

UNIVERSITY OF COLORADO
SKAGGS SCHOOL OF PHARMACY AND
PHARMACEUTICAL SCIENCES

Distance Degrees and Programs

**North American-Trained and
International Trained PharmD Programs
Student Bulletin
2015-2016**

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INTRODUCTION

PURPOSE OF THIS GUIDE

The purpose of this bulletin is to provide students with an orientation to the professional curriculum and the policies and procedures of the University of Colorado (UC) Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) North American-Trained PharmD (NTPD) Program and the International-Trained PharmD (Program) within the Distance Degrees and Programs (DDP) Office. Information in this bulletin is specific to DDP and the NTPD and ITPD Programs. Policies and procedures related to the general SSPPS are provided in the SSPPS Student Bulletin and/or listed on the SSPPS website.

Please Note: BOTH sets of policies and procedures apply to NTPD and ITPD students. These bulletins are not meant to be binding on the part of the student, the SSPPS or the University of Colorado, but are to serve as a guide. Students will be held responsible for complying with all requirements published in this bulletin. While every attempt has been made to include the most current information, changes may occur while enrolled in the NTPD or ITPD Program. Students will be notified of changes and are responsible for keeping abreast of current information. Students are encouraged to consult personnel in the DDP Office with any questions or concerns regarding the information contained in the bulletin or other documents referred to or described in the bulletin.

MISSION OF THE SCHOOL OF PHARMACY

The University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences is a comprehensive institution of higher education committed to excellence in teaching, research and public/professional service in areas unique to the practice of pharmacy and to the pharmaceutical sciences.

The school's professional educational programs have as their principal purpose the training of pharmacy practitioners who are compassionate, ethical and caring; scientifically knowledgeable and technically competent; skilled at communication and teamwork; motivated to pursue lifelong learning; and dedicated to fulfilling the public trust by assuring the safe, effective and efficient use of prescription and non-prescription drug products.

DDP MISSION STATEMENT

The DDP mission is aligned with the mission of the SSPPS. It reads: The DDP strives to prepare students for success in all levels of pharmacy education, from the basic sciences to advanced levels of pharmacist-delivered patient care in order to support the role of the pharmacist in promoting positive health outcomes for patients and the communities they serve. The DDP strives to provide innovative educational strategies to prepare students for success.

HISTORY OF THE NTPD AND ITPD PROGRAM

During the 1990s the School of Pharmacy went through several transitions in professional curriculum in parallel with the national movement toward making the Doctor of Pharmacy the degree that all pharmacy students receive. In 1993, the School started a post-baccalaureate PharmD program. In the next few years, the School transitioned from offering the BS pharmacy degree to establishing the entry-level PharmD program, which started in 1999. The NTPD Program began in the spring semester of 1998 with 13 students, making the PharmD degree available to working pharmacists via online delivery. The ITPD Program began in the summer semester of 2014.

STUDENT RESPONSIBILITY

Students entering either the NTPD or ITPD Program at the SSPPS have elected to pursue a program of study leading to a Doctor of Pharmacy degree at the University of Colorado.

One of the NTPD and ITPD Program's primary objectives is the development and implementation of a curriculum to assist students in obtaining the contemporary clinical knowledge, skills and attitudes necessary to perform in the role of a competent clinical pharmacist. To assist students in realizing their career goals and the fulfillment of the NTPD and ITPD Program, the faculty and staff of the NTPD and ITPD Program provide an accredited course of study.

Successful completion of the program is the responsibility of each student. Students are responsible for knowing and complying with the academic requirements and regulations of the NTPD Program, the ITPD Program, and the SSPPS, and those of the University of Colorado. Students also must meet basic standards of performance established for each course. Students should recognize that fulfillment of these fundamental responsibilities is an essential prerequisite for achieving satisfactory academic standing and for awarding of a degree upon recommendation of the faculty.

All course work in the NTPD and ITPD Program is performed within the guidelines of the **Student Ethics and Conduct Code**, which embodies the high ideals and responsibility that accompanies the pharmacy profession. Students will be held to these high standards, which are expected to be maintained after graduation. If, at any time, a student needs academic counseling or advising, the faculty and staff are available and willing to assist students. Students should consult personnel in the DDP Office.

