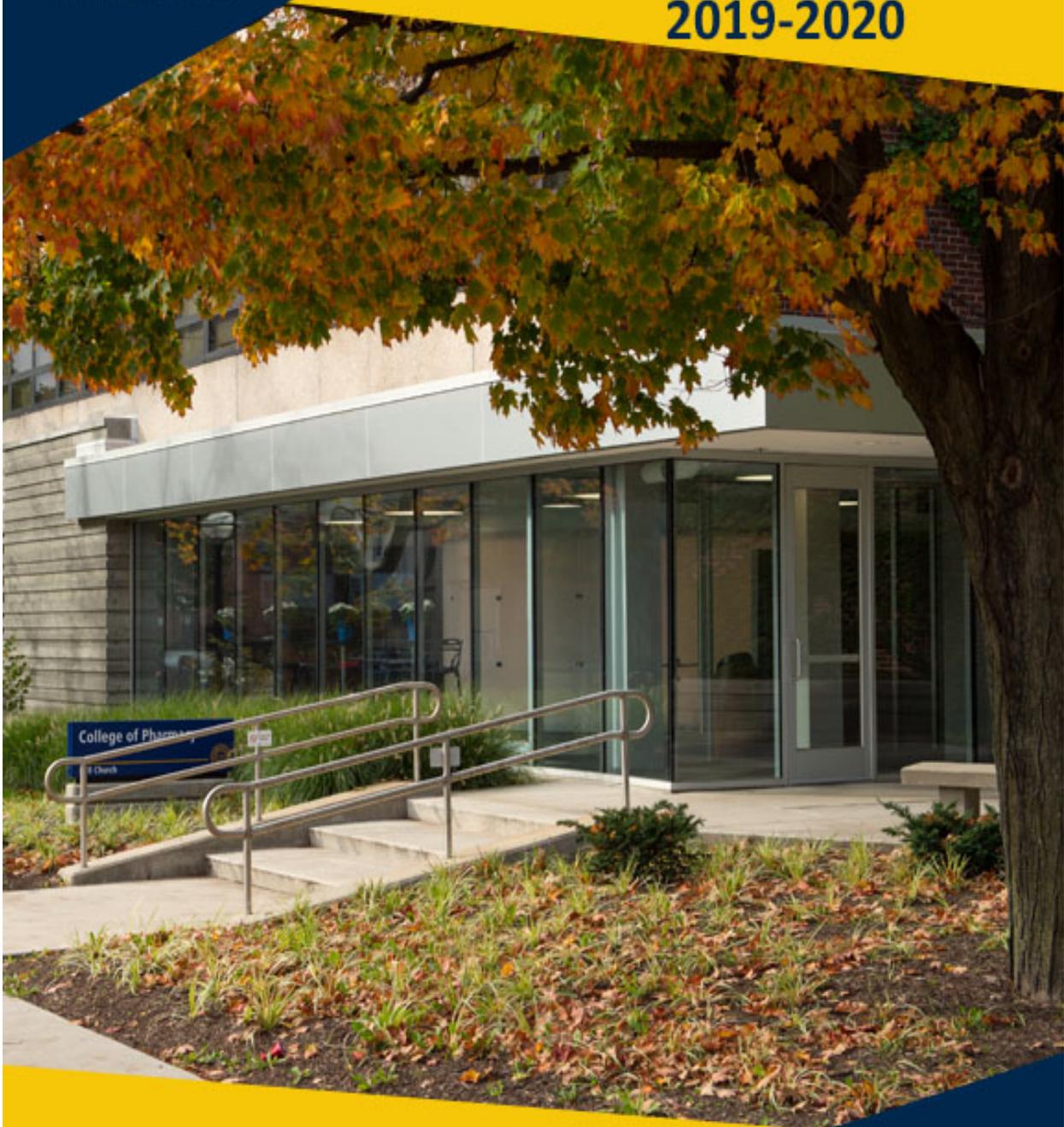




STUDENT HANDBOOK 2019-2020



UNIVERSITY OF MICHIGAN
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 U-M employees, students, vendors and others to raise concerns regarding financial, regulatory, NCAA, and patient safety issues.

U-M 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.

Callers to the U-M 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 U-M'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.

ACADEMIC CALENDAR (ANN ARBOR CAMPUS) 2019-2020***Fall Term, 2019**

Labor Day (Holiday)	September 2, Monday
Classes begin	September 3, Tuesday
Fall Study Break	October 14-15, Monday – Tuesday
Thanksgiving recess, 5:00 p.m.	November 27, Wednesday
Classes end	December 11, Wednesday
Study Days	December 12, Thursday; December 14-15, Saturday – Sunday
Examinations	December 13, Friday; December 16-20, Monday – Friday
University Commencement	December 15, Sunday

Winter Term, 2020

Classes begin	January 8, Wednesday
Martin Luther King, Jr. Day University Symposia. No Regular Classes	January 20, Monday
Vacation begins 12:00 noon	February 29, Saturday
Classes resume	March 9, Monday
University Honors Convocation	March 15, Sunday
Classes end	April 21, Tuesday
Study Days	April 22, Wednesday; April 25-26, Saturday – Sunday
Examinations	April 23-24, Thursday – Friday; April 27-30, Monday – Thursday
University Commencement Activities	April 30 – May 3, Thursday - Sunday

Spring-Summer Term, 2020

Classes begin	May 5, Tuesday
Memorial Day (Holiday)	May 25, Monday
Classes end (Spring Half)	June 22, Monday
Study Days	June 23-24, Tuesday – Wednesday
Examinations	June 25-26, Thursday – Friday
Spring Half Term ends	June 26, Friday
Summer Half Term classes begin	July 1, Wednesday
Independence Day (Holiday)	July 3, Friday
Classes end	August 18, Tuesday
Study Day	August 19, Wednesday
Examinations	August 20-21, Thursday – Friday
Full Term and Summer Half Term end	August 21, Friday

Jewish holy days begin and end at sundown on the first and last days listed. Please view the University policy concerning [observance of religious holidays](#) for additional information.

For College of Pharmacy events, including commencement activities, please view the [College Events Calendar](#)

**All dates are subject to change. University registration deadlines are available to view on the [University Registrar's Office Academic Calendar](#).*

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OVERVIEW

Introduction

This Student Handbook is designed to be used in conjunction with the College website and other resources available to students. Any policies described herein should not 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 60 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 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 offers Doctor of Philosophy programs in Clinical Pharmacy Translational Science, Medicinal Chemistry, and Pharmaceutical Sciences. There is also an undergraduate program for the BS in Pharmaceutical Sciences degree.

Differential Advantage

We are a top five-rated college of pharmacy renowned for integration of world-class research and pharmaceutical education that values small class size and is embedded in the #1 public university and its preeminent academic health system.

College Vision Statement

We will revolutionize pharmacy practice and healthcare through interdisciplinary education and research.

College Mission Statement

Our mission is to educate and inspire a diverse group of future pharmacists and pharmaceutical scientists to be leaders, advance patient care, and improve health for all. We seek to create, disseminate, and apply new knowledge that endows our graduates with the skills, abilities, behaviors, and attitudes necessary to apply the foundational sciences to the provision of inter-professional patient-centered care, management of medication use systems, advocacy of population health and wellness, and collaborative discovery and implementation of solutions to today's and tomorrow's healthcare problems.

College Strategic Goals

The College's four long-term strategic initiatives, listed below, serve as the blueprint for College activities.

- Advancing innovative and collaborative research in precision health, drug discovery and drug delivery
- Creating educational and career development programs to mentor the next generation of pharmacy faculty
- Expanding and enhancing our educational offerings
- Embedding our core values of diversity, equity and inclusion in everything we do

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.

College Core Values

Respect – Excellence – Leadership – Community
Diversity – Integrity – Professionalism – Innovation

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

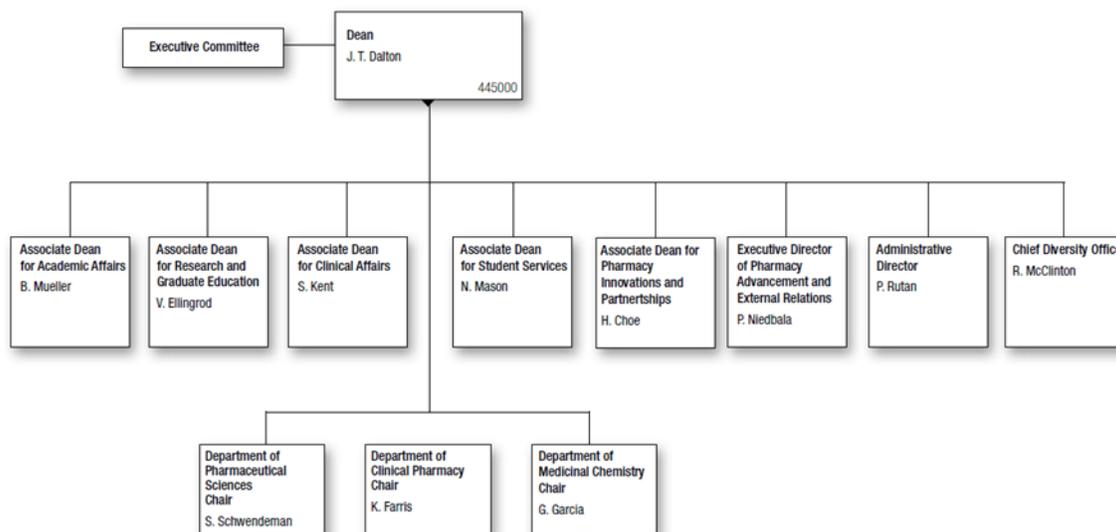
The College of Pharmacy operates within a departmental structure that includes the following departments:

- 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 pharmaceuticals.

Each department is led by its own department chair.

College of Pharmacy Organizational Chart

ACADEMIC AFFAIRS
COLLEGE OF PHARMACY



445000
NOVEMBER 2017

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>)

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

Student Services

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. Students should ask personnel in the Office of Student Services for assistance whenever they are uncertain about where to obtain information or services at the College or the University. Phone: 734-764-7312, email: cop.studentservices@umich.edu

Experiential Education

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). Phone: 734-763-0091, email: cop-et@umich.edu

Counseling and Psychological Services (CAPS)

The University's Counseling and Psychological Services (CAPS) provides the College of Pharmacy with an in-house counselor to assist students with well-being, emotional, and psychological support. All enrolled students are welcome to set up an appointment with our psychologist, Jamie Yang, PhD. Phone: 734-764-2409, email: juemeiya@umich.edu

Diversity, Equity and Inclusion

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 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). Phone: 734-764-9710, email: reginamc@umich.edu

Pharmacy Advancement and External Relations

This office coordinates all alumni related events and fundraising for the College. Additionally, the office works in concert with Student Services on the scholarship programs. Students should contact this office with questions regarding the approval of merchandise bearing the College's identity for use by professional organizations. Phone: 734-764-7350, email: pharm.advance@umich.edu

Financial and Human Resources

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. Phone: 734-764-7542, email: cop.finance@umich.edu or cop.humanresources@umich.edu based upon your specific need

Facilities

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. See COP resources for more information regarding these topics. Phone: 734-647-2365, email: cop.facilities@umich.edu

Information Technology

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" (<http://www.itd.umich.edu/orientation/>) for a comprehensive listing of available computing resources provisioned by the University. Phone: 734-764-4357, 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](tel:734-670-4298). (Please leave the room number as a page, such as "1570", for example)

COLLEGE OF PHARMACY RESOURCES

Curriculum and Academic Advising

The Office of Student Services works with the Curriculum and Assessment Committee, BSPS Curriculum 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. PharmD and BSPS students requiring academic counseling may schedule an appointment online through the MyCOP portal on the College website (<https://pharmacy.umich.edu/mycop/student-business/schedule-appointment-online>) to meet with the Student Records Manager or the BSPS Program Manager.

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 NUB, are also available to students when classes are not in session.

The building closes 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 Pharmacy Scholarship, the Dean's Scholarship, and the Leadership Scholars Program Scholarship (LSP).

Pharmacy Scholarship. The **Pharmacy Scholarship** (implemented in 2017) is awarded to the academically strongest incoming PharmD students. This award is renewed each year of the program as 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.

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.

A new tuition and scholarship program was implemented in the Fall of 2017. All students that enrolled for Fall 2017 and earlier were provided scholarship support commensurate with the program administered prior to Fall 2017. This includes a Promise Scholarship for in-state students admitted prior to and including the Fall 2017 term.

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

Study Areas

There are study areas located in various locations throughout the College. Meeting rooms 1551 NUB and 1561 NUB 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. Please visit the facilities office if you wish to reserve a meeting room. (cop.facilities@umich.edu)

Student Lounge

Student Lounge

The Student Lounge is located in Room 1540 NUB. 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.

Study Groups and Tutoring Services

The Office of Student Services organizes study groups for several PharmD courses each semester. Watch for sign up announcements at the beginning of each semester. In addition, Rho Chi offers P.E.E.R.S. exam preparation sessions throughout each semester. See the [Tutoring Services page](#) on the College website for more information. Students enrolled in graduate (PhD) programs in the College of Pharmacy should seek tutoring services through their program (Clinical Pharmacy, Medicinal Chemistry, or Pharmaceutical Sciences).

Vending Machines

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

Student Lockers

Student lockers are located in the hallway near the vending machines and are assigned using a lottery system. See Pat Greeley in the Facilities office to find out how reserve a locker. As the number is limited, please consider sharing with one or two other students.

Student Mailboxes

PharmD students are assigned an individual folder in a file cabinet located in the second-floor NUB 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. For PhD students, any mail received in the program office will be directed to their lab or the student contacted for pick-up of the mail in the office.

UNIVERSITY RESOURCES AND 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 online tools, complemented by the staff's expertise. U-M students may also obtain business casual and business professional attire from the Clothes Closet resource program established in the Career Center. 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 based on 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
515 East Jefferson Street
(734) 763-6600

<http://www.finaid.umich.edu>
financial.aid@umich.edu

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 the Peace Corps, through individual advising informational program, and reference materials.

603 East Madison
(734) 764-9310
www.internationalcenter.umich.edu
icenter@umich.edu

Maize & Blue Cupboard

The Maize and Blue Cupboard provides an immediate and comprehensive response for the U-M community by providing students experiencing food insecurity with free assistance. The Maize and Blue Cupboard provides students with resources, educational opportunities, leadership development and compassionate support.

Betsy Barbour Residence Hall (Basement)
 420 S. State Street
<https://mbc.studentlife.umich.edu/>

Ombudsman

The Office of the Ombuds is a place where students' questions, complaints and concerns about the functioning of the University can be discussed confidentially in a safe environment. The Ombudsman offers informal dispute resolution services, provides resources and referrals, and helps students consider options available to them. The Office operates independently as a supplement to existing administrative and formal dispute resolution processes and has no formal decision-making authority. The Office is not an advocate for either side in a dispute. Instead, the Ombuds Office is an impartial advocate for fair and consistent treatment. The Office reports administratively to the Vice President for Student Life.

6015 Fleming Admin. Building
 503 Thompson Street
 (734) 763-3545
<https://ombuds.umich.edu>
umstudentombuds@umich.edu

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 and automatically enrolls PharmD students into their 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.
<http://www.ro.umich.edu>

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.

G664 Haven Hall
 505 South State Street

(734) 763-3000

www.umich.edu/~sswd

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 professionals who provide crisis intervention, information, and referral over the phone. Outreach assistance at hospitals, police stations, and residence hall is available. All services are strictly confidential and free. Please call for an appointment or 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>

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

<https://studentlegalservices.umich.edu/>

Trotter Multicultural Center

As a national leader in promoting an inclusive campus climate, the Trotter Multicultural Center serves as a campus facilitator, convener, and coordinator of intercultural engagement and inclusive leadership education initiatives for University of Michigan students.

The Trotter Multicultural Center serves as an iconic and programmatic symbol for all students, as an open and inclusive facility that fosters intercultural engagement and strengthens connections between and among communities, as a supportive home and environment to those committed to social justice and diversity, and as a space that celebrates the tradition and history of the Trotter Multicultural Center and the activism of students.

