Practice Guides (including but not limited to those respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content.)

3. College of Pharmacy students receive many educational experiences outside of the College of Michigan Medicine as part of their learning. These sites may have their own social media policies. Students should obey these policies as well as the College’s policies with matters relating to those educational sites. In general, all considerations of patient privacy, information security, proprietary information, behavior guidelines, sensitive and private content, etc., contained in this policy apply to the use of information obtained at these sites as well.

4. If workforce members identify themselves as members of the College of Pharmacy (or Michigan Medicine) workforce (whether as faculty, staff, student, etc.) in any online social media forum,
faculty/staff/students make it clear that they are not speaking for or on behalf the College of Pharmacy or Michigan Medicine, and what they say is only representative of their individual personal views and opinions and not necessarily the views and opinions of College of Pharmacy or Michigan Medicine. This can be done by posting a disclaimer. The following is sample disclaimer language:

“The views and opinions expressed here are not necessarily those of the University of Michigan College of Pharmacy or University of Michigan Health System, and they may not be used for advertising or product endorsement purposes.”

5. When identifying themselves as a workforce member (faculty/staff/student) in online social media, workforce members should do so carefully and thoughtfully because they connect themselves to, and reflect upon, College of Pharmacy colleagues, Michigan Medicine colleagues, managers and even patients and donors.

6. Remember, online content is permanent. Content contributed online in any format and on any social media platform may immediately become searchable. Once information is posted online and indexed by a search engine, it can be accessed by anyone with access to the Internet forever. Information you post online, even if privacy settings are restricted, may still remain housed in databases and be retrievable long after it has been deleted from the account of the individual who posted the information. Workforce members are discouraged from posting anonymously or posting using a username or profile other than their own under the assumption that they cannot be identified. Cyber tracing investigations are common to identify posters of malicious Internet libel, and anything posted online may be admissible in court. If any workforce member is offered payment to participate as a College of Pharmacy or Michigan Medicine representative, or offered payment for an endorsement as a College of Pharmacy or Michigan Medicine representative of an online social media forum, acceptance of such offers could constitute a conflict of interest. The Outside Interests and Conflicts of Interest policy applies and must be followed.

7. If any workforce member is contacted by someone from the media or press about posts made in online social media forums that relate to the College of Pharmacy in any way, the faculty/staff/student must not respond, and instead, must immediately contact the Dean’s Office in the College of Pharmacy (by calling 734-764-7144).

8. Job postings must follow College of Pharmacy Human Resources (HR) established processes. Social media platforms may not be used in place of HR processes.

9. Postings for any research subject purpose, for example, subject recruitment, must follow the University of Michigan Medical School Intuitional Review Board (IRB MED) policies and procedures.

C. Reporting Violations of this Policy. Violation of this and/or any UM policies may result in disciplinary action, up to and including termination of employment. Any violation of this policy should be immediately reported to faculty/staff/student’s supervisor/manager or to the Associate Dean for Academic Affairs.
**STUDENTS WITH DISABILITIES**

It is the policy of the College of Pharmacy to maintain an academic and work environment free from discrimination and harassment for all students, faculty and staff. The College’s commitment to diversity and inclusiveness extends to students with disabilities. The College is committed to the academic success, professional development and general well-being of all students.

The College has developed Technical Standards that describe the essential non-academic requirements that every student must satisfactorily demonstrate in order to earn a PharmD degree.

Students with disabilities who require reasonable accommodations from the College to assist them in meeting the requirements of their degree program must first register with the Office for Services for Students with Disabilities (SSD). The College, through its faculty, staff and administrators, reserve the right to do determine if the accommodations recommended by SSD are reasonable. Reasonable accommodations are those that (1) do not fundamentally alter the academic program, academic standards or professional standards of the College; or (2) do not cause an undue burden on the College. Only those reasonable accommodations first approved by SSD and timely submitted to the appropriate instructor or administrator will be provided. The College does not provide retro-active accommodations.

Information regarding SSD, the services available to students with disabilities, and the rights and responsibilities of students with disabilities are available at the following web site:

http://www.umich.edu/~sswd/

**Required steps to secure a reasonable accommodation:**

1. Register with SSD as a student with a disability and receive a Verified Individualized Services and Accommodations form (“VISA form”).

2. **For each** course in which you need an on-going accommodation, present the VISA form to the Director of no later than the second class of the course or as soon as possible after learning of the need for accommodation.

3. Because the decision to request reasonable accommodations due to a disability is a matter of individual choice, students have the responsibility to request reasonable accommodations in a timely manner. As a result, we do not assume that an accommodation provided in one course is appropriate or desired in another situation. Similarly, the College treats such request in as confidential a manner as possible. Therefore, do not assume that because one faculty or staff member is aware of your need for an accommodation that others are also aware. You should request a reasonable accommodation each time you determine that one is needed.

**Questions:**

If you have questions about getting authorized accommodations, please contact the Office of Student Services.

(email: cop.studentservices@umich.edu).
Complaints:
If you have a complaint regarding disability accommodations or discrimination issues within the College, follow the procedures outlined in the College’s Student Grievance Policy

Policy adopted June 2011

TECHNICAL STANDARDS

One of the primary missions of the College of Pharmacy is to prepare students to become licensed pharmacists who strive to enhance the health and quality of life of the people where they practice. The Doctor of Pharmacy (PharmD) degree signifies that an individual is prepared for entry into the practice of pharmacy within diverse settings. The PharmD degree is, and must remain, a broad undifferentiated degree attesting to the mastery of general knowledge and skills in all fields requisite for the practice of pharmacy. Thus, graduates of the University of Michigan College of Pharmacy must possess the knowledge and skills necessary to function in a broad variety of clinical and professional situations.

The College of Pharmacy seeks to graduate effective and competent pharmacists who will be best able to serve the needs of society. Specifically, the Doctor of Pharmacy program and subsequent licensure as a pharmacist requires a certain level of cognitive, behavioral and technical skills and ability intrinsic to the pharmacy profession. Because students who graduate from the program are eligible to become pharmacists without restrictions on their license/ practice, the curriculum requires students to successfully complete all core components of the program and does not allow students to take part in a limited set of required activities.