GENERAL INFORMATION

ADDRESS AND PHONE

University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences
Distance Degrees and Programs Office
Pharmacy and Pharmaceutical Sciences Building
Mailstop C238
12850 E. Montview Blvd., Room V20-1116
Aurora, CO 80045

Office Phone Number: 303-724-3582

Office Fax Number: 303-724-3732

Office Email:

- Current NTPD students: ntpd@ucdenver.edu
- Current ITPD students: itpd@ucdenver.edu

CONTACT INFORMATION: STUDENTS

The DDP Office maintains a separate database with student biographical information. If at any time during the program your contact information changes, please send our staff an email including your updated contact information such as mailing address, personal email address, telephone number(s), and employment (site, location, position).

ELECTRONIC MAIL

Each student will be assigned an UCDenver electronic mail (email) address. Email is considered an official form of communication and all students are required to read their email daily for announcements and course assignments. **Faculty and staff will use ONLY UCDenver email addresses to communicate with students.** Enter your email regularly to delete unwanted notices and to keep your password up-to-date, which must be changed every 90 days. If you have any questions or difficulty with the email system, please contact Jeri Rome at Jeri.Rome@ucdenver.edu and she will be glad to assist you.

OFFICE HOURS

The DDP Office is generally staffed from 9:00 am to 5:00 pm Mountain Time, Monday through Friday. The office is closed during official University holidays.

WEBSITE

The School of Pharmacy website hosts the information about the DDP Office, the NTPD and ITPD Programs. The School of Pharmacy website is located at:
<http://www.ucdenver.edu/pharmacy>.

The website contains the most current information related to the didactic curriculum, experiential training, graduation requirements, registration procedures, program policies and student resources.

Please Note: Information on the website changes frequently. Therefore, it is your responsibility to check it regularly for updated information, respective to DDP and the NTPD and ITPD Programs.

CALENDAR

The academic calendar is published on the website, under Current Students and within the iPharmD section. It contains important dates for each semester including holidays, beginning of classes, exam week and financial deadlines for adding and dropping courses.

PROGRAM INFORMATION

NTPD PROGRAM DESCRIPTION, CURRICULUM AND ACCREDITATION

The NTPD Program offers a post-baccalaureate doctor of pharmacy (PharmD) degree for working pharmacists in a flexible, part-time format. All didactic courses are delivered online, which provides maximal accessibility and flexibility for students, and opportunities for interaction with the faculty and with the other students. Experiential training is also flexible. Some rotations can be challenged for academic credit based on work experience and some rotations can be completed on a part-time basis.

The NTPD Program comprises 65 semester credit hours, including 35 semester credit hours of didactic coursework (11 courses) and 30 credit hours of experiential training in advanced pharmacy practice experiences (APPEs) or rotations (equivalent of six full-time 5-week rotations). Students may receive credit for up to four rotations by preparing credit-by-challenge portfolios that document relevant work experience. A full description of the curriculum is located on the website under Academic Programs and within the iPharmD section.

The NTPD Program is fully accredited by the Accreditation Council for Pharmacy Education (ACPE).

ITPD PROGRAM DESCRIPTION, CURRICULUM AND ACCREDITATION

The International-Trained PharmD (ITPD) Program is an entry-level Doctor of Pharmacy (PharmD) program for pharmacists who graduated with a bachelor's degree (or equivalent) in pharmacy from any locally-approved or accredited college or university program outside the United States or Canada. The goal of the ITPD Program is to educate pharmacists worldwide who will expand the practice of pharmacist-provided, patient-centered care and better meet the healthcare needs of their home countries.

The ITPD Program requires the completion of 54 credit hours of didactic coursework and 36 credit hours experiential training in advanced pharmacy practice experiences (APPEs), or rotations, for a total of 90 credit hours. The didactic course work is completed through live and online courses. ITPD students are required to come to Colorado twice during the curriculum. During these visits, students complete program requirements through live sessions, which occur at the beginning and toward the end of the curriculum. A full description of the curriculum is located on the website under Academic Programs and within the iPharmD section.