428 S. State Street

(734) 763-3670

<https://trotter.umich.edu/>

TrotterMC.Info@umich.edu

University Health Service (UHS), Health Insurance, and Wolverine Wellness

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.

UHS 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.

Wolverine Wellness is a service provided by UHS that fosters personal and community well-being for U-M students, in college and beyond. Located on the ground floor of UHS (suite 0245), Wolverine Wellness offers free information and resources on a variety of health topics in addition to individual services (by appointment) and referrals. Hours of operation are listed on their website with additional staff contact information.

207 Fletcher
(734) 764-8320, (734) 763-1320 (Wolverine Wellness)
www.uhs.umich.edu

COLLEGE EVENTS

Advance to Candidacy Reception

This event brings together the entire COP graduate community and recognizes students who have recently advanced to candidacy. It is also an opportunity to connect with peers to encourage a collaborative and interdisciplinary environment.

BSPS Commencement Ceremony

A ceremony is held each spring to recognize anticipated BSPS graduates. Honor cords based on research and academic achievement are presented to students in addition to a reception following the ceremony for all students and their guests.

Career Gateway

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

Commencement Banquet

An Awards Banquet is held prior to commencement each year to recognize superior PharmD student achievement and leadership. The Office of Student Services and Dean's Office coordinate this event.

Commencement and Student Pictures

A graduation ceremony is held each April at Rackham Auditorium for Doctor of Pharmacy students. 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' (PharmD and PhD) pictures are taken for individual purchase and for the graduation composite, which is displayed at the College.

Joint Open House

During this annual event, local undergraduate students are invited to the College of Pharmacy to learn more about our PhD programs and their research.

Research Forum

The College holds the Research Forum each year at a UM Campus facility. The Research Forum showcases mentored research conducted by BSPS students, PhD students, and PharmD students as part of the PharmD curriculum. Poster presentations, a networking event, and panel discussion are included in the Forum. Current students, prospective students, alumni, faculty and staff are invited to attend.

White Coat Ceremony

The College of Pharmacy holds a white coat ceremony for PharmD students each fall at Rackham Auditorium. A reception is held after the ceremony and all PharmD 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.

STUDENT ORGANIZATIONS

The College has many student groups that have organized chapters at the University of Michigan College of Pharmacy. More information, including whom to contact in each group, can be found on the College website, <https://pharmacy.umich.edu/student-organizations>.

STUDENT RECORDS AND ENROLLMENT

Course Registration

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 and automatically enrolls PharmD students into their 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. (<http://www.ro.umich.edu>)

Add/Drop/Edit 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). Permission of the course instructor and the Office of Student Services is required for all courses added after a term's third week of classes (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 the Office of Student Services. 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.

Withdrawal

Withdrawal requests are processed as follows:

1. **Course Withdrawal.** Students who wish to withdraw from a course after a term's third week of classes (second week of a half-term) must follow the procedures for *Dropping a Course*. If approved, the course grade will carry a W designation on the student's academic record. Course withdrawals past the end of the eighth week of a term (fourth week of a half-term) will also require approval by the Associate Dean for Student Services.
2. **Term and APPE Rotation Withdrawal.** Students who wish to withdraw due to extenuating circumstances from a term or from an APPE rotation after the first week must submit their request in writing to the Office of Student Services. Approval from the Associate Dean for Student Services is required for all term and APPE rotation withdrawals. PharmD students should refer to the *Leave of Absence Policy and Procedures for Doctor of Pharmacy (PharmD) students*. Term withdrawals after the term's third week of classes (second week of a half-term) and APPE withdrawals after the first week will carry a W designation on the student's academic record. The Office of the Registrar will process all approved withdrawals. The fee assessment will not be reduced for term withdrawals past the established deadlines.
3. **Program Withdrawal.** Students who wish to withdraw from a College of Pharmacy program must submit their request in writing to the Office of Student Services. A withdrawal form will be submitted to the Office of the Registrar on behalf of the student by the Student Services Office, signed by the Associate Dean. If the withdrawal occurs after the term has begun, tuition will be assessed, according to the schedule set by the Office of the Registrar.

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.

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. ***Effective Spring/Summer 2018, PharmD students completing off-campus IPPE and APPE rotations may need to apply for required CPT. Please consult the University of Michigan International Center for additional guidance.***

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

1. Obtain a written offer of employment. For required CPT (for IPPE's and APPE's), students would request a letter with the details of the rotation from the Student Services Office.
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 faculty 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 the Advisor Recommendation Form.
5. Return to the Student Records Manager with the signed form. If the approval is for optional CPT, permission to enroll in Pharmacy 799 (PharmD students) or Pharmacy 299 (BSPS students) will be issued. 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:
 - Students must be enrolled in the CPT course during each term of employment, except as noted.
 - Students are not expected to enroll in the winter term if their fall term employment ends by the middle of January.
 - 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).
 - 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. During the term, a periodic update must be sent to the faculty advisor regarding your work experience.
8. At the end of the term, submit the written paper to the faculty 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.

Tuition and Fee Schedule

Tuition is assessed for students enrolled in the College of Pharmacy 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. Information regarding tuition can be found on their website: <http://www.ro.umich.edu/tuition/>.

Grading System

The College of Pharmacy grading system for PharmD and BSPS students is as follows:

1. **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. 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:
 - a. **PharmD.** The minimum passing grade is a C- for required 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.
 - b. **BSPS.** The minimum passing grade for BSPS students is defined as follows:
 - BSPS Core and Math/Science/Lab courses that are prerequisites for core courses require a minimum grade of C-.
 - General Education, elective, and Math/Science/Lab courses that are not prerequisites for core courses require a minimum grade of D.
 - Grades of 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.
2. **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:
 - a. A student may elect only one elective course per term on a pass/fail basis
 - b. 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 do 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 (fourth week of a half term).

3. **Audit:** 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.
4. **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.

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. An incomplete for a required PharmD course must be completed by the start of the next semester unless otherwise approved (see the Academic Progression Policy and Procedures for Doctor of Pharmacy (PharmD) students). 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.

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. PharmD and BSPS students should refer to the Attendance Policy for their program.

5. ***Incomplete Grades:*** 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. An incomplete for a required PharmD course must be completed by the start of the next semester unless otherwise approved (see the *Academic Progression Policy and Procedures for Doctor of Pharmacy (PharmD) students*). 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.

Distinction

Academic Distinction is awarded to graduating PharmD and BSPS students based on the following grade point average requirements:

- *Highest Distinction in Academic Performance.* To qualify, a PharmD or BSPS student must have a cumulative GPA of 3.9-4.0.
- *High Distinction in Academic Performance.* To qualify, a PharmD or BSPS student must have a cumulative GPA of 3.750-3.899.
- *Distinction in Academic Performance.* To qualify, a PharmD or BSPS student must have a cumulative GPA of 3.6-3.749.

Only grades earned towards the cumulative gpa while enrolled in the College of Pharmacy program will be used when calculating the overall grade point average used for academic distinction. BSPS students must also earn a minimum of 55 MSH in the program to be considered for academic distinction.

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. The Committee meets at the end of each term and outlines the requirements for students who do not meet the requirements for satisfactory academic progress. 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. PharmD students should refer to the *Academic Progression Policy and Procedures*

for Doctor of Pharmacy (PharmD) students. 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

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.

Enrollment and Graduation 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.

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 Records 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/>

ACADEMIC PROGRAMS

BACHELOR OF SCIENCE IN PHARMACEUTICAL SCIENCES PROGRAM

Overview

The four-year BS in Pharmaceutical Sciences program prepares students for technical positions in the drug discovery, development, and manufacturing/production areas of the pharmaceutical industry. It is also excellent preparation for graduate studies in pharmaceutical, medical, and basic sciences; pharmaceutical engineering; or professional education in pharmacy, medicine, dentistry, veterinary medicine, business, and law. *Graduates of this program are not eligible for licensure as pharmacists.*

Pharmaceutical Sciences Curriculum

Students must complete a minimum of 120 credits, 55 of which must be completed for a letter grade while enrolled in the BSPS program. Additional information regarding BSPS degree requirements are listed online in addition to the guide listed on page 30.

(<https://pharmacy.umich.edu/bspharmsci>)

BSPS Curriculum Committee

The BSPS Curriculum Committee consists of faculty from each college department, the Associate Dean for Academic Affairs, college staff, as well as student representatives from all degree programs. The committee is responsible for reviewing and creating proposals for new BSPS courses and policies to ensure a high-quality degree that will prepare students for entry-level careers or graduate and professional programs.

Internships and Part-time Work

The BSPS program encourages practical experience through faculty research labs across campus, summer internships in the pharmaceutical industry, or part-time employment (e.g., pharmacy technician).

Transfer Credit

The Office of Undergraduate Admissions completes an initial review of possible transfer credit for incoming students. The College of Pharmacy's Manager of Academic Affairs and Student Records will make any necessary adjustments and complete a final review prior to Fall enrollment. A maximum of 73 credits can transfer to the BSPS degree. Any additional transfer credit requested after the first term of enrollment in the BSPS program will be processed by the College of Pharmacy.

Declaring a Minor

Students can request to complete a minor in other UM academic units while pursuing the BSPS degree pending approval by the BSPS Curriculum Committee and home department. To declare a minor, submit a copy of the requirements to the Manager of Academic Affairs and Student Records along with the contact person in the home department for the minor. The currently approved minors offered with the BSPS degree are:

- Applied Statistics
- Biochemistry
- Business Administration

- Community Action and Social Change
- Complex Systems
- Computer Science
- Fundamentals of Public Health Supplemental Studies (FPHSS)
- German
- Moral and Political Philosophy
- Multidisciplinary Design (MDP) Minor - Global Health Design (GDP) specialization
- Spanish
- Statistics

Honors

In order to graduate “With Honors”, students must propose and complete a faculty approved Honors Research Thesis during their final year in the BSPS program. This includes enrolling in research for 2 academic credits both fall and winter semesters, writing a 15-20 page research thesis, and a poster presentation at the COP annual Research Forum in the Winter term. Students are also required to maintain a cumulative GPA of 3.5 or higher. This recognition is printed on the diploma and transcript upon degree conferral if applicable.

Fast Track to PharmD

Fast tracking allows students to earn both BSPS and PharmD degrees in 7 years instead of 8. BSPS students are eligible to Fast Track if they earn a minimum of 105 credits by the end of the Junior year, successfully complete all UM PharmD prerequisite courses, and apply and gain admission. Students begin the PharmD program instead of completing senior-level BSPS coursework, and can receive the bachelor’s degree at the end of the P1 year. Students must declare in writing their intent to enter the PharmD program as a fast track student with the Student Services Office. Students who later decide not to pursue the fast track option, or who do not successfully complete the P1 year in the PharmD program must complete all remaining degree requirements before the BSPS degree can be awarded.

Research Program

BSPS students interested in careers in research are encouraged to explore faculty research profiles and become involved in research projects throughout campus. Research projects can vary by department and student interest (e.g., laboratory/benchtop based research vs. clinical research suitable for publication).

Students participating in the BSPS Research Program will be required to enroll in at least two College of Pharmacy undergraduate research credits (i.e. MedChem 470, Pharmacy 470, or PharmSci 470) in consecutive Fall and Winter terms in lieu of receiving an hourly wage.

BSPS Degree Requirements (55 MSH & 120 CTP required)

General Education Requirements (18cr):

- *First Year Writing Requirement Course (4cr)*
- *Humanities or foreign language **and** Social Sciences (2 courses **in each requirement**) (14cr) **
No more than 1 AP/IB course can be used towards each requirement in Humanities/foreign language and social sciences

Math/Science/Lab Requirements: (49cr)

- | | | |
|----------------------------------|-------------------------------------|--------------------------------------|
| • <i>Biology 171(4cr)</i> | • <i>Chemistry Lab 211 (1cr)</i> | • <i>Math 115 Calculus I (4cr)</i> |
| • <i>Biology 172 (4cr)</i> | • <i>Chemistry 215 (3cr)</i> | • <i>Statistics 250 (4cr)</i> |
| • <i>Biology Lab 173 (2cr)</i> | • <i>Chemistry Lab 216 (2cr)</i> | • <i>Physiology 201 or 502 (4cr)</i> |
| • <i>Chemistry Lab 125 (1cr)</i> | • <i>Chemistry 230 or 260 (3cr)</i> | |
| • <i>Chemistry Lab 126 (1cr)</i> | • <i>Biochem 415/Mcdb</i> | |
| • <i>Chemistry 130 (3cr)</i> | • <i>310/Chem 351 (4cr)</i> | |
| • <i>Chemistry 210 (4cr)</i> | • <i>Physics 135/140 (4cr)</i> | |
| | • <i>Physics 136/141 (1cr)</i> | |

BSPS Requirements (Years 2-4) (24cr)

- | | |
|--|--|
| • P200 Science of Medicines (3cr) | • MC310 Principles of Drug Action (3cr)
Prerequisites: Biochem 415/Mcdb 310/Chem 351 |
| • P202 Seminar – BSPS Career Exploration (1cr) | • P312 Clinical and Research Ethics, (1cr) |
| • PS101 Molecules to Drugs and Products I (MDDP-I) (2cr) | • PS400 Pharmaceutics of Drug Products and Biotech (3cr)
Prerequisites: General Chemistry, Calc I, |
| • PS211 Molecules to Drugs and Products II (1cr)
Prerequisite or Concurrent: MDDP-I. | • PS402 Seminar, - Seminar in PS, MC or CP (2cr)
Prerequisites: BSPS students entering final year, registered fall and winter, 1 credit per term. |
| • P212 Seminar – Contemporary Research (1cr) | • MC410 BSPS Laboratory (3cr)
Prerequisites: BSPS students only, senior standing recommended |
| • PS300 Biopharmaceutics/Biology of Drug Delivery (3cr)
Prerequisites: General Chemistry
Advisory Prerequisite: Calc I | |
| • P302 Seminar – Personal Professional Develop. (1cr) | |

Selectives to consider for career paths (beyond 91 credits of required coursework)**

Pharmaceutical Industry/Regulatory Career

Math 116, Calculus II (4cr)
Math 216, Intro to Diff. Eq. (4cr)
Chem 241/242 or 245/246/247 lab (4cr)
PharmSci/MedChem 470, Research (1-6cr)
Math 215, Calculus III (4cr)
Physics 235/Lab 236 (5cr)*

Pharmacy School (PharmD)

* *Required prerequisite for U-M PharmD applicants*
*MedAdm 403: Anatomy (5cr) **
*Biology 305: Genetics (4cr) **
*Microbiology 405 (3cr) **
*Microbiology Lab 350 (1cr) **
Pharmacy/PharmSci/MedChem 470, Research (1-6cr)

Graduate school (MS, PhD) in Pharm Sciences

Math 116, Calculus II (4cr)
Math 216, Intro to Diff. Eq. (4cr)
Chem 241/242 or 245/246/247 lab (4cr)
PharmSci 470 Research (1-6 cr)
Math 215, Calculus III (4cr)

Graduate school (MS, PhD) in Medicinal Chemistry

Chem 241/242 or 245/246/247 lab (4cr)
Chem 420: Intermediate Organic Chem (3cr)
Chem 461: Physical Chemistry I (3cr)
*Microbiology 405 (3cr) **
Microbiology Lab 350 (1cr)
MedChem 470 Research (1-6cr)
Pharmacol 310, Pharmacol and Therapeutics (4cr)

Medical/Dental/Public Health (MD, OD, DDS, MPH)

Anatomy 403 (5cr)
 CBD 450, Intro to Histology (4cr)
 CLCIV 217, Medical Terminology (1cr)
 Microbiology 405 (3cr)
 Microbiology 350 (1cr)
 Pubhlth 200, Intro to Public Health (4cr)
 Physics 235/Lab 236 (5cr)

Business/Law

ALA 223, Entrepreneurial Creativity (3cr)
 Econ 101, Principles of Economics (4cr)
 Econ 398, Strategy (4cr)
 ES 212, Entrepreneurial Business Basics (3cr)
 Phil 160, Moral Principles and Problems (4cr)

Additional Electives

Math 116, Calculus II (4cr)
 Math 215, Calculus III (4cr)
 Math 216, Intro to Diff. Eq. (4cr)
 EECS 183, Elem. Programming (4cr)
 Chem 241/242 or 245/246/247 lab (4cr)
 Intro to Biochem Techniques & Writing (3cr)
 Chem 370, Physchem Principles in Bio/Med (3cr)
 Chem/Biophys 417, Dynamic Proc. Biophys. (3cr)
 Chem 447, Physical Methods Analysis (3cr)
 Chem 451, Biochem: Macromol Structure/Func. (4cr)
 Chem 452, Adv. Biochem: Cellular Processes (4cr)
 Chem 461, Physical Chemistry (3cr)
 Chem 540, Organic Principles (3cr)
 CLCIV 217, Medical Terminology (1cr)
 MedAdm 403, Anatomy (5cr)
 MedChem 447, Drugs from Algae (3-5cr)
 MedChem 470, Research (1-6cr)
 MSE 220, Intro to Materials and Manuf. (3cr)
 Pharmacol 310, Pharmacol and Therapeutics (4cr)
 Pharmacol 425, Development of New Med. (3cr)
 Pharmacy 217, Intro to Precision Health (1cr)
 Pharmacy 470, Research (1-6cr)
 Psych 336, Drugs of Abuse (3cr)
 PharmSci 420, Medicinal Cannabis (2cr)
 PharmSci 470, Research (1-6cr)
 Pubhlth 200, Intro to Public Health (4cr)
 Stats 401, Applied Stats II (4cr)
 Stats 470, Intro to Design Expts (4cr)

DOCTOR OF PHARMACY PROGRAM

Overview

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 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 practice experiences, including a vast selection of centers, clinics, and other medical units affiliated with Michigan Medicine, one of the nation's premier health systems.

