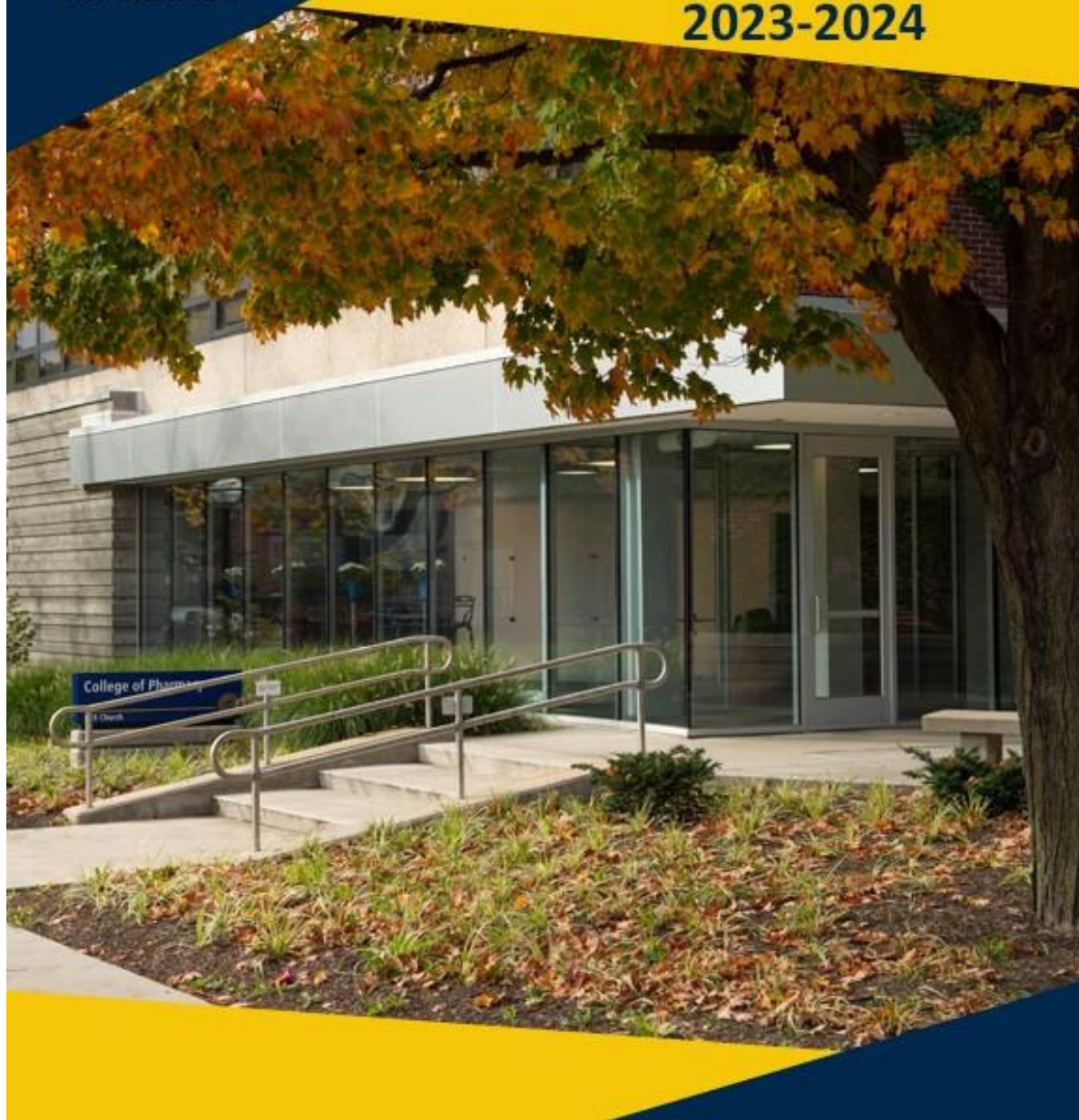




# STUDENT HANDBOOK 2023-2024



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](https://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](https://compliance.umich.edu) for more information and tools about compliance.

## ACADEMIC CALENDAR (ANN ARBOR CAMPUS) 2023-2024\*

### Fall Term 2023

Classes begin	August 28, Monday
Labor Day (Holiday)	September 4, Monday
Fall study break	October 16-17, Monday - Tuesday
Thanksgiving recess	November 22 -24, Wednesday - Friday
Classes end	December 6, Wednesday
Study days	December 7, Thursday ; December 9 - 10, Saturday – Sunday
Examinations	December 8, Friday; 11-15, Monday – Friday
Commencement	December 17, Sunday

### Winter Term 2024

Classes begin	January 10, Wednesday
Martin Luther King, Jr. Day. <b>University Symposia. No regular classes</b>	January 15, Monday
Spring break	February 24 (@ 12pm) – March 3, Saturday - Sunday
Classes resume	March 4, Monday (@ 8 am)
University Honors Convocation	March 24, Sunday
Classes end	April 23, Tuesday
Study days	April 24, Wednesday; April 27-28, Saturday - Sunday
Examinations	April 25-26, Thursday – Friday; April 29-May 2, Monday – Thursday
University Commencement Activities	May 2 – 5, Thursday - Sunday

### Spring-Summer Term 2024

Classes begin (spring half and spring/summer)	May 7, Tuesday
Memorial Day (Holiday)	May 27, Monday
Juneteenth (Holiday)	June 19, Wednesday
Classes end (spring half)	June 24, Monday
Study day	June 25, Tuesday
Examinations	June 26-27, Wednesday – Thursday
Spring half term ends	June 27, Thursday
Summer half term classes begin	June 28, Friday
Independence Day (Holiday)	July 4, Thursday
Spring/Summer and Summer classes end	August 13, Tuesday
Study day	August 14, Wednesday
Examinations	August 15-16, Thursday – Friday
Spring/Summer and Summer half terms end	August 16, 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. Updates to information included in the printed Student Handbook will be posted online at [pharmacy.umich.edu](http://pharmacy.umich.edu) and shared with students, staff, and faculty as needed. 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 330 PharmD students, 120 graduate students and 100 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, Master of Science in Integrated Pharmaceutical Sciences, and Doctor of Philosophy in Clinical Pharmacy Translational Science, Medicinal Chemistry, and Pharmaceutical Sciences programs. 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
Community – Integrity – Excellence Collaboration – Leadership

## 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, socioeconomic status, language, culture, national origin, religious commitments, age, (dis)ability status, and political perspective.

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

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

## **ORGANIZATIONAL STRUCTURE AND COLLEGE OFFICES**

### **Organizational Structure**

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

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

Each department is led by its own department chair. To view the current College of Pharmacy organization chart please visit [https://pharmacy.umich.edu/sites/default/files/COP\\_Org\\_Chart.pdf](https://pharmacy.umich.edu/sites/default/files/COP_Org_Chart.pdf).

### **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>)

### **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 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](mailto: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 scheduled 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](mailto: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. Students can schedule an appointment with Dr. Yang by reaching out to her directly at the phone number and email address listed. Our Student Services team is also available to support students and/or point them to other available resources. Phone: 734-764-2409, email: [juemeiya@umich.edu](mailto: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](mailto: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](mailto: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](mailto:cop.finance@umich.edu) or [cop.humanresources@umich.edu](mailto: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 college services for more information. Phone: 734-647-2365, email: [cop.facilities@umich.edu](mailto: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](mailto: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](mailto: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, Graduate Education Committee, MSIPS Oversight Committee, Assistant/Associate Deans, 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>).

### **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](mailto: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. ([cop.facilities@umich.edu](mailto:cop.facilities@umich.edu))

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.

The Facilities Office also handles room reservations and equipment for meetings and events. Requests for room reservations can be directed to the facilities office. Students are welcome to use available study space and classrooms inside the College of Pharmacy. Additional study spaces are available across campus, though some buildings may limit access to students in specific programs (e.g. medical students and the Taubman Health Sciences Library).

### **Financial Aid and Scholarships**

Our contact in the College of Pharmacy for all financial aid questions is Student Funding Program Manager Eileen Brussolo ([efc@umich.edu](mailto:efc@umich.edu)). Students can begin to discuss their financial aid application process by working with Eileen.

Eileen works collaboratively with Senior Financial Aid Advisor Carrie Glenn ([cmglenn@umich.edu](mailto:cmglenn@umich.edu)) who works in 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, have completed four years of undergraduate study, or are in the third or fourth year of the PharmD program.

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.

Consult with the Student Services office regarding these scholarships. The contact for scholarship and Financial Aid questions for pharmacy students is Eileen Brussolo. ([efc@umich.edu](mailto:efc@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](mailto:cop.facilities@umich.edu))

## 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. Students may contact the Facilities office to find out how to 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.

Student Activities Building

515 East Jefferson Street

(734) 764-7460

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

[careercenter@umich.edu](mailto: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 and may be offered as virtual or in-person sessions.

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.

Michigan Union  
530 South State Street, Suite 4079  
(734) 764-8312  
<http://caps.umich.edu/>

### **Financial Aid**

The Pharmacy student contact at the Financial Aid Office is Carrie Glenn ([cmglenn@umich.edu](mailto:cmglenn@umich.edu)).  
The Pharmacy student contact at the College of Pharmacy is Eileen F. Brussolo ([efc@umich.edu](mailto:efc@umich.edu)).

The Office of Financial Aid (OFA) administers financial aid programs and assists students with budgeting. Federal grant support 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](http://www.fafsa.ed.gov). Students should submit the FAFSA beginning December 15 each year. The OFA must receive the student's processed FAFSA from the federal processor by March 15 to be considered for priority funding. The University of Michigan's School Code is 002325.

Student Activities Building  
515 East Jefferson Street  
(734) 763-6600  
<https://finaid.umich.edu/>  
[financial.aid@umich.edu](mailto: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.

Student Activities Building  
515 East Jefferson Street

(734) 764-9310

[www.internationalcenter.umich.edu](http://www.internationalcenter.umich.edu)  
[icenter@umich.edu](mailto: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

(734) 936-2794

<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.

Michigan Union

530 S. State Street

(734) 763-3545

<https://ombuds.umich.edu>  
[umstudentombuds@umich.edu](mailto: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 College of Pharmacy Office of Student Services distributes information to all students during the registration period for each term and processes enrollment in required courses for all PharmD students. The University Registrar's Office is responsible for registration appointments, enrollment certification for student loans, official residency status, official transcripts, diplomas, and tuition assessment.

Wolverine Services (Central Campus)

Student Activities Building

515 East Jefferson Street

(734) 647-3507

<http://www.ro.umich.edu>  
[wolverineservices@umich.edu](mailto:wolverineservices@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.

Haven Hall  
505 South State Street  
(734) 763-3000  
[www.umich.edu/~sswd](http://www.umich.edu/~sswd)  
[ssdoffice@umich.edu](mailto:ssdoffice@umich.edu)

Testing Accommodation Centers (TAC)  
Phone: (734) 763-1334  
[saas.tac.staff@umich.edu](mailto:saas.tac.staff@umich.edu)

### **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.

Michigan Union  
530 South State Street  
(734) 764-7771  
24-hour Crisis Line: (734) 936-3333  
[www.umich.edu/~sapac](http://www.umich.edu/~sapac)  
[SAPAC@umich.edu](mailto:SAPAC@umich.edu)

### **Spectrum Center**

Spectrum Center is a campus resource center dedicated to serving and supporting members of the U-M LGBTQIA2S+ communities. Through [education](#), advocacy, and [community building](#), the center works to enhance campus climate, increase students' sense of belonging, and [help students](#) thrive.

Michigan Union  
 530 South State Street, Room 3020  
 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.

715 N. University Ave., Suite. 202  
 (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](mailto: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](http://www.uhs.umich.edu)  
[ContactUHS@med.umich.edu](mailto:ContactUHS@med.umich.edu),  
[WolverineWellness@umich.edu](mailto:WolverineWellness@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**

A banquet is held prior to commencement each year to recognize 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. Pictures are taken

of graduating students (PharmD and PhD) for the graduation composite that is displayed at the College each spring. Pictures taken are available for individual purchase.

### **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 Organization Best Practice Guide**

Student organizations play an instrumental role in our students' professional and personal development. In order to support the important work student organizations do, the College has created a best practice guide, which can be found [HERE](#). Students should refer to this guide for information on a variety of topics relevant to their participation in student organizations, including branding, account services, event planning, working with minors, technology services, social media, event promotion, and more.

## **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 Office of the Registrar 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 and automatically enrolls PharmD students into their required courses for each term. The University Registrar's Office is responsible for registration appointments and processes enrollment certification, official residency status, official transcripts, diplomas and assesses tuition.

## Remote Learning Requirements for Small-Group Sessions (PharmD)

In professional meetings within the college and at the hospital, turning on cameras is expected as it increases engagement and improves connection between meeting participants. Students previously reported that having cameras off negatively impacted team dynamics in classes. Therefore, if any small group sessions are held remotely using Zoom or another platform, we will be asking students to have their cameras on. Turning on video helps with learning, building connections, increasing collaboration and accountability, and improving focus during classes and meetings.

## 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) and must be processed using the late add request in Wolverine Access.
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, and must be processed using the late drop request in Wolverine Access. 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/edit (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). Requests submitted after the third week of classes of a term (second week of a half-term) must be submitted using the late edit request in Wolverine Access. Only one late edit request per course can be submitted. 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 to [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu).

## 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 designated Assistant/Associate Dean.
2. **Term and APPE Rotation Withdrawal.** Students who wish to withdraw from all classes during a term due to extenuating circumstances or from an APPE rotation after the first week must submit their request in writing to the Office of Student Services. Approval from the designated Assistant/Associate Dean is required for all APPE rotation withdrawals and for any term withdrawals after the late drop period. PharmD students should refer to the [Leave of Absence Policy and Procedures for Doctor of Pharmacy \(PharmD\) students](#). Term withdrawals after the 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 tuition and 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. Once the request is received, a withdrawal form will be submitted to the University Office of the Registrar on behalf of the student, signed by the designated Assistant/Associate Dean. If the withdrawal occurs after the term has started, 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 who are dismissed by the Committee on Academic Standing (if the terms of the dismissal permit) must apply for readmission if they wish to be enrolled for a subsequent term. Requests for readmission should be addressed to the designated Assistant/Associate Dean *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 as a required or non-required experience. It also requires students to be enrolled in an approved course.

CPT for the experiential education program in the PharmD curriculum applies as follows:

- F1 students completing IPPE rotations off campus at a non-UMHS site.
- F1 students completing IPPE rotations (any location) and who have been approved for/are applying for non-required CPT.
- F1 students completing APPE rotations 1) at any non-UMHS site during the spring/summer and 2) all rotations scheduled during the P4 fall and winter terms regardless of site.

Students are advised to review the CPT requirements on the International Center website at <https://internationalcenter.umich.edu/students/fl-students/cpt> and to discuss CPT usage and implications for Optional Practical Training (OPT) after graduation with an International Center Advisor.

### **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 University Office of the Registrar. Information regarding tuition can be found on their website: <http://www.ro.umich.edu/tuition/>.

### **Grading**

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

1. **Letter Grades and GPA Calculation:** College of Pharmacy students enrolled in the BSPS and PharmD programs receive letter grades of A+ through E for courses utilizing a standard letter grade system. The minimum grade required to denote passing a course (required or elective) in the PharmD program is C-. The minimum grade required for BSPS core courses and prerequisite math/science/lab courses is a C-; a grade of D or better is required for all other courses to be used towards the BSPS degree. Grades are not removed from the student record even if the same course is repeated.

Letter grades carry point values per semester hour of credit and are used to calculate term and cumulative grade point average (GPA). Grades awarded for an elective course changed to a pass/fail basis or graded only as pass/fail or satisfactory/unsatisfactory are not included in grade point average calculations. In addition:

- When courses are completed with a grade of A through D- and the student enrolls in the class again, a designation of repeat (REP) will be added on the transcript next to the additional enrollment attempt(s). No additional credits will be granted towards graduation, but the grade points for the subsequent attempt(s) will also be included in grade point average calculation.
- When a grade of E is earned on the first course attempt, no designation will be added to the second course attempt. Credits will be earned and counted towards graduation if successfully completed on the additional attempt(s), and grade points will be included in grade point average calculation.

Additional information regarding student grades and transcript notations, including GPA calculation, is listed in the [College of Pharmacy Transcript and Grade Policy](#).

2. **Pass/Fail Option:** The pass/fail option allows students to elect courses that interest them (electives) without any impact to their grade point average. Student transcripts show one of two designations for courses elected as pass/fail: P (pass) and credit toward the program or F (fail) and no credit toward the program. Instructors in graded courses report letter grades for all students in their courses. For students who have modified (edited) a graded course to a pass/fail grading basis, the University Office of the Registrar records letter grades of A+ through C- as P on transcripts and letter grades of D+ through E as F. Pass/fail grades are not included in the computation of the term or cumulative grade point average.

There are two restrictions on the pass/fail option:

- A student may elect only one elective course per term on a pass/fail basis.
- A required course cannot be changed from graded to a pass/fail grading basis. Any required or elective courses graded only as pass/fail basis do not count toward the one course per-term limit on pass/fail elections.

Students electing to complete a graded elective course as pass/fail must indicate the grading basis 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). Pass/fail elections made after the third week of a full-term course (second week of a half-term course) must be submitted using the late edit request in Wolverine Access. Only one late edit request can be submitted per course.

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*. No credit toward any degree requirements is given for courses elected on an audit basis.
4. **Class Absences and Incomplete/Work in Progress:** Although the regulation of class attendance is left to the discretion of each instructor, they are encouraged to report excessive absences to the designated Assistant/Associate Dean so that the cause may be determined. Examinations are held in most courses each term. Students are expected to attend all exams, including final exams, as scheduled unless prior approval is granted for an excused absence and rescheduling. BSPS students must follow the [Attendance Policy and Procedures for the BSPS Program](#) and attendance requirements listed in the course syllabus. PharmD students must follow all absence request policies and procedures listed in the [Doctor of Pharmacy \(PharmD\) Attendance Policy and Procedures](#).

An incomplete (I) grade will be entered for a student who is unable to finish a course by the end of the term registered due to extenuating circumstances, following all requirements for incomplete grade consideration and approval as defined in the [College of Pharmacy Transcript and Grade Policy](#). A work-in-progress (Y) grade will be entered for a course that is approved by the College of Pharmacy to extend for two consecutive semesters. Currently, only PharmSci 402 (Undergraduate Seminar), Pharmacy 730 (PharmD Seminar), and Pharmacy 739 (PDI Research Report) are approved courses for use of Y grades.

- The I-grade will be removed and replaced with the final course grade once all coursework is completed and reported by the course director.
- A Y-grade notation is a temporary grade and can only be used if the same course is registered across multiple terms (successive) and is approved as a multi-term/continuing course. Once all coursework is complete, the final grade for both semesters will be entered to replace the Y notation on the student record.
- If a student does not complete the remaining work for an Incomplete (I notation) or fails to complete the second semester of a multi-term course (Y notation), the I and/or Y will be converted to a failing grade due to lapsed incomplete (ILE) on the student record, and the ILE will be included in the grade point average calculation.
- Credit for I and Y grade notations are not earned until the final grade is received. The final grade will be included in the grade point average calculation as appropriate.
- In general, students will have until the last day of class in the next full semester to complete remaining coursework to receive the final grade, if not sooner, based on the timeline required by the course director or program requirements for progression.

### Academic 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 3.900-4.000.
- *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 3.600-3.749.

Only grades earned in courses completed after matriculation in their College of Pharmacy program will be included in the cumulative GPA calculation used for academic distinction. BSPS students must complete all core required classes, earn at least 120 credits required for the degree, and complete a minimum of 50 credit hours at the University of Michigan- Ann Arbor while enrolled in the BSPS program to be considered for academic distinction.