The ITPD Program is fully accredited by the Accreditation Council for Pharmacy Education (ACPE).

ACTIVE PHARMACY LICENSE

The NTPD and ITPD Programs require an active United States or Canadian pharmacy license as an admissions requirement for all applicants and for current students to remain enrolled in either the NTPD or ITPD Program. All applicants and current students are required to inform the DDP Office of any changes in their license status, such as expiration, suspensions, restrictions, and/or the receipt of any letters of admonition. All students should provide proof of updated licensure upon licensure renewal. Failure to successfully maintain your license or notify the DDP Office of any changes to your license will lead to disciplinary sanctions up to and including to dismissal from the NTPD or ITPD Program.

IMMUNIZATION AND CERTIFICATION REQUIREMENTS

The University of Colorado mandates all students in health care professions, whose training includes clinical settings and patient contact, complete standard immunization requirements upon admission and prior to rotations. Therefore, NTPD and ITPD students will complete their immunization and certification requirements once admitted and prior to rotations. A full description of the immunization and certification requirements and deadlines are listed on the website under Current Students and within the iPharmD section.

EXPERIENTIAL PROCESSES

ROTATION SITE AVAILABILITY AND DROP POLICY

The DDP Office takes great care to choose appropriate rotation sites for our students. This process becomes increasingly challenging as more pharmacy schools open across the nation. Therefore, the DDP Office will offer one live rotation opportunity per rotation completed by the student.

After mutual discussion between the student and the experiential staff, a rotation is considered “assigned” once the staff sends an email to the student confirming a site can accept the student for a rotation. The student may select to complete their rotation at this assigned rotation site; otherwise, the student will travel to Colorado to complete their rotation.

All students are expected to complete an assigned rotation. Any student who considers dropping a rotation must immediately inform their advisor and their preceptor.

A dropped rotation occurs when the student, at any time, chooses not to complete an assigned rotation or chooses not to show up at the assigned rotation site. All students who drop a rotation and are in need of another rotation will come to Colorado to complete their replacement rotation. NTPD students who need to complete the drug information rotation may enroll in the online drug information rotation offered by the NTPD Program. The student will be charged full tuition and two times the original non-refundable rotation fee for the replacement rotation. Or, if a NTPD student submits a credit-by-challenge in lieu of completing a replacement rotation. If the student is not yet registered for their dropped rotation, then the student will be charged the equivalent of five (5) semester credit hours of tuition.

All dropped rotations will appear on the student's transcript with a "W" (withdraw), and the student will have 12 months to complete the replacement rotation. No student will be allowed to carry over the completed rotation hours from the dropped rotation to another rotation. Exceptions to the above will be considered in the event of extenuating circumstances, which are listed under the excused absence section in the APPE rotation manual. Documentation of the extenuating circumstance must be provided by the student to the Academic and Experiential Coordinator. If the student experiences an extenuating circumstance not listed in this manual, then the student should contact the Academic and Experiential Coordinator.

All students are expected to exhibit professional behavior while in the program and working with their preceptors, and should refer to the school's Student Ethics and Conduct Code.

ELECTIVE ROTATIONS COMPLETED OUTSIDE OF THE UNITED STATES AND CANADA

NTPD and ITPD students can complete one elective rotation at an international rotation site located outside of the United States and Canada. The NTPD or ITPD Program and the student will follow appropriate and Skaggs School of Pharmacy and Pharmaceutical Sciences procedures in assuring the rotation site meets either the NTPD or ITPD Program requirements.

Please Note: All NTPD students also have the opportunity to submit up to three or four credit-by-challenges, in lieu of a live rotation, provided the NTPD student has the appropriate work experience. (Note: Refer to the Advance Pharmacy Practice Experience Rotation policy to learn more about the total number of credit-by-challenges a student can submit.) NTPD students may submit one elective full portfolio credit-by-challenge using international work experience acquired outside of the United States and Canada. The NTPD student is responsible for providing the supportive documents in the English language prior to submitting the full portfolio credit-by-challenge to the Distance Degrees and Programs (DDP) office.