Admission Process and Procedures

Admission Counseling. Applicants who wish to enter the College of Pharmacy to pursue the PharmD degree are encouraged to discuss their plans and curricula with a College of Pharmacy advisor.

General Qualifications. The College enrolls students who have completed prerequisite coursework at a US or Canadian accredited college. Applicants are expected to be proficient in written and spoken English, mathematics, and the biological and chemical sciences. At the same time, students should be well rounded having taken a broad range of courses.

The College admits applicants who appear most likely to succeed in the program. Evaluation of a student's potential for success is based on evidence of ability to successfully complete the coursework in the PharmD program by reviewing the academic records from schools attended, health care/patient/community volunteer experience, Pharmacy College Admission Test (PCAT) scores, and evidence of social adjustment, initiative, responsibility, and study habits.

Application. To apply for admission to the PharmD program, applicants must demonstrate that they will complete the prerequisite coursework prior to the start of the program, achieving grades of C or higher. Applicants may apply while they are completing prerequisite course work, however, enrollment in the program is contingent on successfully completing prerequisite coursework. Failure to do so will result in revocation of admission. At least one year of prerequisite coursework must be completed in the U.S. or Canada. The College of Pharmacy requires an applicant to submit an application through PharmCAS. All required credentials should be sent directly to PharmCAS including all copies of academic institutions of higher education attended, PharmCAS essay, two letters of recommendation, one of which must be from a paid employer or volunteer/research supervisor, resume/CV, and College essay. The College of Pharmacy no longer requires a secondary application supplement.

Applicants whose native language is not English must demonstrate proficiency in speaking and writing English with an acceptable score on the Test of English as a Foreign Language (TOEFL). Minimum scores of 27 in each section of the TOEFL Internet-based Test (iBT) are considered most competitive. Applicants whose native language is not English and who have attended

schools and/or colleges in the U.S. and received a degree are not exempt from this requirement. Applicants that completed high school abroad that was not English speaking are expected to take the TOEFL exam.

Early Decision. The College participates in the “Early Decision” (ED) status through PharmCAS. Early Decision is a binding option for applicants who have decided that a particular PharmD program is their first choice and that they will enroll if accepted. As an Early Decision applicant, you can apply to only one PharmD program. If you are offered admission as an Early Decision applicant, you are obligated to accept the offer and you will not be permitted to apply to other PharmCAS PharmD programs during the current admission cycle. If, however, you are not granted admission as an Early Decision applicant, you may apply to other PharmD programs.

Interview. Applicants meeting the general qualifications for admission may be invited for an interview. The College conducts interviews each week from October through March. Applicants are strongly encouraged to apply early, as the admissions decision process is rolling. This means that applicants are admitted weekly following an interview and admissions committee evaluation. An on-site interview is required for consideration of admission to the program.

Admission Criteria. The College values a holistic approach to admissions. All applicants that submit a completed application are evaluated by these criteria (not ranked or ordered):

- 1) Successful completion of pre-requisite coursework¹
- 2) Overall GPA (no minimum; competitive 3.3)
- 3) Math/science GPA
- 4) PCAT (no minimum; competitive 70th percentile)
- 5) Ability to communicate in writing as evidence by written essays
- 6) Ability to communicate verbally as evidenced by the admissions interview
- 7) Life and work experiences
- 8) Critical thinking and decision making skills
- 9) Previous health care patient experiences, volunteerism, shadowing
- 10) Leadership ability
- 11) Academic strength of the institution attended
- 12) Desire to make a difference in the lives of others
- 13) Admissions essays
- 14) Recommendation letters

¹Successful applicants who have not completed all prerequisites may be given conditional admission pending completion of these requirements prior to enrollment in the Fall.

Admission. Applicants that are selected for admission will be required to pay an enrollment deposit to secure their seat in the program. The enrollment deposit is not a fee; rather, it is a deposit on the first term tuition charges. Enrollment deposits are paid to the University of Michigan and are non-refundable. PharmD coursework from other institutions are not transferrable to the PharmD program at the University of Michigan; all entering PharmD students must complete all required coursework and credits for the PharmD degree while at the University of Michigan.

If selected for admission to the PharmD program, the student must:

- 1) Provide record of required immunizations and tests, including inoculation against hepatitis B;
- 2) Have reliable transportation to facilitate travel to off-campus experiential training sites;
- 3) Obtain and maintain a valid Michigan pharmacy intern education/training limited license (whether or not the student plans to practice pharmacy in Michigan ultimately);
- 4) Complete a personal background check and update the background check while enrolled; and
- 5) Read and sign the College of Pharmacy Technical Standards, attesting that he or she is able to meet these standards.

Any expenses associated with these items (e.g. vaccination and testing costs, license fees, gasoline, parking fees) are the student's responsibility.

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 (ABO's)

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 plan 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
- 2.2.3.2. Apply standards, guidelines, best practices, established processes and quality improvement strategies to optimize outcomes.
- 2.2.3.3. Utilize medication-use criteria, medication use review and risk reduction strategies to minimize medication misadventures
- 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. Evaluate personal, social, economic, and environmental conditions to maximize health and wellness
 - 2.3.2. Provide prevention, intervention, educational strategies and technology for individuals and communities to optimize health and wellness (e.g., screening, immunizations, etc.)
- 2.4. Describe how population-based care influences patient-centered care and the development of practice guidelines and evidence-based best practices (provider):
 - 2.4.1. Assess the health care status and needs of targeted patient populations
 - 2.4.2. Explain evidence-based approaches that consider the cost, care, access, and satisfaction of targeted patient populations (e.g., institutional or managed-care recommendations for how a drug should be used)
- 3. Approach to Practice and Care
 - 3.1. Identify problems in practice or care; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution (problem solver)
 - 3.1.1. Identify problems related to practice or care, and systematically gather, analyze, and synthesize information using available methods and research tools to explore possible solutions
 - 3.1.2. Organize, prioritize, and defend possible solutions and choose an appropriate course of action for a practice or care problem.
 - 3.1.3. Implement and monitor a solution and assess its effectiveness (intended and unintended consequences)
 - 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. Assure 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 curriculum guides on pages 44-45. A minimum of 138 credits are required. 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.

Professional Elective Credit Requirements

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. Professional elective credits must be taken on the Ann Arbor campus by the end of the third year of the program. Effective with the Class of 2021, students must complete at least 8.5 credits of pre-approved professional course electives. An interactive list of professional electives that have been reviewed and approved are available 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 area of interest. 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.**

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

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 regarding 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.

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.

Co-Curricular Program

Description

The Co-Curricular Program is designed to promote students' development of their professional knowledge, skills, abilities, behaviors and attitudes. This program supplements the PharmD curriculum and facilitates practice-readiness as students explore the field of pharmacy and advance their professional development through self-directed activities.

The Co-Curricular Program is comprised of several components, including class orientation programs, the Lifelong Learning course, and other co-curricular activities and events, all of which are recorded by students using their individual Co-Curricular Activity Logs.

Orientation Programs

Each year, a 3-4 day orientation is held for each class cohort, P1 through P4. Some examples of activities include professional certifications (immunization and CPR), "clinical boot camp",

review of College policies and procedures, IPPE orientations, intercultural communication, electronic medical record training, and college support services for students. During these orientation programs, P1-P3 students also participate in Pharmacy Community Connect Day, an educational community outreach program.

Lifelong Learning Course

The Lifelong Learning course is a 2 credit hour course that is conducted over the entire P1 to P4 PharmD curriculum, divided into 0.5 credit hour per year. This course employs self-directed learning with assignments, experiences and reflections throughout the year, assisted by Pharmacy Family faculty mentors. Each year of the course has specific requirements that add enrichment to the didactic education.

The learning objectives (and accompanying CAPE outcomes/Ability-Based Outcomes) for this course are for the students to:

1. Utilize goal-setting strategies, through SMART goals, to develop personal and professional goal setting skills and accomplishments. (4.1 Self Awareness)
2. Engage in continuing professional development to help students bridge the gap between student and pharmacist. (4.1 Self Awareness, 4.4 Professionalism)
3. Explore the field of pharmacy through attendance at events of interest and participation in co-curricular activities to add significant accomplishments to the students' learning experiences, Curriculum Vitae, personal and professional growth, and continuing professional development. (4.1 Self-Awareness, 4.4 Professionalism)
4. Develop rapport with faculty mentors and utilize networking opportunities to explore professional interests. (4.4 Professionalism)

Objectives #2 and #3 are met through self-chosen experiences and reflections in the six domains of:

- Health promotion (3.2 Education)
- Service
- Advocacy (3.3 Patient Advocacy)
- Professional/Career Development (4.4 Professionalism)
- Leadership (4.2 Leadership)
- Pharmacy Practice Shadow Experiences (4.4 Professionalism)

The required activities for the Lifelong Learning (LLL) course are to:

- Develop two SMART goals – one to be accomplished by the end of this year (short-term) and the other to be accomplished later (long-term)
- Complete 6 approved LLL activities, one each from the 6 domains*
- Complete the end-of-year SMART goal worksheets to report progress on goals
- Complete a fall term group reflection document with peer comments from Pharmacy Family
- Complete an end-of-year reflection
- Complete an end-of-year SMART goal progress report
- Complete the Co-Curricular Activity Log
- Meet with the Pharmacy Family or Advisor
 - Fall Welcome Picnic (full family meeting)

- Discuss SMART goals and CV (individual meeting with faculty advisor)
- Winter term meeting with Pharmacy Family (full family meeting)
- End-of-Year Reflection Meeting (individual meeting with faculty advisor)

*LLL is intentionally designed to build expectations from the P1 to P3 years. P1 students are not required to complete LLL activities in the domains of Advocacy or Leadership, as they are novices to the profession and may not have opportunities to engage in these more advanced activities. Instead, they are required to complete two Shadow Experiences and two Professional/Career Development Activities, as well as one activity in each of the other domains. P2 and P3 students are required to complete an activity in each domain as stated above. P4 student activities are reduced to two LLL activities from any domain, as students are in their APPE year and are beginning their steps toward transition into their careers. They also mentor two Shadow Experiences for P1 students.

Mentorship and faculty advising are accomplished through the connection of the Lifelong Learning course with the Pharmacy Family program. Pharmacy Families are comprised of at least one student from each of the P1, P2, P3, and P4 years, with a faculty advisor. Faculty advisors serve as a bridge between students, other faculty, and other health professionals, to assist the students in career and professional development and personal growth. There are three required Pharmacy Family meetings per year, one of which is an individual meeting of each student with his/her advisor. The other two meetings (one per semester) are gatherings of the entire Family together. Pharmacy Family advisors are also expected to review and comment on student reflections and the Co-Curricular Activity Logs submitted for the Lifelong Learning course. The purposes of Pharmacy Families are to:

- Foster a familial environment within the College of Pharmacy
- Create a bond between students of all classes
- Enhance the student mentoring experience through academic and non-academic activities
- Cultivate the personal and professional development of students
- Provide resources and advice to students to help guide them in finding opportunities to further themselves and become self-directed learners

Additional Co-Curricular Activities and Events

In addition to the LLL course requirements, students engage in a multitude of other co-curricular activities that are either offered by the College of Pharmacy, provided through student organizations or other professional groups. Most students also engage in individual internship experiences outside the College.

Student organization event proposals are submitted to the Office of Student Affairs for approval as LLL activities, categorized in the LLL domains, publicized in the Career Connections Newsletter, and placed on the electronic Exam and Event Calendar. The College also provides modest financial support so that food can be offered at noontime and evening events. Events and activities (both those required for LLL and additional activities) are recorded by students on their individual Co-Curricular Activity Logs.

Co-Curricular Activity Log

The Co-Curricular Activity Log is designed to be a personal record of each student's co-curricular activities completed while at the College of Pharmacy. All activities are to be recorded, including those completed through the LLL course and additional activities. As activities are entered, this Google Sheets document prompts students to choose a category for each activity using the LLL domains as a drop-down menu. This list then feeds into a categorized summary report for each student for each year of the program. These reports are useful for student CV's and to help students recall experiences for interview discussions as well as to generate a master summary report for accreditation purposes.

The Co-Curricular Activity Logs are reviewed by faculty advisors and discussed with students during Pharmacy Family meetings as part of the Lifelong Learning course.

Summary of Co-Curricular Expectations

- Fall orientation programs for P1, P2, P3, P4
 - Pharmacy Community Connect Day
- LLL expectations as defined above and in the course syllabus
- Student organization or other professional group activities/events
- Internship (optional)

Assessment Plan

- Orientation feedback and Pharmacy Community Connect Day reflection and evaluation
- Lifelong learning activities documented in Co-Curricular Log
 - Health promotion
 - Service
 - Advocacy
 - Professional/Career Development
 - Leadership
 - Pharmacy Practice Shadow Experiences
- Lifelong learning reflections
 - Pharmacy Family written group reflection in fall term with peer feedback
 - End-of-year written reflection
 - End-of-year reflection meeting with advisor in winter term to review Co-Curricular Log, SMART Goals and end-of-year written reflection
- Pharmacy Family advisor meetings
- Student organization events
 - Annual report summarizing the number and type of events
 - Student leadership summary
 - Number (%) of students holding leadership roles during their time at the COP
 - Number (%) of students in leadership roles annually
- Co-curricular Activity Log
 - Individual record of activities for each student
 - Summary report of categorized events attended
- Internships

Summary report of student internships (number of students, types of internships) from our Career Connections report

Rho Chi Society

Rho Chi is an academic honor society in pharmacy that encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members. Third and fourth year pharmacy (PharmD) 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.

Rho Chi seeks to promote scholarly fellowship in pharmacy by bringing professional students, graduate students, and faculty members together in fraternal and helpful association. Regular chapter meetings, and other activities, emphasize the professional aspects of pharmacy and point the way to instructive study and research. By such means, Rho Chi seeks to increase the awareness of the ethical and social responsibilities of the profession, and thereby, to enhance the prestige of the profession. (Source: <http://rhochi.org/about-rho-chi/history/>)

Licensure

Michigan Pharmacist Intern License

All students in the PharmD program are required to hold valid Michigan Pharmacist Intern License. The Michigan Board of Pharmacy requires all interns to renew their license annually by the expiration date. Students who do not hold a valid, up-to-date license are not allowed to report to their experiential learning sites and may be disenrolled from the PharmD program.

Additional information on how to obtain, and renew, the Michigan Pharmacist Intern License can be found online:

http://michigan.gov/mdch/0,1607,7-132-27417_27529_27548---,00.html

Reporting Internship Hours

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 board where they were earned. 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.