### **Satisfactory Progression and Probation**

BSPS and PharmD students who do not meet the requirements for satisfactory academic progress as defined for their program will have their record reviewed by the Committee on Academic Standing (CAS). The Committee meets at the end of each term and outlines the requirements for continued enrollment for students who do not earn a term/cumulative grade point average of at least a 2.000, do not receive a passing grade in a required course(s), or who do not complete other required program components and/or who do not meet conditions previously set by the Committee. Students are encouraged to submit a letter to the Committee on Academic Standing prior to the meeting to provide insight into their situation. Each case is considered according to the student's circumstances and the College policy on progress toward fulfillment of degree requirements. BSPS and PharmD students should refer to the [College of Pharmacy Academic Progression Policy and Procedures](#). Students may appeal the CAS decision. Appeals are submitted to and reviewed by the College Executive Committee.

### **Advisement for Degree Completion**

Advising regarding student records and degree completion is available through the Office of Student Services. Questions regarding class schedules, registration, PharmD professional electives and graduation application approval can be sent to [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu). BSPS students should schedule an advising appointment with Sneha Strodel using the scheduling link in MyCOP.

### **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 approves 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:

- Current class standing (program and level)
- Date of first enrollment in a College of Pharmacy program
- Estimated date of graduation
- Number of internship hours earned through the PharmD program
- 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 Office of the Registrar.

## **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 Student Services Office by emailing [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu). Students may add documents to their files. Requests for deletions and additions to the files must be made to the designated Assistant/Associate Dean or his/her designee. 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; 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 total for the BSPS degree and a minimum of 50 credit hours at UM-Ann Arbor while enrolled in the College of Pharmacy. Additional information regarding BSPS degree requirements are listed online and on the degree requirements checklist (see Appendix). (<https://pharmacy.umich.edu/bspharmsci>)

#### **BSPS Curriculum Committee**

The BSPS Curriculum Committee consists of faculty from each college department, a designated Assistant/Associate Dean, 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 Student Services Office will request any necessary adjustments and complete a final review prior to Fall enrollment. A maximum of 70 credits can transfer to the BSPS degree (includes AP and IB credit). Additional information can be found in the [\*College of Pharmacy Transfer Credit Policy and Procedures for Bachelor of Science in Pharmaceutical Sciences \(BSPS\) Students\*](#).

## 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 Office of Student Services at [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu) along with the contact person in the home department for the minor. The currently approved minors offered with the BSPS degree are:

- Afroamerican and African Studies
- Applied Statistics
- Asian Languages and Cultures
- Biochemistry
- Biology
- Business Administration
- Chemistry
- Community Action and Social Change
- Complex Systems
- Computer Science
- Education for Empowerment
- Food Science
- Fundamentals of Public Health Supplemental Studies (FPHSS)
- Gender and Health
- Gender, Race, and Nation
- German
- History
- Mathematics
- Medical Anthropology
- Moral and Political Philosophy
- Multidisciplinary Design (MDP) Minor - Global Health Design (GDP) specialization
- Political Science
- Public Policy
- Quantitative Methods in Social Sciences
- Science, Technology and Society
- 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

All BSPS students are required to complete the UM Undergraduate Laboratory Safety Training module to prepare for upper-level laboratory course work and potential involvement in a campus research laboratory. 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.

## MASTER OF SCIENCE IN INTEGRATED PHARMACEUTICAL SCIENCES

### Overview

The Master of Science in Integrated Pharmaceutical Sciences program prepares students desiring expertise in drug discovery, drug delivery, and clinical translation. The foundation of the M.S. program is the coursework offered by three doctoral programs in the College of Pharmacy (Medicinal Chemistry, Pharmaceutical Sciences, Clinical Pharmacy Translational Sciences) resulting in an integrated pharmaceutical sciences program. ***Electives for the degree can be taken from other programs on campus depending on your goals and interests:***

- **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, computation-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 and applied by medicinal chemists towards drug discovery.

- **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 into the body and translate this understanding into new and improved therapies against human disease. The faculty contribute to the field through inquiry into the underlying mechanisms of drug interactions with the human body and the development of synthetic and biologically-derived materials that modulate these interactions to produce safer and optimized therapies and drug products.
- **Clinical Pharmacy Translational Sciences** is “that area of pharmacy concerned with the science and practice of rational medication use (ACCP).” Faculty in the clinical pharmacy translational sciences work within two broad areas including precision pharmacotherapy and health services research. Precision pharmacotherapy researchers focus on the discovery and translation of physiological biomarkers that can be used to predict, monitor, or understand treatment outcomes. Health services research faculty focus on how health policy and our health systems and providers impact medication use and treatment outcomes.

### Structure of the Program

The MSIPS curriculum (see Appendix) is highly flexible and offers students a wide variety of graduate-level courses from which to choose. Students tailor their educational and research experience in preparation for the next stage of their academic training or professional career. The program is a residential, full-time, one year academic program requiring 32 credit hours (24 coursework, 8 capstone) and three semesters of enrollment and tuition.

- Fall semester: 11-13 course credits
- Winter semester: 11-13 course credits
- Spring/Summer semester: 8 capstone credits

### *Required Coursework (24 credits)*

College of Pharmacy – Each of our three academic departments (Medicinal Chemistry, Pharmaceutical Sciences, Clinical Pharmacy Translational Sciences) offer foundational courses and a weekly scientific seminar. All students must complete at least 13 credits of coursework offered through the College of Pharmacy academic departments. Students are expected to choose coursework from an approved list with offerings from each academic department. There is also a required 1-credit ethics course sequence and 2 credits of required seminar & capstone proposal preparation to be taken with your cohort.

U-M Electives – The remaining 8 credits may be from either additional College of Pharmacy coursework or coursework from other University of Michigan departments and colleges at the graduate level such as BioChem, BioMed, BioStats, CancBio, Chem, Epid, Immun, MatSci, MicroBio, Physiol, Stats, etc.

### ***Capstone Project (8 credits)***

Students will complete a capstone project under the guidance of a College of Pharmacy faculty member. The capstone project will be completed in Spring/Summer semesters for 8 credits over 14 weeks, requiring a full-time commitment. The capstone project should be a research project or literature synthesis. Students will give a capstone presentation and submit a written capstone report & poster.

Course availability will vary depending on the year of admission. A list of course descriptions for the U-M College of Pharmacy can be found at <https://pharmacy.umich.edu/current-students/student-resources/course-descriptions>. Sample curriculum guides are included in the Handbook appendix and program website.

### **Financial Support**

Financial support for the master's program is provided through sources obtained by the student (Federal Student Aid, private loans, and external scholarships). We encourage interested applicants to complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for student financial aid. The College of Pharmacy does not offer financial aid for students in the master's program.

### **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.

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- Rackham Academic and Professional Integrity Policy
- Academic Dispute Resolution Policy and Procedures
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## **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, 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.

*Interview.* Applicants meeting the general qualifications for admission may be invited for an interview. The College conducts interviews on a regular schedule from October through March. Applicants are strongly encouraged to apply early, as the admissions decision process is rolling. This means that applicants are admitted frequently following an interview and admissions committee evaluation. An 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 coursework<sup>1</sup>
- 2) Overall GPA (no minimum; competitive 3.3)
- 3) Math/science GPA
- 4) Ability to communicate in writing as evidenced by written essays
- 5) Ability to communicate verbally as evidenced by the admissions interview
- 6) Life and work experiences
- 7) Critical thinking and decision making skills
- 8) Previous health care patient experiences, volunteerism, shadowing
- 9) Leadership ability
- 10) Academic strength of the institution attended
- 11) Desire to make a difference in the lives of others
- 12) Admissions essays
- 13) Recommendation letters

<sup>1</sup>Successful 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) Complete a Drug Screen
- 6) 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, background checks, and drug screens) 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 (ABOs)**

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

## PharmD Curriculum

The Doctor of Pharmacy program is a four-year course of study. The first three years are focused on didactic instruction and introductory pharmacy practice experiences (IPPEs). Practice experiences are integrated with didactic instruction throughout the curriculum. Students must demonstrate readiness for the final year consisting of advanced pharmacy practice experiences (APPEs) through successful completion of a series of embedded assessments as outlined in the [APPE Readiness Program](#). The fourth year consists of nine 5-week APPEs; completion of eight rotations is required. PharmD students are enrolled for two semesters each year for the first three years, and for three semesters in their fourth year. The four-year program requires nine semesters of tuition. 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 (see Appendix). 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. 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 criteria for professional elective courses and the procedures for requesting approval of a course that does not appear in the interactive tool or has not been previously reviewed are available at <https://pharmacy.umich.edu/pharmd/professional-electives>.

## Investigations Course Requirement (PDI)

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, mental health first aid, 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 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 focused on well-being and the other focused on a professional goal
- Complete 5-6 approved LLL activities, one each from the 6 domains\*

- 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 Health Promotion, 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 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. 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)

### **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**

#### Professional Licensure Disclosure

The Doctor of Pharmacy program at the University of Michigan College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE). Each state/ jurisdiction determines their requirements for professional licensure, with all requiring that licensure applicants have graduated from an accredited pharmacy degree program and receive a passing score on the North American Pharmacist Licensure Examination (NAPLEX®). Some states/jurisdictions also require that students receive a passing score on the Multistate Pharmacy Jurisprudence Examination (MPJE).

The Doctor of Pharmacy program at the University of Michigan satisfies all current educational prerequisites for licensure as a pharmacist, as well as other licensure prerequisites in the State of

Michigan (e.g., internship hours). The College of Pharmacy has not determined whether all prerequisites in states other than Michigan will be satisfied upon completion of our PharmD program (e.g., internship hours beyond those stated in the ACPE standards). Students pursuing licensure as a pharmacist outside of the State of Michigan should inquire directly to the licensing authority in that state/ jurisdiction for additional information regarding all pharmacist licensure requirements to determine eligibility in that state. Contact information for each state/jurisdiction board of pharmacy can be found on the National Association of Boards of Pharmacy (NABP) website, <https://nabp.pharmacy/about/boards-of-pharmacy/>. For assistance with locating relevant state licensing authority information, please contact the College of Pharmacy Office of Student Services at [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu).

### Michigan Pharmacist Intern License

All students in the PharmD program are required to hold a 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 dis-enrolled from the PharmD program.

Students are eligible to maintain the Michigan Pharmacist Intern License while they are enrolled and actively pursuing completion of the Doctor of Pharmacy program. Students are to report any change in their program enrollment, such as a leave of absence, to the Bureau of Professional Licensing (BPL) as soon as possible but no later than 30 days from the date of the change in enrollment.

Additional information regarding intern licensing in the State of Michigan is available at [http://michigan.gov/mdch/0,1607,7-132-27417\\_27529\\_27548---,00.html](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 PharmD program to be eligible for Pharmacist licensure in the State of Michigan, some states require more hours or hours earned outside of the PharmD program. It is a good idea to submit intern 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 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 licensing requirements in each state.

### 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 provided to students upon the release of the APPE schedules for P4 year.

Students should contact the Office of Student Services for additional assistance with internship licensing ([cop.registrar@umich.edu](mailto:cop.registrar@umich.edu)) and reporting of internship hours.

### Applying for the NAPLEX and MPJE Licensure Exams

The Bulletin for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) is available at the National Association of Boards of Pharmacy (NABP) website, <https://nabp.pharmacy/>. The NABP Bulletin contains important information regarding applying for the licensing examinations. Exam eligibility requirements vary by state/jurisdiction. Students must read all instructions carefully when applying for a 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 purchase and schedule the examinations. 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 submits a Certificate of Pharmacy Education to the Michigan Bureau of Professional Licensing upon degree conferral. Students requiring certification of pharmacy education for another state should contact the Office of Student Services at [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu). Additional information regarding Pharmacist licensure and exam registration will be provided to all graduating students during the P4 year.

## 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

### **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 Eileen Brussolo at [efc@umich.edu](mailto:efc@umich.edu).

### **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 Office of Student Services.

### **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/>)

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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.

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- Dual Degree Requirements
- Certificates of Graduate Studies Programs
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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 Office of Student Services. 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 electives 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 and PharmD/PhD in Clinical Pharmacy Translational Science; PharmD/MBA with the Ross School of Business; and PharmD/MPH with the School of Public Health. Additional information is available 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 of 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 and deadlines are separate for each program. 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, Medicinal Chemistry, 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.

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.

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 Dean of Experiential Education. There is also a required P4 Seminar and Life Long Learning requirement that students must complete as required for the PharmD program.

## **POLICIES AND PROCEDURES**

For a current list of Student Policies: [pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies](https://pharmacy.umich.edu/mycop/student-business/policies-guidelines/student-policies). A Comprehensive list of policies and procedures applicable to all members of the College of Pharmacy Community: <https://pharmacy.umich.edu/mycop/all-policies-procedures>. Students enrolled in the PhD programs should refer to the Rackham Graduate School Academic Policies at <https://rackham.umich.edu/academic-policies/>.

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## ***ACADEMIC AND PROFESSIONAL CONDUCT POLICY FOR COLLEGE OF PHARMACY STUDENTS IN THE BACHELORS AND PharmD PROGRAMS\****

\*Graduate student (MS and PhD) activities and expectations are described in the University of Michigan Rackham Graduate School's Policy Statement on Academic and Professional Integrity. [http://www.rackham.umich.edu/policies/academic\\_policies](http://www.rackham.umich.edu/policies/academic_policies)

### **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. All students within the College must maintain the highest standards of integrity 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 they understand the Conduct Policy and agree to abide by it. 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 Bachelors of Science and PharmD students enrolled in the College of Pharmacy including programs, events and activities affiliated with, sponsored by or sanctioned by the College of Pharmacy. The scope includes all conduct and behavior, whether it occurs on or off campus, that otherwise violates the Conduct Policy; that harmed, harms, or would impose harm on the College of Pharmacy, that impacts the student's fitness for continued enrollment in the College of Pharmacy; or that impacts 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/>

Any questions regarding the Conduct Policy should be addressed immediately to relevant faculty or to the designated Assistant/Associate Dean. 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**

Enrollment in the College of Pharmacy carries obligations concerning conduct, inside and outside of 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.

The guidelines for academic integrity are designed to provide explicit descriptions of what constitutes a violation of student conduct, the process of reporting of academic integrity issues and college-wide rules for exam taking. The below examples of academic, professional and other misconduct are non-exhaustive. In addition, attempts at misconduct as well as completed acts are violations of the Conduct Policy.

## **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 the Exam Administration Section of this 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 support the students' argument, with proper citation.
- Paraphrasing another's work, and representing it 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:** In fall 2016, the College implemented ExamSoft for PharmD student exams. PharmD students 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.
- Other violations of privacy or security of protected health information or other sensitive information for all Michigan Medicine workforce as outlined in [Policy 01-04-390](#) which may result in dismissal from the PharmD program.

**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 designated Assistant/Associate Dean. 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, including marijuana, 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:  
<https://campusinvolvement.umich.edu/content/policies>

**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.** For the PharmD program, 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."

**Sexual and other unlawful harassment.** Conduct that violates the Statement of Student Rights and Responsibilities or the UM Policy on Sexual and Gender-Based Misconduct. See more at <https://sexualmisconduct.umich.edu/umbrella-policy> and <https://oscr.umich.edu/statement>.

**Relationships with faculty and staff members.** Students should be cognizant of and abide by the University Policy on prohibitions of sexual or romantic relationships between teachers and learners. The University of Michigan policy appears on the University website: <https://spg.umich.edu/policy/601.22>

**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 emails; 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 designated Assistant/Associate Dean. Anyone not sure of whether or not to report a suspicion should consult with the Assistant/Associate Dean 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 Concern Notice

([https://apps.phar.umich.edu/prof\\_concern/](https://apps.phar.umich.edu/prof_concern/)).

- Concern Notes 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 designated Assistant/Associate Dean or his/her designee can be contacted directly for urgent issues that require immediate attention, with completion of the Concern Note to follow after the immediate needs have been addressed.
- Issues relating to bachelors and professional students will be handled initially by the Assistant Dean. A faculty member will not impose a sanction within a course without the approval of the Assistant Dean. The faculty member may request to be part of the honor council discussions and may appeal decisions handed down by the Assistant Dean or the honor council.
- Resolutions of each case will be recorded by the system, and accessible only to the Assistant/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. Concern Note.** 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/Assistant Dean for Experiential Education who will then decide whether to formally submit a Concern Note. If the concern for substandard professionalism arises outside of a College of Pharmacy course, faculty or staff should also submit the Concern Note directly to the designated Assistant/Associate Dean.

The purpose of a Concern Note is to report instances or patterns of unprofessional 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. Concern Notices may result in a report of substandard professionalism in the student’s formal academic record.

The Assistant/Associate Dean will review each Concern Note. The student will be notified of the concern and required to meet with the designated Assistant/Associate Dean. 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 Concern Note will be placed in the student’s academic file. In general, the documentation for students with fewer than three 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 Concern Note may become part of the student’s permanent record. Records of all Concern Notes will also be maintained in a confidential, secure database. A student who has three or more Concern Notes will be reported to the Honor Council for further action/recommendation. However, any 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 Assistant/Associate Dean responsible for this student.

The Concern Note form can be found on the College website at:

[https://apps.phar.umich.edu/prof\\_concern/](https://apps.phar.umich.edu/prof_concern/)

#### **D. Commendation Notice**

A notice of commendation is also available to recognize outstanding professionalism by a student. More information about this can be found in the Commendation Notice Policy. The Commendation Notice can be found on the College website at:

<https://pharmacy.umich.edu/mycop/student-business/commendation-note>

#### **E. Transparency of Reporting:**

In order to improve transparency, the designated Assistant/Associate Dean and the Honor Council will provide an annual summative report to faculty, staff, and students on the number and type of Concern Notes, number sent to the 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.

### **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 outside of the usual class time, 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 must remove all watches or other wearable electronic devices and put them away prior to starting an exam. No food will be allowed in the testing area; beverages are allowed. Exceptions must be approved by the designated Assistant/Associate Dean.
- 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.

- 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 designated Assistant/Associate Dean 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.
- 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 (e.g. emergency medication) must be approved by the designated Assistant/Associate Dean. All items brought into the testing area are subject to inspection.
- Once the exam starts, students must remain in their seats. 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 faculty.
- Assigned seating will be used for all in-person exams. The course coordinator will send an announcement with a chart of the exam room and detailed seat assignments 30-60 minutes before the exam. It is the student's responsibility to check out any announcements and be aware of their seat assignment prior to the exam.
- 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.

#### **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 GSI 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 that includes the exam access code. The paper component must be passed out a few minutes before the exam start time to allow students to start their exam on time, except in case of unforeseen events such as the unavailability of the exam room prior to the exam start time. Students cannot start the exam until instructed to do so by the exam proctor.
- All students must have a privacy screen attached to their computers. Students who do not have their privacy screen must inform the exam proctor. Students without a privacy screen must sit in an assigned seat or be given a COP device. It is the student's responsibility to purchase and acquire the privacy screen.
- Students who do not have the privacy screen and fail to report this to an exam proctor will be moved once the violation is discovered. In addition, this violation of the College's academic integrity policy will be reported by the proctor to the designated Assistant/Associate Dean.
- Students who arrive after the start time (late arrivals) must proceed to the front of the room to sign in as a late arrival. These students may need to use assigned seats and no adjustment will be made to the exam end time. After the student completes the exam, the course director will review the exam-taker activity log to determine when the exam was first accessed. If access was prior to the time that the student signed in with the proctor, a PCN will be submitted and the case will be reported to the designated Assistant/Associate Dean as a possible breach of academic integrity.
- A Concern Note will be submitted for any student arriving late after the exam start time. After confirming the exam was not accessed prior to the time that the student signed in with the proctor, the first incident will serve as a warning, while the designated Assistant/Associate Dean will meet with the student to discuss the reason for the tardiness in case of a second incident. A third incident will result in the student being referred to the Honor Council.
- A Concern Note will be submitted for any student who arrives for an exam after another student has already completed the exam and left the room. The late arriving student will be allowed to take the exam but there will be no extension of the exam end time. In addition to possible sanctions for late arrival, the student's exam-taker activity log in ExamSoft will be reviewed by the course director along with the designated Assistant/Associate Dean to determine if there was any breach of academic integrity.
- Students must submit the exam when directed by a faculty member or proctor. Prior to leaving the exam area, students must (1) show the proctor the green screen that comes up in ExamSoft after submitting the exam and (2) turn in the signed scratch paper or paper portion of the exam, which serves as the sign-out from the exam. Students who do not follow this procedure will be reported to the designated Assistant/Associate Dean.
- All issues potentially involving academic integrity during examinations must be reported to the designated Assistant/Associate via the Concern Note system for possible

sanctions and/or advancing the case to the Honor Council. A list of the type of sanctions that may be imposed can be found under the academic and professional conduct policy section in the faculty and student handbooks.