NTPD students cannot submit an abbreviated challenge for work or educational experience acquired outside of the United States or Canada.

NTPD students who complete an elective, international rotation and/or submit an elective full portfolio credit-by-challenge using international work experience will complete at least two live rotations in the United States or Canada. One of these rotations will be a clinical, patient-care rotation, which will fulfill either one of the required or elective rotations. The online drug information rotation available to NTPD students is considered a United States-based rotation since the drug information preceptors are US-licensed pharmacists.

EXPERIENTIAL PLANNING PROCESS

To plan for APPE rotations, all students will participate in an advising call. The purpose of the advising call is to identify how the student will complete the experiential requirements for either the NTPD or ITPD Program. Students will complete the experiential planning call within one year of enrolling in the NTPD or ITPD Program or up to one year prior to completing the didactic coursework. By completing the experiential planning call within these timelines students have an increased opportunity for a variety of rotations through advanced scheduling, which can provide further flexibility for students' schedules. If a student does not complete an advising call within these timelines, then a student's rotation start date may be delayed. The completion of the advising call will be based on how many requirements each student has completed, and each student is responsible for contacting the DDP Office to schedule an advising call.

All students have the opportunity to complete APPE rotations in Colorado. The DDP Office will email instructions about the Colorado match process to students each fall semester. Students will need to follow the instructions and deadlines regarding the Colorado match process in order to secure a Colorado rotation for the next academic calendar year; otherwise, students may select a Colorado rotation from an unfilled slot. **Please note:** the DDP Office cannot guarantee all students will have the opportunity to select a Colorado rotation from an unfilled slot if students do not follow the deadlines associated with the Colorado match process. Students who complete their rotations outside of Colorado, meaning elsewhere in the United States or Canada, will work with the DDP Office and the Office of Experiential Programs to identify and secure a rotation site.

All students will be subject to the Rotation Site Availability and Drop policy and the deadlines associated with completing their administrative and immunization requirements, as posted on the website, when planning for their rotations. Also, all students should review the experiential training website page to learn more about the rotation process.

EVALUATIONS

Students in the NTPD and ITPD Program complete assessments of instructors, course directors, and the entire program, to assist the faculty in achieving their goal of

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excellence in teaching. These assessments will be completed in such a manner as to provide timely feedback. Students will have the opportunity to assess individual instructors following modules which lectures are delivered. Constructive feedback on courses and instructors is essential for ongoing quality control and for continued academic accreditation of the NTPD and ITPD Program. The course assessment process will be conducted at the end of each course. It is the expectation of the faculty and school administration that each student will complete all assessments for courses in which they are enrolled. Students will be notified when the assessment system is available and when deadlines are approaching.

The DDP Office also offers the opportunity for students to participate in a didactic focus group each semester. The focus group provides students another avenue to provide feedback on the delivery of the didactic coursework. The DDP Office will notify students in advance of the didactic focus group.

Please refer to the experiential manual and the Office of Experiential Programs for information on providing preceptor evaluations and feedback.

Program feedback is gained each May via live student exit focus groups with graduating students attending graduation ceremonies. In addition, periodic surveys may be sent to current and/or graduating students on issues related to courses, the program and various other specific issues, such as technology, rotations, and etc.

CONTINUING EDUCATION

The University of Colorado SSPPS provides ACPE-accredited continuing education credit for selected courses or components of courses only in the NTPD Program. The NTPD Program administration believes that the NTPD students are working hard in the program and should not have to spend additional time fulfilling CE requirements for licensure while they are enrolled in the program. The School aims to provide a minimum of 15 contact hours per year for a student taking at least one class per semester. There is no extra charge for CE credits earned while enrolled as a student in NTPD courses.