Intern License for Out-of-State APPE Rotations

Students completing out-of-state APPE rotations may be required to obtain an intern license in that state. Additional information, including licensing deadlines, will be communicated to students upon the release of the APPE schedules for P4 year.

Please visit the Office of Student Services regarding internship licenses or email the Manager of Student Records (cop.registrar@umich.edu) for additional information regarding internship licenses and reporting of internship hours.

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) and additional information on licensure exams are available at the National Association of Boards of Pharmacy (NABP) website, <https://nabp.pharmacy/>. The Registration Bulletin contains important information about applying for and taking the examinations that should be thoroughly reviewed. The exact procedure for registering for the NAPLEX is dictated by the states' Boards of Pharmacy. There are some states that require applicants to apply for the exam through their State Board. Read all instructions carefully when applying for your license.

Students can apply for the NAPLEX and MPJE prior to graduation. After graduating and satisfying all other requirements (e.g., completion of intern hours), the Board of Pharmacy in the state of licensing application will confirm eligibility with NABP to take the examinations. Students will then purchase the examination and can schedule their testing date and location once the Authorization to Test (ATT) is received from Pearson Vue. 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 application process for states that require NABP to confirm eligibility to test will be outlined in the Registration Bulletin.

The College sends a Certificate of Pharmacy Education to the Michigan Board of Pharmacy upon graduation. Students requiring certification for another state should contact the Manager of Student Records in the Office of Student Services. Additional information regarding Pharmacist licensure and exam registration will be provided to all graduating students during the P4 winter term.

PharmD Curriculum - 2020*

<i>Fall</i>	<i>Credits</i>	<i>Winter</i>	<i>Credits</i>
<i>P1 Curriculum</i>			
PharmSci 508 - Drug Delivery & Solutions	3	PharmSci 518 - Dispersed/Solid Forms	3
MedChem 500 - Principles of Drug Action I	3	MedChem 510 - Principles of Drug Action II	3
Pharmacy 504 - Pharmacy Practice Skills I	3	MedChem 511 - Drug Assay	1
Pharmacy 506 - Patient Communications	2	Pharmacy 514 - Pharmacy Practice Skills II	3
Pharmacy 501 - Introduction to Pharmacy	2	Pharmacy 516 - Health Care Systems	2
Pharmacy 511 - Life Long Learning	.50	Pharmacy 512 - Self-Care	4
<i>Pharmacy 503 - Service Learning**</i>	2	<i>or Pharmacy 503 - Service Learning**</i>	2
Elective(s)		Elective(s)	
<i>P2 Curriculum</i>			
PharmSci 608 - Pharmacokinetic Concepts	4	Pharmacy 614 - Research Methods	3
MedChem 600 - Principles of Drug Action III	4	MedChem 610 - Principles of Drug Action IV	4
Pharmacy 602 - Therapeutic Problem Solv I	4	Pharmacy 612 - Therapeutic Problem Solv II	4
Pharmacy 604 - Evidence Based Medicine	3	Pharmacy 616 - Health Systems	2
<i>Pharmacy 603 - Community IPPE**</i>	(2)	<i>or Pharmacy 603 - Community IPPE**</i>	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
<i>P3 Curriculum</i>			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Biopharm & Pharmacogenetics	2
Pharmacy 702 - Therapeutic Problem Solv III	4	Pharmacy 712 - Therapeutic Problem Solv IV	4
Pharmacy 704 - Ethics/EBM Clin Applications	2	Pharmacy 733 - Pharmacy Practice Skills IV	2
<i>Pharmacy 713 - Direct Care IPPE**</i>	(1)	<i>or Pharmacy 713 - Direct Care IPPE**</i>	(1)
<i>Pharmacy 703 - Institutional IPPE**</i>	(2)	<i>or Pharmacy 703 - Institutional IPPE**</i>	(2)
Pharmacy 723 - Pharmacy Practice Skills III	2	Pharmacy 716 - Law	2
Pharmacy 706 - Health Care Outcomes	2	Pharmacy 714 - TB Clinical Decision Making	2
Elective(s)		Pharmacy 711 - Life Long Learning	.50
		Pharm/MC/PS 719 - Research Data	2
		Elective(s)	
<i>P4 Curriculum (over a 52 week period)</i>			
APPE Rotations (8 Required)	32	<i>Rotation Courses: Pharmacy 787, 788, 789,</i>	
Pharmacy 730 - Seminar	2	<i>790, 791, 792, 793, 794, and 795</i>	
Pharmacy 739 - Research Report	2		
Pharmacy 731 - Life Long Learning	.50	A minimum of 9 professional elective credits must be completed by the end of the third year.	
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.

PharmD Curriculum - Class of 2021, 2022, and 2023*

<i>Fall</i>	<i>Credits</i>	<i>Winter</i>	<i>Credits</i>
<i>P1 Curriculum</i>			
PharmSci 508 - Drug Delivery & Solutions	3	PharmSci 518 - Dispersed/Solid Forms	3
MedChem 500 - Principles of Drug Action I	3	MedChem 510 - Principles of Drug Action II	4
Pharmacy 504 - Pharmacy Practice Skills I	3	Pharmacy 514 - Pharmacy Practice Skills II	3
Pharmacy 506 - Patient Communications	2	Pharmacy 516 - Health Care Systems	1.5
Pharmacy 501 - Introduction to Pharmacy	2.5	Pharmacy 512 - Self-Care	4
Pharmacy 511 - Life Long Learning	.50	<i>Pharmacy 503 - Service Learning**</i>	2
<i>Pharmacy 503 - Service Learning**</i>	2	or Elective(s)	
Elective(s)			
<i>P2 Curriculum</i>			
PharmSci 608 - Pharmacokinetic Concepts	4	Pharmacy 614 - Research Methods	3
MedChem 600 - Principles of Drug Action III	4	MedChem 610 - Principles of Drug Action IV	4
Pharmacy 602 - Therapeutic Problem Solv I	4	Pharmacy 612 - Therapeutic Problem Solv II	4
Pharmacy 604 - Evidence Based Medicine	3	Pharmacy 616 - Health Systems	2
<i>Pharmacy 613 - Ambulatory Care IPPE**</i>	(.50)	or <i>Pharmacy 613 - Ambulatory Care IPPE**</i>	(.50)
<i>Pharmacy 603 - Community IPPE**</i>	(2)	or <i>Pharmacy 603 - Community IPPE**</i>	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
<i>P3 Curriculum</i>			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Biopharm & Pharmacogenetics	2
Pharmacy 702 - Therapeutic Problem Solv III	4	Pharmacy 712 - Therapeutic Problem Solv IV	4
Pharmacy 704 - Ethics/EBM Clin Applications	2	Pharmacy 733 - Pharmacy Practice Skills IV	2
<i>Pharmacy 713 - Direct Care IPPE**</i>	(1)	or <i>Pharmacy 713 - Direct Care IPPE**</i>	(1)
<i>Pharmacy 703 - Institutional IPPE**</i>	(2)	or <i>Pharmacy 703 - Institutional IPPE**</i>	(2)
Pharmacy 723 - Pharmacy Practice Skills III	2	Pharmacy 716 - Law	2
Pharmacy 706 - Health Care Outcomes	2	Pharmacy 714 - TB Clinical Decision Making	2
Elective(s)		Pharmacy 711 - Life Long Learning	.50
		Pharm/MC/PS 719 - Research Data	2
		Elective(s)	
<i>P4 Curriculum (over a 52 week period)</i>			
APPE Rotations (8 Required)	32	<i>Rotation Courses: Pharmacy 787, 788, 789, 790, 791, 792, 793, 794, and 795</i>	
Pharmacy 730 - Seminar	2		
Pharmacy 739 - Research Report	2		
Pharmacy 731 - Life Long Learning	.50	A minimum of 8.5 professional elective credits must be completed by the end of the third year.	
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.

DOCTOR OF PHILOSOPHY PROGRAMS

Overview

The College of Pharmacy partners with the Rackham Graduate School to sustain a dynamic and intellectual climate where graduate students can thrive. In alliance with the graduate school we provide the following degree programs:

- Clinical Pharmacy Translational Science (CPTS) PhD
- Medicinal Chemistry PhD
- Pharmaceutical Sciences PhD

In the remainder of this section you find information as follows:

- College of Pharmacy Graduate Student Funding
- The College of Pharmacy Individual Development Plan
- The Rho Chi Society
- The Rackham Graduate School
- The Rackham Resolution Officer
- Brief Introductions/descriptions of the three PhD programs

College of Pharmacy Graduate Student Funding

PhD students are financially supported by the College of Pharmacy (COP) and their permanent advisor through some combination of fellowships, teaching, staff, or research assistantships, and/or training grants. Support includes payment of full tuition for fall and winter terms, an annual stipend and health insurance which includes medical and dental coverage.

Students who have their own external funding, or who receive funding from an external source during their time in the program, are required to share the details of their support package with the College of Pharmacy. In order to ensure that all graduate students receive no less than the College's current support package, the College will supplement a student's external award to cover any funding gaps between the external award and the College's current support package. If the external award provides full support, equivalent to the current graduate student support package, no additional COP support will be provided. All external awards are reviewed on a case-by-case basis. If you have questions regarding your financial support contact Antoinette Hopper at acast@med.umich.edu or call (734) 615-6326.

College of Pharmacy Individual Development Plan (IDP)

The purpose of the Individual Development Plan (IDP) is to provide a consistent structure and system for identifying goals, tracking achievement and providing performance feedback to College of Pharmacy graduate students and postdoctoral researchers.

It is to be used to foster ongoing and recurring discussions between graduate students and/or postdoctoral researchers and their faculty mentors. To that end, all College of Pharmacy graduate students, postdoctoral researchers and their College of Pharmacy faculty mentors are required to use the IDP tools developed and provided by the College of Pharmacy.

The process of completing the IDP begins during a graduate student's first year in the program or the postdoctoral researchers first year in the lab. Graduate students and postdoctoral researchers initiate the IDP process by defining career goals, planning research and meeting with mentors to document annual performance expectations and outcomes. Faculty mentors will respond to information presented in the IDP and will meet with the graduate student/postdoctoral researcher to establish a yearly Mentor Agreement. Faculty mentors will also provide a yearly evaluation individually and in conjunction with any committees. Graduate students are introduced to the IDP during one of their monthly First Year Student Seminars, provided by the Student Affairs Office.

Rho Chi Society

PhD students in the College of Pharmacy are encouraged to become members of the College of Pharmacy Rho Chi Society. This is an academic honor society in pharmacy that encourages and recognizes excellence in intellectual achievement and fosters fellowship among its members.

Rho Chi seeks to promote scholarly fellowship in pharmacy by bringing professional students, graduate students, and faculty members together in fraternal and helpful association. Regular chapter meetings, and other activities, emphasize the professional aspects of pharmacy and point the way to instructive study and research. By such means, Rho Chi seeks to increase the awareness of the ethical and social responsibilities of the profession, and thereby, to enhance the prestige of the profession. (Source: <http://rhochi.org/about-rho-chi/history/>)

The Rackham Graduate School

The role of the Rackham Graduate School is to:

- Ensure the quality of graduate education
- Encourage innovation and effective practices
- Build a vibrant and diverse student community

Rackham provides a wide array of resources, events, and programming designed to contribute to the academic and professional development of graduate students. In addition, it serves as a governing body that ensures consistent standards in admissions, registration, degree requirements, and the awarding of degrees. The College of Pharmacy has additional requirements and rules. Students are expected to be familiar with the policies of the Graduate School, the College of Pharmacy, and their individual degree programs.

The Rackham Graduate School updates its academic policies annually and makes them available on the Graduate School website on the "Navigating Your Degree" web page. In the event of any discrepancies, the version published on the Rackham website is the authoritative version.

The following academic policies are addressed in the handbook:

- Admissions, Matriculation, and Tuition
- Registration
- Coursework, Grading and Academic Standing
- Doctoral Degree Requirements
- Master's Degree Requirements

- Dual Degree Requirements
- Certificates of Graduate Studies Programs
- Rackham Academic and Professional Integrity Policy
- Academic Dispute Resolution Policy and Procedures
- University policies on Rights, Integrity, and Conduct

Rackham Resolution Officer

The Rackham Resolution Officer provides a safe and confidential environment to discuss concerns, and advises faculty, postdoctoral fellows, staff, and students on matters related to emergencies, crisis situations, disputes, and student conduct violations (source: <https://rackham.umich.edu/about/directory/resolution-officer/>).

In the College of Pharmacy the Rackham Resolution Officer is Mark Nelson. Mr. Nelson is located in the Academic and Student Affairs office. He works with the Resolution Officer located at the Rackham Graduate School to review and resolve matters that need to be escalated to authorities outside of the college.

Clinical Pharmacy Translational Science (CPTS) PhD

The objective of the Clinical Pharmacy Translational Science (CPTS) PhD Program is to provide intensive didactic and mentored research training to post-graduates (PharmD, BS, etc.) with an interest in pursuing careers as independent investigators in research. For focused learning and training each student selects a career track of Health Services Research (HSR) or Precision Pharmacotherapy. HSR focuses on how health policy and our health systems and how providers can impact and improve medication use. Precision Pharmacotherapy focuses on the discovery and translation of physiological biomarkers that can be used to predict, monitor, or understand treatment outcomes.

All students receive general instruction in translational pharmaceutical sciences, research study design, and grant proposal development, and participate in a Seminar series with departmental faculty. Students in the CPTS PhD Program will complete their doctoral studies in about four years. A general outline of the anticipated timeline and curricula for students within each track is provided on the CPTS website. There is no master's degree available. The CPTS Graduate Student's Handbook is available on the College of Pharmacy intranet.

(<https://pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies>)

Medicinal Chemistry PhD

Medicinal chemistry involves the application of a number of specialized disciplinary approaches all focused on the ultimate goal of drug discovery. Drug target identification and validation, rational (target-based) drug design, structural biology, computational-based drug design, methods development (chemical, biochemical, and computational), and “Hit-to-lead” development are all aspects of medicinal chemistry. The techniques and approaches of chemical biology, synthetic organic chemistry, combinatorial (bio)chemistry, mechanistic enzymology, computational chemistry, chemical genomics, and high-throughput screening are all used by medicinal chemists towards drug discovery.

All students receive general instruction in courses that are fundamental to Medicinal Chemistry. For focused learning and training each student selects one of the following four career tracks: Biochemistry, Biophysics, Bioinformatics, and Organic Chemistry. Students in the Medicinal Chemistry program will complete their doctoral studies in about five years. A general outline of the curricula for students within each track is provided on the Medicinal Chemistry website. Upon advancement to candidacy students may apply for a master's degree. The MS degree is only available to current Medicinal Chemistry PhD students who have advanced to candidacy. The Medicinal Chemistry Graduate Student's Handbook is available on the College of Pharmacy intranet. (<https://pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies>)

Pharmaceutical Sciences PhD

Pharmaceutical Sciences is a dynamic and interdisciplinary field that aims to integrate fundamental principles of physical and organic chemistry, engineering, biochemistry, and biology to understand how to optimize delivery of drugs to the body and translate this integrated understanding into new and improved therapies against human disease. Our faculty contribute to the field through inquiry into the underlying mechanisms of drug interactions with the human body and development of advanced synthetic or biologically-derived materials that can modulate these interactions in the pursuit of better and safer therapies and drug products.

All students receive general instruction in courses that are fundamental to Pharmaceutical Sciences. For focused learning and training the elective curriculum can be tailored to specific student interests in cell and molecular biology, synthetic and macromolecular chemistry, chemical and biomedical engineering, materials science, physiology and pharmacology. Students in the Pharmaceutical Sciences program will complete their doctoral studies in about five years. A general outline of the curricula for students within each track is provided on the Pharmaceutical Sciences website. Upon advancement to candidacy students may apply for a master's degree. The MS degree is only available to current Pharmaceutical Sciences PhD students who have advanced to candidacy. The Pharmaceutical Sciences Graduate Student's Handbook is available on the College of Pharmacy intranet. (<https://pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies>)

DUAL DEGREE PROGRAMS

Overview

The College of Pharmacy has established a number of formal dual degree programs. These programs include the PharmD/PhD in Pharmaceutical Sciences; PharmD/MBA with the Ross Business School; and PharmD/MPH with the School of Public Health. More information about these programs can be found on the College website. (<https://pharmacy.umich.edu/prospective-students/programs/dual-programs>)

PharmD/MBA

The dual Doctor of Pharmacy (PharmD) at the College of Pharmacy and Master of Business Administration (MBA) at the Ross Business School program allows qualified students enrolled in the PharmD program to pursue studies in both fields during a five-year enrollment period. Upon completion of the dual program, students will have earned the PharmD degree, making them eligible for state licensure as a pharmacist, and the MBA degree.