### **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 designated Assistant/Associate Dean. 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 designated Assistant/Associate Dean 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 director. 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 director 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 designated Assistant/ Associate Dean as outlined in Section III of this document.
- In person or virtual communication with other students or individuals other than the instructor is prohibited during all in-person and remote exams (this includes, but is not limited to e-mail, message boards, zoom, group chats, cell phones, instant messaging, and other similar platforms).
- All issues potentially involving academic integrity during examinations may include a comprehensive review of all exams in all required courses prior to the reported incident.

#### **IV. INVESTIGATION AND RESOLUTION PROCEDURES**

##### **A. Intake Meeting:**

1. The designated Assistant Dean will provide the accused student with notice of the allegation of misconduct within five University business days of receipt of the report alleging misconduct.
2. The designated Assistant Dean will ask to meet with the accused student(s) 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 designated Assistant Dean will (a) inform the student of the nature of the allegations; (b) explain that a comprehensive review of prior exams in required courses may occur; (c) explain the hearing process; (d) explain the student's options; and (e) allow the student the opportunity to be heard regarding the allegation of misconduct
3. The designated Assistant Dean will consult with the relevant dean of record to discuss the alleged misconduct (e.g., assistant dean for experiential education for allegations of misconduct in the practice setting; assistant dean for curriculum/assessment for allegations related to academic misconduct; associate dean for research for allegations related to research). As a result of this meeting, and based on information from the meeting with the accused student(s), the following outcomes are possible:
  - A determination by the Assistant/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 Assistant/Associate Dean.

##### **B. Investigation:**

1. Matters that are referred to the Honor Council are investigated to gather relevant information related to the allegation. A conversation between the designated assistant dean and the relevant dean of record will occur to determine the appropriate steps for investigating the alleged misconduct.
2. Any case that involves 2 or more students being investigated for possible collusion in a given class/exam will automatically prompt a review of other exams in other

courses to determine whether there are any patterns of behavior not previously identified.

3. When needed, a comprehensive review of exam data (e.g. ExamSoft, Canvas) will be conducted by a member of the Academic Integrity Task Force under the oversight of the committee's Dean of Record.
4. Time to complete the investigation will not exceed 10 business days.

**C. Hearing:<sup>1</sup>** The hearing is conducted by a five-person Honor Council composed of three faculty and two student representatives, drawn from a pool of student representatives trained in the hearing procedures. Hearings involving undergraduate students will utilize undergraduate student representatives and hearings involving Doctor of Pharmacy students will utilize Doctor of Pharmacy students as the student representatives on the Honor Council. The Honor Council will select one of the three faculty members to serve as chair. If a student has concerns about potential bias of a member of the Honor Council, the student can submit a written request to the designated Assistant/Associate Dean, with rationale, for substitution of another member. The Assistant/Associate Dean will approve or disapprove the request and that decision is final. In cases where allegations involve students inappropriately collaborating, the designated Assistant Dean has the discretion to join cases to be heard together.

**The Hearing Procedures are as follows:**

1. No later than ten University business days before the hearing, the accused student and the Assistant 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. When a witness is unable or unwilling to testify in person, only signed written statements will be accepted as witness testimony. If the accused student intends to have a personal advisor accompany them, 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. Documentation regarding previous relevant infractions where the accused student was found responsible will be provided to the Honor Council for review as part of the hearing procedures as appropriate.
3. No later than five University 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.
4. In addition to hearing testimony from the witnesses identified by the student and the designated Assistant Dean, the Honor Council may, at its discretion, hear testimony from any other party whose testimony it deems relevant to the proceeding, including other witnesses or the instructor of the course. The Honor Council may also review any other

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<sup>1</sup> If the matter is referred for a hearing and the student is in a Rackham Graduate School Program, the appropriate Assistant/Associate Dean will notify the Resolution Officer in Rackham's Graduate Student Affairs Office.

documents or evidence that it deems relevant to the proceeding, which must have been made available to the student prior to the hearing as indicated in item 3 above.

5. For any case involving two or more students, when a joint hearing is deemed appropriate, the combined relevant de-identified data will be presented to all accused students and the Honor Council at the same time.
6. 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 Honor Council may dismiss the student, witnesses, or other non-members of the Honor Council upon conclusion of the presentation of testimony and information to engage in a closed session discussion. 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.
7. 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.
8. The Honor Council may limit any testimony based on redundancy or lack of relevance.
9. The accused student may be accompanied at the hearing by a silent personal advisor, who may be an attorney. The advisor may not participate directly in the proceedings.
10. The hearing will be closed to the public. The Honor Council will deliberate in a closed session.
11. 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.
12. The chair of the Honor Council will prepare a written report that contains factual findings, a determination of whether the individual is responsible for the alleged misconduct, and sanctions to be imposed. A sanction must be defined for the original Concern Note, even if additional sanctions are defined for a broader offense based on a comprehensive review. 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.** This is also called the “preponderance of the evidence” standard. Sanctions will be determined by the Honor Council and reviewed by the designated Assistant/Associate Dean (who was not involved in the investigation) for appropriateness.
13. The Assistant/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 Assistant/Associate Dean. This will complete the process unless the student appeals the decision.

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

## VI. APPEALS

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

- A. There were violations of procedure that seriously compromised the investigation and/or conclusions.
- B. The evidence clearly does not support the findings.
- C. The sanctions are excessive relative to the violation.
- D. There is significant new evidence not reasonably available at the time of the investigation.

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

## VII. SANCTIONS

Each incident and each individual student is unique and 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 designated Assistant/Associate Dean 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 coursework.** The completion of additional course work or other educational or clinical experiences.
- F. Formal reprimand.** A written reprimand to the student that she or he has violated the code and that any future violations will be dealt with more severely. A copy of the reprimand will be put in the student's academic file.
- G. Disciplinary probation.** Designation of a period of time during which the student will not be in good standing with the College. The terms of the probation may involve restrictions of student privileges and/or may delineate expectations of behavior. Consequences may also be spelled out if the student fails to meet the terms. A record of the probationary period will be included in the student's academic file.
- H. Transcript notation.** A notation on the student's transcript that a failing grade in a course was related to an academic honor code violation.
- I. Withholding of scholarship.** Withholding of designated College of Pharmacy scholarship(s) until the hearing process or sanctions are satisfactorily completed.
- J. 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.
- K. 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.
- L. Expulsion.** Permanent dismissal from the program, which will be permanently noted on the student's transcript, including the reason for expulsion.
- M. Rescinding a degree.** Annulment or withholding of a Doctor of Pharmacy or Bachelor of Science in Pharmaceutical Sciences degree previously approved for conferral by the College of Pharmacy. In addition, registration in the Doctor of Pharmacy or undergraduate Pharmaceutical Sciences program may be placed on hold until the hearing process or sanctions are satisfactorily completed
- N. Removal from Educational or Clinical Site.** Students 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 Assistant/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 Assistant/Associate Dean on his/her own initiative or in response to a request of a party, alter deadlines when it is in the best interest of all parties to do so.

**X. ACADEMIC CONSEQUENCES OF POLICY VIOLATION**

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

*Revised, 08/8/2023*

## ***ACADEMIC PROGRESSION POLICY AND PROCEDURES***

This policy defines the procedures for remediation of unsatisfactory academic performance for students enrolled in the Bachelor of Science in Pharmaceutical Sciences (BSPS) and Doctor of Pharmacy (PharmD) programs.

### **Definitions**

#### Academic Hold

At the discretion of the Committee on Academic Standing, a student may be temporarily stopped from registration and progression in their program. Students will be required to fulfill any criteria set for continued enrollment before the hold can be removed and registration/progression permitted. An academic hold is separate from academic standing.

#### Academic Progress

Satisfactory academic progress is defined as successful completion of required and elective courses with at least the minimum grade required for that program, benchmark examinations and skills assessments as defined in the APPE Readiness Program for PharmD students, pharmacy practice experiences (IPPEs and APPEs for PharmD students), and maintaining a term/cumulative grade point average of at least a 2.000.

#### 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 meet the criteria for satisfactory academic progress as defined by their program.
2. *Academic probation*- Students who do not meet the criteria for satisfactory academic progress as defined by their program may be placed on probation by the Committee on Academic Standing. Probationary status may include special conditions and can exceed one semester. Probation status is not noted on the official university transcript but will appear on the unofficial transcript.
  - a. Students on academic probation are not eligible to participate in programs that require verification of good academic standing. This can include study abroad opportunities (BSPS) and out-of-area APPE rotations (PharmD). Students are also advised not to run for student organization leadership positions during that time.
  - b. The Committee on Academic Standing will return a student to good academic standing after the student fulfills all conditions of probation.
3. *Academic warning (BSPS)*- Students who finish a semester with a high number of incomplete (I) grades and who are in danger of not earning at least a 2.000 grade point average, who have a term and/or cumulative grade point average at or near the minimum required of 2.000, or who have withdrawn from all or the majority of their courses in two consecutive terms (half or full terms) will be placed on academic warning by the Committee on Academic Standing. Students with academic warning status will be monitored by the Committee on Academic Standing and BSPS Student Services Program Manager until significant improvement in grade point average and course completion is documented.

Warning status is not noted on the official transcript but will appear on the unofficial transcript.

4. *Dismissed*- Students who fail to meet the conditions of academic probation and who do not make satisfactory academic progress may be dismissed from their College of Pharmacy 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 and Skills Assessments (PharmD)

The University of Michigan College of Pharmacy APPE Readiness Program defines benchmark assessments in the PharmD curriculum. Remediation and restudy for medium- and high- stakes examinations as well as embedded clinical assessments are outlined in Appendix I.

### In-Class Remediation (PharmD)

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 Director, 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 (PharmD)

Restudy is defined as the action of repeating a failed course (grade below a C-), APPE (grade below a C-), IPPE (F grade), benchmark examination or skills assessments (< 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 dean of record for the PharmD curriculum 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 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, benchmark examination or skills assessments as defined in the APPE Readiness Program.

- a. 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. Restudy of a failed course is not permitted at any other time besides spring/summer or during the normal course offering.
4. If spring/summer restudy is approved and successfully completed, the student will be permitted to progress to the next level in the curriculum.
5. 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 on the final attempt of a high-stakes examination, 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.

### **Bachelor of Science in Pharmaceutical Sciences (BSPS) Academic Progression**

To maintain satisfactory academic progress and good academic standing in the BSPS program students must successfully:

1. Complete all courses with the required minimum passing grade.
  - a. C- or higher in required core courses and prerequisite math/science/lab courses.
  - b. D or higher in general education, other required math/science/lab courses, and electives.
2. Maintain a term and cumulative grade point average of at least a 2.000.

Students who have a term or cumulative grade point average below a 2.000 and/or who do not earn a grade of C- or higher in required core course(s) and prerequisite math/science/lab courses will be referred to the Committee on Academic Standing at the end of each term. A BSPS student may also be referred to the Committee on Academic Standing for other academic related matters such as:

1. Receiving an Incomplete (I) grade.
2. Term or cumulative grade point average near or approaching the minimum required of 2.000.
3. Failure to complete two or more semesters, resulting in a term withdrawal (W) in all or the majority of courses registered in each term.

Once a student is placed on academic probation, they will be required to work closely with the College of Pharmacy Student Services Program Manager to develop an academic plan to support improvement in academic standing and completion of degree requirements. If after two additional semesters the student remains on academic probation without significant improvement in academic progress they may be placed on academic hold until further notice or dismissed from the BSPS program.

### **Doctor of Pharmacy (PharmD) Academic Progression**

To maintain satisfactory academic progress and good academic standing in the PharmD program students must successfully:

1. Complete required and elective didactic courses with a passing grade (defined as a C- or higher).

2. Complete benchmark examinations and skills assessments defined in the APPE Readiness Program with a passing score.
3. Complete IPPE rotations with a P (Pass) grade.
4. Complete APPE rotations with a grade of C- or higher.
5. Maintain a term and cumulative grade point average of at least a 2.000.
6. Students must complete all requirements of the PharmD program within 7 years of the date of matriculation.

Students who do not meet the minimum satisfactory progression criteria listed here will be referred to the Committee on Academic Standing at the end of each semester. A PharmD student may also be referred to the Committee on Academic Standing for other academic related matters such as:

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.
4. Receiving an Incomplete grade (I) in any course (required or professional elective) or rotation (IPPE or APPE).

### APPE Readiness Program

The APPE Readiness Program ensures that students have achieved competency in contemporary educational concepts such that they are ready to enter advanced pharmacy practice experiences (APPE). APPE readiness is determined using embedded assessments that occur throughout the first (P1) through third (P3) professional years. Students can only progress to APPEs after successful completion of all elements of this plan. The [APPE Readiness program](#) is reviewed and approved by the Curriculum and Assessment Committee and made available on the College of Pharmacy PharmD curriculum website.

### **Procedures**

1. Students who do not meet the criteria for satisfactory academic progression as defined by their program, and students currently on academic probation will be referred to the Committee on Academic Standing for review.
2. Students may submit a letter to the Committee on Academic Standing to provide additional information regarding any extenuating circumstances that they would like considered during the review of their academic standing. Students and/or their representation are not permitted at the meeting unless requested by the Committee.
3. The Committee on Academic Standing may, at their discretion, vote as follows:
  - a. To place the student on academic warning (BSPS), academic probation with special conditions, or to continue their status of academic probation with special conditions.
  - b. Require the student to repeat the curriculum for that semester or year, or to repeat a specific course(s).

- i. A PharmD 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 PharmD student failing more than one course during fall P1 year may be required to repeat the entire curriculum for that year, if not dismissed.
  - ii. A BSPS student may be permitted to repeat a course at another institution for transfer back to the University of Michigan. Students must adhere to all established course equivalencies and transfer grade requirements set by the University, which may be higher than that required in the BSPS curriculum.
- c. Dismiss the student from the program.
- d. Remove the student from academic probation or academic warning if conditions specified by the Committee on Academic Standing have been met.

*PharmD Student Only CAS Actions:*

- e. Allow the student to complete a restudy of the failed course or benchmark examination.
  - i. For a failed course restudy, the Course Director will determine the appropriate spring/summer restudy option.
  - ii. The Committee on Academic Standing, in conjunction with the faculty lead for the assessment, will define the timing for a benchmark high stakes examination or embedded skills assessment restudy. Students may not complete their community IPPE rotation until successful completion of the high-stakes examination and may not progress to the next academic level until successful completion of all embedded skills assessments with a score  $\geq 70\%$ .
  - iii. A student can accept or decline the spring/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 (when regularly scheduled) may be placed on an administrative leave of absence or offered conditional enrollment as defined in the [Leave of Absence Policy](#) until the next course offering. Conditions of the administrative leave or conditional enrollment will be defined by the Committee on Academic standing and provided to the student in writing.
- f. In consultation with the dean of record for experiential education, allow the student to repeat IPPE and APPE rotations during the spring/summer, fall or winter terms if available.
  - i. 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.
  - ii. For a failed elective APPE rotation, the student may be placed in a different rotation to fulfill the required number of APPEs for graduation.
  - iii. The Committee on Academic Standing, in consultation with the dean of record for 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.

4. A letter notifying the student of the decision from the Committee on Academic Standing will be sent to their University assigned email account.
5. Academic standing of probation with special conditions may be assigned for at least one additional semester after successful completion of probation conditions, at the discretion of the Committee on Academic Standing.
  - a. Students placed on academic probation or warning during their final year of their program, upon successful completion of all curriculum and probation requirements, will be returned to good academic standing prior to degree conferral.

### **Appeal of CAS Decision**

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

1. 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 from their University assigned email account to the Executive Assistant for the Dean of the College of Pharmacy.
2. The letter to the Executive Committee should specify what is being appealed, and why appeal consideration should be given.
3. As Chair of the Executive Committee, the Dean will present the appeal to the Executive Committee members for review and consideration. The dean of record for the Committee on Academic Standing will be present during the Executive Committee review to assist with questions regarding the appeal received.
4. 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.
5. A notice will be sent to the student at their University assigned email account with the decision of the Executive Committee. The decision of the Executive Committee is final.

*Revised, 7/31/2023*

## ***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.

In addition, attendance at college-designated required events (i.e., orientation, White Coat Ceremony, Research Forum, etc.) is also expected. To assist students with planning for these required events a college web page has been created to announce dates for required events well in advance for planning purposes. <https://pharmacy.umich.edu/mycop/required-college-events>

### 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 designated Assistant/Associate Dean 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 designated Assistant/Associate Dean 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 designated Assistant/Associate Dean.

Students will request an excused absence from the Assistant/Associate Dean 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)

- P4s may attend the ASHP Midyear Clinical Meeting in December (while adhering to the APPE attendance guidelines).
- P1s-P3s 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 designated Assistant/Associate Dean.

#### Making Up Exams/Quizzes after an Absence

On days when graded coursework 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 designated Assistant/Associate Dean. The designated Assistant/Associate Dean 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, 08/12/2022*

## COMMENDATION NOTE PROCEDURES

### 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.

### 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 designated Assistant/Associate. 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.

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

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

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

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

Several general guidelines apply to student grievances:

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<sup>2</sup> 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."

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 designated Assistant/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 assistant/associate dean. Within 5 University business days, the appropriate assistant/associate dean will inform the parties, in writing, of the grievance panel's decision and the assistant/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 assistant/associate dean.

*Revised, 08/19/2020*

### **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 direction 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/](http://www.acpe-accredit.org/).

*Revised, 08/29/2019*

## **CONCERN NOTE PROCEDURE**

### **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/prof\\_concern](https://apps.phar.umich.edu/prof_concern)).
- 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 Assistant/Associate Dean 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.

### **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 Concern Note to the designated Assistant/Associate Dean. If the concern for substandard professionalism arises outside of a College of Pharmacy course, faculty or staff should also submit the Concern Note directly to the designated Assistant/Associate Dean.

The purpose of a “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. Concern Notes may result in a report of substandard professionalism in the student’s formal academic record.

The Assistant/Associate Dean will review each Concern Note. The student will be notified of the concern and required to meet with the Assistant Dean of Experiential Education and/or designated Assistant/Associate Dean. 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 Concern Note will be placed in the student’s academic file. In general, the documentation for students with fewer than three 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 Concern Note may become part of the student’s permanent record. Records of all Concern Notes will also be

maintained in a confidential, secure database. A student who has three or more Concern Notes will be reported to the Honor Council for further action/recommendation. However, any 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 Assistant/Associate Dean responsible for this student.

The Concern Note form can be found on the College website at:  
<https://pharmacy.umich.edu/mycop/student-business/concern-note>

## ***CONCERN NOTE PROCEDURES FOR GRADUATE (PhD/MS) STUDENTS***

**Applies to the following people/groups:** College of Pharmacy PhD/MS students; PhD/MS students in non-COP programs who are advised by COP faculty.

### **I. Overview/Rationale**

The purpose of the Concern Note (“Concern”) system is to serve as a mechanism for College of Pharmacy (“COP”) students, faculty, and staff to report instances or patterns of behavior by a COP student that they consider to be inconsistent with the values of the University community.

### **II. Concerns**

The COP encourages individuals to report instances or patterns of behavior by a COP student that they consider to be unprofessional, inappropriate, unethical, or substandard in any way. Such behavior may include but is not limited to the following types of behavior:

- Discrimination and Harassment, as defined in the [\*University’s Discrimination and Harassment Policy\*](#).
- Professional and academic misconduct under the Rackham Graduate School’s Academic and Professional Integrity Policy, including cheating, plagiarism, and other dishonest behavior.
- Sexual or gender-based harassment, sexual assault, stalking and other forms of intimate partner violence, as addressed in the University’s [\*Policy and Procedures on Student Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence\*](#). Please note if you are a “Responsible Employee,” as defined in the policy, you are required to report this type of behavior.
- Prohibited conduct under the [\*Student Statement of Rights and Responsibilities\*](#), such as hazing, harassment, bullying, illegal use of alcohol and other drugs, and others. See Section IV for further conduct that violates the Statement.
- Other behavior that you feel is unprofessional or unethical.