CE credit is currently provided for all of the didactic courses in the NTPD Program, with the exception of Instructional Methods (PRDO 7560) and Advanced Drug Literature Evaluation (PRDO 7460). CE credit is not provided for any of the advanced pharmacy practice experience rotations (APPEs) due to the individual nature of each rotation.

CE statements of credit are issued at the end of the course once final grades are submitted to the UC registrar. Credit for courses offered over two semesters will be issued at the end of the second semester. **To receive continuing education credit, students must pass the course with an average of 70% and they must complete all course and instructor evaluations for the course.** Note that the content of online evaluations is anonymous, but the system does report names of students who have not completed the evaluations. CE statements of credit will be distributed by US mail.

Students who are licensed in states requiring a certain amount of "live" CE credit please note that all the CE credit issued in the NTPD program is "home study" as specified by ACPE guidelines.

TECHNOLOGY REQUIREMENTS

As a student in the NTPD or ITPD Program, you will be spending many hours with your computer and accessing information from the Internet. The website provides the most up-to-date information about the technology requirements to participate in courses. This information can be found under Current Students, and within the iPharmD section.

INTERNET ACCESS

High-speed access, such as cable or DSL, is not absolutely required, but is highly recommended. You will be downloading many large files from the Internet to your computer and listening to many audio lectures. If high-speed access is not available in your area, you will want to consider installing a second phone line for dedicated use with your computer. This will decrease the inconvenience for other members of your household when you are online.

STUDENT SERVICES

ORIENTATION

The DDP Office offers an on-campus orientation is offered in the summer semester and just prior to the start of the fall semester. Information about the orientation is located under Current Students and within the iPharmD section. In addition, the DDP Office provides an online orientation module through Canvas. This module provides another avenue for students to receive the information as discussed during the on-campus orientation.

HEALTH INSURANCE

The University of Colorado Anschutz Medical Campus and the Accreditation Council on Pharmacy Education (ACPE), while concerned with educational pursuits, are also concerned with maintaining students' health. As such, all degree-seeking students registered for one or more credit hours must enroll in the university's health insurance plan unless a student can prove enrollment in other comparable insurance. Degree-seeking students registered for less than one credit hour will have the option to enroll in the university's health insurance plan. Enrollment began in the 2014 summer semester for ITPD students and 2014 fall semester for NTPD students. Students can locate complete information about the university's health insurance on the [Office of Student Insurance](http://www.ucdenver.edu/life/services/student-health/Pages/default.aspx) website page: <http://www.ucdenver.edu/life/services/student-health/Pages/default.aspx>. Accordingly, students may contact:

Laverne Loechel

Phone: 303-724-7674 / Email: Laverne.Loechel@ucdenver.edu

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COUNSELING

Counseling services are provided to NTPD and ITPD students. When students feel they need professional help with issues they are facing, the Anschutz Medical Campus provides a team of providers. Students may visit in person or call directly. The Mental Health / Wellness team is located on the 4th floor of Building 500 in the north wing. For an appointment, students may call 303-724-4716. Or for after hour emergencies, students may call 720-848-000 and ask for the on-call psychiatrist.

ACADEMIC ADVISING

Academic advising and help with planning your path through the NTPD and ITPD Program is available throughout the program.

Academic advising for NTPD and ITPD students completing didactic and experiential coursework and guidance on course load and sequence is provided by the Student Services Coordinator and Academic Student Advisor. Academic advising may also be provided by course directors and instructors, specific to their course(s). Students experiencing academic difficulty are strongly encouraged to reach out to these resources as soon as possible.

GRADUATION CEREMONIES

Students can graduate in May, August and December. The formal graduation ceremony is held in late May at the Anschutz Medical Campus each year. Students who graduate the previous December, August or will be eligible for the current May graduation can participate in the May graduation ceremony.

In the spring semester, the DDP Office will email to all eligible students instructions on how to plan for the graduation ceremonies. Additionally, students can download a copy of the current graduation ceremony instructions, which are updated annually.

Complete instructions on how to apply for graduation, including graduation requirements and deadlines, are located on the website under Current Students and within the iPharmD section.