Students will be judged not only on their scholastic accomplishments but also on their physical and emotional capacities to meet the full requirements of the College’s curriculum and to graduate as skilled and effective pharmacists. Each applicant will be asked to certify that he or she is able to meet the technical standards of the College.

Applicants or students matriculating in the program who have questions or concerns about their ability to meet these standards are encouraged to contact the Associate Dean for Academic Affairs.

This Technical Standards policy is designed to set forth the essential non-academic requirements that every student must satisfactorily demonstrate in order to earn a PharmD degree. This Technical Standards Policy applies to both the academic environment and the clinical setting. Technical Standards refer to criteria that go beyond academic requirements for admission (e.g. PCAT scores, GPA, reference letters, essays) and are essential to meeting the degree requirements of the program. The following principles and technical standards will be implemented to achieve this goal. These principles and standards apply to admission, progression, retention and completion of the degree program.

Principles

1. Commitment to preparing licensed pharmacists capable of supporting safe and healthy academic and practice environments.
   The primary role of a pharmacist is to provide safe and effective health care to the patients served and, therefore, patient safety must be considered in the selection and education of pharmacy students. In addition, the College of Pharmacy has a responsibility to maintain as safe an environment as possible for the academic community and the pharmacy practice settings in which they receive their education. Students must reasonably contribute to a safe environment through their professional and personal
behaviors. Students must also be able to obtain a pharmacist intern license during their first year of the program and maintain the intern license throughout the program.

2. Commitment to diversity, inclusiveness and non-discrimination.
   The University of Michigan College of Pharmacy acknowledges section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), Title II of the Americans with Disabilities Act (Public Law 101-336), and the Michigan Handicappers Civil Rights Act, and ascertains that candidates for the Doctor of Pharmacy (PharmD) degree must possess certain minimum technical capabilities. Students with or without disabilities applying to the College of Pharmacy are expected to meet the same requirements and fundamental standards. Any applicant who demonstrates the ability to acquire the knowledge necessary for the practice of pharmacy, as well as the ability to perform or to learn to perform the skills as described in this document will be considered for admission to the College of Pharmacy. Although not all students should be expected to gain the same level of all technical skills, mastery of some skills is so essential that it must be achieved, with the assistance of reasonable accommodation, where necessary.

Reasonable accommodations will be provided to assist in learning, performing and satisfying the fundamental standards. Every reasonable attempt will be made to facilitate the progress of students where it does not compromise the College of Pharmacy’s academic and professional standards or interfere with the rights of others. Technological accommodations can be made for some disabilities in certain areas of the curriculum, however, a candidate must meet the essential technical standards so that he or she will be able to perform in a reasonably independent manner. The need for personal aids, assistance, caregivers, readers, and interpreters, therefore, may not be acceptable in certain phases of the curriculum, particularly during the experiential years. When not the responsibility of the student or otherwise funded, costs of necessary accommodations should be reasonable and will be properly borne by the University, as recommended by the Office of Services for Students with Disabilities.

Applicants and matriculates who believe that they have not received adequate consideration because of a disability may file an as outlined in the College’s Student Grievance Policy

**Technical Standards**

Students in the PharmD program must possess abilities and skills including those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative) and behavioral and social. The use of a trained intermediary is not acceptable in many clinical/experiential situations in that it implies that a student’s judgment must be mediated by someone else’s power of selection and observation.

**Observation**: Observation requires the functional use of visual and auditory as well as somatic senses. Students must have the ability to observe and evaluate demonstrations, and experiments in classroom, laboratory and patient care settings. In addition, students must have the ability to observe and evaluate patients, including performing physical assessments. Observation of the technical quality of manufactured as well as compounded medications is essential. In any case where a student’s ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

**Communication**: Students must be able to communicate with and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A student must be able to communicate in oral and written English with patients and health care professionals in an effective, efficient and sensitive manner and also have the ability to perceive and interpret nonverbal communication.
Motor: It is required that a student possess the motor skills necessary to undertake the preparation of all forms of medication orders, and use equipment for dispensing, point of care testing, and physical assessment, for patient care and direct delivery of patient therapies. These actions require coordination of gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Students must be able to execute motor movements reasonably required to provide patient care such as those required to perform cardiopulmonary resuscitation, administer medication, perform health assessments, and conduct other interventions required for care of the patient. They must also be able to manipulate a variety of objects using both fine and gross dexterity.

Intellectual-Conceptual (Integrative and Quantitative) Abilities: As appropriate for their stage of education, students must be able to demonstrate a fundamental and continuing ability to measure, calculate, reason, plan, analyze, integrate and synthesize independently and in collaboration with a health care team. Evaluation of complex information for problem solving, a critical skill demanded of pharmacists, requires all of these intellectual abilities. The student must be able to perform these skills in an efficient and timely manner. Students must be able to exercise appropriate judgment with analysis of situations and anticipation of consequences in patient care and assessment and have the ability to integrate new and changing information obtained from the practice environment.

Physical Abilities: Students must demonstrate the physical ability to perform the functions of a pharmacist in common healthcare settings. This includes performing physical activities and exhibiting mobility required to provide care to patients and families, at times in urgent situations, and perform the pharmacist’s duties in typical pharmacy settings. Students must be able to tolerate physically demanding workloads.

Behavioral and Social Attributes: Students will be judged not only on their scholastic accomplishments, but also their physical and emotional capacities to meet the full requirements of the curriculum and to graduate as skilled and effective future pharmacists. Each student must be able to fully utilize his/her intellectual abilities, demonstrate good judgment, and promptly complete all responsibilities attendant to the care of patients. Students must demonstrate appropriate professional and ethical demeanor including, but not limited to, compassion, integrity and concern for others. Students must be able to tolerate demanding workloads, function effectively under stress and be able to adapt to changing environments and situations. Students must be able to function within the regulatory and institutional limits of the educational environment and modify behaviors based on criticism and self-reflection. Students must be able to:

Care for individuals in a respectful, sensitive, and effective manner regardless of gender, age, race, sexual orientation, religion, disability, or any other status identified in the University’s Non-Discrimination Policy.