### **III. Reporting and Investigation Procedures**

Concerns may be reported either to the COP or to the University. Concerns reported to the COP are submitted via an online form: [https://apps.phar.umich.edu/prof\\_concern/](https://apps.phar.umich.edu/prof_concern/) and are maintained in a confidential, secure database. **The identity of the submitter will be captured by the system but will be kept confidential by those who have access to the Concern, unless the submitter grants permission or we are otherwise required by policy or law to provide this information. Anonymity cannot be guaranteed.**

For Concerns submitted via the online COP form, that relate to graduate (PhD/MS) students, the dean with oversight for graduate education will serve as the responsible administrator (RA) to review each Concern and determine the appropriate body to intake, review and/or resolve the Concern, which may entail referring the Concern to a department or program outside of COP.

If an individual does not wish to submit a Concern through the COP online form, an individual may raise their concern with the University by going directly to the appropriate office and/or by raising their concern to a University official, such as a supervisor; dean, director or department head.

If the Concern is being handled within the COP, the following procedures will be followed.

1. If the RA determines that the alleged Concern may be a valid concern (i.e., related to unprofessional, inappropriate, or unethical or substandard behavior as defined in Section II of this document), they will contact the accused student within five University business days of receipt of the Concern.
2. If appropriate, the RA 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 RA will (a) inform the student of the nature of the allegations; (b) explain what may follow the intake meeting; and (c) explain the student's options. As a result of this meeting the following outcomes are possible:
  - A determination by the RA that NO infraction occurred and the matter is concluded; or
  - A plan for addressing the behavior, further counseling, remediation, or action will be developed; or
  - A referral of the matter to the Graduate Student Honor Council and the COP Rackham Resolution Officer; or,
  - Acceptance of responsibility by the accused that includes acceptance of agreed upon sanctions determined by the Honor Council in consultation with the Rackham Graduate School and the RA.
3. If the Concern note relates to conduct prohibited under the College of Pharmacy Academic and Professional Conduct Policy, the matter will be processed in accordance with the Conduct Policy.

Disciplinary actions for non-COP students being advised by COP faculty will be handled according to the policies and procedures of the program in which the student is enrolled.

#### **IV. OTHER RELEVANT POLICIES/PROCEDURES**

##### **ACADEMIC AND PROFESSIONAL MISCONDUCT**

- College of Pharmacy, [Code of Conduct](#)
- Rackham Graduate School, [Academic and Professional Integrity Policy](#)

##### **NON-ACADEMIC MISCONDUCT**

- The Office of Student Conflict Resolution has policies and procedures for allegations of [personal misconduct involving other students](#) in violation of the [Statement of Student Rights and Responsibilities](#), including sexual misconduct.
- The Office of the Vice President for Research conducts inquiries concerning violations of the University's [Policy Statement on the Integrity of Scholarship and Procedures for Investigating Allegations of Misconduct in the Pursuit of Scholarship and Research](#). This includes misconduct in externally-sponsored research and training; violations of protocols for the conduct of research involving [human subjects](#) and [animal use](#); abuse of guidelines that govern [conflict of interest](#); and violations of other federal compliance requirements such as [export control regulations and access restrictions for certain technologies](#).
- The Office of Institutional Equity is responsible for handling concerns related to discrimination, harassment or retaliation.
- The Office of the Chief Information Officer investigates allegations of [misuse of information technology resources](#).

*Revised, 09/21/2022*

## ***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](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 AACCP/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 designated Assistant/Associate Dean. 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.

## ***DEFICIENCIES FOR ACADEMIC PROGRESS, UNSATISFACTORY ACADEMIC STANDING, ACADEMIC PROBATION, AND DISMISSAL FROM THE DOCTORAL PROGRAMS POLICY***

**Applies to the following people/groups:** Faculty, Staff, Graduate Students

### **I. Overview/Rationale**

The Rackham Graduate School has created a new policy for probation and dismissal of doctoral students and has requested that all programs develop and submit unit-level policies and procedures that accord with Rackham's new policy. This policy will be used by all PhD programs in the College of Pharmacy.

### **II. Definitions**

**Academic Dismissal:** Permanent separation for the program and separation from the University that is noted on the official transcript.

**Academic Probation:** a warning that a student's performance has fallen below the requirements for good academic standing and or progress.

**Academic Progress:** includes, but is not limited to, performance on qualifying exams, research progress, progress in writing the dissertation, completion of annual evaluations in the COP Individual Development Plan, satisfactory progress in meeting the PhD outcomes, and meeting any additional requirements outlined in a program's handbook (e.g., serving as a Graduate Student Instructor).

**Academic Standing:** measured by cumulative (overall) and current grade point average (GPA).

### **III. Policy/Regulations**

The Rackham Graduate School sets the minimum standard for satisfactory academic progress, academic standing, and academic probation and dismissal. These Graduate School standards are presented below, along with the College of Pharmacy policies, and are identified by the corresponding section in the Rackham Graduate School handbook (e.g.: 4.7.1 Unsatisfactory academic standing).

### **ACADEMIC STANDING**

When a student's cumulative (overall) and current grade point averages are 3.0 or better, that student is in good academic standing.

*4. 7.1 Unsatisfactory academic standing:* The Graduate School will place a notation of "unsatisfactory academic standing" on the academic record at the end of the term in which a student's cumulative GPA falls below a B (3.0 on a 4.0 point scale). Graduate programs may have additional requirements for satisfactory standing, such as requiring minimum grades in the overall program or in particular courses. The program will publish these additional requirements and notify the Rackham Office of Academic Records & Dissertations (OARD) when it

determines that a student's performance is unsatisfactory. The program may decide whether unsatisfactory academic standing may be a basis for placing a student on academic probation (*section 4.7.2*). A student with unsatisfactory academic standing may not advance to candidacy and will not be awarded a degree or graduate certificate, and may change programs and transfer credits only with permission of the admitting program.

### **ACADEMIC PROGRESS**

Academic progress among graduate students is indicated by the following non-exhaustive list of criteria: maintaining good academic standing, successfully completing course requirements, identifying a program faculty member who agrees to serve as advisor, successfully passing qualifying exams in a timely fashion, satisfactory progress towards meeting the PhD outcomes and research goals as indicated in annual evaluations in the COP Individual Development Plan and annual dissertation committee meetings, and meeting any additional requirements outlined in a program's handbook (e.g., serving as a Graduate Student Instructor).

*Parties and Documents that Determine and Confirm Academic Standing:* Students without a permanent advisor will meet with a committee made up of the Chair or their designee, and a group of at least three departmental faculty (identified by the department chair) to discuss progress. Students who have completed their prelims meet with their prelim or dissertation committee. The College of Pharmacy Individual Development Plan is the primary source for confirming a student's progress in each year of the academic program and is supported by written notification provided by the program. Email notification is considered to be "in writing."

*Annual Review of Student Progress:* Each student's academic progress will be recorded and maintained in the College of Pharmacy Individual Development Plan (IDP) system. If it cannot be recorded in the IDP, a written copy of the feedback will be submitted to the student and placed in the student's file. The student will meet with their advisor and their dissertation committee a minimum of once a year to discuss their academic performance and progress toward the degree. These meetings will include a discussion of the information and feedback entered into the IDP (i.e., the students' self-evaluation, the advisor's evaluation). A summary of the dissertation committee's evaluation will also be entered into the student's IDP.

*Deficiencies in academic progress for doctoral students:* Academic standing and satisfactory academic progress are interrelated. A student may have an overall GPA of 3.0 but not meet satisfactory academic progress standards. The following criteria are taken into account when making determinations regarding whether or not a student is making satisfactory academic progress:

- Individual course grades and cumulative GPA (academic standing)
- Achieving milestone deadlines
- Feedback received on formal evaluations to include, but not limited to: the annual individual development plan, the candidacy evaluation, and annual dissertation committee meetings
- Length of time in the program

- See the Rackham Graduate School Handbook sections 4.1 Time Limit for Completing a Doctoral Degree. Students who have been on an approved leave of absence, refer to section 2.2.2 Leaves of Absence for PhD Student - General Policies: #9)

## ACADEMIC PROBATION

*Placing a student on academic probation:* A student whose performance does not meet the standards of quality, in any combination of the criteria, can be placed on academic probation by the graduate chair, at the recommendation of the student's dissertation committee or a group of at least three departmental faculty (identified by the department chair) for those students not having a dissertation committee (*section 4.7.2*). Students on academic probation are not eligible to participate in programs that require verification of satisfactory academic standing and are advised not to run for student organization leadership positions.

*Length of the probationary period:* A student who is placed on academic probation will be given a probation period of no shorter than two months and no more than two semesters to resume satisfactory academic progress. Rackham policy specifies that the level of funding prior to probation will be continued through the probationary period. In addition, for a student placed on probation within two months of the end of the fall term, the probationary period will extend into the winter term for a total of at least two months. For a student placed on probation within two months of the end of the winter term, the probationary period may include the spring or summer half-terms or the following fall term for a total period of at least two months. A student may be placed on probation starting in the spring or summer half term for a minimum of two months, and does not need to be enrolled during these half terms (*section 4.7.2*).

*Notifications:* The student will be notified in writing when placed on academic probation (note that e-mail communication is considered to be "in writing"). The notification will include the start and end dates of the probation, a statement regarding funding support during probation, a clear statement of the reason(s) for the decision and conditions for returning to satisfactory standing, and the options for appeal. The student may request a meeting with the graduate/program chair to discuss the notification. A copy of this notification will be placed in the student's file and IDP, and submitted to the Department chair, College of Pharmacy Student Affairs Program Manager, College of Pharmacy Associate Dean for Research and Graduate Education and Rackham OARD before the probationary period begins. At the end of the probationary period, academic progress will be reviewed.

*Option to appeal academic probation:* A student may appeal the probation decision, including the conditions of the probation. The appeal must be submitted to the Associate Dean for Research and Graduate Education within five business days of receiving the written notice and may be sent electronically or delivered to the Executive Assistant for the Associate Dean for Research and Graduate Education of the College of Pharmacy. The letter to the Associate Dean should specify what is being appealed, and why appeal consideration should be given. The Department chair should be notified of the appeal. The Associate Dean for Research and Graduate Education will then review the appeal and present it to the Executive Committee

members for review and consideration at the next scheduled Executive Committee meeting. Students and/or representation at the meeting are not permitted unless requested by the Committee. A notice will be sent to the student with the decision of the Executive Committee. The decision of the Executive Committee is final.

In addition, Rackham policy states that a student who has been placed on probation may request a leave of absence from Rackham or withdraw (*sections 2.2.2, 2.2.3*). The leave or withdrawal will stop the clock on the probationary period, which resumes when the student returns to active status or is reinstated. Probation will remain in effect until the conditions are remedied or the student is dismissed (*section 4.7.2*).

*End of the probationary period.* Rackham policy states that at the end of probation, and upon the recommendation of the graduate chair and the consent of the Graduate School, a student may either be returned to good academic standing or dismissed from the program. *The graduate chair will return a student to good academic standing after the student fulfills all conditions of probation.* A copy of the notification of good academic standing will be placed in the student's file and IDP, and submitted to the, College of Pharmacy Student Affairs Program Manager, Department chair, College of Pharmacy Associate Dean for Research and Graduate Education and Rackham OARD.

### **DISMISSAL**

For students that do not successfully meet the conditions of the probation, a recommendation for dismissal is made to the graduate chair by either the student's dissertation committee, or the faculty group appointed by the departmental chair (*section 4.7.2*). The graduate chair and Department chair will make the decision to dismiss. The decision for reinstatement or dismissal will be made to the student in writing (note that e-mail communication is considered to be "in writing"). The notification will include the start date of reinstatement or dismissal, a clear statement of the reason(s) for the decision, and the options for appeal. The student may request a meeting with the graduate/program chair to discuss the notification. The graduate chair must notify the College of Pharmacy Student Affairs Program Manager, Department chair, Associate Dean for Research and Graduate Education and Rackham OARD of a recommendation for dismissal before the effective date of the dismissal. Funding will cease on the effective date of the dismissal unless other arrangements are made.

Academic probation is normally required before a program may recommend that a doctoral student be dismissed for academic reasons (*section 4.7.2*). As an exception, and only with advance notice to students, program policy may allow dismissal without probation for a student who fails to pass candidacy or preliminary exams. Students who fail to meet standards of academic or professional integrity or who have been found responsible for violations of other University standards of conduct may be dismissed in accordance with separate procedures described in the Rackham Graduate School Handbook. These standards of academic or professional integrity, the categories of misconduct, and the process for handling allegations of misconduct can be found in *section 8 Rackham Academic and Professional Integrity Policy*.

*Option to appeal dismissal:* When a recommendation for dismissal is made by the program, the student may appeal the dismissal decision. The appeal must be submitted to the Associate Dean for Research and Graduate Education within five business days of receiving the written notice and may be sent electronically or delivered to the Executive Assistant for the Associate Dean for Research and Graduate Education of the College of Pharmacy. The letter to the Associate Dean should specify what is being appealed and why appeal consideration should be given. The Department chair should be notified of the appeal. The Associate Dean for Research and Graduate Education will then review the appeal and present to the Executive Committee members for review and consideration at the next scheduled Executive Committee meeting. A notice will be sent to the student with the decision of the Executive Committee. The decision of the Executive Committee is final. A copy of the decision will be placed in the student's file and IDP, and submitted to the College of Pharmacy Student Affairs Program Manager, Department chair, College of Pharmacy Associate Dean for Research and Graduate Education and Rackham **OARD**.

When an appeal is initiated, the dismissal recommendation is put on hold and the executive committee's decision will be communicated in writing to the student and the program. In the event that dismissal is supported, then the Executive Committee's decision notification will be included in the graduate chair's recommendation for dismissal to Rackham.

Students may use the Graduate School's Academic Dispute Resolution process only for procedural issues of fair and equal treatment under the policy of the program and not to appeal the academic reasons for the decision (*section 4.7.2*).

To appeal a recommendation for dismissal on these grounds or if substantial relevant new evidence or information has become available after the recommendation has been communicated, a student should submit a request, in writing, to the attention of the Rackham Dispute Resolution Officer at the College of Pharmacy (*section 9.7*). The individual who serves in this role at the College of Pharmacy is the Director of Admission and Student Counseling Services, who is located in the Student Affairs office. This request is to be submitted within ten business days of the date of the Executive Committee's final written recommendation for dismissal to the student and include any supporting materials at that time. If no appeal is filed within the ten-day appeal period, the program's recommendation becomes final and not subject to appeal.

#### **IV. Applicability/Eligibility**

Faculty, Graduate Students

#### **V. Procedures**

See: College of Pharmacy Academic Probation and Dismissal Procedures for Doctoral Programs document.

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

Rackham Graduate School Academic Policies; Sections: 2. Registration; 3. Coursework, Grading and Academic Standing; 4. Doctoral Degrees; 8. Rackham Academic and Professional Integrity Policy; 9. Academic Dispute Resolution Policy and Procedures.

*Approved, 09/13/2019*

***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 using substances; and protects and maintains trust in the pharmacy profession by discouraging impaired practice.

### **II. Definitions**

- **Substance use disorder** is a condition in which the use of one or more substances leads to a clinically significant impairment or distress.<sup>3</sup>
- **Unhealthy Substance (or Drug) use** 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”.<sup>4</sup>
- **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.
- **Adulteration** refers to manipulation of a specimen for the purpose of producing a

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<sup>3</sup> Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.

<https://dsm.psychiatryonline.org/doi/full/10.1176/appi.books.9780890425596.dsm16#x29473.2764038>. Accessed May 12, 2022.

<sup>4</sup> 2 World Health Organization (WHO). Lexicon of Alcohol and Drug Terms Published by the World Health Organization. 2006. [accessed 2006]. Available at: <https://www.who.int/publications/i/item/9241544686>. Accessed May 12, 2022.

false negative test result. Methods of urine adulteration include urine substitution, in vivo adulteration and urine dilution, and in vitro adulteration.<sup>53</sup>

- 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 a substance, or is suspected of being involved in a medication discrepancy or theft involving a controlled substance (See Appendix A). Practice sites may prohibit students from participating in experiential opportunities because of non-negative test results, which may delay completion of experiential rotations and may delay graduation. Alternatively, students may be suspended from the program pending completion of an inquiry. Non-negative drug test results reported by a practice site's testing requirements or “for cause” to the COP will be managed by the COP according to the process and procedures outlined in this policy.

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

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<sup>5</sup> 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 May 12, 2022.

for the costs of any drug testing or other screening as required as a component of admissions to the program.

#### IV. Procedures

##### College of Pharmacy 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 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 subject to the established procedures for non-negative test results.

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

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

“For cause” testing may include additional substances.

##### Practice Site-Specific Urine Drug Test Requirements

Some clinical sites require 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 (including cannabis);
- Require the testing be performed within a specific timeframe prior to the start of or during 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.

Medical review of test results will be conducted and managed according to the practice site's policies and processes.

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 drug testing guidelines is available to students in the site's CORE ELMS Site Description or is sent directly to students from contact individuals at the sites.

### Medical Review of Test Results from COP-conducted Urine Testing

Non-negative testing 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 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, will have their test results treated as non-negative.
- 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 by formally disputing the 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. Student will not be allowed to participate in experiential rotations while results are being contested.

### Non-Negative Test Results

A urine drug test result will be considered non-negative 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/their 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 evidence of adulteration in the sample.

If a non-negative result is reported for a student by the college's test vendor or by a practice site following a test conducted by their vendor, the student may be removed from experiential rotations and may be suspended from the program pending the outcomes of an inquiry coordinated by an assistant/associate dean in student services. The student will be interviewed by an assistant/associate dean in 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 assistant/associate dean in student services related to non-negative test results. Such legal representation is at the student's expense.

Pursuant to the inquiry,

- The Michigan Board of Pharmacy may be notified. If the student's internship license is suspended or revoked by the Board of Pharmacy, they 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 use 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 an assistant/associate dean in 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.
- An assistant/associate dean in 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 an assistant/associate dean in 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 non-negative drug test will initiate the steps of the drug policy procedure again. Subsequent non-negative tests and resulting delays in completion of program requirements may result in an inability to complete the program. Subsequent non-negative 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 4/1/2019  
(updated 3/10/2020; 5/17/2022)*

## ***EMAIL GROUP USAGE POLICY***

**Applies to the following people/groups:** all employees, students, affiliates, and alumni of the College of Pharmacy

### **I. Overview/Rationale**

As stated in the University of Michigan (U-M) Standard Practice Guide, the University “aspires to a high standard of digital citizenship for all its members. Members of the university community agree to abide by the...norms of behavior with regard to technology use.”

This policy outlines the intended use of College of Pharmacy (COP) centrally-managed email groups and the requirements of COP community members when using these resources.

### **II. Policy/Regulations**

The COP’s centrally-managed email groups were established as a means to efficiently communicate with specific groups of COP community members about business and academic matters, activities, and events directly related to the COP and U-M, including care and wellness of COP community members and COP culture. As such, these email groups are not to be used for unsolicited mass communications for the following purposes:

- personal use;
- commercial purposes, such as promoting a family business;
- campaigning for or against a ballot initiative, candidate running for office, or other political issue;
- other purposes unrelated to college/university business or activities; or
- other unauthorized use under University policy, including the Responsible Use of Information Resources (SPG 601.07).

These email groups may not be used in a way that is disruptive to the purpose of the forums, including excessive use or flooding users with repetitive messages, or for communications unrelated to COP. The inclusion of nudity, profanity, or explicit images, or ad hominem attacks is also prohibited.

This list is not exhaustive, and community members are expected to use reasonable judgment in assessing whether the purpose of their intended communication meets the criteria for usage of one or more of these email groups. Student organizations are welcome to use these email groups to share information about their events, activities, and fundraisers; however, they must seek approval from their organization’s advisor in advance to ensure adherence to this policy. Anyone needing assistance in interpreting this policy should contact the COP senior associate dean, dean’s office, or administrative director.