RECORDS AND TRANSCRIPTS

All student files are kept confidentially in the DDP Office as described by federal law in the Family Educational Rights and Privacy Act (FERPA), which is described in detail within this document.

Verifications of any kind, such as attendance, financial aid, graduation, etc., or confirmation of information kept in student files, i.e., transcripts received, deficiencies removed or total hours accumulated for graduation, can be obtained by contacting the DDP staff.

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Official transcripts may be requested by contacting the Office of the Registrar:

<http://www.ucdenver.edu/student-services/resources/registrar/students/Pages/Transcripts.aspx>

You may also contact the Registrar's office at:

Office of the Registrar
Anschutz Medical Campus
13120 E 19th Avenue
Aurora CO 80045
Phone: 303 724-8059

REGISTRATION PROCEDURES

ADDING AND DROPPING COURSES

Students will be allowed to add courses for credit during the first two weeks of the semester.

Courses may be dropped during the first approximately two weeks of classes with no consequence; please refer to the academic calendar for exact dates of each semester, as slight variations may occur according to each year's calendar. Courses dropped after the drop deadline of the semester require the student to notify their instructor and the DDP Office. After the drop deadline, courses may not be dropped unless there are documented extenuating circumstances, e.g. accident, illness, etc. The academic calendar can be found on the website, under Resources and within the Distance Degrees and Programs section. Courses dropped after the drop deadline will appear on the student's permanent record with a grade of "W." No refund is made for courses dropped after the official drop/add period.

BOOKS AND SOFTWARE

Books required for use in courses are available through the University of Colorado Anschutz Medical Campus Bookstore. The bookstore offers a student discount on Microsoft Office software. You are not required to purchase books through this vendor; some books may be available through professional organizations, such as ASHP or through many online book retailers.

You may contact the bookstore by phone or onsite visit:

Anschutz Medical Campus
Building 500; 1st Floor
13001 East 17th Place
Aurora, CO. 80045
Phone Number: 303-724-2665 (4-BOOK)

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COURSE REGISTRATION

Online registration for didactic courses generally opens in early December for the spring semester, late April for the summer semester, and the late July for the fall semester. Exact dates of registration are posted on the academic calendar for the current academic year. **Please register for courses as early as possible.** The registration system generally remains open for 1-2 weeks after the first day of classes to allow for registration changes (dropping and adding courses).

Registration is restricted in subsequent semesters to returning students who are in good financial, academic, and administrative standing. Good financial standing is determined by the Bursar's Office. Good academic standing requires a cumulative grade point average (GPA) of 2.0 and meets grade criteria for individual courses. The minimum passing grade for NTPD courses is 70%.

Students will receive notification via email when a billing statement is available in the student portal. The billing statement will have a due date listed and tuition and fees are due on the given due date. The University of Colorado Denver's policies require significant financial penalty for dropping a course after classes have begun. More information about tuition and refunds is located under Admissions within the Distance Degrees and Programs section on the website.

Note: The online registration process below does NOT apply to the advanced pharmacy practice experience (APPE) rotations, including the online drug-information rotation and credit-by-challenge submissions. Contact the DDP Office to register for an APPE rotation and/or credit-by-challenge submission.

FINANCIAL INFORMATION

BURSAR'S OFFICE CONTACT INFORMATION AND WEBSITE

Student Questions: 303-724-8032

Email: bursar@ucdenver.edu

Website: <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/Pages/CostsFinancing.aspx>

FINANCIAL AID AND SCHOLARSHIPS WEBSITE

Student Questions: 303-724-8032

Email: bursar@ucdenver.edu

Website: <http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FA/Pages/FinancialAid.aspx>

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TUITION AND FEES

The website contains the most current tuition and fees information. Tuition and fees increases generally occur for the fall semester. More information about the tuition and fees is located under Admissions within the iPharmD section on the website.

PAYING YOUR BILL

Once students have registered for classes, a bill for tuition and fees will be generated through the Bursar's Office; students will not receive a paper bill. All tuition and fees are due within 30 days of the first day of class.