In the proposed dual degree program students will complete a total of 9 semesters of enrollment in the PharmD program and 3 semesters enrollment in the MBA program. For the PharmD degree, students will be required to complete all requirements as specified in the curriculum guide for their graduating class, and if admitted to the MBA program, must have successfully completed the first three years of the PharmD program. For the MBA degree, students must complete all curriculum requirements as specified for dual degree students. The MBA degree would require students admitted to the dual PharmD/MBA program to complete all of the required core courses in the first year of the MBA program unless waivers are obtained as per the Ross School of Business guidelines.

Upon completion of requirements for both programs (PharmD and MBA), each degree would be eligible for conferral. It is anticipated that both the PharmD and MBA degrees would be awarded together at the conclusion of the final term of enrollment in year five. As this is a dependent degree program, the MBA degree cannot be awarded until all requirements for the PharmD degree are satisfied.

PharmD/MPH- Health Management & Policy

The dual Doctor of Pharmacy (PharmD) and Master of Public Health (MPH) - Health Management & Policy program allows qualified students enrolled in the PharmD program to work on pursuing studies in both fields during a five-year enrollment period. Upon completion of the dual program, students will have earned the PharmD degree, making them eligible for state licensure as a pharmacist, and the MPH degree in Health Management & Policy.

In the proposed dual degree program, students will complete 9 semesters of enrollment in the PharmD program and 1 standard academic year in the MPH program. For the PharmD degree, students will be required to complete all requirements as specified in the curriculum guide for their graduating class, and if admitted to the MPH - Health Management & Policy program, must have successfully completed the first three years of the PharmD program. For the MPH - Health Management & Policy degree, students must complete all curriculum requirements as specified for dual degree students.

Upon completion of requirements for both programs (PharmD and MPH), each degree would be eligible for conferral. It is anticipated that both the PharmD and MPH degrees would be awarded together at the conclusion of the final term of enrollment in year five. As this is a dependent degree program, the MPH degree cannot be awarded until all requirements for the PharmD degree are satisfied.

PharmD/PhD

The dual PharmD/PhD program is designed to allow concurrent enrollment in both PharmD and PhD courses in order to shorten the time required for achieving both degrees sequentially. Students that begin the dual program at the start of their P1 year will realize the maximum benefit for completing the requirements for both degrees.

Applicants must apply and be accepted to both the PharmD program and the PhD program in order to matriculate in the dual program. The application process is separate for each program

and deadlines must be met for both programs. The PhD program will accept PCAT scores for applicants to the dual PharmD/PhD program only. Note that some national agencies that provide funding to PhD students (such as training grants and student initiated grants) may require that a candidate take the GRE exam later in order to qualify for assistance.

The College of Pharmacy currently offers the dual PharmD/PhD program in Clinical Pharmacy and Pharmaceutical Sciences. Candidates in each program will complete a designated course sequence in place of one of more PharmD courses. Remaining core PhD coursework required for the PhD degree will be satisfied by taking courses that will also count as elective coursework for the PharmD degree. See the Dual Degree Curriculum page for more details.

This is a multiple degree program; however, the requirements for either degree are not dependent on completion of both programs. A candidate that wishes to withdraw from one of the dual programs is eligible to complete the other degree. There may be financial implications for not completing both programs. See the Funding tab for more details.

PharmD candidates are required to complete a certain number of patient contact hours for licensure through Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). The timing of IPPEs and APPEs in the dual program can be flexible and negotiated with the student, the research advisor, and the Experiential Education Director. There is also a required P4 Seminar that students must complete.

POLICIES AND PROCEDURES

The following chart lists all policies and procedures approved as of the print date of the 2019 Student Handbook. Each policy is listed in the Student Handbook Appendix. College of Pharmacy Student Policies are also available online at <https://pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies>. Students enrolled in the College of Pharmacy PhD programs should refer to the Rackham Graduate School Academic Policies available online at <https://rackham.umich.edu/academic-policies/>.

Policy	Applies To			Appendix Page
	PharmD	PhD	BSPS	
Academic and Professional Conduct Policy	X		X	54
Academic Progression Policy and Procedures <ul style="list-style-type: none"> • <i>Remediation/restudy plan for medium- and high-stakes assessments</i> 	X			71
Admissions Transfer Policy	X			78
Attendance Policy <ul style="list-style-type: none"> • <i>BSPS</i> • <i>PharmD</i> 			X	79
	X			
Complaints and Grievances <ul style="list-style-type: none"> • <i>Grievance Policy and Procedure</i> • <i>Grievance Procedure for the Accreditation Council for Pharmacy Education Accreditation Standards</i> 	X	X	X	82
	X			
Criminal Background Check Policy and Procedures	X			85
Dress and Appearance Policy	X			89
Drug Testing Policy <ul style="list-style-type: none"> • <i>College of Pharmacy- For Cause Drug Testing Checklist</i> 	X			90
Faculty-Student Relationships Policy at the University of Michigan	X	X	X	99
Graduate Student Vacation Policy		X		100
Health Insurance	X			101
HIPAA	X			102
ID Card Replacement	X	X	X	103
Immunizations and Tuberculin Skin Testing Requirements	X			104
Leave of Absence Policy and Procedures	X			106
Possession and Return of Educational Assessments Policy	X			109
Professional Commendation Note Procedures	X	X	X	113
Professional Concern Note Procedures	X	X	X	115
Professional Liability Insurance	X			117
Protecting Sensitive Data	X	X	X	118
Social Media for Business Purposes Policy	X	X	X	119
Students with Disabilities	X	X	X	123
Technical Standards	X			125
Transportation	X			129
Travel	X			130
Use of College Logo	X	X	X	132
University of Michigan Student Policies	X	X	X	133

APPENDIX - 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.E 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.
- Adding items in a bibliography or reference list that were not used in preparation of the document.

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 implemented ExamSoft for PharmD student exams. Students will take all required course exams using this tool. 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/studentalcoholdrug.html>
- The University also has policies in force for student organizations:
<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>

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/>).
- 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 ADSS and issues relating to graduate or bachelor students will be handled 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.
- 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.
- 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. Rules Specific to the Administration of Assessments Using Lockdown Browser:

- Instructors must bring 5-10 paper copies of the assessment for students who are unable to access the lockdown browser because of technical difficulties or not bringing their electronic devices.
- Students who do not bring a laptop, privacy screen or a device that allows them access to their account through the two factor authentication process (Duo) will be allowed to take a paper assessment, and the instructor will report the incident to the Associate Dean for Student Services. No action will be taken until a student is reported three separate times for failure to bring their devices to use the lockdown browser feature over a period of the academic school year. The Associate Dean for Student Services will then discuss the issue with the student and decide if any sanctions are warranted.

E. 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.

IV. 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. Hearing¹. 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

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.

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.
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. SANCTIONS²

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.

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.

- 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.
- 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 degree³.** 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.

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.

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.

Revised, 08/07/2019

ACADEMIC PROGRESSION POLICY AND PROCEDURES (PHARMD)

This policy defines the procedures for remediation of unsatisfactory academic performance in required didactic courses, electives, benchmark examinations, IPPEs (Introductory Pharmacy Practice Experiences), and APPEs (Advanced Pharmacy Practice Experiences). Students must complete all requirements of the PharmD program within 7 years of the date of matriculation.

Definitions and Processes

Academic Progress

Satisfactory academic progress is defined as:

- Completion of required and elective didactic courses with a passing grade (defined as a C- or higher)
- Completion of benchmark examinations defined in the APPE Readiness Program with a passing score
- Completion of IPPE rotations with a P (Pass) grade
- Completion of APPE rotations with a grade of C- or higher
- Maintaining a cumulative/term grade point average of at least a 2.000

Students who do not meet the minimum satisfactory grade criteria or who fall below a 2.000 term/cumulative grade point average will be referred to the Committee on Academic Standing at the end of each semester.

Academic Standing

Academic standing is determined by student academic performance in their College of Pharmacy program. Students will have one of the following assigned as their academic standing:

1. *Good academic standing*- Students who have completed courses, IPPEs, APPEs, and benchmark examinations as defined in the APPE Readiness Program with a minimum passing grade and have maintained a cumulative and term grade point average of at least 2.000.
2. *Academic probation*- Students who have not met the standards for satisfactory academic progress will be placed on probation by the Committee on Academic Standing. Probationary status may include special conditions and may exceed one semester. Probation status is not noted on the official university transcript, but will appear on the unofficial transcript.
 - Students on academic probation:
 - Are not eligible to participate in programs that require verification of satisfactory academic standing. This includes study abroad opportunities and out-of-area APPE rotations.
 - Are advised not to run for student organization leadership positions.
 - The Committee on Academic Standing will return a student to good academic standing after the student fulfills all conditions of probation.

3. *Dismissed*- Students who fail to meet the conditions of academic probation may be dismissed from the PharmD program by the Committee on Academic Standing. Dismissal due to unsatisfactory academic performance will appear on the unofficial university transcript. The official transcript will reflect “not in good academic standing” for any student dismissed due to unsatisfactory academic performance.

Benchmark Examinations

The University of Michigan APPE- Readiness Program defines benchmark examinations in the PharmD curriculum as follows:

- *High-Stakes Examinations*- Top 100 examination (P1 year), cumulative calculations examination (P1 year), and Top 200 examination (P2 year). Students must pass all high stakes examinations to progress to the next level of the PharmD curriculum.
- *Medium-Stakes Examinations*- Top 50 examination (P1 year) and Top 150 examination (P2 year). Failure of a medium stakes examination may adversely affect a student’s grade.
- *Skills Assessments defined in APPE-Readiness Program*- Embedded assessments administered throughout the curriculum (P1-P3). Students must pass all administered clinical assessments before they can progress to the next level of the PharmD curriculum.

Remediation and restudy for medium- and high- stakes examinations as well as embedded clinical assessments are outlined in the Appendix.

In-Class Remediation

In-class remediation is defined as an opportunity to revisit the course material and repeat the examinations, quizzes, or skills assessment in which a passing grade was not received prior to submission of the final course grade. In-class remediation is at the discretion of the Course Coordinator, or as defined in Appendix I. The course syllabus will clearly list any requirements for in-class remediation, including information on how this will affect the final course grade. If after the in-class remediation the student is issued a final grade below a C-, the student will be referred to the Committee on Academic Standing.

Restudy

Restudy is defined as the action of repeating a failed course, APPE (grade below a C-), IPPE (F grade), or benchmark examination (< 70%). Restudy for didactic courses should be viewed as retaking the same course, at the same level of rigor, with possibly a different pedagogy. Restudy of an IPPE or APPE will be considered the same course, but the practice site and patient population may be different. The purpose of restudy is to allow the student another opportunity to demonstrate competency and to progress in the PharmD program. Restudy may delay graduation from the PharmD program.

Restudy will be approved at the discretion of the Committee on Academic Standing. A student will be permitted only 1 spring/summer course restudy during their enrollment in the PharmD program. Not all courses are eligible for spring/summer restudy. The Associate Dean for

Academic Affairs will determine which courses are eligible based on whether logistical factors key to the course would prevent the student from having an equivalent educational experience (e.g., compounding lab, interprofessional education course offerings).

Restudy may occur as follows:

1. *The next term that the course or IPPE is offered-* Students may be required to complete the restudy during the next regularly scheduled course offering.
2. *Spring/summer semester-* To prevent a delay in completion of the PharmD program, students may be permitted to restudy a course, IPPE, APPE, or benchmark examination during the spring/summer semester.
 - This option will allow a student to progress to the winter semester if they failed the first part of a course series in the fall. If they failed a winter term course, this allows the successful restudy student the opportunity to progress on to fall term on schedule.
3. *The following semester-* Students will repeat a medium-stakes examination or benchmark clinical assessment during the following semester unless otherwise directed by the Committee on Academic Standing.
4. Restudy of a failed course is not permitted at any other time besides spring/summer or during the normal course offering.

Academic Hold

At the discretion of the Committee on Academic Standing, a student may be temporarily stopped from progression to the next level in the program. Examples include, but are not limited to:

1. Failure to meet the deadlines for submission of required documentation to begin IPPE and APPE rotations.
2. Failure to meet all deadlines associated with PharmD Investigations.
3. Failure to complete required PharmD courses prior to the start of the next academic year. Students who receive an incomplete grade (I) at the end of the semester must fulfill all course requirements before beginning the next semester unless otherwise approved by the Committee on Academic Standing.

Procedures

1. Students who meet any of the following criteria will be referred to the Committee on Academic Standing:
 - Receives a grade lower than a C- in a course.
 - In the Therapeutic Problem Solving course series, receives a grade < 70% on course exams, regardless of the overall course grade.
 - Receives <70% on any in-class component of the APPE- Readiness program (See Appendix).
 - Receives a grade below a C- in an APPE rotation or F in IPPE rotation.
 - Receives a term or cumulative grade point average (GPA) below a 2.000.
 - Receives an Incomplete (I) in a course.
 - A student who is currently on academic probation.

2. Students may submit a letter to the Committee on Academic Standing to discuss extenuating circumstances for the Committee to consider during the review of their academic standing. Students and/or their representation at the meeting are not permitted unless requested by the Committee.
3. The Committee on Academic Standing may, at their discretion, vote as follows:
 - To place the student on academic probation, with special conditions, or to continue their status of academic probation, with special conditions.
 - Allow the student to complete a restudy of the failed course or benchmark examination.
 - For a failed course restudy, the Course Coordinator will determine the appropriate summer restudy option.
 - The Committee on Academic Standing will define the timing for a benchmark high stakes examination or embedded skills assessment restudy. Students may not progress to the next academic level until the high stakes examination and/or embedded skills assessment is successfully completed with a score $\geq 70\%$.
 - A student can accept or decline the summer restudy option. Students who decline summer restudy and elect to repeat the course, high stakes examination, or embedded assessment during the next academic year will be placed on an administrative leave of absence as defined in the Leave of Absence Policy until the next course offering. Enrollment in required PharmD courses will not be permitted while on administrative leave of absence. Conditions of the administrative leave, such as permission to enroll in electives, will be defined by the Committee on Academic standing and provided to the student in writing.
 - Require the student to complete a restudy of the medium stakes examination during the following term of enrollment.
 - The student must complete the restudy of the medium-stakes examination during the semester immediately following the in-class remediation (Appendix I). The Committee on Academic Standing, in consultation with the Course Coordinator, will determine the timing of when the restudy will need to be completed during that term.
 - Require the student to repeat the curriculum for that semester or year.
 - A student with more than one course failure in a semester or during the same academic year will be required to repeat all or part of the curriculum for that academic year, at the discretion of the Committee on Academic Standing. For example, a student failing more than one course during fall P1 year may be required to repeat the entire curriculum for that year, if not dismissed.
 - In consultation with the Director of Experiential Education, allow the student to repeat IPPE and APPE rotations during the spring/summer, fall or winter terms if available.
 - For a failed required APPE rotation, students may be assigned to a different service and/or preceptor but will need to successfully complete the required APPE rotation type.

- For a failed elective APPE rotation, the student may be placed in a different rotation to fulfill the required number of APPEs for graduation.
 - The Committee on Academic Standing, in consultation with the Director of Experiential Education, will determine if a failure in a ninth *elective* rotation will need to be repeated, since only eight rotations are required for successful completion of the P4 year.
- Dismiss the student from the program.
 - Remove the student from academic probation if conditions specified by the Committee on Academic Standing have been met.
4. If spring/summer restudy is approved and successfully completed, the student will be permitted to progress to the next level in the curriculum. The academic standing of probation with/without special conditions will be assigned for at least one additional semester. For students who are placed on academic probation during the final year of the PharmD program, upon successful completion of all program and probation requirements, this status will be updated to Good Academic Standing prior to degree conferral.
 5. A student will be permitted to complete only one spring/summer course restudy during their enrollment in the PharmD program. Additional course failures will result in repeating the curriculum for that level during the next scheduled offering or may result in dismissal. Failure for assessments defined in the APPE Readiness Program are outlined in Appendix I.
 6. A student who receives a failing grade in the second attempt at course completion (whether it be spring/summer restudy or in the next regular course offering), IPPE, or APPE of the same type, will be dismissed from the PharmD program.