Complaints related to improper use of COP email groups may be made to the senior associate dean, dean’s office, administrative director, COP’s Concern Note system, or U-M Compliance Hotline. Complaints will be investigated and handled according to the procedures relevant to the individual(s) involved. Matters requiring immediate attention may result in restricted access to a COP centrally-managed email.

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

- U-M Policy on Responsible Use of Information Resources (SPG 601.07)
- U-M Policy on Freedom of Speech and Artistic Expression (SPG 601.01)
- U-M Policy on Conflict of Interest and Conflict of Commitment (SPG 201.65-1)

*Approved, 06/25/2021*

***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 prohibits romantic and/or sexual relationships between faculty members and students.

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. Additional information regarding this policy and faculty exception request process can be found in the Standard Practice Guideline Policy link provided here. (<https://spg.umich.edu/policy/601.22>)

**GRADUATE STUDENT VACATION POLICY AND FORM- COLLEGE OF PHARMACY**

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/](http://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 UMHHC 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 [cop-et@umich.edu](mailto:cop-et@umich.edu) or stop by their office. There is a fee for replacement cards.

## ***IMMUNIZATIONS AND TUBERCULOSIS (TB) TESTING REQUIREMENTS***

### **Immunizations**

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

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

Students may **not** “opt out” of any College of Pharmacy required immunizations. Students who are allergic to a vaccine ingredient, or who have a medical condition which prevents the administration of a vaccine, must submit documentation of the reason from his/her/their healthcare provider. **Students will not be allowed on rotation if all immunization requirements are not met.**

**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. Measles/Mumps/Rubella (MMR): All students are required to document immunization with the Measles, Mumps, Rubella (MMR) vaccine (administered as two (2) doses) OR serologic evidence (i.e., a titer test) of immunity to Measles, Mumps, and Rubella.
2. Varicella (Chicken Pox): All students are required to document immunization with the live-virus Varicella Zoster vaccine series (administered as two (2) doses) OR serologic evidence (i.e., a titer test) of immunity to Varicella. **Documentation of prior infection with chicken pox is not sufficient.**
3. Hepatitis B: All students are required to document immunization with the Hepatitis B vaccine series (administered as three (3) doses) 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 must begin this series before the start of their first (P1) year and must finish the series by March 1<sup>st</sup> of their first (P1) year.
4. Tetanus/Diphtheria/Pertussis (Tdap): All students are required to document completion of one (1) adult dose of the Tetanus-Diphtheria-Pertussis vaccine (Tdap). **Childhood immunization with DTaP is not sufficient.** After receiving a Tdap vaccine, students are required to obtain a single dose of TD (booster vaccine for tetanus and diphtheria) or a new Tdap every 10 years.

5. COVID-19: All students are required to document (i) completion of a University of Michigan recognized COVID-19 vaccine that complies with the [COVID-19 vaccine policy](#) currently in effect for Michigan Medicine students, faculty and staff OR (ii) receipt from the University of Michigan of an approved COVID-19 vaccine exemption. The University of Michigan recognizes only vaccines that are approved or authorized for emergency use by the U.S. FDA or the World Health Organization. Students who have received an approved COVID-19 vaccine exemption are responsible for complying with experiential site-specific COVID-19 vaccine policies.
6. Influenza (Flu): All students are required to obtain an **annual** influenza vaccine. The Record of Influenza Vaccine must be submitted each year during the fall semester by the posted deadline. Students who have received an approved influenza vaccine exemption are responsible for complying with experiential site-specific influenza vaccine policies.
7. Polio: Although documentation is not required, all students should have received a polio vaccine (primary series completed) prior to entering the College of Pharmacy.

### **Tuberculosis (TB) 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 will not be allowed on rotation if their annual tuberculosis testing has expired.**

A student who receives a positive PPD skin test must have an initial chest x-ray performed to rule out active disease and assess the potential need for drug therapy. If a student receives normal results from the initial chest x-ray, the student does not need to have an annual chest x-ray performed thereafter, but the student must have an annual Interferon-Gamma Release Assay (IGRA) blood test done. If a student's IGRA blood test is positive, then the student will need to be evaluated via chest x-ray and/or physical examination by a health care provider to rule out active disease and assess the potential need for drug therapy. Even if no chest x-ray is performed, the Record of Required Tuberculosis Testing form must be signed by a healthcare provider indicating that the student is approved to work in the healthcare environment.

A Record of Required Tuberculosis (TB) Testing form must be submitted by all Doctor of Pharmacy students **annually**. The form becomes part of the student's College of Pharmacy record. Students who already have documentation of their required annual TB testing may attach a copy of those documents to the Record of Required Tuberculosis (TB) Testing form (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, 07/06/2023*

## ***LABORATORY AND RESEARCH SAFETY POLICY***

**Applies to the following people/groups:** all faculty, staff, students, and visitors who are involved in laboratory research or who have other responsibilities that directly or indirectly affect laboratory research activities in the College of Pharmacy (COP).

### **I. Overview/Rationale**

The COP is committed to maintaining a safe and healthy environment for our students, employees, and visitors, both today and for future generations. Because research is a critical component of our mission, we champion a culture that promotes constant awareness and review of our research activities to ensure that they are safe, rational, practical, ethical, and fully legally compliant. This policy provides guidance in support of this commitment.

### **II. Definitions**

- EHS: Environment, Health and Safety (U-M)
- EHSA: Environmental Health and Safety Assistant (chemical and controlled substances inventory system)
- HSSC: Health Sciences Safety Committee
- LRSC: Laboratory and Research Safety Committee
- IACUC: Institutional Animal Care and Use Committee
- ULAM: Unit for Laboratory Animal Medicine
- UMOR: U-M Office of Research
- COP: College of Pharmacy
- PI: Principal Investigator

### **III. Policy/Regulations**

In order to nurture and propagate a culture of safety, reinforce the teaching and instructional role of the College and promote openness and communication, no recriminations will be made against members of the College who are involved in safety-related incidents but demonstrate appropriate competence and maintain a good faith effort to implement this policy and its provisions.

- A. Safety Infrastructure and Oversight: The COP provides an infrastructure to promote a culture of safety, which is illustrated at: [https://pharmacy.umich.edu/system/files/intranet/Health\\_Sci\\_Safety\\_Governance\\_Structure.pdf](https://pharmacy.umich.edu/system/files/intranet/Health_Sci_Safety_Governance_Structure.pdf) and includes the following:
  1. Associate Dean for Research and Graduate Education provides leadership and guidance over the COP's research enterprise, including safety issues, policies, and procedures.
  2. Safety Officer works closely with U-M EHS, COP facilities management team, associate dean for research and graduate education, administrative director, the various safety committees, PIs, research personnel, and students to oversee, manage, monitor, and follow-up on various safety activities, initiatives, issues, compliance, training, and off-boarding. Responsible for conducting and reporting on internal COP quarterly lab inspections and monitoring controlled substance procedures, procurement reports from

Michigan Medicine, inspection reports from the Controlled Substances Monitors, and chemical and biological inspection reports from EHS.

3. Laboratory and Research Safety Committee (LRSC) provides a unified

review of the implementation of Federal and State regulations and U-M policies as administered through UMOR and EHS. The Committee assists various academic units by systematically reviewing safety incidents and concerns in order to recommend improvements and remediation, as necessary.

4. U-M Controlled Substances in Research Oversight Monitors (CS Monitors) is a unit of UMOR-Research Ethics and Compliance. The CS Monitors provide oversight and regular inspections to ensure that all U-M policies, procedures, programs and practices involving controlled substances are in strict compliance with state and federal regulations.

5. Health Sciences Safety Committee (HSSC), consisting of the safety officers from the health sciences schools, reports regularly to the LRSC and reviews and provides advice on safety concerns, emerging problems, and incident reports within their academic units.

6. COP Safety Committee consists of faculty and staff, including the safety officer, and is charged with designing, recommending, implementing, and monitoring the College's policies for chemical, biological, and radiation safety, chemical inventory, controlled substances management, emergency response and other issues related to the maintenance of a safe workplace; also responsible for assisting and advising faculty and lab managers to ensure compliance with College and University safety-related policies.

7. COP Safety Monitors, reporting to the Safety Officer, are assigned to regions within the COP and work with the safety officer to monitor laboratory and research safety within their assigned areas, including participation in quarterly safety inspections. They also function as the COP's Building Incident Response Team (BIRT). Information is at: [https://pharmacy.umich.edu/system/files/intranet/COP\\_Safety\\_Wards.pdf](https://pharmacy.umich.edu/system/files/intranet/COP_Safety_Wards.pdf)

8. Principal Investigators (PIs) are U-M employees recognized by the COP as having the background and training in scientific and administrative oversight necessary to conduct and manage a research project, or employees or students of the U-M who meet the eligibility requirements of the research sponsor. All PIs are expected to follow this and all related policies; assure proper training for the employees, trainees, and students under their direction; and be a positive role model with regard to safe research practices.

9. A Lab Director is the PI responsible for a laboratory or research space, or a suitably qualified designee of the PI having the necessary skills, experience and knowledge to manage the activities within that laboratory.

B. Laboratory Access: Only authorized persons are allowed in laboratories. Authorization is given by the Lab Director responsible for the laboratory, consistent with U-M and COP safety and security guidelines. Lab Directors may choose to impose

additional restrictions on access depending on the activities being conducted. Janitorial and maintenance personnel may enter laboratories if this is consistent with their job responsibilities and provided appropriate safety precautions are observed. Safety and Facilities personnel may enter a laboratory at any time. Additional restrictions may be imposed by EHS, the Safety Officer or the Associate Dean for Research and Graduate Studies. Laboratories are to be kept locked when unattended.

C. Minors: Minors who are neither U-M employees nor enrolled U-M students are not allowed to enter COP labs unless special permission is granted by the associate dean for research and graduate education or the dean for brief one-time activities that are not U-M sponsored programs (e.g., school fieldtrip). This includes children of authorized personnel/students. Non-enrolled minors may engage in research activities only as employees (not as volunteers) and only if University policy (SPG 601.34) and EHS guidelines (Minors in Research Operations) are met. To request permission for special activities, complete and submit a [Request to Host Special Activity Involving Minors](#) to the COP's administrative director. Safety measures and U-M policies for minors on campus will apply.

D. General Lab Safety: The U-M Academic Laboratory and Research Safety Policy applies to all academic laboratories and research on campus and is available at: [https://ehs.umichsites.org/wp-content/uploads/sites/37/2016/10/Academic\\_Lab\\_Research\\_Safety\\_Policy.pdf](https://ehs.umichsites.org/wp-content/uploads/sites/37/2016/10/Academic_Lab_Research_Safety_Policy.pdf). All COP personnel who are subject to the COP Research Safety Policy are required to know and abide by the U-M policies, as well as the policies in their individual laboratories and the COP policy.

E. Training: The COP safety officer provides general orientation/training to new students and employees in addition to the required training specified and provided by EHS (<http://ehs.umich.edu/education/what-training-do-i-need/>) and by individual Lab Directors. Lab Directors are responsible for ensuring proper training for all personnel and students working and learning in their labs, as well as appropriate training for authorized visitors. The Safety Officer provides in-depth safety orientations to new faculty and will provide updates as needed through various communication methods including faculty and staff meetings.

F. Lab Safety Documentation: Each PI is responsible for maintaining an up-to-date safety document binder in a designated place within the lab. This binder must contain safety information and procedures as specified by EHS for the various types of work conducted in their lab (e.g., chemicals, biologicals, radiation, etc.), as well as emergency response and evacuation procedures. The PI or designee must keep the binder up to date and ensure that all occupants are aware of its content and location. The safety document binder will be inspected during periodic lab inspections conducted by U-M Environment, Health and Safety (EHS).

G. Personal Safety: PIs are responsible for ensuring a safe working environment within their assigned space. This includes performing a safety risk assessment and

providing personal protective equipment, such as lab coats (and laundry), safety glasses, gloves, and any other appropriate protective gear for everyone under their direction. Information resources outlining various options are available at: <https://pharmacy.umich.edu/mycop/resources>.

H. Controlled Substances: The U-M and COP have policies specific to research involving controlled substances: ( <http://research-compliance.umich.edu/controlled-substances-research>) and <https://pharmacy.umich.edu/mycop/use-controlled-substances-research-and-instruction-policy>. All COP personnel and students involved in conducting or supporting research involving controlled substances are required to know and abide by these policies.

I. Chemical and Controlled Substances Inventory: The COP requires use of the chemical inventory system provided by U-M EHS (Environmental Health and Safety Assistant-EHSA) to maintain a current inventory of all potentially hazardous chemicals, regulated materials, and all controlled substances stored or used within each lab. Instructions and additional information are provided at: <https://ehs.umich.edu/research-clinical-safety/chemical/chemical-inventory/>. Annual lab inspections conducted by EHS include a check of inventory records. This applies to faculty located outside COP facilities, unless the department where the faculty member is located has a system approved by the COP associate dean for research and graduate affairs.

J. Open-access Laboratories and Climate-controlled Facilities: Certain laboratories and facilities are designated by COP as shared or open-access. The Safety Officer or a Monitor will routinely inspect these areas for compliance with the provisions of this safety policy. All PIs whose work involves these facilities will be responsible for ensuring the proper training and compliance of any researchers under their direction who will be using them.

General Guidelines:

1. EHS guidelines will apply in these areas.
2. No waste of any kind may be left in open-access or shared areas unless an individual has been assigned responsibility for its management and identified to the Safety Officer.
3. Any substances, materials, or goods left in these areas will be clearly labeled with identity, hazard (if any), date, and responsible party.
4. Any potentially leakable or spillable substances must be provided with secondary containment.
5. All vessels and containers must be securely sealed, capped or covered.
6. Any damaged, unusable, unneeded, or expired items must be removed upon discovery.

K. Information related to specific materials and research activities: Some facilities other than Pharmacy/CC Little might have additional, complementary, or conflicting guidelines. In those cases, the Safety Officer will identify the appropriate guidelines and

procedures to the Lab Directors, who will incorporate them into their lab-specific safety document binders.

1. Chemical Research: Every laboratory in which chemical research is conducted must have a lab-specific Chemical Hygiene Plan composed and maintained by the PI as part of the safety document binder. EHS provides comprehensive guidelines for all research involving hazardous or potentially hazardous chemicals, as well as a Chemical Hygiene Plan for the U-M (<http://ehs.umich.edu/research-clinical-safety/chemical/>). Before beginning any work with chemicals each PI must meet all EHS guidelines for work practices and laboratory facilities.
2. Biological Research: Every laboratory in which biological research is conducted must have a lab-specific Biosafety Manual composed and maintained by the PI as part of the safety document binder. EHS provides comprehensive guidelines for all research involving recombinant DNA, synthetic nucleic acids, infectious agents or potential sources of human infection, and registration with the Institutional Biosafety Committee (<http://ehs.umich.edu/research-clinical-safety/biological/>). Before beginning any work with biological materials each PI must meet all EHS guidelines for work practices and laboratory facilities.
3. Animal Research: Every PI must be familiar with and implement all applicable EHS guidelines for animal use (<http://ehs.umich.edu/research-clinical-safety/animals/>) before beginning research involving animals. Vertebrate use must be approved by the Institutional Animal Care and Use Committee (IACUC), and animal facilities, health and welfare will be managed by the Unit for Laboratory Animal Medicine (ULAM).
4. Radioactive Materials: Before beginning laboratory work with any radioactive materials or radiation-generating equipment each PI must fully implement all applicable EHS guidelines for work practices and facilities and be approved by Radiation Safety Services (<http://ehs.umich.edu/research-clinical-safety/radiation/>).
5. Controlled Substances: Only licensed and registered individuals may attempt to obtain controlled substances, and only researchers adequately trained and documented according to COP Policy (See section III.B above.) may use them. Any researcher contemplating the synthesis, preparation, or isolation of a controlled substance must first notify and consult with UMOR-Research Ethics and Compliance (<http://research-compliance.umich.edu/controlled-substances-research>) and the Safety Officer. Anyone who discovers the presence of an undocumented, un-inventoried, or improperly stored controlled substance must immediately report it to the Safety Officer and the CS- Monitors ([CS-monitors@med.umich.edu](mailto:CS-monitors@med.umich.edu)).

6. Lasers: Any researcher who intends to obtain or use a Class 3B or 4 laser in any configuration must first contact the University laser safety officer ([ehs- Lasersafety@umich.edu](mailto:ehs-Lasersafety@umich.edu)) and review and implement EHS guidelines (<http://ehs.umich.edu/research-clinical-safety/lasers/>). The Facilities Manager must be contacted if modifications of the laboratory are required. The PI is responsible for the safe application and operation of lasers in the research setting. The standard operating procedure for the laser is to be part of the safety document binder for the lab.

7. Waste Management: All laboratory waste will be managed in strict compliance with federal, state and local laws as interpreted by EHS. Procedural details may be different for each facility or building and each PI is responsible for developing laboratory-specific practices consistent with the approved processes in effect for the buildings in which their laboratories are located. Lab Directors are responsible for ensuring that all generators of waste in their laboratories adhere to EHS waste management guidelines.

Laboratories in Pharmacy or CC Little will observe the following:

- a. Chemical waste – generators of chemical waste within a laboratory are individually responsible for proper handling and management according to laboratory guidelines. All hazardous wastes will be prepared for removal within 60 days of the onset of accumulation. Each laboratory is responsible for arranging disposition of waste; there is no separate or “satellite” accumulation location.
- b. Biological waste – all biohazardous waste will be either rendered drain- disposable or collected within each laboratory for treatment and disposition according to the lab’s Biosafety Plan. Animal waste will be disposed of according to EHS guidelines for pathological waste. Clear biohazard bags must be used for the collection of autoclavable waste, and the date of first accumulation must be clearly indicated on the bag. Lab Directors will designate properly trained individuals to remove the bags within 60 days, transport them to the autoclave using secondary containment, sterilize the contents, and properly dispose of the resultant.
- c. Clinical or Universal Pharmaceutical waste – Excess pharmaceuticals (unless categorized as Hazardous, e.g. chemotherapeutic agents) should be disposed of in Universal Pharmaceutical Waste containers. Excess pharmaceuticals categorized as Hazardous should be disposed of under EHS hazardous waste guidelines, similar to chemical wastes. Syringes and/or needles should be disposed of using red Biohazard/Sharps containers. Gloves, cotton swabs, prep-packs, etc. are non-regulated waste (unless visibly bloody) and should be disposed of as such in the ordinary waste baskets. Universal Pharmaceutical Waste, hazardous wastes and sharps must be removed after 2 months.

8. Shared Equipment: The COP Research Resources Committee designates

certain equipment for shared usage by multiple PIs and is responsible for its administration and management. The Safety Officer or a monitor will routinely inspect shared equipment for compliance with all of the provisions of this safety policy, and resolve any deficiencies through the committee. All PIs whose work involves this equipment will be responsible for ensuring that any researcher under their direction has been fully trained in its use, and will include applicable SOP's in their safety document binder. Use of designated shared equipment will be contingent upon observance of all safety guidelines.

9. Gas Cylinders: Distribution and management of compressed gases will follow the procedures established by Facilities Management at each location. Empty cylinders are not to be stored in laboratories, and new cylinders are to be transported promptly to the point of use and not stored in unapproved locations. All researchers must observe the safety precautions and practices specific to their laboratories as documented by the Lab Director in addition to the guidelines and restrictions specified by EHS (<http://ehs.umich.edu/research-clinical-safety/chemical/compressed-gas/>). The purchase or use of certain gases requires pre-approval by EHS.

10. Ice/Dry Ice: Lab Directors are responsible for defining the processes, procedures and safety precautions for using dry ice in their laboratories with the exception of its use in shipping containers, which is subject to federal and international regulations. Anyone shipping or receiving packages containing dry ice must take the training provided by EHS (<http://ehs.umich.edu/wp-content/uploads/sites/37/2016/08/CourseList.pdf>) and follow the guidelines.

L. Injuries/Illness: If an injury or illness occurs that appears to be research-related, following an appropriate immediate response it must be reported without delay to the Safety Officer, to U-M Work Connections (<http://www.workconnections.umich.edu/forms.html>), and to EHS (<http://ehs.umich.edu/forms/laboratory-incident-and-near-miss-report/>). All involved researchers will fully cooperate with any subsequent review or investigation.