Students will not be able to register for subsequent semester unless the bill from previous semesters has been paid in full. Once the payment is received and processed, an official statement of payment will be available online for use with taxes or for employee reimbursement programs.

REFUNDS AND WITHDRAWALS

If you drop a class within the guidelines specified below, an adjusted bill for tuition will be calculated and updated online. Any refunds due will be processed automatically by the Bursar's office. Note that University policies require a substantial financial penalty if you drop **any** of your enrolled courses after the drop/add date.

Drop Date	Remaining Course Load	Tuition Due	Tuition Refund
Before Drop/Add Date	Zero or any course load	0%	100%
Anytime after Drop/Add Date	Zero or any course load	100%	0%

Withdrawal from courses after the drop/add date is addressed by the withdrawal policy. In some situations, such as medical emergencies and bereavement, courses may be retaken without repayment of full tuition; however a retake fee applies. Please consult the DDP Office.

SCHOOL OF PHARMACY RULES AND REGULATIONS

ACCOMMODATIONS FOR DISABILITY

The DDP Office nor the Office of Student Services can determine whether a student has a disability that is eligible for accommodations. Accordingly, students requesting accommodations for a disability must contact:

**Office of Disability Resources and Services
Anschutz Medical Center Campus**

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Sherry Holden, Coordinator

Building 500

13001 E. 17th Place, Rm Q20 EG-305A

Aurora, CO 80045

Phone: (303) 724-5640

Fax: (303) 724-5641

E-mail: sherry.holden@ucdenver.edu

Office Hours

Mon — Thu : 9 AM — 2 PM

Ms. Holden will assist in determining reasonable accommodations. Be aware that the determination of accommodations can take a long period of time. No accommodations will be made for the course until written documentation is provided by Ms. Holden to the Course Directors and/or the Office of Student Services. It is the student's responsibility to coordinate approved accommodations with the Office of Student Services well in advance. Further general information regarding disability resources and services can be found at:

<http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx>

UNIVERISTY POLICY ON SEXUAL HARASSMENT

Sexual Harassment will not be tolerated at the University of Colorado. As such, it is important that students be aware of what constitutes sexual harassment, how to avoid it, and the proper procedure for reporting and addressing complaints. In brief, any student who believes that he/she has experienced or witnessed sexual harassment (or related retaliation) by another student, faculty member or staff member should promptly report such behavior to the university Sexual Harassment Investigator (see below), the OSS Director of Student Services or Associate Dean for Student and Professional Affairs, or a supervisor, e.g., faculty member, preceptor. It is important for students to recognize that the Office of Student Services or any supervisor who receives a report or complaint of sexual harassment (or related retaliation) is obligated to report it to the campus sexual harassment officer.

Anthony Antuna, UCD/AMC Sexual Harassment Investigator

Phone: 303.315.2730 Email: anthony.antuna@ucdenver.edu

Further information can be found at:

<http://www.ucdenver.edu/policy/TitleIX/Pages/Know%20Your%20IX.aspx>

UNIVERSITY POLICY ON NONDISCRIMINATION

The University of Colorado Denver is committed to maintaining a positive learning, working and living environment for its entire community. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities (Regent Law, Article 10). The University will not tolerate acts of sex discrimination and retaliation (CU Denver

Administrative Policy Statement Sexual Harassment). If a student thinks he/she have been discriminated against in violation of University policy, the student should contact:

Employment Rights Compliance and Investigation Manager
Phone: 303.724.9694 Email: Karey.Duarte@ucdenver.edu

Further information can be found at:

<http://www.ucdenver.edu/policy/TitleIX/Pages/Know%20Your%20IX.aspx>

STUDENT ETHICS AND CONDUCT CODE

By accepting enrollment into the NTPD Program and as a student of the University of Colorado, our policies on student ethics and conduct and anti-violence in the workplace apply to you. Your acceptance of admission in the NTPD Program indicates your understanding of and willingness to comply with these policies. You can review these policies in the SSPPS Student Bulletin.