Engage consistently in providing care to patients in rapidly changing, stressful, and demanding environments without current evidence of behaviors of addiction or abuse of, or dependence on alcohol or other drugs that can impair behavior or judgment.

Exhibit emotional stability that enables full utilization of abilities to engage in safe care to patients and participate effectively with peers, faculty, and other health care professionals.

Demonstrate interest and motivation in providing health care and interacting with the health care team and faculty.
Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes. On an annual basis students will be required to attest that they can meet the technical standards. For more information about Technical Standards please visit http://pharmacy.umich.edu/pharmacy/student_policies_and_handbook

Policy revised August 28, 2015

TRANSPORTATION

Students are required to have reliable transportation available to them by the beginning of the first (P1) year, to facilitate travel to experiential learning sites. Many of our learning sites are not accessible via public transportation. Any transportation-associated expenses, including the cost of gasoline and parking fees where necessary, are the responsibility of the student.

TRAVEL

Students may request partial financial support to attend professional meetings using the College Travel Web Request form located on the College website (located on Current Student Webpage at: https://pharmacy.umich.edu/mycop/student-business/request-travel-funding). Funding is limited and thus prioritized based on the type of activity: a) representing the College in a national competition; b) poster or platform presentation; c) national committee representative; d) College activity (e.g., rotation); and e) other.

Students sponsored in any way for international travel must 1) abide by the University Travel policy (http://globalportal.umich.edu/travel-policy.php); 2) register their trip prior to traveling on the UM travel registry (http://globalportal.umich.edu/register-travel.php); 3) meet with the Director of Experiential Education if travel pertains to pharmacy practice experience (i.e., rotation); (4) obtain travel insurance (http://www.uhs.umich.edu/ta/); and 5) recognize that travel may be canceled per University policy if College or University has concerns regarding the safety of such travel or if the student is having academic difficulty.

USE OF COLLEGE LOGO

In keeping with the University of Michigan’s effort to create a strong, cohesive, university-wide visual identify, the College of Pharmacy has created a logo. The logo incorporates the Block M and should be used in College communications. The usage guidelines, which are designed to assist in maintaining the consistency and integrity of the College’s visual identify can be obtained from the College Pharmacy Communications department, cop.communications@umich.edu.

UNIVERSITY OF MICHIGAN STUDENT POLICIES

The University of Michigan policies for students apply to Doctor of Pharmacy students participating in professional practice experiences. A comprehensive guide to these policies is available at http://www.studentpolicies.dsa.umich.edu. Preceptors and students should take special note of the following policies.

Non-Discrimination. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. The University also is committed to compliance with all applicable laws regarding nondiscrimination and affirmative action.
Religious Holidays and Academic Conflicts. Although the University of Michigan, as an institution, does not observe religious holidays, every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes, examinations, or professional practice experiences for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. It is the obligation of students to provide faculty or preceptors with reasonable notice of the dates of religious holidays on which they will be absent.

Sexual Harassment. It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University’s long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972, and, in both employment and education contexts, by Michigan’s Elliott-Larsen Civil Rights Act, adopted in 1976.

A claim under this policy may be brought by the University or by a faculty, staff or student member of the University community based on the conduct of any University employee. Complaints based on conduct of students who are not also employees of the University are addressed in the Statement of Student Rights and Responsibilities, which is administered by the Office of Student Conflict Resolution. Rackham graduate students may also contact Graduate Student Affairs in the Rackham Graduate School. Persons who lodge sexual harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g., adverse action or consequences) for those actions. Retaliation will not be tolerated at the University of Michigan.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. A person who knowingly and intentionally files a false complaint under this policy is subject to University discipline. Both a person who sexually harasses another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to University discipline.

An individual may engage in conduct of a sexual nature that may not be sufficiently severe, persistent or pervasive to constitute sexual harassment as described below, but is nonetheless inappropriate. Such conduct also will not be tolerated by the University, is prohibited by the University and is subject to discipline up to and including termination of employment.

**DEFINITION OF SEXUAL HARASSMENT**

For the purposes of determining whether a particular course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Some examples of conduct that may constitute sexual harassment include, but are not limited to:
1. Unwanted sexual statements – sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.), and otherwise.

2. Unwanted personal attention – letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, pressure for dates where a sexual/romantic intent appears evident but remains unwanted, and stalking.

3. Unwanted physical or sexual advances – touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse, or other sexual activity.


**COLLEGE OF PHARMACY RESOURCES**

**Curriculum and Academic Advising**
The Office of Student Services works with the Curriculum and Assessment Committee, the Associate Dean for Academic Affairs and the University Registrar’s Office to create and schedule courses within the University system and to inform students of curricular requirements. Academic counseling may be scheduled in the Office of Student Services. (email: cop.studentservices@umich.edu).

**Career Connections**
The Office of Student Services offers a career service designed to support the professional development and career planning needs of all students in the College of Pharmacy. Regular newsletters, website, a career event called “Career Gateway”, and other events and services are provided to students throughout the year. (cop.careerconnections@umich.edu)

**Facilities**
College of Pharmacy facilities include offices, labs, classrooms, meeting rooms and the Student Lounge. The Student Lounge includes computers and printers maintained by the University ITCS department. The computers in the Lilly Classroom - Room 1570 CCL are also available to students when classes are not in session.

The building is closed at 5 p.m. each day and a card reader at each door provides access to the building. Access to the Student Lounge after normal business hours can be arranged with the facilities office. For after-hours access, students must send their 16 digit card number to the facilities office (cop.facilities@umich.edu).

The Facilities Office also handles room reservations and equipment for meetings and events. Requests for room reservations can be directed to the facilities office or (cop.facilities@umich.edu).