M. Research Incident Reporting Requirements: If a research-related incident involving activation of the emergency response system, property damage, or an unplanned intervention to prevent injury or property damage should occur, the Lab Director must without delay report the incident to the Safety Officer and submit an incident report to EHS (<http://ehs.umich.edu/forms/laboratory-incident-and-near-miss-report/>). The Safety Officer and EHS staff will be responsible for appropriate follow-up. All involved researchers and the PI will fully cooperate with any subsequent review or investigation.

N. Reporting of Non-Compliance or Unsafe Conditions: Behaviors, actions, or any conditions that are suspected to be out of compliance with this policy (or related policies) should be reported to the appropriate Lab Director and/or the COP Safety Officer, who will then attempt resolution of any deficiencies. The University

Compliance Hotline (<http://compliancehotline.umich.edu/>) provides for anonymous reporting and escalation of concerns. Safety deficiencies will also be documented during EHS inspections and during internal inspections conducted according to a schedule established by the Safety Officer, who will then review all inspection results for deficiencies or lack of compliance.

O. Resolution of Safety Problems and Correction of Deficiencies: The Safety Officer will work with researchers to promptly resolve all deficiencies, generally within 60 days. EHS reports will specify the appropriate time frame for resolution of deficiencies noted during inspections. Should there be an imminent threat of fire, serious harm or significant environmental impact the Safety Officer has the authority to curtail research operations or restrict access until a satisfactory level of safety has been achieved. Resistance to resolution, or repetitious or persistent failure of individuals to adhere to safety or regulatory requirements will be escalated first to the department chair, then to the Associate Dean for Research and Graduate Affairs, and then if necessary to the Dean, and will be subject to disciplinary measures, according to COP and University policies.

P. Lab Decommissioning and Commissioning: Faculty who are departing the COP or relocating to other lab space must complete the lab decommissioning process, and the Safety Officer and facilities manager are responsible for ensuring that this is completed. This is required each time a lab is vacated. More information is available at: <https://ehs.umich.edu/research-clinical-safety/planning-safe-research/lab-decommissioning/>.

U-M requires that all newly assigned laboratory space be commissioned by EHS staff before research activities begin in order to assure that the facilities and the safety plans are appropriate for the intended use. Information about this is provided during the COP faculty orientation process. The PI is responsible for ensuring that this is completed and for notifying the Safety Officer. More information is available at: [https://ehs.umich.edu/wp-content/uploads/sites/37/2016/04/Laboratory\\_Commissioning\\_Guideline.pdf](https://ehs.umich.edu/wp-content/uploads/sites/37/2016/04/Laboratory_Commissioning_Guideline.pdf)

Q. Off-boarding: All employees and students involved in research, regardless of their role, are required to complete the COP's research personnel off-boarding checklist: [https://pharmacy.umich.edu/system/files/intranet/Research\\_Offboarding\\_Checklist.pdf](https://pharmacy.umich.edu/system/files/intranet/Research_Offboarding_Checklist.pdf), and PIs are responsible for ensuring that this is completed. Faculty who are departing the COP are also responsible for completing the checklist for each lab under their supervision, and the COP safety officer and facilities manager are responsible for ensuring that this is completed.

#### **IV. Applicability/Eligibility**

This policy applies to all research conducted on the Ann Arbor campuses under the direction of COP faculty and lab directors at any time, and regardless of funding sources or contractual agreements with outside parties. It does not apply to physical facilities inspected and regulated under the auspices of Michigan Medicine (the U-M Health System) or the research activities

conducted exclusively within those facilities.

## V. Procedures

(Provided in separate documentation as noted throughout this policy.)

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

- U-M lab safety policy: [https://ehs.umichsites.org/wp-content/uploads/sites/37/2016/10/Academic\\_Lab\\_Research\\_Safety\\_Policy.pdf](https://ehs.umichsites.org/wp-content/uploads/sites/37/2016/10/Academic_Lab_Research_Safety_Policy.pdf)
- U-M SPG 605.01 Safety, Health, and Environmental Policy: <http://spg.umich.edu/policy/605.01>
- U-M SPG on integrity of scholarship and procedures for investigating allegations of misconduct in the pursuit of scholarship and research: <http://spg.umich.edu/policy/303.03>
- U-M research compliance site: <http://research-compliance.umich.edu/>
- U-M Responsible Conduct of Research training: <http://research-compliance.umich.edu/responsible-conduct-research-rcr-training>
- U-M controlled substances research web page: <http://research-compliance.umich.edu/controlled-substances-research>
- COP controlled substance policy: <https://pharmacy.umich.edu/mycop/use-controlled-substances-research-and-instruction-policy>
- EHS research & clinical safety web site: <https://ehs.umich.edu/research-clinical-safety/>
- EHS training site: <https://ehs.umich.edu/education/>
- EHS Incident & Near Miss Report Form: <http://ehs.umich.edu/forms/laboratory-incident-and-near-miss-report/>
- Work Connections: <http://www.workconnections.umich.edu/treatment.html>; <http://www.workconnections.umich.edu/forms.html>
- COP emergency response policy and procedures: <https://pharmacy.umich.edu/mycop/college-services/safety/emergencies>
- U-M Compliance Hotline: <http://www.compliancehotline.umich.edu/>

*Revised, 09/23/2019*

## ***LEAVE OF ABSENCE POLICY AND PROCEDURES (PHARMD)***

Due to the sequential nature of courses in the PharmD curriculum, regular enrollment until graduation is necessary. However, circumstances may arise that require approval for a leave of absence. PharmD students on a leave of absence temporarily stop their enrollment in classes for one or more terms and will resume progress towards completion of the degree upon approval for a return to registration. A leave of absence is recorded on the student record and included on the unofficial transcript only.

### **Definitions**

#### **Types of Leave of Absence**

##### **I. Administrative**

A student may be placed on a leave of absence by the Committee on Academic Standing due to unsatisfactory academic performance, by the Honor Council for issues related to professional conduct, at the discretion of the Dean or designated Associate/Assistant Dean. The student may return to registration only after approval has been granted by the Committee on Academic Standing, Honor Council, the Dean or designated Associate/Assistant Dean, whichever is appropriate given the reason for the administrative leave. Additional documentation may be requested for consideration of the return to registration and requirements for re-enrollment mandated.

##### **II. Conditional Enrollment (leave of absence from required course enrollment)**

A student may be restricted from registering/enrolling in required PharmD courses during a term by the Committee on Academic Standing (CAS) or at the discretion of the designated Associate/Assistant Dean. During those terms the student may be extended the option for conditional enrollment in professional elective courses only that can be used towards completion of the curriculum. The student will need to meet all conditions designated by the CAS and/or Associate/Assistant Dean while in conditional enrollment and will be advised of any additional requirements or documentation needed for continued enrollment in the PharmD program (e.g., repeat of required courses during the next term offered, completion of supplemental training during the term of conditional enrollment).

##### **III. Educational**

Students admitted to a degree-granting program may request an educational leave of absence. Approval for an educational leave is granted by the designated Associate/Assistant Dean. 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 designated Associate/Assistant Dean grants approval for the return to registration from an educational leave of absence. Additional requirements for a return to enrollment may be mandated by the Committee on Academic Standing as it pertains to curriculum progression and student success.

#### IV. Personal

A personal leave of absence can be requested by a student who is experiencing a personal matter or medical condition. A personal leave of absence can be approved by the designated Associate/Assistant Dean. Documentation may be required at the Associate/Assistant Dean's discretion, and additional requirements for a return to enrollment may be mandated by the Committee on Academic Standing as it pertains to curriculum progression and student success.

- i. Requests to return from a personal leave of absence are reviewed and approved by the designated Associate/Assistant Dean. 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.
- ii. A student participating in Advanced Pharmacy Practice Experience (APPE) rotations may be approved for a rotation deferral due to personal reasons. If the deferral is for one APPE block only, the student is expected to continue progress with the PharmD seminar and PharmD investigation curriculum requirements. If the time away exceeds one rotation block the student may need to request a personal leave of absence or approval for conditional enrollment in other P4 requirements. The designated Associate/Assistant Dean may approve a return to rotation from deferral before the start of the next scheduled rotation block. APPE site and rotation availability will be considered when determining the return date. Time away from APPE rotations could result in a delay of graduation and/or an additional semester to complete all required APPE rotations.

Students who experience an event beyond their control (e.g., illness, personal emergency) after the late drop deadline for the term should meet with the designated Associate/Assistant Dean to further discuss available options (see *Transcript and Grade Policy*). An approved leave of absence does not change academic standing, does not exempt a student from fulfilling curriculum requirements for graduation, and will extend the anticipated graduation date. Students approved for a leave must fulfill all curriculum requirements of the graduating class that they will join upon their return to enrollment. A Leave of Absence that extends 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.

Unlike students approved for conditional enrollment, students on a leave of absence are not enrolled in PharmD courses and therefore may not be eligible for certain University services (e.g. University Health Services, Domestic Student Health Insurance Plan (DSHIP), University Housing) and are not eligible to hold the Michigan Pharmacist Intern License while on leave. Students on an approved leave of absence are required by the State of Michigan to report the change in enrollment to the Michigan Department of Licensing and Regulatory Affairs (LARA)-Bureau of Professional Licensing (BPL). The student must notify the LARA- BPL of the change in enrollment as soon as possible, but no more than 30 days from the date of the change, and may be required to return the license if the leave extends beyond one term or semester. Once

approved to return to registration, the student will apply for reinstatement of their Michigan intern license shortly before the start of the next term of registration. Students who hold an intern license in another state are responsible for following up with the applicable licensing authority to determine any additional reporting requirements for licensure while they are away from enrollment.

## **Procedures**

### Administrative Leave of Absence and Conditional Enrollment

- I. The Committee on Academic Standing, Honor Council, the Dean or designated Associate/Assistant Dean can place a student on an administrative leave of absence or conditional enrollment.
- II. The decision of the Committee on Academic Standing, Honor Council, Dean, or designated Associate/Assistant Dean to place a student on administrative leave of absence or conditional enrollment will be communicated to the student in writing. The letter will outline the conditions of the administrative leave/conditional enrollment including the duration and any requirements for a return to regular enrollment. The letter will be emailed to the University assigned 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.
- III. 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.
- IV. Students placed on an administrative leave of absence must notify the LARA-BPL of their change in enrollment as they will not be enrolled in courses during that time.
- V. Students placed on conditional enrollment for professional electives only, who do not enroll in any electives must notify the LARA-BPL of their change in enrollment during that time.
- VI. 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 or conditional enrollment and formally request a return to registration. The Committee on Academic Standing, Honor Council, the Dean, or designated Associate/Assistant Dean will review the letter and may request additional documentation, as appropriate.
- VII. If the return to registration is approved by the authority who initiated the administrative leave or conditional enrollment, a letter acknowledging this and any other requirements for a return to registration will be sent to the student at their University assigned email account. The student will be expected to fulfill all curricular and co-curricular requirements as outlined for the graduating class that they will join.
- VIII. Failure to meet the conditions for administrative leave or conditional enrollment will result in dismissal from the PharmD program.

### Educational or Personal Leave of Absence

- I. Students considering an educational or personal leave of absence must first meet with the designated Associate/Assistant Dean 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.
- II. After meeting with the designated Associate/Assistant Dean, the student may be required to meet with a College of Pharmacy Student Services Representative to discuss tuition implications, withdrawal status, and other registration details.
  - III. The student must formally submit a request for a leave of absence. The request must be submitted to the designated Associate/Assistant Dean via email. The request letter must include the start date and anticipated return to registration date, type of leave requested, and any documentation requested by the Associate/ Assistant Dean. A leave of absence requested after the third week of classes will result in a W (withdrawal) recorded on the transcript for courses dropped.
  - IV. A letter will be emailed to the assigned University assigned email account, confirming the approval or denial of the request within 7 business days. The letter will include the duration of the approved leave of absence and any conditions for a return to registration as established by the designated Associate/Assistant Dean and/or Committee on Academic Standing. An approved leave of absence does not waive any financial obligations to the College of Pharmacy or University of Michigan for courses dropped.
  - V. Students approved for an educational or personal leave of absence must report this change in enrollment to the LARA-BPL, as students are not enrolled in classes for the PharmD program during that time.
  - VI. 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 emailed to the Associate/Assistant Dean 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/Assistant Dean may request additional documentation, as appropriate, for the review of the request.
  - VII. A letter acknowledging the return to registration will be emailed to the student at their University assigned email account within 7 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 join.

*Revised, 7/27/2023*

***POLICY ON PROTECTING THE HEALTH AND SAFETY OF THE COLLEGE OF PHARMACY COMMUNITY RELATING TO COVID-19***

The College of Pharmacy aims to deliver its mission while seeking to protect the health and safety of our students and minimizing the spread of disease within the community. As students return for the 2023-24 academic year, all students are required to comply with all College of Pharmacy policies, including any public health guidance related to COVID-19. The very nature of an in-person educational experience in the College of Pharmacy means our faculty, staff and students, particularly those participating in clinical work will be exposed to contagious viruses, including the coronavirus. The College of Pharmacy is committed to public health and similarly expects that all students will act in a manner that demonstrates respect and consideration for the health and safety of all community members.

Students are prohibited from creating a health or safety hazard at the College of Pharmacy, in connection with any college programs or activities, including any clinical work. Students are required to comply with public health guidance, including any protocols, guidelines or policies adopted by the University or the College of Pharmacy that relate to COVID-19 or other infectious diseases. This guidance will evolve as the situation changes and may include the following: health screening protocols, participation in contact tracing, use of face coverings, COVID-19 diagnostic testing, disinfection protocols, limitations on gatherings, and social distancing. Adherence to health and safety requirements applies to all College of Pharmacy students and extends to all aspects of the facilities, clinical labs, classrooms, bathrooms and other spaces within the college, on College of Pharmacy property, in clinics, or at college sponsored events/programs.

## ***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 designated Assistant/Associate Dean (AD).

### **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.

*Revised, 08/19/2020*

## ***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.

## ***SEXUAL AND GENDER BASED MISCONDUCT POLICY- COLLEGE OF PHARMACY***

The College of Pharmacy (COP) is committed to cultivating a culture of respect and a safe and healthy campus for all. This includes preventing sexual and gender-based misconduct; providing assistance and support resources to the COP community; and holding employees and students accountable for abiding by the policies of the University of Michigan (U-M) and COP.

**Applies to the following people/groups:** all paid and unpaid employees (including those with adjunct, preceptor, visiting, postdoctoral fellow, and emeritus appointments) and students

### **I. Overview/Rationale**

The College of Pharmacy (COP) is committed to cultivating a culture of respect and a safe and healthy campus for all. This includes preventing sexual and gender-based misconduct; providing assistance and support resources to the COP community; and holding employees and students accountable for abiding by the policies of the University of Michigan (U-M) and COP.

### **II. Definitions**

- ECRT Office: U-M Equity, Civil Rights and Title IX Office (formerly the U-M Office for Institutional Equity)
- IRO: Individual with Reporting Obligations under the U-M Policy on Sexual and Gender-based Misconduct (“Policy”). IROs are obligated to report to the ECRT Office information they learn about behavior that could possibly be considered prohibited conduct under the Policy. IROs are noted in the [COP online directory](#) and include:
  - Administrative leaders (dean, associate/assistant deans, department chairs, associate/assistant department chairs, graduate chairs, undergraduate chair).
  - Faculty and staff who have administrative supervision over other employees, i.e., they are listed in the HR system as someone’s official supervisor.
  - Faculty who serve as the assigned advisor or co-advisor for PhD students. (This does not include those assigned as the temporary advisor for first-year students.)
  - Human resource staff responsible for handling employment issues, excluding staff who handle HR-related work that is exclusively clerical or transactional in nature.
  - Faculty and staff who provide direct oversight of U-M or COP travel abroad experiences.
  - Experiential Education Office staff with oversight responsibility for international experiences.
- IRO’s are **not** the following (unless they have some other role that qualifies them to be an IRO):
  - Faculty who serve as the temporary advisor for first-year PhD students.
  - Faculty who mentor PhD students on lab rotations before they are assigned an advisor.
  - Faculty who mentor BS, PharmD, or MS student research projects.
  - PharmD preceptors.
  - Advisors of Pharmacy Families.
  - Advisors of COP student organizations (because all of our student organizations are “voluntary” and not “sponsored”).

### III. Policy/Regulations

The COP has implemented the [U-M Policy](#), and all COP employees and students are required to know and abide by it.

- A. Mandatory Training. Employees and students must complete the mandatory training requirements that are communicated as part of the onboarding or orientation process and participate in any periodic refresher training or other training that is required.
- B. IROs. IROs are required to complete all mandatory training for IROs and must know and carry out their responsibilities. A toolkit for IROs is available at: <https://pharmacy.umich.edu/mycop/sexual-and-gender-based-misconduct-policy-toolkit-and-resources>. In addition to the definitions above to help clarify who has reporting obligations, the [COP online directory](#) indicates COP employees who are designated as IROs, so it is clear which individuals have this responsibility.
- C. Reporting. All are encouraged to report to the U-M [ECRT Office](#) information they learn about incidents that could constitute violations of the Policy (or other U-M policies). IROs are required to report as per U-M policy. Individuals, regardless of IRO status, are **not** to investigate. The University will determine the actions to be taken and provide information on supportive resources that are available.
- D. Resources. Confidential and non-confidential resources are available as provided on the COP's website: <https://pharmacy.umich.edu/mycop/about-college/sexual-and-gender-based-misconduct>. Employees who provide non-confidential support may have a responsibility as an IRO to report information that is shared with them.
- E. Questions. General questions about the Policy or procedures should be directed to: [COPMisconductPolicy@umich.edu](mailto:COPMisconductPolicy@umich.edu), which includes representatives from COP HR and COP Student Services. (Please note that these representatives are IROs.)

### VI. Other Relevant Policies/Procedures

- COP resources related to sexual and gender-based misconduct: <https://pharmacy.umich.edu/mycop/about-college/sexual-and-gender-based-misconduct>
- COP IRO Toolkit: <https://pharmacy.umich.edu/mycop/sexual-and-gender-based-misconduct-policy-toolkit-and-resources>
- U-M Sexual and Gender-Based Misconduct Reporting and Resources website: <https://sexualmisconduct.umich.edu/>
- U-M SPG 201.97 on Supervisor-Employee Relationships: <https://spg.umich.edu/policy/201.97>
- U-M SPG 601.22 on Prohibitions Regarding Sexual, Romantic, Amorous, and/or Dating Relationships Between Teachers and Learners: <https://spg.umich.edu/policy/601.22>
- U-M SPG 601.22-1 on Employee-Student Relationships: <https://spg.umich.edu/policy/601.22-1>

*Approved, 9/15/2022*

## ***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 designated Assistant/Associate Dean 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 designated Assistant/Associate Dean. 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 appropriate Assistant/Associate Dean.

## ***STUDENT SAFETY PROTOCOLS FOR IN-PERSON INTERACTIONS (PPE)***

The purpose of this document is to ensure that pharmacy students follow appropriate safety protocols during class activities and during patient care interactions. These rules apply to activities associated with courses, community health events, and life-long learning activities. Site policies should be followed for all introductory pharmacy practice experiences (IPPE) and advanced pharmacy practice experiences (APPE).

### **Mode of interaction**

- Individuals and organizations responsible for overseeing activities should consider the mode of interaction. Rotation sites may require students to participate in remote and/or in-person activities that are consistent with the policies of their organization.
- All virtual interactions must be conducted using HIPAA-compliant technology (e.g., university managed Zoom account) in a location that ensures HIPAA compliance (e.g., a private room/residence to protect patient privacy).