Appeal of CAS Decision

A student may appeal the decision of the Committee on Academic Standing, including proposed remediation plans. The appeal may be submitted to the Executive Committee for review.

1. Students will be notified in writing of the decision of the Committee on Academic Standing.
2. Students can submit a letter of appeal to the Executive Committee within two business days of receiving the written notice from the Committee on Academic Standing. The appeal must be sent electronically or delivered to the Executive Assistant for the Dean of the College of Pharmacy.
3. The letter to the Executive Committee should specify what is being appealed, and why appeal consideration should be given.
4. As Chair of the Executive Committee, the Dean will present the appeal to the Executive Committee members for review and consideration.
5. The appeal will be reviewed at the next scheduled Executive Committee meeting. Students and/or representation at the meeting are not permitted unless requested by the Committee.
6. A notice will be sent to the student with the decision of the Executive Committee. The decision of the Executive Committee is final.

Approved, 08/24/2018

Remediation/Restudy Plan for Medium- and High-Stakes Assessments of APPE-Readiness Program

The [APPE-Readiness Program](#), approved by the Curriculum and Assessment Committee in April 2018, includes embedded assessments that fall into three categories: medium stakes exams, high stakes benchmark exams, and embedded skills benchmark assessments. Outlined below are the proposed remediation and restudy steps for each of these embedded assessment types. These principles were consistently applied across all remediation/restudy plans:

- Students are allowed multiple attempts to pass an APPE readiness embedded assessment, as defined below. Passing is defined as 70% or higher.
- Failure of any of the APPE-readiness assessments during the semester will result in an 'I' grade in the host course and the student will be referred to the Committee on Academic Standing (CAS). The course grade will be adjusted accordingly after the third attempt.
- Students who fail more than one APPE readiness assessment during a semester will be referred to CAS for review of their overall academic status. CAS will determine whether the student will be granted restudy of the APPE readiness assessments during the summer, as described below.
- **Medium- and high-stakes exams** are offered twice during the semester in the course in which the assessment exists; the third attempt occurs after the semester is complete. These exams are housed in defined courses but are minimally related to the core content of the course overall (e.g., Top 150 content is minimally related to therapeutic content taught in P602).
 - **Medium-stakes exams (Top 50 and Top 150):** Failure of these exams do not stop student progression
 - Pass first attempt - full points for the assignment awarded in course grade
 - Pass second attempt - maximum of 70% of possible points awarded in course grade
 - Pass third attempt - maximum of 50% of possible points awarded in course grade
 - Fail third attempt - no points awarded (i.e. 0 recorded in gradebook) when calculating the course grade.
 - If overall course grade falls below C-, the student does not pass the course.
 - **High-stakes exams (Top 100, Top 200, Calculations):** These benchmark exams must be passed in order for the student to progress in the curriculum.
 - The same grade consequences described in the medium-stakes exams section will occur for the first, second, and third attempts of the exams. If the student fails the third attempt, no points will be awarded when calculating the course grade.
 - Unlike the medium-stakes exams, students who do not pass the third attempt will be given one additional attempt to pass the high-stakes exams over the summer. Students who do not pass within 4 total attempts (the initial 3 attempts plus 1 additional attempt) will not be allowed to progress to the next academic year.
- **Embedded skills assessments** are benchmark exams defined in the APPE Readiness Program that specifically assess skills covered in the course in which they are taught (i.e., the content being assessed is the focus of the course). For this reason, students must pass the skills assessments in order to pass the course. Failure to pass on the third attempt will result in a D+ as the maximum possible grade in the course.

Table summarizing remediation steps

Assessment Type	Assessment	Host Course	Attempt 1	Attempt 2	Attempt 3	Comments
Medium stakes exams (Fall Term)	Top 50 Top 150	P504 P602	In class	In class	Early in following term (Winter Term)	<ul style="list-style-type: none"> • Passing grade defined as $\geq 70\%$ • First attempt – full credit possible • Second attempt – maximum of 70% possible. If fail, receive an "I" grade in course and referred to Committee on Academic Standing. • Third attempt – maximum of 50% possible • If fail third attempt, zero points added to course total to determine overall course grade. • Student may progress in curriculum without passing medium stakes assessments • If course grade falls below C-, the student does not pass the course.
High stakes exams (Winter Term)	Top 100 Top 200 Calculations	P512 P612 P514	In class	In class	Spring/summer	<ul style="list-style-type: none"> • Passing grade defined as $\geq 70\%$ • First attempt – full credit possible • Second attempt – maximum of 70% possible. If fail, receive an "I" grade in course and referred to Committee on Academic Standing. • Third attempt – maximum of 50% possible overall course grade • If fail third attempt, zero points added to course total to determine overall course grade. • If host course grade falls below C-, the student does not pass the course. • Students failing the third attempt whose overall course grade is C- or better are allowed one additional attempt to achieve a $\geq 70\%$ score on these exams (offering a total of 4 attempts for each of these assessments – 2 during the semester and 2 after the semester). A score of $\geq 70\%$ is required to progress through the curriculum.

Assessment Type	Assessment	Host Course	Attempt 1	Attempt 2	Attempt 3	Comments
Embedded practice skills assessments (P1/P2 years)	Various skills assessments [^]	P506 P512 P514 P602	In class - component of final exam	After semester	After semester	<ul style="list-style-type: none"> • Passing grade defined as $\geq 70\%$ (combined average when more than one skill is part of assessment) • First attempt – full credit possible. If fail, receive an “I” grade in course and referred to Committee on Academic Standing. • Second attempt – maximum of 70% possible • Third attempt – maximum of 50% possible • If fail third attempt, will result in a D+ as the maximum possible grade in the course. The student does not pass the course as these skills are a core component of the course and students must demonstrate competency in order to progress. • Repeat attempts for assessments that test multiple skills should be for the portion of the assessment the student failed. A score of 70% or higher is required for passing. • Repeat attempts require that the student demonstrate skill competency; reflection on what went wrong is not a sufficient means of demonstrating competency.
Embedded practice skills assessments (P3 year)	Various skills assessments [^]	P723 P733	In class - embedded with course	In class	After semester	<ul style="list-style-type: none"> • Passing grade defined as $\geq 70\%$ on each individual skill assessment • First attempt – full credit possible • Second attempt – maximum of 70% possible. If fail, receive an “I” grade in course and referred to Committee on Academic Standing. • Third attempt – maximum of 50% possible • If fail third attempt, will result in a D+ as the maximum possible grade in the course. The student does not pass the course as these skills are a core component of the course and students must demonstrate competency in order to progress. • Repeat attempts require that the student demonstrate skill competency; reflection on what went wrong is not a sufficient means of demonstrating competency.

[^]See [APPE Readiness Program](#) for skills assessed in each course

ADMISSIONS TRANSFER POLICY

All applicants to the PharmD degree program must complete a PharmCAS application by the posted deadline for full consideration. A complete application includes required supplementary materials (i.e., letters of recommendation, essays, resume/cv), official PCAT scores taken within two years of application, and official transcripts of all post-secondary schools attended. All materials must be sent directly to PharmCAS.

Applicants that have attended or are currently attending a PharmD program that wish to transfer into the University of Michigan College of Pharmacy PharmD program must complete a PharmCAS application and submit all required supplementary materials by the posted deadline for full consideration. In addition, the transfer applicant must also provide a letter from the Dean (or designee) of the current or previous PharmD institution indicating awareness of the intent of student to request to transfer. PharmD coursework from other institutions are not transferrable to the PharmD program at the University of Michigan; all entering PharmD students must complete all required coursework and credits for the PharmD degree while at the University of Michigan.

Effective, 08/24/2018

ATTENDANCE POLICY

Bachelor of Science in Pharmaceutical Sciences (BSPS) Attendance Policy and Procedures

I. Overview

Attendance at all regularly scheduled classes, laboratories, 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

It is critical that students attend classes from the beginning of the term. Students registered for a course that they do not intend to keep should drop it so that the space is available for other students, and faculty will have an accurate course roster. Classes dropped after the drop deadline will result in a "W" on a student's transcript whether or not the student has attended any classes.

III. Procedures

Absence From Class Due To Illness or Unanticipated Circumstances

Students are expected to attend class regularly and meet all requirements set by the instructor. When a student misses class because of an illness or unanticipated event, it is the student's responsibility to notify the instructor and provide an explanation. In the case of a short-term absence due to illness or other unanticipated circumstance, instructors should provide reasonable effort to accommodate the student in a way that maintains the integrity of the class.

IV. Religious-Academic Conflicts

- It is the policy of the University of Michigan to make every reasonable effort to allow members of the University community to observe their [religious holidays](#) without academic penalty.
- Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence.
- Students who expect to miss classes as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to make-up missed academic work. It is the obligation of students to provide faculty with reasonable notice of the dates on which they will be absent.
- When the absence coincides with an exam or other assignment due date, the options to make up that missed work may be limited and will be determined by the instructor within the boundaries of the respective class.

Approved, 09/19/2018

Doctor of Pharmacy (PharmD) Attendance Policy and Procedures

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 class 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 class days of absence per year for professional meetings.

Absences from IPPE or APPE rotations must also be submitted and approved using the procedures below. In addition, students must notify their preceptor or rotation site of an absence using the procedures outlined in the rotation syllabus. IPPE or APPE absences do not count toward students' total allowed absence days because all rotation hours must be made up. The plan for making up missed time should be included in the absence request, if known and agreed upon by the preceptor at the time of the request.

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 the student must notify the Associate Dean for Student Services and the course coordinator before class or IPPE/APPE rotation if possible, but **no later than 5 pm the day of the missed 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 IPPE hours are to be missed, the student must submit a plan (approved by the preceptor) for making up missed time.
- 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.

Revised, 08/07/2019

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. 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. Discriminatory⁴, 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.

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."

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.

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 Student Services Office will schedule the grievance hearing 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.

Revised, 08/15/2011

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 US 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 directly to the ACPE office by completing the ACPE Complaint Form found on their website. 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/.

Revised, 08/29/2019

CRIMINAL BACKGROUND CHECK POLICY AND PROCEDURES (PHARMD)

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 pharmacist intern license

(https://www.michigan.gov/documents/lara/Pharmacist_Intern_Final_654142_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. Additional information regarding this process with the State of Michigan is available at <http://legislature.mi.gov/doc.aspx?mcl-333-16174>. 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 release the information directly 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 requirements prior to placement at the given facility/site.

DRESS AND APPEARANCE POLICY

The College of Pharmacy expects students to project a professional image that gives patients confidence in their expertise and commitment to provide care and services of the highest quality possible. Students participating in professional practice experiences and in some designated classroom activities 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 College of Pharmacy 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. 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.

In general, professional dress includes avoiding denim jeans (any color), shorts (any length), mini-skirts, low-cut revealing shirts/blouses/halter-tops, clothing that exposes the mid-riff, leggings (unless covered by skirt or dress), sweat suits/pants, open-toed shoes/sandals/flip flops of any kind, caps/hats (other than headwear worn for religious reasons), fragrances/perfume/cologne/scented soap or body lotion.

Students 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.

DRUG TESTING POLICY

Applies to: All students enrolled in the Doctor of Pharmacy program (hereafter called “the program”).

I. Overview or Introduction

Pharmacists and student pharmacists are entrusted with the health, safety, and welfare of patients. They have access to controlled substances and confidential information and operate in settings that require the exercise of good judgment and ethical behavior. The use of alcohol and controlled substances can compromise an individual’s judgment and result in unethical behavior, both of which may place the individual, patients, other health care providers, and the public at risk for serious injury, even death.

The University of Michigan College of Pharmacy (COP) is committed to the safety of patients, students, faculty, staff and visitors. The COP supports wellness, restoration and rehabilitation of students to promote optimal personal well-being and professional functioning. In keeping these commitments, the COP establishes policies and procedures that foster safety and health. Further, assessment of a student’s possible impairment that diminishes the student’s capacity to function is imperative to promote the highest level of integrity and performance.

This policy promotes student pharmacist health, patient safety, and compliance with mandates of affiliated practice sites that require urine drug testing; facilitates early identification of and intervention for student pharmacists with substance use and misuse; and protects and maintains trust in the pharmacy profession by discouraging impaired practice.

II. Definitions

- **Substance use** is a condition in which the use of one or more substances leads to a clinically significant impairment or distress.⁵
- **Substance (or Drug) misuse** is the “use of a substance for a purpose not consistent with legal or medical guidelines, as in the non-medical use of prescription medications. The term is preferred by some to abuse in the belief that it is less judgmental”.⁶
- **Test vendor** refers to a third party vendor contracted to perform and manage the drug testing processes and procedures.
- A **drug test** is a comprehensive analysis of a urine specimen to identify and confirm the presence of specific drug metabolites in the system.

⁵ *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.*

<https://dsm.psychiatryonline.org/doi/full/10.1176/appi.books.9780890425596.dsm16#x29473.2764038>. Accessed April 24, 2018.

⁶ *World Health Organization (WHO). Lexicon of Alcohol and Drug Terms Published by the World Health Organization. 2006.*

[Accessed 2006]. Available at: http://www.who.int/substance_abuse/terminology/who_lexicon/en/. Accessed April 27, 2018.

- **Adulteration** refers to manipulation of a specimen for the purpose of producing a false negative test result. Methods of urine adulteration include urine substitution, in vivo adulteration and urine dilution, and in vitro adulteration.⁷
 - Urine substitution is achieved through the replacement of a urine specimen with that of drug-free urine, some non-urine liquids such as water or saline, or commercially available synthetic urine that possesses the same essential characteristics of human urine, e.g., correct pH, specific gravity, and creatinine concentration.
 - In vivo adulteration involves the deliberate consumption of a copious volume of water or other fluid to dilute the urine or the intentional ingestion of products such as diuretics designed to increase the metabolism and/or excretion of drugs in the body to return a test result below the cut-off value. Urine dilution can also be performed by addition of water into a voided urine specimen.
 - In vitro adulteration is the act of adding foreign chemicals into a voided urine specimen to produce false negative drug test results. Common adulterants include some household chemicals such as hypochlorite bleach, laundry detergent, and table salt and many commercial products readily available through the Internet.
- The **Executive Committee** is a committee that advises and assists the Dean with administrative functions. It is established by the Bylaws of the College of Pharmacy and comprised of members of the College's governing faculty.

III. Policy / Regulations

Policy on Drug Testing

Every student will undergo urine drug testing by the test vendor as a component of admissions to the program. Test results must be available to the COP prior to the first day of classes. Thereafter, students (P1-P4) enrolled in the program will submit to random drug testing each academic year during their enrollment in the program.

In addition, a student may be required to submit to additional drug tests based on the requirements of practice sites or “for cause” if a student, while on the premises of the COP or a practice site, appears to be acting inappropriately, displaying physical and/or behavioral signs of being under the influence of drugs or alcohol, or is suspected of being involved in a medication discrepancy or theft involving a controlled substance (See Appendix).

The COP will be responsible for the costs of urine drug testing for enrolled students as required by this policy; provided, however, that in no event will the COP be responsible for the costs of any drug testing or other screening as required as a component of admissions to the program.

⁷ Source: Fu S. Adulterants in Urine Drug Testing. *Adv Clin Chem.* 2016;76:123-63. doi: 10.1016/bs.acc.2016.05.003. Epub 2016 Jun 11. <https://www.ncbi.nlm.nih.gov/pubmed/27645818>. Accessed April 24, 2018.

IV. Procedures

Urine Sample Collection and Testing

The test vendor will notify each student when urine drug testing is required, providing instructions for completing the urine drug test and directing the student to an acceptable drug testing collection facility.