**Financial Aid and Scholarships**
Students should apply for financial aid through the Office of Financial Aid. Students are eligible to borrow funds at the graduate student level if they are admitted after earning a bachelor’s degree or are in the third or fourth year of the PharmD program. Consult with the advisor in the Financial Aid office regarding the application process. The name of the contact there for Pharmacy students is Carrie Glenn (cmglenn@umich.edu).
The College of Pharmacy offers several scholarship programs including the Academic Recognition Scholarship (ARS), the Dean’s Scholarship, the P3/P4 Scholarship, and the Leadership Scholars Program Scholarship (LSP).

**Academic Recognition Scholarship (ARS).** The Academic Recognition Scholarship (ARS) is awarded to the academically strongest incoming students for their first year. This award is renewed in the second year so long as good academic standing is maintained.

**Dean’s Scholarships.** The Dean’s Scholarships are awarded to second-, third-, and fourth-year PharmD students that maintain a high cumulative GPA in the PharmD program.

- **Scholarships for Highest Distinction in Academic Performance.** To qualify, a PharmD student must have a GPA of 3.9-4.0. This scholarship provides $2,000 to students on completion of one year at the College, $3,000 to students on completion of two years; and $4,000 to students on completion of three years.
- **Scholarships for High Distinction in Academic Performance.** To qualify, a PharmD student must have a GPA of 3.750-3.899. This scholarship provides $1,000 to students on completion of one year at the College; $1,500 to students on completion of two years; and $2,000 to students on completion of three years.
- **Scholarships for Distinction in Academic Performance.** To qualify, a PharmD student must have a GPA of 3.6-3.749. This scholarship provides $500 to students upon completion of one year at the College; $750 to students on completion of two years; and $1,000 to students on completion of three years.

**P3/P4 Scholarships:** The College offers a P3/P4 Scholarship program. Thanks to many generous donors, scholarship and fellowship funds were created at the College of Pharmacy to offer Pharmacy grant scholarships for all third and fourth year PharmD students. These funds provide invaluable financial support for professional and graduate students every year. Beginning Fall 2017, the P3/P4 Scholarship program is being phased out to support a new tuition and scholarship model. Current students will continue to receive a portion of their P3/P4 scholarship through the class of 2021. A new scholarship program is under development and will be posted to the College Website.

**Leadership Scholars Program Scholarship.** The Leadership Scholars Program (LSP) is a co-curricular educational program in which pharmacy students are selected based on student leadership activities, academic record, and a rigorous selection process. The LSP supplements traditional leadership activities embedded in the curriculum and student organizations by using a variety of learning approaches. Each student accepted into the LSP receives a monetary scholarship provided by alumni donors.

Consult with the Student Services office regarding these scholarships. The name of the contact for all scholarship and Financial Aid questions for all Pharmacy students is Antoinette Hopper (acast@umich.edu).

**Study Areas**
There are study areas located in various locations throughout the College. Meeting rooms 1551 CCL and 1561 CCL can be used as study areas if they have not been reserved for a meeting. There are tables located at the end of the hallways on the second, third, and fourth floors in the south wing of the Pharmacy building that can also be used as study areas. Students may reserve conference rooms for group study sessions. Students are also able to use study rooms in the Palmer Commons. The use of Palmer Commons is arranged annually and students are emailed details at the start of each term. Please visit the facilities office if you wish to reserve a meeting room. (email: cop.facilities@umich.edu)
Student Lounge
The student lounge is located in Room 1540 CCL. The Lounge includes computers, printers, kitchen and office supplies, a photocopier, TV, and comfortable furniture. This student lounge is available to all degree seeking students at the College of Pharmacy.

Vending Machines
Vending machines are located in Room 1610 CCL. The vending machine room can be found by following the hallway across from the Walgreen Lab – 1552/1558 CCL.

Student Lockers
Student lockers are available on a first come, first served basis in the hallway near the vending machines. See Pat Greeley in the Facilities office to reserve a locker. As the number is limited, please consider sharing with 1 or 2 other students.

Student Mailboxes
Students are assigned an individual folder in a file cabinet located in the second-floor hallway for use as an inter-College mailbox. The folders are maintained by the Office of Student Services. Each class year has their own file drawer in the cabinet. Students are encouraged to check their folders on a regular basis as a courtesy to other students. The mailboxes are cleaned out each summer, before the beginning of the academic year.

COLLEGE EVENTS

White Coat Ceremony
The College of Pharmacy holds a white coat ceremony each fall and held in Rackham Auditorium. A reception is held after the ceremony and all students and faculty are required to attend. P1 students are encouraged to invite family members to this event. The Office of Student Services coordinates the White Coat Ceremony.

Career Gateway
The College holds a Career Gateway (career fair) each October/November on the UM Campus. Representatives from community and hospital pharmacies, residency programs and industry are represented. Career Connections coordinates this event.

Awards Banquet
An Awards Banquet is help prior to commencement each year to recognize superior student achievement and leadership. The Office of Student Services and Dean’s Office coordinates this event.

Graduation Ceremony and Student Pictures
A graduation ceremony is held each April at Rackham Auditorium. The exact date is determined annually based on the University’s Commencement Schedule. The Dean’s Office together with the Student Services Office coordinates this event. Graduating students’ pictures are taken for individual purchase and for the graduation composite, which is displayed at the College.

RESOURCES AND UNIVERSITY STUDENT SERVICES

Career Center
The Career Center supports the development of students’ future plans through coaching and advising, assessments, connections to next step opportunities and career information. Employers’ emphasis on internships
should prompt students to participate in The Career Center’s internship and experiential learning programs and fairs, and to discover opportunities through the Career Center Connector. Those seeking employment will find resources and guidance through on-line tools, complemented by the staff’s expertise. The Center also guides students pursuing graduate/professional school.

3200 Student Activities Building
515 East Jefferson Street
(734) 764-7460
www.careercenter.umich.edu
careercenter@umich.edu

Counseling and Psychological Services (CAPS)
Counseling and Psychological Services (CAPS) is committed to providing multicultural and multidisciplinary expert and caring therapeutic support at no charge for currently enrolled University of Michigan-Ann Arbor campus students. Services include crisis intervention and brief personal therapy for individuals, couples, and groups. Common reasons students go to CAPS are anxiety, depression, relationship issues, academic concerns, and eating disorders. Consultation and workshops on various informational and skill-building topics are also available.