### **Personal Protective Equipment (PPE) for students**

#### Mask Requirements

- The College of Pharmacy will follow (1) University policy regarding masking in classrooms/campus buildings for educational activities and (2) site-specific practices regarding masking when interacting with community members during patient care encounters.
- The Longitudinal Early Practice Experience (LEPE) is an educational experience that does not involve direct patient care. Therefore, we will follow the University policy related to mask wearing during these activities.
  - If masks are not required by the university, students can choose to wear a mask during an educational patient care interaction.
  - Students will be instructed to ask their LEPE community partner if they would prefer that the student wear a mask. If so, the student will wear a mask during the interaction.
- The Life-Long Learning (LLL) Program includes community outreach for Service and Health Promotion credit.
  - Service activities do not involve direct patient care. Therefore, students are not required to wear a mask at these activities, unless required by the site.
  - Health promotion activities involve direct patient care. Therefore, students are required to wear a mask at these activities if preferred by the site. If allowed by the site, students may temporarily remove their mask if they are not providing direct patient care to an individual patient.

#### Supplies

- Masks and hand sanitizer will be provided by the College of Pharmacy and/or site.
- Students may choose to wear additional personal protection equipment (PPE) above and beyond this policy (e.g., gloves during blood pressure screening), but they may need to be supplied by the student.

**Participation in in-person activities**

- Students and community members may not participate in in-person activities sponsored by the College of Pharmacy if they have an infectious illness.

**Additional information**

- This document is subject to change. Updated information will be made available on the University of Michigan [College of Pharmacy COVID page](#).

*Adapted from the Michigan Medicine Infection Prevention and Epidemiology recommendations for Ambulatory Care (Clinical Skills Committee, July 2021; updated August 2022; updated June 2023)*

## ***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 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 designated Assistant/Associate Dean to review the VISA form. The Assistant/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 requests 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](mailto: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

*Revised, 08/19/2020*

## ***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 designated Assistant/Associate Dean.

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 <https://pharmacy.umich.edu/student-handbook>.

*Revised, 08/19/2020*

## ***TRANSCRIPT AND GRADE POLICY***

### **Summary**

The Academic Record is the official record of a student's course elections, grades, and credits earned in registered courses at the University of Michigan. The academic transcript is a permanent record of a student's academic performance and must include the correct notations as defined in the grade policy. This policy applies to students enrolled in the Bachelor of Science in Pharmaceutical Sciences (BSPS) and Doctor of Pharmacy (PharmD) programs.

### **Transcript Notations and Definitions**

Listed below is a summary of transcript notations and definitions.

- A – E = Letter Grades
- CR = Credit
- ED = Unofficial/Early Drop
- F = Fail
- I = Incomplete
- ILE = Lapsed Incomplete
- NC = No Credit
- NFC = Not For Credit
- NG = No Grade
- NR = No Report
- NRC = No Record Covid
- OPT P/F = Optional Pass/Fail
- P = Pass
- REP = Repeat
- S = Satisfactory
- T = Test/Transfer Credit
- U = Unsatisfactory
- W = Withdrawal
- Y = Continuing

**Letter Grades:** BSPS and PharmD students receive letter grades of A+ through E for courses utilizing a standard letter grade system. The minimum grade required to denote passing a course (required or elective) in the PharmD program is C-. The minimum grade required for BSPS core courses and prerequisite Math/Science lab courses is a C-; a grade of D or better is required for all other courses to be used towards the BSPS degree. Grades are not removed from the student record even if the same course is repeated.

**Incomplete/Work in Progress:** An incomplete (I) grade will be entered for a student who is unable to finish a course by the end of the term registered due to extenuating circumstances, following all requirements for incomplete grade consideration and approval defined in this policy. A work-in-progress (Y) grade will be entered for a course that is approved by the College of Pharmacy to extend for two consecutive semesters. Currently, only PharmSci 402 (Undergraduate Seminar), Pharmacy 730 (PharmD Seminar) and Pharmacy 739 (PDI Research Report) are approved courses for use of Y grades.

- The I-grade will be removed and replaced with the final course grade once all coursework is completed and reported by the course director.
- A Y-grade notation is a temporary grade and can only be used if the same course is registered across multiple terms (successive) and is approved as a multi-term/continuing course. Once all coursework is complete, the final grade for both semesters will be entered to replace the Y notation on the student record.

- If a student does not complete the remaining work for an Incomplete (I notation) or fails to complete the second semester of a multi-term course (Y notation), the I and/or Y will be converted to a failing grade due to lapsed incomplete (ILE) on the student record, and the ILE will be included in the grade point calculation.
- Credit for I- and Y-grade notations are not earned until the final grade is received. The final grade will be included in the GPA calculation as appropriate.

Pass/Fail, Credit/No Credit, and Satisfactory/Unsatisfactory: The pass/fail option allows students to elect courses that interest them without concern for their grade point average.

- Pass (P), credit (CR), and satisfactory (S) denote that the course was successfully completed and credit was awarded. Grade points are not awarded for any of these transcript notations, and therefore, are not included in grade point average calculation.
- Fail (F), no credit (NC), and unsatisfactory (U) denote that the course was not successfully completed and no credit was awarded.
- For letter graded courses elected as optional pass/fail (OPT), grades A through C- will be denoted Pass (P) and grades lower than C- will be noted as Fail (F). The notation of OPT P/F will be listed on the transcript next to the course and the pass or fail that is reported by the instructor.

Withdrawal/Drop: A withdrawal (W) is recorded for an official course drop that takes place after the university add/drop deadline (third week for a full term course, second week for half term course) up to the COP late drop deadline (eighth week of full term course, fourth week of half term course). An unofficial drop may be recorded as ED on the transcript at the end of the term by the course director.

- Credit is not granted for a W or ED notation.
- A W notation is not included in the grade point average calculation.
- An ED will be included in GPA calculations with grade points equivalent to an E letter grade.
- Retroactive term withdrawals are rarely granted and can only be approved under extraordinary circumstances that warrant an exception for events that take place after the eight week of the semester for a full term (fourth week for a half term). There is a time limit of one calendar year for such requests, and requires the petition cover sheet, documentation of the extenuating circumstances, and instructor statements. Students should email [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu) for additional information and instructions on how to submit such a request. The Committee on Academic Standing (CAS) will review retroactive withdrawal requests. Approval does not indicate a tuition refund and will be recorded on the transcript with a W notation for all courses approved.

Other Transcript Notations:

- Audit (VI): A Notation of visit (VI) will be entered on the student record for any course elected as audit. No credit or grade points are granted for an audited course.
- Not For Credit (NFC): An NFC notation is recorded on the student record when no credit or grade points can be given for a course. This notation will be included on the student

record for enrollment in courses that exceeds the number of credits permitted (e.g., undergraduate independent study courses offered by other schools/colleges) and for courses used to record completion of required curriculum components for off-cycle students (e.g., MedChem 799 and Pharmacy 798).

- No Record Covid (NRC): With the transition to remote learning brought on by the COVID-19 pandemic, students were permitted to change grades below a C- to NRC on their transcript during the winter 2020 through spring/summer 2021 terms. Any courses masked during COVID-19 grading may still be included in program grade point average calculation.
- No Report (NR)/No Grade (NG) Reported: If NR or NG are recorded on the student record, no credit is given and no grade points are used for grade point average calculation. If the final grade is not entered the NR or NG will convert to a failing grade by the end of final exams in the following semester.
- Test/Transfer Credit (BSPS only): A designation of test (T) will be added for credit granted by the Office of Undergraduate Admissions for AP/IB courses and courses completed outside of the University of Michigan based on established requirements for test and transfer credit. While credit is awarded, no grade points are awarded for test and transfer credit (T-grades) nor for any courses completed prior to enrolling in the BSPS program and/or another college or university.

### **Grade Points and Grade Point Average (GPA) Calculation**

Letter 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 grade points awarded per course is determined by multiplying the grade-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 grade points) earned for a three-credit course yields 9.9 grade points. Grade points earned are used to calculate the student's grade point average (GPA). The GPA is computed by adding the grade points earned for each course and dividing that total by the number of semester hours of credit elected for a grade.

- When courses are completed with a grade of A through D- and the student enrolls in the class again, a designation of repeat (REP) will be added on the transcript next to the additional enrollment attempt(s). No additional credits will be granted towards graduation, but the grade points from the subsequent attempt(s) will also be included in grade point average calculation.
- When a grade of E is earned on the first course attempt, no designation will be added to the second course attempt. Credits will be earned and counted towards graduation if successfully completed on the second attempt, and grade points will be included in grade point average calculation.

### **Incomplete (I) Transcript Notation**

When a student is prevented from completing a course for reasons beyond their control (e.g., illness, personal emergency), the Course Director in conjunction with the designated Associate/Assistant Dean may approve an incomplete (I). An I-grade will only be considered for a College of Pharmacy course if the following conditions are met:

- The event preventing the student from completing the course occurs on or after the late drop deadline for the term. Students who experience a change in enrollment or ability to continue in a course(s) before the late drop deadline will need to submit an official drop/withdrawal request.
- The student has completed most of the coursework up to the date of the change in attendance.
- The student must be able to achieve a passing grade in the course (minimum grade required for their program) at the time I-grade is requested/approved.

An Incomplete/I-grade issued for a course due to embedded high stakes examination/assessment as defined in the [Academic Progression Policy and Procedures](#) (PharmD students) will be an exception to the requirements noted above.

The Course Director will work with the designated College of Pharmacy Associate/Assistant Dean by the last class period of the term to discuss 1) if it is possible to finish the missed coursework outside of the semester given the course structure and content delivery and 2) timeline for completion of the remaining work based on the individual circumstances. In general, students will have until the last day of class in the next full semester to complete the remaining coursework to receive the final grade, if not sooner, based on the timeline required by the Course Director or program requirements for progression. Every attempt will be made to develop a plan that allows a student to complete the remainder of the coursework using a comparable and reasonable structure, and to remain on track with their cohort. However, if the situation does not allow for completion of the coursework during the allotted timeframe the student may be advised

that a withdrawal will be necessary with registration for the course again during the next term offered.

When all course requirements are met, the temporary I-grade notation will be removed and the actual grade earned will be added to the permanent record. If the student does not complete the work as defined by the Course Director and designated Associate/Assistant dean, the I-grade will be removed from the record and replaced with the grade earned. If course requirements remain incomplete after the allotted time has elapsed and the student has not attempted to discuss the matter with the course director, the I-grade will be changed to a failing grade due to lapsed Incomplete (ILE).

### **Grade Dispute**

In general, 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 as listed in the [College of Pharmacy Complaints and Grievances Policy and Procedures](#).

*Approved, 8/8/2023*

## ***Transfer Credit Policy and Procedures for Bachelor of Science in Pharmaceutical Sciences (BSPS) Students***

### **I. Overview**

Students enrolled in the Bachelor of Science in Pharmaceutical Sciences (BSPS) program may transfer credit from other colleges and universities, before or while enrolled in the College of Pharmacy. Transfer credits can be used towards completion of the BSPS degree and are subject to the following guidelines.

### **II. Policy**

- Up to 70 credits may be transferred to the College of Pharmacy BSPS program to count toward the 120 credits required for the degree. This includes credit earned at the University of Michigan Ann Arbor campus while enrolled in another college or school (cross campus transfer), credits from external colleges and universities, advanced placement (AP), and International Baccalaureate (IB) credit.
- Students must complete at least 50 credits at the University of Michigan Ann Arbor campus (in-residence) while enrolled in the BSPS program.
- All BSPS core courses must be completed at the University of Michigan Ann Arbor campus.

### **III. Procedures**

#### **Submission of Transcripts**

Students must arrange for an official transcript to be sent to the University of Michigan Undergraduate Admissions Office for evaluation. Additional documentation may be requested for courses completed at international colleges and universities, or for college credit earned while enrolled as a high school student (dual enrollment). Additional information and guidelines are available on the Undergraduate Admissions Office website at <https://admissions.umich.edu/apply/transfer-students/transfer-credit>.

#### **Evaluation of Transfer Credit**

The Undergraduate Admissions Office will evaluate all transcripts and post credit to be awarded to the student record. Approved course equivalencies are listed on the Transfer Credit Equivalency (TCE) webpage at [http://www.ugadmiss.umich.edu/TCE/Public/CT\\_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx). Students transferring to the University Michigan or who plan to earn transfer credit after enrolling in the BSPS program are responsible for confirming that a course will transfer. Students should contact the Undergraduate Admissions Office for a pre-evaluation if the requested course is not listed on the TCE.

Credit may be awarded by the undergraduate office for examinations as follows:

- Advanced Placement (AP) examination- Credit awarded for advanced placement examinations will follow the LSA Guidelines, <https://admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit#LSA>, unless otherwise stated by the College of Pharmacy. Official exam scores must be sent to the University of Michigan from the College Board.

- International Baccalaureate (IB) examination- To receive credit for International Baccalaureate (IB) examinations, an official transcript of examination grades must be officially sent by the IB Office directly to the Office of Undergraduate Admissions. The Office of Undergraduate Admissions only awards credit for IB Higher Level examinations.

When transfer credit is evaluated and posted to the student record, it will be completed as follows:

- Courses completed outside of the University of Michigan Ann Arbor campus - Must have a grade of C or better to be eligible for transfer credit.
- Courses completed at the University of Michigan Ann Arbor campus (cross-campus transfer) – All courses with a passing grade will be eligible for transfer credit, and up to 70 credit hours can be used towards the 120 credits required for the degree. However, the grade earned in the course approved for cross-campus transfer must meet any minimum course grade requirements defined in the BSPS curriculum.
- Grades for courses completed prior to enrollment in the BSPS program or at another college or university after enrolling will not be factored into the College of Pharmacy grade point average.
- For courses evaluated by the Undergraduate Admissions Office, transfer credit may not be awarded at the full credit value based on credit conversion. This may be the case for international courses and courses completed at an institution that uses a quarter system.
- Transfer credit awarded prior to enrollment in the College of Pharmacy will be posted effective the first term of enrollment as a BSPS student.
- Transfer credit awarded after enrollment in the BSPS program will be posted for the term in which the credit is earned, regardless of when the transcript is received.
- Students should be aware of how transfer credit will be posted as it can impact tuition assessment if the additional credit(s) changes the student tuition assessment level.

The Undergraduate Admissions Office will award credit as follows:

- Equivalent Credit- Courses that were completed at other colleges and universities that closely match courses taught at the University of Michigan Ann Arbor campus will usually transfer as “equivalent credit”. These courses will appear on the University of Michigan transcript with a U-M course number assigned.
- Departmental Credit- Courses that were completed at other colleges and universities that do not match courses in the same departments at the University of Michigan Ann Arbor campus may transfer as “departmental credit”.
- Interdepartmental Credit- Courses that cover a broad range of topics within a general area of study are considered “interdepartmental credit.” These are courses that, because of the scope of their subject material, cannot be assigned to any individual academic department.

The College of Pharmacy may authorize the posting of transfer credit for courses completed in Medicinal Chemistry, Pharmacy, and Pharmaceutical Sciences. Transfer credit awarded by the College of Pharmacy will be posted as departmental credit.

**Requests to Remove Transfer Credit**

Students should carefully review their transcript and transfer credit evaluation at the start of enrollment in the BSPS program and at any point thereafter when/if additional transfer credit is awarded. Depending on when the credit is earned, the posting of transfer credit will increase tuition assessment when upper class standing is reached. Students may not request the removal of transfer credit awarded for courses completed at the University of Michigan Ann Arbor.

Requests to remove test credit or external transfer credit must be made no later than the last day of the term in which the student reaches upper class standing for tuition assessment. To process the removal students must submit an email request to [cop.registrar@umich.edu](mailto:cop.registrar@umich.edu) with the following information:

- Name
- UMID Number
- Transfer courses and credit that should be removed
- A statement acknowledging that once the credit is removed it cannot be reposted at a later date.

**IV. Applying Transfer Credit Toward BSPS Degree Requirements**

Equivalent transfer credit may be used to fulfill general education, math/science/lab, and elective credits. Departmental and interdepartmental credit will be counted as elective credit unless it is determined that it can fulfill general education requirements (e.g. social science and humanities/foreign language) by the College of Pharmacy Student Services Office. No transfer credit will be used to fulfill the required BSPS core courses. Students should review their degree audit to see how transfer credit will apply towards degree requirements and contact the COP Student Services Office to discuss any discrepancies.

*Effective, 08/19/2020*

## ***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 Assistant/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 Assistant/Associate Dean of the College of Pharmacy.

Effective July 1, 2022:

- A. Up to \$500 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 Research Forum during their P4 year.
- B. Up to \$1200 to those students who are asked by the Dean or Assistant/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 Research Forum 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 Assistant/Associate Dean of the College of Pharmacy.

**Reimbursement Procedure**

The applicant must submit the approved notification from an Assistant/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](mailto:cop.finance@umich.edu)

*Revised, 06/06/2022*

### ***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](mailto: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.

**University Policy on Sexual and Gender-Based Misconduct.** This policy is effective as of October 2, 2021. It applies to all students, faculty, staff and third parties across the university community on our three campuses and Michigan Medicine. This policy includes common definitions for prohibited conduct and Title IX misconduct, separate procedures for addressing allegations against students and those against employees and third parties, and further clarifies available confidential resources and ways to report misconduct. The full policy, procedures, and Standard Practice Guide (SPG) are posted at <https://sexualmisconduct.umich.edu/umbrella-policy/>

Information on support, reporting and confidential assistance is available on our [Sexual Misconduct Reporting and Resources page](#) and is linked from the top of the university's main home page.

**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 unhealthy substance use 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 substances while on-site for a rotation or on University premises, is impaired, is under the influence of a substance, has the odor of a substance (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: Mark Nelson  
Assistant Dean for Student Services and AdmissionsContact Information: mnelson@med.umich.edu  
(734) 764-6137**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 they 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 Assistant Dean for Student Services and Admissions (Mark Nelson, [mnelson@med.umich.edu](mailto:mnelson@med.umich.edu), 734-764-6137) 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. If off campus, ensure the individual has safe transportation to his/her/their testing destination through applicable protocols.

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 \_\_\_\_\_

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For OHS/ED use only:

Blood Borne Pathogen Testing Consent Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

**RETROACTIVE\* TERM WITHDRAWAL PETITION GUIDELINES & COVER SHEET****For All University of Michigan Students**

(\*Retroactive is defined as after the last day of classes.)

*Changes to the academic record after the fact are extremely rare and are only granted for extraordinary circumstances. Retroactive withdrawals are not granted if there is evidence that you finished or intended to finish a class (e.g. took the final exam or requested an Incomplete). **Approval of a retroactive withdrawal does NOT indicate a tuition refund.***

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
(PLEASE PRINT)

Requesting withdrawal for \_\_\_\_\_ (Term and Year, e.g. Fall 09) \*\* Phone # \_\_\_\_\_

**\*\*NOTE: There is a time limit of one calendar year for these requests. If more than one calendar year has elapsed since the end of the term for which you are seeking a withdrawal, you are not eligible to petition.**

**ALL of the following must be submitted to the School or College in which you were registered at the time:**

(Check with your academic advising unit for the appropriate address for submission.)

**Your Argument**

You must explain what happened that term, including a detailed chronology and compelling reason(s) why you were not able to finish your classes and why you did not request a withdrawal during the term.

**Documentation**

You must provide relevant documentation supporting the compelling reason(s) mentioned above. For example, if physical or mental health issues were involved, a letter from a health care provider should verify what happened and explain how that prevented you from finishing the term and requesting a withdrawal at that time.

**Instructor Statements**

The instructor for each class must verify that you did not finish the course and that you did not request an Incomplete. They should comment on your attendance pattern/dates and participation. This information should be sent from the instructor's university e-mail account directly to the School/College in which you were registered at the time.

**PRE-SUBMISSION CHECKLIST**

*If you answer yes to any of the questions below, check with the Registrar's Office BEFORE submitting this petition. A retroactive withdrawal may have financial, eligibility, or other consequences. You need to be aware of all possible consequences before deciding to go ahead with your petition.*

- Are you using any type of financial aid (including scholarships) to pay for tuition?
- Were you a student athlete during the term for which you are requesting a withdrawal?
- Is the State of Michigan's MET program financing any part of your tuition?
- Are you using veterans' benefits to pay for tuition?
- Will withdrawal from this course affect other classes (e.g., pre-requisites/repetitions)

My signature below indicates that I have checked with the Registrar's Office to determine if any of the above applies to me. I am aware of the consequences of a retroactive withdrawal and have decided to submit my petition.