Students must provide an acceptable (as determined by the test vendor) urine specimen to be tested for substances, consistent with industry standards in the health care field, on dates specified by the test vendor. Within 72 hours of being notified by the test vendor that urine testing is required, students must: 1) complete and submit the application for testing, 2) register for urine collection and testing at a facility specified by the test vendor using the secure, online system provided by the test vendor, and 3) have their urine collection completed at such facility.

In special circumstances,

- Supervised collection of the urine sample may be required.
- The COP may request the collection of an alternative specimen, such as blood or hair.

Refusal to provide a specimen for drug testing will be considered a positive drug test and will be subject to the established procedures for positive test results.

The following substances will be tested for during a standard 10-panel drug screen:

- Amphetamines
- Cocaine metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- MDA analogs/ecstasy
- Oxycodone and metabolites
- Tramadol

“For cause” drug testing may test for additional substances.

Practice Site-Specific Urine Drug Test Requirements

Some clinical sites require urine drug tests in addition to those required by the COP. Practice site guidelines for urine drug testing may:

- Be more stringent than industry standards, requiring screening for additional substances;
- Require the testing be performed within a specific timeframe prior to the start of a clinical experience at the site; or

- Require the testing to be performed by the site's contracted vendor, in which case, test results are reported directly to and interpreted by the clinical site, not the COP.

Practice sites requiring students to use their vendors frequently cover the costs of the testing; when the costs are not covered by the site, the COP will be responsible for the costs of testing. Information about practice site-specific urine drug testing guidelines is available to students in the site's CORE/RXpreceptor Site Description or is sent directly to students from contact individuals at the sites.

Medical Review of Test Results

Non-negative drug test results will be reviewed by the Medical Review Officer (MRO) retained by the COP's test vendor. The MRO will make a determination regarding the legitimacy of any prescriptions or evidence of illicit substance use.

- MROs may request medical documentation from the student to explain a non-negative test result.
- For claims related to purported prescription medications, students will sign any and all releases of information (ROI) as requested by the MRO to allow for communication with the identified prescriber and to facilitate fact-finding by the MRO. Students who do not provide a ROI, or who do not respond to the MRO's request for information in the timeframe specified by the MRO, would have their test results treated as positive.
- MROs may access the Michigan Automated Prescription (MAPS) or alternatives, as indicated, to corroborate the existence of a legitimate prescription for the student.

Once the MRO has completed review of non-negative test results, the test vendor will report the final results to the student and the COP. Information about specific substances found will not be reported to the COP in the MRO's report.

Students may contest the results of a non-negative drug test directly to the test vendor. Students must formally dispute the drug screening results with the test vendor within 30 days of receiving a non-negative test result. If contested, the sample will be retested. Repeat testing will be done with the same sample but at a different laboratory as the initial test.

Positive Test Results

A urine drug test result will be considered positive if:

- The presence of one or more tested substances is detected in the sample and the student is unable to provide documentation to the MRO of a valid explanation for the substance's presence in his/her sample;
- A student fails to provide the MRO with a signed ROI or respond to the MRO's request for information within the timeframe specified by the MRO;
- A student fails to report for sample collection within 72 hours of notification; or
- There is chemical evidence of adulteration in the sample.

If a positive result is reported for a student, the student will be removed from all experiential rotations and may be suspended from the program pending the outcomes of an inquiry coordinated by the Associate Dean of Student Services. The student will be interviewed by the Associate Dean of Student Services, other COP faculty and University officials relevant to the situation. The student has the right to have legal representation during interviews initiated by the Associate Dean of Student Services related to positive test results. Such legal representation is at the student's expense.

Pursuant to the inquiry,

- The Michigan Board of Pharmacy will be notified. If the student's internship license is suspended or revoked by the Board of Pharmacy, he/she will be dismissed from the program until such time that the suspension is revoked and/or the license is restored. At such time, the student may apply for readmission to the program; however, readmission is not guaranteed.
- The student will be referred to the Michigan Health Professionals Recovery Program (HPRP) for evaluation by a health care provider specializing in substance abuse treatment. The student undergoing an evaluation for substance use must sign a ROI allowing the evaluator(s) to report findings and recommendations for treatment related to the substance use to the Associate Dean of Student Services.
 - A student who refuses to obtain a required substance use evaluation or sign a ROI allowing the COP access to recommendations from the evaluation will be dismissed from the program.
 - If and when the requirements of HPRP are completed, the student may apply for readmission to the program; however, readmission is not guaranteed.
 - The student is responsible for any expenses related to the substance use evaluation and treatment.
- The Associate Dean of Student Services will review the recommendations of the substance use evaluators and make a determination regarding the student's ability to continue in the program at this time. Consideration will be given to the nature of the substance use, impairment, and treatment recommendations.
 - Students for whom no treatment recommendations are made will be referred to an education program related to substance use.
 - In the event that the results of the substance use evaluation indicate need for treatment, the COP will require that the student sign ROI from the health care provider(s) conducting the treatment, allowing the provider(s) to report findings and recommendations to the Associate Dean of Student Services.
- If students have been suspended or dismissed due to an infraction of this policy, readmission to the program is not guaranteed. Returning to the program will require satisfactory recommendations from the health care provider(s), which may stipulate ongoing monitoring and participation in the HPRP; a negative drug test; and restoration of the student's internship license to good standing. The student must also meet Technical Standards as stated in the COP Student Handbook.
- Students who are readmitted to the program following dismissal due to an infraction of this policy must submit to additional random or for cause drug testing for at least one year after readmission at times designated by the COP. Students will be responsible for the

costs of these drug tests. Another positive drug test will initiate the steps of the drug policy procedure again. Subsequent positive tests and resulting delays in completion of program requirements may result in an inability to complete the program. Subsequent positive tests will be considered a violation of the COP's Academic and Professional Conduct Policy (i.e., Code of Conduct).

Student Appeal Process

Within five University business days of receiving written notification of decisions or sanctions related to this policy, the student may submit a written appeal of the decision or the sanction (or both) to the COP Executive Committee.

Appeals must be based on at least one of the following arguments:

- There were violations of procedure that seriously compromised the investigation and/or conclusions.
- The evidence clearly does not support the findings.
- The sanctions are excessive relative to the violation.
- 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 will notify 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.

Confidentiality of Drug Test Results

Reports from the test vendor to the COP will not include information about specific substances found in a student's test.

Records of drug test results and inquiries and evaluations related to drug tests are treated as confidential and are shared only on a strict "need to know" basis.

Results of drug tests are maintained in the compliance documentation system maintained by the test vendor. Students have access to their results through the test vendor's system.

Except as required by law, the COP will not externally release drug screen results or details of related findings.

The COP can disclose testing records to a decision-maker in a lawsuit, grievance, or other proceeding initiated on behalf of the student that arises from test results or the violation of either alcohol or controlled substance prohibitions.

The COP can disclose testing records to others not specifically listed above only upon the written authorization of the student, or as permitted under Michigan or federal law.

VI. Other Relevant Policies/Procedures (references/links to other related COP or U-M policies or procedures)

This policy is in addition to these other policies/procedures and this policy does not replace any of these:

- S-G 601.29. Alcohol and Other Drug (AOD) Policy for Students, Faculty and Staff. <http://alcohol-drug-policy.umich.edu/#2>; <http://www.med.umich.edu/i/policies/umh/04-06-037.html>.
- UMHS Policy 04-06-036 Drug-Free Workplace. <http://www.med.umich.edu/i/policies/umh/04-06-036.html>.
- UMHS Policy 04-06-037. For-Cause Drug Testing. <http://www.med.umich.edu/i/policies/umh/04-06-037.html>.
- U-M Health System Policies and Procedures. For-Cause Drug Testing Procedures. [For-Cause Drug Screening Procedure Guide](#).
- UMHS Policy 04-06-046 Practitioner Impairment. <http://www.med.umich.edu/i/policies/umh/04-06-046.html>.
- SPG 201.15. Fitness for Duty. <https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20115-fitness-duty>.

Effective, 04/01/2019

Appendix A. College of Pharmacy - For Cause Drug Testing Checklist

(adapted from Michigan Medicine – For Cause Drug Testing Checklist)

When a student exhibits behavior(s) or other indicators such that there is reasonable suspicion of substance abuse, misuse or impairment, this checklist is to be completed. Reasonable suspicion is a justifiable suspicion which is sufficient to a reasonable person to suggest that a student has used alcohol or drugs while on-site for a rotation or on University premises, is impaired, is under the influence of drugs or alcohol, has the odor of drugs or alcohol (regardless of behavior) or is in the possession of or has diverted substances intended for use by patients. Per the UM College of Pharmacy Drug Testing Policy, the student will undergo for cause testing to ensure compliance with the policy.

Name: _____ UMID: _____

Date and Time of Incident: _____ Location: _____

Report results to: Nancy Mason, PharmD,

Associate Dean for Student Services

Contact Information: nmason@umich.edu, (734) 763-4981

Briefly describe incident (attach additional sheets as needed):

Check all observations that apply. A pattern of one of the following behaviors AND/OR an appearance of one of the following, which if not otherwise explained, justifies a reasonable concern about impairment/intoxication.

- Observation of or potential for cross-contamination, including but not limited to IV/vial tampering, syringes, needles or IV paraphernalia.
- Individual is involved in an unsafe act resulting in harm or injury to self, a student, a faculty member, a staff member, a patient, a visitor, or a coworker, or whose unsafe act results in damage to property which alone or in combination with other observations listed below might lead a reasonable observer to suspect impairment/intoxication of some kind.
- Conduct, speech, content of speech, or slurring of words
 - Otherwise unexplained difficulty with movements, balance, or coordination, such as:
 - Loss of balance
 - Stumbling and/or staggering
 - Leaning on objects for support
 - Loss of manual dexterity
- Unexplained lapses in judgment, concentration, difficulty taking in/tracking information and ability to attend to work tasks
- Physical appearance justifying a reasonable concern about impairment/intoxication:
 - Eyes red or glassy
 - Pupillary changes (small- pinpoint or dilated)
 - Deterioration in personal hygiene
 - Tremors
 - Excessive sweating
 - Drowsiness/sleepiness
- Direct evidence/observation of an individual's use or possession of a prohibited or restricted substance while on-site for a rotation or on University premises:
 - Odor of alcohol
 - Needle marks
 - Individual observed or discovered to be in possession of intoxicants or related paraphernalia.
 - Individual witnessed to be using alcohol or other intoxicants while on-site for a rotation or on University premises.
- Unreconciled drug discrepancy determined by unit audit, unit report, pharmacy investigation, Security Services and/or University Police investigation.
 - Overrides
 - Inappropriate wasting
 - Untimely withdrawal and administration of narcotics
 - Untimely documentation
 - Batching
- Individual appears compromised and presents a hazard to a student, a faculty member, a staff member, a patient, a visitor, a coworker, and /or self, or exhibits any pattern of behavior that justifies a reasonable concern about impairment/intoxication.
- Other observation (please explain): _____

University of Michigan College of Pharmacy – For Cause Drug Testing Checklist (page 2)

Check below as next steps are completed:

- If the situation appears to be a medical emergency, please refer to UMHS Policy 05-03-060 Non-Cardiac Medical Emergencies for medical assistance.
- Call for a second observer (preferably faculty, college administrator, supervisor-level individual or above) to the incident.
- Explain to the individual the purpose of the For Cause Drug Test, the reasons for the test, and that testing for controlled substances/alcohol/marijuana is a required part of the For Cause Drug Test.
- Relieve student from duty and remove from worksite/classroom.
- Explain to the student that s/he will be removed from the worksite/classroom until the test results are received and reviewed by the Medical Review Officer (MRO) or College of Pharmacy administrator.
- Contact Associate Dean for Student Services (Nancy Mason, nmason@umich.edu, (734) 763-4981) to advise that For Cause Drug Test is being initiated.
- Call Campus Security/Security Services for their assistance, as needed.
- Initiate worksite-specific policy for For Cause Drug Testing.
- If on campus, transport student to Michigan Medicine Emergency Department for the For Cause Drug Testing.

Completed by: _____**Date:** _____**Second Observer:** _____

The purpose of the For Cause Drug Test, the reasons for the test and that testing for controlled substances/alcohol is a required part of the For Cause Drug Test have been explained to me. I have been informed that I will be removed from the worksite/classroom, in accordance with UM College of Pharmacy policy until the test results are received and reviewed by the Medical Review Officer (MRO) or College of Pharmacy administrator. If the student fails to participate in the For Cause Drug Testing, the student will be suspended pending investigation of this incident.

I agree to take the For Cause Drug Test.

I refuse to take the For Cause Drug Test.

Student Signature _____**Date** _____

For OHS/ED use only:

Blood Borne Pathogen Testing Consent Needed: Yes _____ *No* _____

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. (<https://spg.umich.edu/policy/601.22>)

COLLEGE OF PHARMACY GRADUATE STUDENT VACATION POLICY AND FORM

Graduate Students are allowed a two week vacation per year, plus, University holiday and seasonal days. Permission needs to be granted from the advisor before travel plans are made.

Vacation Extension Policy:

Students requesting an extension to the two week policy must obtain approval from the advisor AND the Department Chair BEFORE travel plans are made. When scheduling vacation, international students should plan to return to campus no later than three weeks before the beginning of the term in order to avoid any re-entry issues when travel is out of the U.S.A. Extensions will only be granted once every two to three years. Any student requesting an extension must be in good academic standing at the time of the request.

VACATION APPROVAL FORM:

Student _____ Program _____

Dates requested _____

Total regular days this request (up to 12) _____ Total regular remaining _____

Additional days requested as EXTENSION _____

Advisor approval _____ DATE _____

Department Chair approval _____ DATE _____
(Required for extensions)

Student: Please return to the department when all signatures are obtained.

Effective, Fall 2010

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 (<https://global.umich.edu/travel-resources/register-your-travel/>) 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.

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.

ID CARD REPLACEMENT

All students are issued a UM Identification card. Lost, stolen, damaged or cards that need to be updated with a name change can be replaced through the UMHC Security Services Key/ID office. Students will need to take a signed request and change form to the Key/ID office to get a new card. To obtain a signed change form, students should email the Experiential Education Office at et@umich.edu or stop by their office. There is a fee for replacement cards.

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).

All Doctor of Pharmacy students must submit the Record of Required Immunizations once. 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.** After receiving Tdap, a single dose of Td (booster vaccine for tetanus and diphtheria) every 10 years is required.

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.

All Doctor of Pharmacy students must submit a Record of Tuberculin Skin Testing **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.

Revised, 05/2018

LEAVE OF ABSENCE POLICY AND PROCEDURES (PHARMD)

Due to the sequential nature of courses in the PharmD curriculum, regular enrollment until graduation is necessary. In rare circumstances, registration may be temporarily stopped due to a leave of absence.

Definitions

Reasons for Leave of Absence

1. Administrative

The Committee on Academic Standing may place a student on a leave of absence due to unsatisfactory academic performance, by the Honor Council for issues related to professional conduct, or at the discretion of the Dean. The student may return to registration only after the Committee on Academic Standing, Honor Council, or the Dean, whichever is appropriate given the reason for the administrative leave, has granted approval. Additional documentation may be requested for consideration of the return to registration request.

2. Educational

Students admitted to a degree-granting program may request an educational leave of absence. Approval for an educational leave is granted by the Associate Dean for Academic Affairs (or designee). An educational leave of absence is typically limited to up to one year. On rare occasions (e.g., dual PharmD/PhD degree), a longer educational leave of absence may be granted. The Associate Dean for Academic Affairs (or designee) grants approval for the return to registration from an educational leave of absence.

3. Personal

A student who is experiencing a personal matter or a documented medical condition can request a personal leave of absence. A personal leave of absence can be approved by the Associate Dean for Student Services (or designee). Documentation may be required, at the Associate Dean's discretion.

- Requests for a return from a personal leave of absence are reviewed and approved by the Associate Dean for Student Services (or designee). Students may be asked to provide documentation, which could include but is not limited to, a letter from the treating physician/medical professional supporting the return to registration prior to consideration of the request.
- The Associate Dean for Student Services (or designee) may approve a return to registration from a personal leave of absence for a student participating in Advanced Pharmacy Practice Experience (APPE) rotations. Availability of an approved APPE site will be considered when determining the return to registration date. Any leave of absence

from APPE exceeding one rotation block could result in a delay of graduation and an additional semester to complete all required APPE rotations.