Staff are also available for consultation and support for family members, friends, and U-M staff or faculty members.

For further information, online screenings for depression, anxiety, eating issues, and alcohol concerns visit their website.

3100 Michigan Union
530 South State Street
(734) 764-8312
http://caps.umich.edu/

Financial Aid
The Pharmacy Student contact at the Financial Aid Office is Carrie Glenn (cmglenn@umich.edu).

The Office of Financial Aid (OFA) administers financial aid programs and assists students with budgeting. Most aid is awarded on the basis of financial need. Students may take advantage of financial counseling services even if they are not receiving aid. Emergency and/or short-term loans are available to students for educationally related expenses.

Students must apply for financial aid each year that they wish to receive aid. Students must comply with deadline dates to be considered for all aid programs.

To apply, all students must submit to the federal processor a Free Application for Federal Student Aid (FAFSA), available at www.fafsa.ed.gov. Students should submit the FAFSA as soon as possible after January 1 each year. OFA must receive the student’s processed FAFSA from the federal processor by April 30 in order to consider him/her for all aid programs. The University of Michigan’s School Code is: 002325.

2500 Student Activities Building
International Center
The International Center provides information, programs and services, including advice about visa and immigration issues for University of Michigan’s international students. The International Center offers educational and social activities throughout the year and hosts a number of cultural events for American and international students.

The Center also provides information, advice, and referrals for those who are participating in or considering an international educational experience. Members of the UM community may obtain information on study, work, volunteer, and travel abroad, including information on study, work, volunteer, and travel abroad, including information on the Peace Corps, through individual advising informational program, and reference materials.

Services for Students with Disabilities (SSD)
Services for Students with Disabilities (SSD) provides services to students with visual impairments, learning disabilities, mobility impairments, or hearing impairments. SSD also works with students who have chronic health or mental health conditions. SSD offers services which are not provided by other University offices or outside organizations. SSD provides such services as accessible campus transportation, adaptive technology, sign language interpreting, and guidance for course accommodations, and more, all free of charge.

Before and after a student enrolls at the University, SSD is available to answer questions or provide referrals concerning admission, registration, services available, or financial aid. In addition, SSD can help assess the need for modified housing, attendants, interpreters, transportation, classroom accommodations, note-takers, or adaptive equipment.

Sexual Assault Prevention and Awareness Center
The Sexual Assault Prevention and Awareness Center (SAPAC) offers a number of services to the University of Michigan community, including crisis intervention, prevention education, advocacy, and activism on issues of sexual assault, intimate partner violence (emotional, sexual, and physical), stalking, and sexual harassment in the University community. In addition, SAPAC offers rewarding volunteer opportunities in the Networking/Publicity/Activism, Peer Education, and Men’s Programs.

SAPAC staff can assist survivors, friends, family members, or non-offending partners of survivors. The Crisis Line is staffed by professional staff who provide crisis intervention and information and referral over the phone.
Outreach assistance at hospitals, police stations, and residence hall is available. All services are strictly confidential and free. Come by or call for an appointment of more information.

715 North University, Suite 202  
(734) 998-9368  
24-hour Crisis Line: (734) 936-3333  
www.umich.edu/~sapac

**Spectrum Center**  
With sexual orientation, gender identity and gender expression as its framework, the Spectrum Center is committed to enriching the campus experience and developing Lesbian Gay Bisexual Transgender Queer and Questioning (LGBTQQ) students as individuals and as members of communities. Their work is accomplished through student-centered education, outreach, advocacy and support. The vision of the Spectrum Center is an inclusive campus community free of discrimination in all forms where social justice inspires community engagement and equality.

3200 Michigan Union  
734-763-4186  
http://spectrumcenter.umich.edu/  
spectrumcenter@umich.edu

**Student Legal Services**  
Student Legal Services, which is supported by student fees, provides legal advice and representation to currently enrolled University students in the following areas: landlord/tenant disputes, divorce and family law, criminal defense, consumer issues, and wills. Notary and true copy services are also available. Student Legal Services cannot assist in disputes with the University or other enrolled students. Call to schedule an appointment. Legal advice is not given over the phone.

2304 Michigan Union  
530 South State Street  
(734) 763-9920  
http://studentlegalservices.dsa.umich.edu

**University Health Service (UHS)**  
UHS is students’ campus health resource and is staffed by licensed medical professionals. UHS is an outpatient clinic that offers extensive services including primary health care, gynecology, allergy treatment, nutrition clinic, specialty clinics, physical therapy, radiology, pharmacy, eye care, optical shop, laboratory, travel health services, advice by phone, and health education on sexual health, alcohol and other drugs, eating issues and more.

USH is open Monday through Saturday. When UHS is closed, students can consult a clinician by phone for urgent health matters. Language interpretation is available. Services are confidential.

Enrolled students pay a health service fee as part of tuition, which covers most UHS services, including clinic visits, physical therapy, radiology, and most laboratory tests. Therefore currently enrolled U-M students have few additional expenses at UHS.
The health service fee does not cover fees for allergy antigens, routine eye exams, glasses, contact lenses, immunizations, medications and certain laboratory tests. Health care received outside UHS (including dental care and hospitalization) is not covered. Students are responsible for paying any costs not covered by the health service fee.

Students are required to have health insurance. Health insurance helps to cover the cost of services not covered by the health service fee (for example, ambulance, emergency room visits, medicine or hospitalization). Students who need insurance (or supplemental coverage) may be eligible to purchase the Domestic Student Health Insurance Plan (DSHIP), in collaboration with the Michigan Student Assembly. Students should carry proof of insurance and know how to use their insurance.