Student Signature \_\_\_\_\_ UM ID # \_\_\_\_\_ Date \_\_\_\_\_

School/College Signature (Asst. Dean or higher) \_\_\_\_\_ Date \_\_\_\_\_

*(Optional but strongly recommended)* I have also discussed my case with a staff member in my academic advising unit.

Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Staff Printed Name, Title, and E-Mail address \_\_\_\_\_

**BSPS Degree Requirements Checklist** (120 credits required – 50 credits must be completed at the U-M Ann Arbor campus while enrolled in the BSPS program)**I. 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

**II. Math/Science/Lab Requirements:** Math (8cr), Science (32cr), Lab (9cr) (49cr)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <i>Biology 171</i> (4cr)       | <input type="checkbox"/> <i>Chemistry 210</i> (3cr)                  | <input type="checkbox"/> <i>Physics 140/150</i> (4cr) & <i>Lab 141/151</i> (1cr) |
| <input type="checkbox"/> <i>Biology 172</i> (4cr)       | <input type="checkbox"/> <i>Chemistry Lab 211</i> (2cr)              | <input type="checkbox"/> <i>Math 115 Calculus I</i> (4cr)                        |
| <input type="checkbox"/> <i>Biology Lab 173</i> (2cr)   | <input type="checkbox"/> <i>Chemistry 215</i> (3cr)                  | <input type="checkbox"/> <i>Statistics 250</i> (4cr)                             |
| <input type="checkbox"/> <i>Chemistry Lab 125</i> (1cr) | <input type="checkbox"/> <i>Chemistry Lab 216</i> (2cr)              | <input type="checkbox"/> <i>Physiology 201 or 502</i> (4cr)                      |
| <input type="checkbox"/> <i>Chemistry Lab 126</i> (1cr) | <input type="checkbox"/> <i>Chemistry 230 or 260</i> (3cr)           |  |
| <input type="checkbox"/> <i>Chemistry 130</i> (3cr)     | <input type="checkbox"/> <i>Biochem 415/Mcldb 310/Chem 351</i> (4cr) |  |

**III. BSPS Requirements (Years 2-4)** (24cr)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>F2: P200 Science of Medicines</b> (3cr)<br>Health professions, Healthcare System, Health finance<br>Prerequisites: none.   | <input type="checkbox"/> <b>F3: P302 Seminar – Personal Professional Develop.</b> (1cr)<br>High touch, focus on careers in health science/professions<br>Prerequisites: none.   |
| <input type="checkbox"/> <b>F2: P202 Seminar – BSPS Career Exploration</b> (1cr)<br>Broad focus on health professions<br>Prerequisites: none.  | <input type="checkbox"/> <b>W3: MC310 Principles of Drug Action</b> (3cr)<br>Drug properties, Pharmacology, Med Chem principles<br>Focus on concepts, background needed to succeed in MC 500<br>Prerequisites: Biochem 415/Mcldb 310/Chem 351                     |
| <input type="checkbox"/> <b>W2: PS101 Molecules to Drugs and Products I (MDDP-I)</b> (2cr)<br>Drug Discovery and Development in the Modern Era.<br>Prerequisites: none.  | <input type="checkbox"/> <b>W3: P412 Clinical and Research Ethics</b> , (1cr)<br>Ethics of Clinical Science & Research, Pharma in the news<br>Prerequisites: none.  |
| <input type="checkbox"/> <b>F/W2: P117 (Pain Management) <b>or</b> P217 Intro to Precision Hlth</b> (1cr)<br>Basics of pain, from neuroanatomy to medications.<br>Lecture series focusing on precision health topics.<br>P117 offered fall and winter, P 217 offered winter. | <input type="checkbox"/> <b>F4: PS400 Pharmaceutics of Drug Products and Biotech</b> (3cr)<br>Physical chemistry of drugs, dosage forms, routes of delivery, biotechnology manufacture, delivery, products<br>Prerequisites: Gen Chem, Physical Chemistry, Calc I |
| <input type="checkbox"/> <b>W2: P212 Seminar – Contemporary Research</b> (1cr)<br>Focus on research in CP, MD, PS<br>Prerequisites: none.  | <input type="checkbox"/> <b>F4: PS402 Seminar, - Seminar in PS, MC, or CP</b> (1cr)<br>Prerequisites: BSPS students entering final year   |
| <input type="checkbox"/> <b>F3: PS300 Biopharmaceutics/Biology of Drug Delivery</b> (3cr)<br>Drug properties, transport, absorption, PK, ADME<br>Prerequisites: General Chemistry with Lab<br>Advisory Prerequisite: Calc I  | <input type="checkbox"/> <b>W4: MC410 BSPS Laboratory</b> (3cr)<br>Analytical methods for research, drugs, drug products<br>Prerequisites: BSPS students only, senior standing recommended<br>Advisory Prerequisite: MC310  |
|  | <input type="checkbox"/> <b>W4: PS402 Seminar - Seminar in PS, MC, or CP</b> (1cr)<br>Prerequisites: BSPS students entering final year  |

**IV. Electives** (about 29 cr)

## MSIPS Sample Curriculum for students entering the Fall 2023 term

Available courses for the MSIPS program will vary depending on the year an applicant applies and is accepted into the program. The sample curricula below is intended to provide useful information to applicants regarding the courses that may be available during the chosen year of enrollment for each track in the program. Specific course selections for each student will be determined mutually by the advisor and the student following matriculation into the MSIPS program. A sample list of elective courses is listed below but does not represent a complete list of the many options available for students at the University of Michigan.

### Pharmaceutical Sciences Track\*\*

Fall Term 2023				Winter Term 2024				Spring/Summer Term 2024		
Course	Description	Credits	Prereq	Course	Description	Credits	Prereq	Course	Description	Credits
PS 701	Equilibria and Dosage Form	2	Math 216 or equiv	PS 707	Pharm. Solids (tentative)	2	See Description	INTPHARM 790	Capstone	8
PS 703	Mass Transport	2		PS 717	Biopharm Engineering	3				8
PS 704	Analytical Methods	2		CP 822	Pharmacogenomics	3				
MC 660	RCRS	0.5		MC 660	RCRS	0.5				
INTPHARM 750	Seminar	1		INTPHARM 750	Seminar	1				
	Electives*	4			Electives*	3				
		11.5				12.5				

### Medicinal Chemistry Track\*\*

Fall Term 2023				Winter Term 2024				Spring/Summer Term 2024		
Course	Description	Credits	Prereq	Course	Description	Credits	Prereq	Course	Description	Credits
MC 532	Bioorgan Princ Med Chem	3		MC 534	Computational princ.	3		INTPHARM 790	Capstone	8
Chem 540	Organic Principles	3		CP 822	Pharmacogenomics	3				8
PS 701	Equilibria and Dosage Form	2		MC 660	RCRS	0.5				
MC 660	RCRS	0.5		INTPHARM 750	Capstone	1				
INTPHARM 750	Seminar	1			COP Required Course	2				
	Electives*	3			Electives*	2				
		12.5				11.5				

### Clinical Pharmacy Track\*\*

Fall Term 2023				Winter Term 2024				Spring/Summer Term 2024		
Course	Description	Credits	Prereq	Course	Description	Credits	Prereq	Course	Description	Credits
CPTS 824	Metabolomics and Proteomics	3		Pharm 647	Clin Trials for Trans. Sci	2		INTPHARM 790	Capstone	8
PS 704	Analytical Methods	2		CPTS 822	Pharmacogenomics	3				8
CPTS 834	Patient Reported Outcomes	2		CPTS 830	Health Svc Research	3				
MC 660	RCRS	0.5		MC 660	RCRS	0.5				
INTPHARM 750	Seminar	1		INTPHARM 750	Capstone	1				
	Electives*	4			Electives*	2				
		12.5				11.5				

### Examples of Elective Courses\*

U-M Elective Courses Offered Fall Semester				U-M Elective Courses Offered Winter Semester			
Course	Description	Credits	Prereq	Course	Description	Credits	Prereq
Biochem 515	Intro to Biochem	4	BioCh 415	Biochem 515	Intro to Biochem	4	
Biophys 520	Theory & Methods Biophy	3		Biophys 521	Prin Biophysical Chem	3	
BioStat 521	Applied Biostatistics	4		Biostat 522	Biostats Health-related	3	
CDB 530	Cell Biology	3		Cancbio 554	The Science of Cancer	4	
Chem 520	Methods of Bio Chem	3		Pcol 601	Quant. Princ of Pcol	3	
Chem 540	Organic Principles	3		Physiol 510	Systems and Integrative	4.5	
Stats 500	Statistical Learning: Regress	3		Stats 500	Statistical Learning: Regress	3	

\* Electives may be chosen from College of Pharmacy courses or from other graduate level courses offered at the University of Michigan

\*\* Courses listed are suggested but not required for students interested in this track. Courses listed subject to change. Nine credits per semester is full time.

A minimum of 32 credits are required for degree

## PharmD Curriculum - 2024\*

Fall	Credits	Winter	Credits
P1 Curriculum			
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	2
Pharmacy 501 - Introduction to Pharmacy	2	Pharmacy 512 - Self-Care	4
Pharmacy 511 - Life Long Learning	.50	Elective(s)	
Pharmacy 503 - Social Determinants for Pharm	2		
Elective(s)			
P2 Curriculum			
PharmSci 608 - Basic and Clinical PK	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
Pharmacy 613 - Ambulatory Care IPPE**	(.50) or	Pharmacy 613 - Ambulatory Care IPPE**	(.50)
Pharmacy 603 - Community IPPE**	(2) or	Pharmacy 603 - Community IPPE**	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
P3 Curriculum			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Adv. Pharmaceutical Biotech	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
Pharmacy 713 - Direct Care IPPE**	(1) or	Pharmacy 713 - Direct Care IPPE**	(1)
Pharmacy 703 - Hlth Sys/Hospital IPPE**	(2) or	Pharmacy 703 - Hlth Sys/Hospital IPPE**	(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)	
P4 Curriculum (over a 52 week period)			
APPE Rotations (8 Required)	32	Rotation Courses: Pharmacy 787, 788, 789,	
Pharmacy 730 - Seminar	2	790, 791, 792, 793, 794, and 795	
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.

## PharmD Curriculum - 2025\*

Fall	Credits	Winter	Credits
P1 Curriculum			
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	2
Pharmacy 501 - Introduction to Pharmacy	2	Pharmacy 512 - Self-Care	4
Pharmacy 511 - Life Long Learning	.50	Elective(s)	
Pharmacy 503 - Social Determinants for Pharm	2		
Elective(s)			
P2 Curriculum			
PharmSci 608 - Basic and Clinical PK	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
Pharmacy 613 - Ambulatory Care IPPE**	(.50) or	Pharmacy 613 - Ambulatory Care IPPE**	(.50)
Pharmacy 603 - Community IPPE**	(2) or	Pharmacy 603 - Community IPPE**	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
P3 Curriculum			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Adv. Pharmaceutical Biotech	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
Pharmacy 713 - Direct Care IPPE**	(1) or	Pharmacy 713 - Direct Care IPPE**	(1)
Pharmacy 703 - Hlth Sys/Hospital IPPE**	(2) or	Pharmacy 703 - Hlth Sys/Hospital IPPE**	(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)	
P4 Curriculum (over a 52 week period)			
APPE Rotations (8 Required)	32	Rotation Courses: Pharmacy 787, 788, 789,	
Pharmacy 730 - Seminar	2	790, 791, 792, 793, 794, and 795	
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.

## PharmD Curriculum - 2026\*

<i>Fall</i>	<i>Credits</i>	<i>Winter</i>	<i>Credits</i>
<b>P1 Curriculum</b>			
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 Monitoring	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
Pharmacy 503 - Social Determinants for Pharm	2	Elective(s)	
Elective(s)			
<b>P2 Curriculum</b>			
PharmSci 608 - Basic and Clinical PK	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
Pharmacy 613 - Ambulatory Care IPPE**	(.50) or	Pharmacy 613 - Ambulatory Care IPPE**	(.50)
Pharmacy 603 - Community IPPE**	(2) or	Pharmacy 603 - Community IPPE**	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
<b>P3 Curriculum</b>			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Adv. Pharmaceutical Biotech	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
Pharmacy 713 - Direct Care IPPE**	(1) or	Pharmacy 713 - Direct Care IPPE**	(1)
Pharmacy 703 - Hlth Sys/Hospital IPPE**	(2) or	Pharmacy 703 - Hlth Sys/Hospital IPPE**	(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)	
<b>P4 Curriculum (over a 52 week period)</b>			
APPE Rotations (8 Required)	32	Rotation Courses: Pharmacy 787, 788, 789,	
Pharmacy 730 - Seminar	2	790, 791, 792, 793, 794, and 795	
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.

## PharmD Curriculum - 2027\*

<i>Fall</i>	<i>Credits</i>	<i>Winter</i>	<i>Credits</i>
<b>P1 Curriculum</b>			
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 Monitoring	1
Pharmacy 506 - Patient Communications	2	Pharmacy 514 - Pharmacy Practice Skills II	2
Pharmacy 501 - Introduction to Pharmacy	2	Pharmacy 516 - Health Care Systems	2
Pharmacy 503 - Social Determinants for Pharm	2	Pharmacy 512 - Self-Care	4
Pharmacy 505- Pharm Calculations	1	Pharmacy 511 - Life Long Learning	.50
Elective(s)		Elective(s)	
<b>P2 Curriculum</b>			
PharmSci 608 - Basic and Clinical PK	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) <b>or</b>	<i>Pharmacy 613 - Ambulatory Care IPPE**</i>	(.50)
<i>Pharmacy 603 - Community IPPE**</i>	(2) <b>or</b>	<i>Pharmacy 603 - Community IPPE**</i>	(2)
Elective(s)		Pharmacy 611 - Life Long Learning	.50
		Elective(s)	
<b>P3 Curriculum</b>			
MedChem 700 - Principles of Drug Action V	3	PharmSci 718 - Adv. Pharmaceutical Biotech	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) <b>or</b>	<i>Pharmacy 713 - Direct Care IPPE**</i>	(1)
<i>Pharmacy 703 - Hlth Sys/Hospital IPPE**</i>	(2) <b>or</b>	<i>Pharmacy 703 - Hlth Sys/Hospital 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)	
<b>P4 Curriculum (over a 52 week period)</b>			
APPE Rotations (8 Required)	32	<i>Rotation Courses: Pharmacy 787, 788, 789,</i>	
Pharmacy 730 - Seminar	2	790, 791, 792, 793, 794, and 795	
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.

## APPENDIX I

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

The [APPE Readiness Program](#), includes embedded assessments that fall into three categories: medium stakes exams, high stakes benchmark exams, and embedded skills benchmark assessments. Outlined below are the 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. The exception is for medium-stakes exams as defined below.
- 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. High-stakes exams are offered a third time 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 100 content is minimally related to skills content taught in P504).
  - **Medium-stakes exam (Top 100):** Failure of this exam does 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
    - Fail second 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 200):** This benchmark exam 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 and second attempts of the exams. However, if the student fails the second attempt, they will be given a third attempt after the semester is complete for a maximum of 50% of possible points awarded in the course grade. 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 exam over the summer. Students who do not pass within 4 total attempts (the initial 3 attempts plus 1 additional attempt) will be referred back to the Committee on Academic Standing. Students cannot begin their community IPPE until the Top 200 high-stakes assessment is passed.
- **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). Students must pass these skills assessments to progress in the curriculum.

Table summarizing remediation steps

Assessment Type	Assessment	Host Course	Attempt 1	Attempt 2	Attempt 3	Comments
Medium stakes exam (Fall Term)	Top 100	P504	In class	In class	Not applicable	<ul style="list-style-type: none"> <li>• Passing grade defined as <math>\geq 70\%</math></li> <li>• First attempt – full credit possible</li> <li>• Second attempt – maximum of 70% possible.</li> <li>• If fail second attempt, zero points added to course total to determine overall course grade.</li> <li>• Student may progress in curriculum without passing medium stakes assessments</li> <li>• If course grade falls below C-, the student does not pass the course.</li> </ul>
High stakes exams (Winter Term)	Top 200	P514	In class	In class	Spring/summer	<ul style="list-style-type: none"> <li>• Passing grade defined as <math>\geq 70\%</math></li> <li>• First attempt – full credit possible</li> <li>• Second attempt – maximum of 70% possible. If fail, receive an “I” grade in course and referred to the Committee on Academic Standing.</li> <li>• Third attempt – maximum of 50% possible overall course grade</li> <li>• If fail third attempt, zero points added to course total to determine overall course grade.</li> <li>• If host course grade falls below C-, the student does not pass the course.</li> <li>• Students failing the third attempt whose overall course grade is C- or better are allowed one additional attempt to achieve a <math>\geq 70\%</math> score on these exams (offering a total of 4 attempts for each of these assessments – 2 during the semester and 2 after the semester). Students who do not pass after the 4<sup>th</sup> attempt will be referred back to CAS. A score of <math>\geq 70\%</math> is required before a student is allowed to begin their community IPPE.</li> </ul>

Assessment Type	Assessment	Host Course	Attempt 1	Attempt 2	Attempt 3	Comments
Embedded practice skills assessments (P1 fall)	Various skills assessments^	P506	In class - component of final exam	After semester	After semester	<ul style="list-style-type: none"> <li>• Passing grade defined as <math>\geq 70\%</math> as defined by the requirements shown in Table 2 of the APPE Readiness Program</li> <li>• First attempt – full credit possible. If fail, receive an “I” grade in course and referred to Committee on Academic Standing.</li> <li>• Second attempt – maximum of 70% possible</li> <li>• Third attempt – maximum of 50% possible</li> <li>• 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.</li> <li>• 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.</li> <li>• Repeat attempts require that the student demonstrate skill competency; reflection on what went wrong is not a sufficient means of demonstrating competency.</li> </ul>
Embedded practice skills assessments (P2 fall)	Various skills assessments^	P602	In class - component of final exam	After semester	After semester	<ul style="list-style-type: none"> <li>• Passing grade defined as <math>\geq 70\%</math> as defined by the requirements shown in Table 2 of the APPE Readiness Program</li> <li>• First attempt – full credit possible. If fail, receive an “I” grade in course and referred to the Committee on Academic Standing.</li> <li>• Second attempt – maximum of 70% possible</li> <li>• Third attempt - maximum of 50% possible</li> <li>• If fail third attempt, zero points added to course total to determine overall course grade.</li> <li>• If host course grade falls below C-, the student does not pass the course.</li> <li>• Students failing the third attempt whose overall course grade is a C- or better are referred to CAS for individualized remediation plan that is defined with the faculty member and is tailored to the specific needs of the student. The student cannot progress to the next academic year until the individualized remediation plan is satisfactorily completed.</li> <li>• 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.</li> </ul>

						<ul style="list-style-type: none"> <li>Repeat attempts require that the student demonstrate skill competency; reflection on what went wrong is not a sufficient means of demonstrating competency.</li> </ul>
Embedded practice skills assessments (P1/P2 winter and P3 fall and winter)	Various skills assessments^	P512 P612 P723 P733	In class – embedded with course	In class (defined as any time before finals end)	After semester	<ul style="list-style-type: none"> <li>Passing grade defined as <math>\geq 70\%</math> as defined by the requirements shows in Table 1 of the APPE Readiness Program</li> <li>First attempt – full credit possible</li> <li>Second attempt – maximum of 70% possible. If fail, receive an “I” grade in course and referred to Committee on Academic Standing.</li> <li>Third attempt – maximum of 50% possible</li> <li>If fail third attempt, zero points added to course total to determine overall course grade</li> <li>If host course grade falls below C-, the student does not pass the course.</li> <li>Students failing the third attempt whose overall course grade is C- or better are referred to CAS for individualized remediation plan that is defined with the faculty member and is tailored to the specific needs of the student. The student cannot progress to the next academic year until the individualized remediation plan is satisfactorily completed.</li> <li>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.</li> <li>Repeat attempts require that the student demonstrate skill competency; reflection on what went wrong is not a sufficient means for demonstrating competency.</li> </ul>

^See APPE Readiness Program for skills assessed in each course