An approved leave of absence does not exempt a student from fulfilling curriculum requirements for graduation, and may extend their anticipated graduation date. A leave of absence does not impact student academic status. Leaves of Absence that extend past the approved time frame will be considered a withdrawal from the program and will require the student to apply for readmission (see policy for readmission). Documentation regarding any interruption in enrollment will be maintained in the student file in the College of Pharmacy. All students, regardless of time away from the program, must complete the PharmD program within 7 years from the date of matriculation. An approved leave of absence does not extend the time allowed for completion of the program.

Procedures

Administrative Leave of Absence

1. The Committee on Academic Standing, Honor Council, or the Dean can place a student on an administrative leave of absence.
2. The decision of the Committee on Academic Standing, Honor Council, or the Dean to place a student on administrative leave of absence will be communicated to the student in writing. The letter will outline the conditions of the administrative leave, including duration of the leave, and will be mailed to the local address on file with the College and to the assigned University email account. Students will be informed of the process for submitting an appeal to the Executive Committee. The decision of the Executive Committee is final.
3. An Administrative Leave of Absence after the third week of classes will result in a W (withdrawal) recorded on the transcript for courses dropped. Administrative leave does not waive any financial obligations to the College of Pharmacy or University of Michigan for courses dropped.
4. While on administrative leave of absence, the student will not be permitted to enroll in required PharmD courses. Students may be allowed to enroll in elective courses, which will be noted in the letter sent to the student.
5. No later than 12 weeks prior to the return to registration date, the student will be required to submit a written statement indicating how they have fulfilled the conditions of the administrative leave of absence and formally request a return to registration. The Committee on Academic Standing, Honor Council, or the Dean will review the letter and may request additional documentation, as appropriate.
6. If the authority who initiated the administrative leave approves the return to registration, a letter acknowledging this will be sent to the student at their local address on file with the College and to their University email account within seven business days. The student will be expected to fulfill all curricular and co-curricular requirements as outlined for the graduating class that they will be joining.
7. Failure to meet the conditions as outlined for the administrative leave of absence will result in dismissal from the PharmD program.

Educational or Personal Leave of Absence

1. Students considering a personal leave of absence must first meet with the Associate Dean for Student Services (or designee) to discuss the nature of the request. Students requesting an educational leave of absence must be in good academic standing with the College of Pharmacy and must meet with the Associate Dean for Academic Affairs (or designee).
2. After meeting with the Associate Dean (or designee), the student may be required to meet with the College of Pharmacy Manager of Academic Affairs and Student Records to discuss tuition implications, withdrawal status, and other registration details.
3. The student must formally request the leave of absence in writing. The letter should be addressed to the Associate Dean for Student Services (personal) or the Associate Dean for Academic Affairs (educational). The letter must include the start date and anticipated return to registration date, type of leave requested, specific reason for the leave, and any documentation requested by the Associate Dean (or designee). Leaves of absence requested after the third week of classes will result in a W (withdrawal) recorded on the transcript for courses dropped.
4. A letter will be mailed to the local address on file with the College and to the assigned University email account, confirming the approval or denial of the request within seven business days. The letter will include the duration of the approved leave of absence and conditions for a return to registration. An approved leave of absence does not waive any financial obligations to the College of Pharmacy or University of Michigan for courses dropped.
5. No less than 12 weeks prior to the return to registration date, the student must submit a letter formally requesting a return to registration. The letter should be addressed to the Associate Dean for Student Services (personal) or the Associate Dean for Academic Affairs (educational) and must include the return to registration date. The letter should also include information regarding the time spent while away from the PharmD curriculum and any steps taken to prepare for re-enrollment as a full-time student. The Associate Dean may request additional documentation, as appropriate, for the review of the request.
6. A letter acknowledging the return to registration will be mailed to the student at their local address on file with the College and to the assigned University email account within seven business days. The student will be expected to fulfill all curricular and co-curricular requirements as outlined for the new graduating class that they will be joining.

Approved, 08/24/2018

POSSESSION AND RETURN OF EDUCATIONAL ASSESSMENTS POLICY

Introduction

The University of Michigan College of Pharmacy (COP) is committed to providing an inclusive and equitable learning environment in which students can achieve academic excellence. Allegations have been voiced by students and faculty that some students have exclusive access to unauthorized educational assessments, specifically exams and quizzes from prior years. If true, this creates an inequitable learning environment where select students can achieve academic success without mastering curricular content. Even if untrue, the allegations have eroded the sense of community we strive to create within the COP and the perception of unfairness has bred hostility among students.

This document was formulated in response to allegations of access to unauthorized assessments among some students. It proposes a step-by-step plan to achieve and maintain an inclusive and equitable learning environment for all students within the COP. The objective of this proposal is to eliminate any existing disparity in access to educational assessments and ensure that equitable access is maintained. This document is divided into three complementary sections. The first outlines a process for submission of all educational assessments currently possessed by students and the establishment of a shared resource for all students. The second section outlines a college-wide policy for marking assessments as returned or not returned. The final section describes examples of violations of this policy and accountability for these violations, including student organizations and their executive board members in cases of coordinated efforts. A committee representing COP students, faculty, and staff developed this policy.

Section I: Submission of Existing Educational Assessments

The Student Affairs office will initiate a process to collect all existing documents from faculty, students and student organizations to create a central resource accessible by the entire COP community. This will directly benefit students who previously lacked access to these resources and will improve student relations by ensuring equity. It will also enable faculty members to identify past assessment questions that are available to students.

Process

- The COP will collect from faculty all past assessments (exams and quizzes) and available answer keys that were worth at least 10% of the course grade, which were administered and returned to students for all COP PharmD courses since implementation of the new curriculum (Fall 2010).
- The COP will create and maintain a website where all such assessments will be posted and accessible to the entire COP community.
- All students and student organizations must review the list of posted assessments and submit any unlisted or any different versions of all applicable assessments in their possession to the COP, including answer keys when available. This includes electronic and physical copies of all exams and quizzes, whether they are complete assessments or parts thereof. It also includes documents, which may be referred to as 'study guides', for

which the intent is to disclose the content of assessments that are not returned (i.e., collections of information on concepts tested, individual questions, or lists of answer choices). Assessments must be submitted whether they are completed or blank, graded or ungraded, regardless of whether or not they were returned to students by the faculty.

- There will be no retroactive investigations or penalties for those submitting assessments during the submission period. Individuals (faculty, staff, students, alumni) may anonymously submit materials during and after this period.
- All collected assessments and documents will be posted to the website with a watermark and header that indicates that they are authorized for student possession ("mark of authorization").
 - Students may download, save, and print documents posted on this website, all of which will bear the mark of authorization.
 - After submission, students and student organizations must destroy physical copies and permanently delete all electronic files of all assessments with the exception of a student's own copy of any returned assessments that are posted to the shared website. At the end of the submission period, no student or student organizations should possess any electronic or physical copies of any assessments that are not posted to the shared website.
 - Any assessments that are not posted to the shared website and are discovered by students or student organizations in their personal files after the submission period must be immediately submitted and destroyed/deleted as described above. No penalty will be imposed in instances of documents accidentally not submitted during the submission period as long as immediate and proper action is taken upon discovery.

Section II: Returning of Future Educational Assessments

This section outlines a process for maintaining equitable access to educational resources, while respecting the diversity of faculty preferences for returning assessments, by creating a simple two-tiered system for assessments that are and are not returned to students. Returned assessments will be marked accordingly and posted to the online resource described in the previous section.

Assessments that are not returned will be marked accordingly to prevent unauthorized possession by students. Expectations of faculty to provide students with an opportunity to review assessments depend on whether or not the assessment was returned.

Policy Applicability

- All courses (e.g. required and elective) in the professional degree (PharmD) program must abide by this policy, which applies to all in-class individual assessments worth at least 10% of the course grade (e.g. quizzes and exams). Other courses (e.g. PhD programs) or assessments that do not fulfill the above criteria may follow this policy at the discretion of the coordinator or individual instructor.
- The course coordinator is responsible for establishing the policy for returning assessments within his/her course. The coordinator may elect to have one policy for the course or for each assessment (e.g., quizzes, midterm exams, final exam), or even

sections of an assessment (e.g. an individual faculty member's essay question on an exam) to be handled differently from others. Individual faculty must abide by the policy established by the course coordinator and all faculty must abide by the policies described in this document.

Returned Assessments

- All assessments that are returned to students must contain the mark of authorization on all pages. The mark of authorization will include a watermark of the block M in the center of the document and a header that reads, "THIS ASSESSMENT HAS BEEN RETURNED AND IS AUTHORIZED FOR STUDENT POSSESSION."
- For all returned assessments, the course coordinator must upload a blank version and a version with correct answers (or a separate answer key) bearing the mark of authorization to the online resource created in section I.

Not Returned Assessments

- All assessments that are not returned to students must contain the mark of prohibition on all pages. The mark of prohibition will include an "Rx" watermark in the center of the document and a header that reads "THIS ASSESSMENT HAS NOT BEEN RETURNED AND IS NOT AUTHORIZED FOR STUDENT POSSESSION."
- Faculty must provide an opportunity for students to review all assessments that are not returned. This review should be made available in a timely manner (i.e. within two weeks of the grades being posted). The review can be conducted as a group during or outside of class time, or individually during scheduled or by-appointment office hours. If a review session is not conducted during class time, faculty members with content on the assessment must offer office hours by appointment for assessment review.

Section III: Violations of Policy on Possessing Prohibited Assessments

This section describes examples of violations of this policy and accountability for such violations. After the submission period, it will be a violation to possess any assessment not bearing the mark of authorization, except for personal copies of assessments that have been posted to the shared resource. Accountability for violations will apply to all individuals directly involved and may extend to leadership and entire organizations in the event of coordinated efforts. Coordinated efforts to collect unauthorized materials and market exclusive access to these materials as a recruitment tool will be considered a serious breach of academic integrity.

Examples of Violations

- Possession of any unauthorized assessment after the conclusion of the submission period.
 - This includes assessments with no mark of authorization that were not submitted or deleted during the submission period or were collected after the submission period. It also includes possession of any assessments bearing a mark of prohibition.
- Knowledge of the existence of an unauthorized assessment.

- Any student who knows of the existence of an unauthorized assessment and does not immediately submit it or report its existence is in violation of this policy.
- Coordinated efforts to collect information relevant to specific questions, concepts, or answer choices from educational assessments that are not returned to students.
 - Marketing exclusive access to information collected as a tool to attract new members to an organization or group is a strict violation of this policy.

Reporting of Violations

- The process for reporting and investigating violations of this policy is identical to that for other academic integrity violations and is described in detail in the GUIDELINES FOR ACADEMIC INTEGRITY POLICIES
- Students must report all violations through the online system. If desired they may request that the reporting remains anonymous, with the exception of the Associate Dean of Student Services (ADSS).

Accountability and Potential Sanctions for Violations

- Students acting individually or directly participating in any coordinated effort to violate this policy will be held accountable and, if they are found to have violated this policy by the Honor Council, are subject to the sanctions described in the ACADEMIC INTEGRITY POLICY. In addition, if the coordinated violation is connected with a student organization:
 - Executive board members may be held accountable, with potential sanctions including but not limited to removal from executive board position, removal from leadership positions within other student organizations, and restriction from future leadership positions in any student organization.
 - The student organization itself may face sanctions that include, but are not limited to suspension of financial support/resources provided by the COP, such as support for travel, use of building, etc., reporting of violation to national organization and temporary or permanent suspension of the student organization chapter at the COP.

Effective, 11/16/2015

PROFESSIONAL COMMENDATION NOTE PROCEDURES

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 Student Services. Alternatively, a College website for submission of Commendation Notes is available for direct submission. This website is <https://pharmacy.umich.edu/mycop/student-business/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.

PROFESSIONAL CONCERN NOTE PROCEDURES

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/>).
- 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 ADSS and issues relating to graduate or bachelor students will be handled 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.

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>

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.

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, 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 each year. Information including a link to the online module will be emailed directly to students.

SOCIAL MEDIA FOR BUSINESS PURPOSES POLICY

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.li.ci.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 Institutional Review Board (IRBMED) 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 retroactive 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. Meet with the Associate Dean of Students Services to review the VISA form. The Associate Dean will notify the student's course directors with the accommodation and arrange for support when needed
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 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 on not only 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.

Revised, 08/28/2015

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:

- Representing the College in a national competition
- Poster or platform presentation
- National committee representative
- College activity (e.g., rotation)
- Other.

Students sponsored in any way for international travel must:

- Abide by the University Travel policy (<https://global.umich.edu/travel-resources/policies/>)
- Register their trip prior to traveling on the UM travel registry (<https://global.umich.edu/travel-resources/register-your-travel/>)
- Meet with the Director of Experiential Education if travel pertains to pharmacy practice experience (i.e., rotation)
- Obtain travel insurance (<http://www.uhs.umich.edu/tai/>)
- 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.

PharmD Student Funding for Professional Activities

Thanks to a substantial gift from alumni Seymour Yudkin, College of Pharmacy PharmD students may apply for funds to help support their professional activities. Mr Yudkin's intent for these funds "...is that students be able to explore opportunities ultimately enabling them to find a career that matches their interests." Providing for the next generation is a strong tradition at the College of Pharmacy. The hope is that the students who receive these funds will be able to help future generations who follow in their paths.

Please note that these funds should supplement any student organization funding and not be in lieu of student organization funding. The College does not directly fund travel for domestic/international rotations and the funds described in this policy are not to be used to fund travel related to students' experiential education (i.e. IPPE/APPE).

Eligibility

PharmD students are eligible to apply for College of Pharmacy funding for professional activities if in good academic standing and:

- The student has accepted the offer to represent the College in a competition or received prior approval for a special circumstance by the Dean or Associate Dean of the College of Pharmacy.
- The student has been accepted to make a formal scientific presentation (i.e. poster or platform) or holds an official role at a professional meeting.

Deadline

Requests for student travel will be considered all year long. Completed requests for travel funding must be received and approved before the first day of the professional meeting.

Award Description

A student is eligible to receive funds limited to the amounts described below per fiscal year (July – June). It is possible to receive funding for both A and B below per fiscal year if eligibility is met and approved by the Dean or Associate Dean of the College of Pharmacy.

Effective July 1, 2013:

- A. Up to \$400 to those students attending a regional/national professional meeting who hold an official meeting role or are making a formal scientific presentation (i.e. poster or platform). These funds include both travel and cost of poster printing. Students receiving funding to present a poster at a professional meeting will be expected to present that poster at the College of Pharmacy Science Day during their P4 year.
- B. Up to \$1200 to those students who are asked by the Dean or Associate Dean of the College of Pharmacy to represent the College in a competition and/or for a special circumstance.
- C. Up to \$55 to those students who are presenting a poster at the Annual Science Day and have received no other travel/professional activity related funding.

Application Procedure

An application form is available on the [College of Pharmacy's Web Site](#). Requests will be reviewed and applicants will receive notification of approval or denial from the Associate Dean of the College of Pharmacy.

Reimbursement Procedure

The applicant must submit the approved notification from an Associate Dean of the College of Pharmacy and all eligible receipts requiring reimbursement along with a completed [Request for Reimbursement](#) form to the Business Office within 45 days of return travel date.

The applicant is encouraged to review the [College of Pharmacy Travel and Reimbursement Guidelines](#) and contact the Business Office with questions regarding reimbursement. Email: cop.finance@umich.edu

Revised, 08/05/2019

USE OF COLLEGE LOGO

In keeping with the University of Michigan's effort to create a strong, cohesive, university-wide visual identity, the College of Pharmacy has created a logo. The logo utilizes 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.

Phone: 734-764-3741, email: cop.communications@umich.edu

UNIVERSITY OF MICHIGAN STUDENT POLICIES

The University of Michigan policies for students apply to Doctor of Pharmacy students participating in classroom activities and professional practice experiences. A comprehensive guide to these policies is available at <http://www.studentpolicies.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 based on 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 the student 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 and 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.

Visit <https://sapac.umich.edu/article/university-michigan-student-sexual-misconduct> for more details.