207 Fletcher
(734) 764-8320
www.uhs.umich.edu
APPENDIX A: COLLEGE OF PHARMACY ORGANIZATIONAL CHART

ACADEMIC AFFAIRS
COLLEGE OF PHARMACY

[Organizational Chart Image]

445000
OCTOBER 2016
# APPENDIX B: PHARMACY CURRICULUM

## PharmD Curriculum - Class of 2018*

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credit</th>
<th>Winter</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>PharmSci 508 - Drug Delivery &amp; Solutions</td>
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<td>PharmSci 518 - Dispersed/Solid Forms</td>
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<tr>
<td>Physiology 502 - Human Physiology</td>
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<td>Pharmacy 506 - Communications</td>
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<td>Pharmacy 516 - Health Care Systems</td>
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<td>Pharmacy 500 - Introduction to Pharmacy</td>
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<td>Pharmacy 512 - Self-Care</td>
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<td>Pharmacy 503 - Service Learning**</td>
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### P2 Curriculum

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<td>Pharmacy 614 - Research Methods</td>
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<tr>
<td>Pharmacy 602 - Therapeutic Problem Solv I</td>
<td>3</td>
<td>Pharmacy 612 - Therapeutic Problem Solv II</td>
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<tr>
<td>Pharmacy 604 - Evidence Based Medicine</td>
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<td>Pharmacy 616 - Health Systems</td>
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<tr>
<td>Pharmacy 603 - Community IPPE**</td>
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<td>Pharmacy 603 - Community IPPE**</td>
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### P3 Curriculum

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<tr>
<td>Pharmacy 723 - Pharmaceutical Care III</td>
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<td>Pharmacy 716 - Law</td>
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<td>Pharmacy 706 - Health Care Systems</td>
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### P4 Curriculum (over a 52 week period)

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<td>790, 791, 792, 793, 794, and 795</td>
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<td></td>
<td></td>
<td>including 8 Professional elective course</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>credits.</td>
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*Curriculum may be modified to include improvements, as identified by the Curriculum and Assessment Committee, or to fulfill ACPE accreditation standards.

**Courses in italics are taken by 1/2 the class each semester.

Last Revised 04/15/16
## PharmD Curriculum - 2019*

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<td>Pharmacy 501 - Introduction to Pharmacy</td>
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<td>Pharmacy 516 - Health Care Systems</td>
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<td>Pharmacy 511 - Life Long Learning</td>
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<td>Pharmacy 512 - Self-Care</td>
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<tr>
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<td>(1)</td>
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<td>Elective(s)</td>
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<tr>
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<tr>
<td>PharmSci 608 - Pharmacokinetic Concepts</td>
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<td>Pharmacy 614 - Research Methods</td>
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<td>Pharmacy 602 - Therapeutic Problem Solv I</td>
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<tr>
<td>Pharmacy 604 - Evidence Based Medicine</td>
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<td>Elective(s)</td>
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<tr>
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<td>Pharm/MC/PS 719 - Research Data</td>
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<tr>
<td>Pharmacy 723 - Disease Management</td>
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<td>Pharmacy 714 - TB Clinical Decision Making</td>
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<td>Elective(s)</td>
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### P4 Curriculum (over a 52 week period)

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<tr>
<th>Course</th>
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<tr>
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<td>Pharm/MC/PS 739 - Research Report</td>
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<td>A minimum of 13 elective credits must be</td>
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<td></td>
<td>including 8 professional elective course</td>
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<tr>
<td></td>
<td></td>
<td>credits.</td>
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*A minimum of 128 Credits are required for graduation.*

*Curriculum may be modified to include improvements, as identified by the Curriculum and Assessment Committee, or to fulfill ACPE accreditation standards.*

**Courses that are taken by 1/2 the class each semester (courses shown in italics and credits in parenthesis).*

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Last Revised 7/17/15
# PharmD Curriculum - 2020*

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<thead>
<tr>
<th>Fall</th>
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<tr>
<td>PharmSci 508 - Drug Delivery &amp; Solutions</td>
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<td>PharmSci 518 - Dispersed/Solid Forms</td>
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</tr>
<tr>
<td>Pharmacy 504 - Pharmacy Practic Skills I</td>
<td>3</td>
<td>MedChem 511 - Drug Assay</td>
<td>1</td>
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<tr>
<td>Pharmacy 506 - Patient Communications</td>
<td>2</td>
<td>Pharmacy 514 - Pharmacy Practice Skills II</td>
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<tr>
<td>Pharmacy 501 - Introduction to Pharmacy</td>
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<td>Pharmacy 516 - Health Care Systems</td>
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<tr>
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<td>Elective(s)</td>
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<td>PharmSci 608 - Pharmacokinetic Concepts</td>
<td>4</td>
<td>Pharmacy 614 - Research Methods</td>
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</tr>
<tr>
<td>Pharmacy 602 - Therapeutic Problem Solv I</td>
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<td>Pharmacy 612 - Therapeutic Problem Solv II</td>
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<tr>
<td>Pharmacy 604 - Evidence Based Medicine</td>
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<td>Pharmacy 616 - Health Systems</td>
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<tr>
<td>Pharmacy 739 - Research Report</td>
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<td>A minimum of 9 professional elective credits must be completed by the end of the third year.</td>
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*A minimum of 138 Credits are required for graduation.*

*Curriculum may be modified to include improvements, as identified by the Curriculum and Assessment Committee, or to fulfill ACPE accreditation standards.

**Courses that are taken by 1/2 the class each semester.

Last Revised 06/10/16
# PharmD Curriculum - 2021*

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<tr>
<td>Elective(s)</td>
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<tr>
<td>PharmSci 608 - Pharmacokinetic Concepts</td>
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<td>Pharmacy 614 - Research Methods</td>
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<tr>
<td>APPE Rotations (8 Required)</td>
<td>32</td>
<td>Rotation Courses: Pharmacy 787, 788, 789,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy 730 - Seminar</td>
<td>2</td>
<td>790, 791, 792, 793, 794, and 795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy 739 - Research Report</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy 731 - Life Long Learning</td>
<td>.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A minimum of 138 Credits are required for graduation.

*Curriculum may be modified to include improvements, as identified by the Curriculum and Assessment Committee, or to fulfill ACPE accreditation standards.

**Courses that are taken by 1/2 the class each semester.

Last Revised 06/26/17
## APPENDIX D: SAMPLE BS IN PHARMACEUTICAL SCIENCES CURRICULUM (YEARS 2017 AND 2018)

### Class of 2018

**B.S. PHARMACEUTICAL SCIENCES PROGRAM – Class of 2018**

<table>
<thead>
<tr>
<th>NAME</th>
<th>ENTERED</th>
</tr>
</thead>
</table>

#### Pre-Pharmaceutical Sciences Curriculum

<table>
<thead>
<tr>
<th>Pre-Pharmaceutical Sciences Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>(3) General Chemistry (Chem 130/AP)</td>
</tr>
<tr>
<td>(2) General Chemistry Lab (125/126/AP)</td>
</tr>
<tr>
<td>(4) Intro Biol. I (Ecology/Evolution-171/1AP)</td>
</tr>
<tr>
<td>(4) English Composition (English 124 or 125)</td>
</tr>
<tr>
<td>Elective(s)</td>
</tr>
<tr>
<td>Elective(s)</td>
</tr>
</tbody>
</table>

(3) Organic Chemistry II (Chem 215) | (4) Calculus II |
(2) Organic Chemistry Lab (Chem 216) | (4) General Physics I (Phys 235 or 240) |
(4) General Physics I (Phys 135, 140 or AP) | (1) General Physics II Lab (Phys 236 or 241) |
(1) Calculus I (Math 115 or AP credit per UM) | Elective(s) |
(4) Calculus I Math 115 or AP credit per UM | Elective(s) |

(Totals 15) Electives(s)

Before entering the B.S. PharmSci. program students should have at least 60^1 CTP

#### Pharmaceutical Sciences Curriculum

<table>
<thead>
<tr>
<th>Pharmaceutical Sciences Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Drug Delivery &amp; Solutions (PS 508) 3</td>
</tr>
<tr>
<td>Statistics 250 4</td>
</tr>
<tr>
<td>Biochemistry 415 3</td>
</tr>
<tr>
<td>Physical Chemistry (Chem 230/260) 3</td>
</tr>
<tr>
<td>Elective/Research^1,2 2</td>
</tr>
</tbody>
</table>

Pharmacokinetic Concepts (PS 608) 4 | Medical Microbiology (Micro 301/350) 4 |
Principles of Drug Action I (MC 500) 3 | Responsible conduct in Res. (MC 660) .5 |
Regulatory Issues (Pharmacy 597) 2 | Research^3 3 |
Responsible Conduct in Res. (MC 660) .5 | Elective^3 2 |
Research^3 | Advanced Elective^2 3 |
Advanced Elective^4 | |

Students must have at least 124 CTP (60 MSH earned while enrolled in BPSD program)

^1Electives: At least 16 elective credits are required in the B.S. PharmSci. curriculum at the 200 level or higher. Students completing more than 60 credits before admission may receive up to 7 advanced-standing elective credits at the upper level (200-level or higher) toward the 18 required. One general elective can be taken on a P/T basis each term. At least 2 Social Sciences and 2 Humanities or Foreign Language courses are required and may be taken after admission. At least 9 of the 18 elective credits must be taken from the Advanced Electives list. Up to 3 research credits taken beyond the 8 required may count as general elective credit.

**SS 1)** __________ 2) __________ 2) __________

**HU/FL 1)** __________ 2) __________ 2) __________

^2Advanced Electives: At minimum of 9 credits are required to fulfill the advanced elective requirement. Courses must be included on the list of approved courses or be approved by the concentration advisor.

| (cr) | (cr) | (cr) | (cr) | (cr) | (cr) |

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Research: At least 8 research credits are required: PharmSci 570 or MedChem 570.

Advanced Electives (a minimum of 9 credit hours required) Advanced electives must be taken while enrolled in BUPS program. Alternative courses may be selected to fulfill advanced elective requirements with advisor/department approval. Students must meet prerequisite requirements.

Math 215: Calculus III (4)
Math 216: Intro to Differential Equations (4)

Stats 401: Applied Statistical Methods II (4) (Math 115, Stats 250)
Stats 403: Intro to Quantitative Research Methods (4) (Math 115, Stats 250)
Stats 470: Intro to Design of Experiments (4) (Stats 401)
Biostat 449: Topics in Biostatistics

Bio 305: Genetics (3) (Bio 171, 172) * prerequisite for U-M PharmD program
Anat 403: Human Anatomy: Structure and Function (5) * prerequisite for U-M PharmD program
CDB 450/550: Histology: Through the Looking Glass- From Stem Cells to Tissues and Organs W, 4 cr)
Microbiol/Immuno 440: Human Immunology (3 cr) (Biol 172)
Pharmacol 210: Pharmacology and Therapeutics (3, 4 Cr)
Pharmacol 310: Pharmacology and Therapeutics (F, 3 cr)
Pharmacol 425: Development of New Medications: Pharmacology in Action (3 cr)

Chem 290: 22 Ways to Think About Drugs (W, 3cr)
Chem 352: Intro to Biochemical Research Techniques (F,W, 2cr) requires Chem 351
Chem 353: Intro to Biochemical Research techniques and Scientific Writing (3)
Chem 370: Physical and Chemical Principles behind Biology and Medicine (3) (Math 215, Phys 235/240)

BME 221: Biophysical Chemistry and Thermodynamics (4) (Chem210, Math 116, Biochem 415)
ChE 517: Biochemical Engineering (3) (Biochem 415, permission)

Alternative courses with advisor/department approval include:
HMP 200, Intro to Public Health (4cr)
Psych 436, Drugs of Abuse (3cr)
CLCIV 217, Medical terminology. (1cr)
RCIDIV 350, Pills, Politics, Public Good (1cr)
RCIDIV 351 Ethics in Pharma Industry (2cr)
MSE220: Intro to Materials and Manufacturing (3cr)
PUBHLTH 200: Health and Society: Introduction to Public Health (4cr)
Entering Class of 2017

B.S. Pharmaceutical Sciences Program (students entering Fall 2017)

120 credits required

I. General Education Requirements (18cr):
- English 104 or 126 (4cr)
- Humanities or foreign language (2 courses) (8cr)
- Social Science (2 courses) (6cr)

II. Math/Science/Lab Requirements: Math (8 cr), Science (32 cr), Lab (8 cr) (48cr)
- Biology 171 (4cr)
- Biology 172 (4cr)
- Biology Lab 173 (2cr)
- Chemistry Lab 175 (1cr)
- Chemistry Lab 126 (1cr)
- Chemistry 130 (3cr)
- Biology 210 (4cr)
- Chemistry Lab 211 (1cr)
- Chemistry 215 (3cr)
- Chemistry Lab 216 (2cr)
- Chemistry 230 or 260 (2cr)
- Biochemistry 415 (3cr)
- Physics 135 (4 cr) and Lab 136 (1cr)
- Math 115 Calculus I (4cr)
- Statistics 250 (4cr)
- Physiology 250 or 302 (4cr)

III. BSPS Requirements (Years 2-4) (24 cr)
- F2: P200 Science of Medicine (3cr)
  Health professions, Healthcare System, Health finance
  Prerequisites: none.
- F2: P202 Seminar – BSPS Career Exploration (1cr)
  Brief focus on health professions
  Prerequisites: none. BSPS only or permission
- W2: PS101 Molecules to Drugs and Products I (MDDP-I) (2cr)
  Drug Discovery and Development in the Modern Era
  Prerequisites: none.
- W2: PS211 Molecules to Drugs and Products II (MDDP-II) (1cr)
  Advanced topics in Drug Disc, Dev, Rep, Mkt, Mng
  Prerequisites or corequisites for MDP-II
- W2: P212 Seminar – Contemporary Research (1cr)
  Focus on research in CP, MD, PS
  Prerequisites: none. BSPS only or permission
- F3: PS300 Biopharmaceuticals/Biology of Drug Delivery (3cr)
  Drug properties, transport, absorption, PK, ADME
  Prerequisites: General Chemistry, Calc I, Organic Chem 210
- Pharmacy 570 Research (1-6 cr)

IV. Selectives to consider for career paths (beyond 90 credits of required coursework)

Pharmaceutical Industry/Regulatory Career (12+ credits):
- Math 116, Calculus II (4cr)
- Math 216, Intro to Diff. Eq. (4cr)
- Chem 241/242 or 245/246/247 lab (4cr)
- Pharmacology/Chem Research (1-6 cr)
- Math 215, Calculus III (4cr)
- Physics 235/236 Lab 235 (5cr)

Pharmacy School (PharmD) (17+ credits)
* Required prerequisite for U-M PharmD applicants
- MedAdm 403: Anatomy (3cr)
- Physics 235/236, Lab 236 (5cr)
- Biology 305: Genetics (3cr)
- Microbiology 405 (old Micro 301) (3cr)
- Microbiology Lab 350 (1cr)
- Pharmacy 570 Research (1-6 cr)

Graduate school (MS, PhD) in Pharm Sciences (12+ credits)
- Math 116, Calculus II (4cr)
- Math 216, Intro to Diff. Eq. (4cr)
- Chem 241/242 or 245/246/247 lab (4cr)
- Pharmacology/Chem Research (1-6 cr)
- Math 215, Calculus III (4cr)

Graduate school (MS, PhD) in Medicinal Chemistry (14+ credits)
- Chem 241/242 or 245/246/247 lab (4cr)
- Chem 420: Intermediate Organic Chem (3 cr)
- Chem 481: Physical Chemistry I (3 cr)
- Microbiology 405 (old Micro 301) (3cr)
- Microbiology Lab 350 (1cr)
- MedChem 570 Research (1-6 cr)
- Pharmacology/Chem Research (1-6 cr)

Medical/Dental/Public Health (MD, OD, DDS, MPH, etc)
- TBU
- Physics 235/236 Lab 235 (5cr)
- Microbiology 405 (old Micro 301) (3cr)

Business/Law

- TBD

Additional Electives
- Math 116, Calculus II (4cr)
- Math 215, Calculus III (4cr)
- Math 216, Intro to Diff. Eq. (4cr)
- EECIS 183: Etem. Programming (4 cr)
- Chem 241/242 or 245/246/247 lab (4cr)
- Chem 353 Intro to Biochem Techniques & Writing (3)
- Chem 370 PharmChem Principles in BioMed (3cr)
- Chem 417: Biophysics/17: Dynamic Processes in Biophysics (3)
- Chem 447: Physical Methods Analysis (3cr)
- Chem 451: Biochem, Macromol Structure/Function (4 cr)
- Chem 461: Physical Chemistry I
- Chem 540: Organic Principles (3 cr)
- Pharmacol 310: Pharmacol and Therapeutics (4 cr)
- MedAdm 403: Anatomy (5cr)
- State 401 Applied Stats II (4cr)
- State 470 Intro to Design Exams (4cr)
- Pharm/Pharma 700 Biopharmaceuticals and Drug Disposition (3 cr)
- Pharm/Pharma 701: Pharm Design, Delivery, -Pharmaceutical concepts (2 cr)
- Pharm/Pharma 702: Pharm Design Delivery, -Biomedical Concepts (2 cr)
- Pharm/Pharma 705 Nanotechnology for Drug Delivery (2 cr)
- Pharm/Pharma 706 Biologic Products, Proteins, Cell Ther, Bioprod (2cr)
- MedChem 532: Bioorganic principles of Med Chem (5 cr)
- MedChem 433 Survey of Therapeutics and Mechanisms (2 cr)
- MedChem 534: Computational Principles of Med Chem (3 cr)
- MedChem 535 Principles of Drug Design (2 cr)
- MECEC 220: Intro to Materials and Manuf (3cr)
- CGEV 217: Medical terminology (1cr)
- HMP 200, Intro to Public Health (4cr)
- Psych 436, Drugs of Abuse (3cr)