The SSPPS Student Ethics and Conduct Code provide guidelines for attitudes and behaviors expected of pharmacy students as they pursue professional studies. The administration, faculty and students share in the responsibility to maintain appropriate student conduct in the online environment. The Student Ethics and Conduct Code, which includes information on infractions of this policy, is posted on the website under Resources and within the Distance Degrees and Programs section.

We also urge all students to read the American College of Clinical Pharmacy's White Paper on Student Professionalism and the accompanying Tenets of Student Professionalism, found online at the following locations:

- <http://www.accp.com/docs/positions/whitePapers/devstuprof.pdf>
- <http://www.accp.com/docs/positions/commentaries/TenetsProfessionalismFinal.pdf>

GRIEVANCE POLICY AND PROCEDURES

Please refer to the website complete details about the Grievance Policy and procedures, which is located under Current Students and within the iPharmD section.

ACADEMIC INTEGRITY

The DDP Office uses a dual approach toward academic integrity: prevention and compliance. A summary of the methods used is provided below and the student may contact the DDP Office to receive more information.

PART I: PREVENTION

Using a combination of the methods listed below creates a learning environment that stresses the value DDP places on academic integrity in the online classroom. By creating a learning environment that is fair to the learner, the DDP is fulfilling its end of

the academic integrity contract. In addition, transparency in regards to the compliance measures we employ such as Turnitin and Proctorio®, serve as preventative measures.

ACADEMIC INTEGRITY MODULE

Located in Canvas® as a pre-requisite for students to complete prior to gaining access to each module and accessing the course content. The academic integrity module communicates to students the university's expectations about academic integrity. The questions within the quiz assess students' knowledge about plagiarism, cheating, open book exams, use of cell phones, etc. If the student does not complete the module or fails the quiz, the software (Canvas®) prohibits students from accessing the content modules for the course, and Canvas® redirects the student to complete the module and quiz.

FORMATIVE AND SUMMATIVE ASSESSMENT

The DDP avoids high-stakes exams in most courses by limiting the weight of the exams to 35% of the total grade. Formative assessments make up the bulk of the course grade and are comprised of a large variety of activities. Among others, these include discussions, case-based quizzes, group projects, written assignments, etc. By providing students with multiple and diverse forms of assessment, the pressure to succeed on one or two high stakes assessment is lessened. When there is less pressure, students are less likely to cheat.

PEER AND INSTRUCTOR INTERACTION

Best practices in online learning include providing opportunities for student-instructor and student-student interaction. As the technological tools have improved, the DDP has increased these opportunities and, as a result, is creating a stronger learning community

QUALITY ASSURANCE (ITEM ANALYSIS)

By providing an atmosphere in which exams are not only proctored (a thorough explanation of the exam proctoring used is detailed below), but also reviewed for quality, the DDP sends a message to students that cheating will not be tolerated and that the program strives to provide a learning environment that is fair to the learner. Following the conclusion of the exam window, the instructional designer will perform an item analysis on each midterm and final exam. The item analysis measures the difficulty of each question as well as the quality of the distractors. This analysis will be performed within 1 week of the exam conclusion. The results of this and suggestions will be emailed to each instructor and the course director. The instructors will be then be required to provide their feedback to the instructional designer within 1 week. Feedback provided to the instructors may include suggestions to eliminate that question from the current exam and adjust scores accordingly, eliminate question for future exams, rewrite distractors for future exams, etc. Adjustments to the exam will be made based on this feedback.

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PART II: COMPLIANCE

PLAGIARISM

Plagiarism consists of using another author's words without proper citation and documentation of that author. Plagiarism takes the form of direct quotation (without the use of quotation marks and/or documentation) or paraphrasing (without proper citation and documentation). The fabrication of sources, or the act, deliberately or unconsciously, of passing another author's work off as your own are also considered to be plagiarism. All courses within the DDP Program are offered in full compliance with approved guidelines for avoiding plagiarism, as described in the Student Ethics and Conduct Code (SECC, See SOP Student Bulletin). This applies to all graded submissions, including but not limited to, discussions, assignments, exams, challenges, images, etc. Any work that is not completely original must be credited, cited, and/or referenced as specified in the guidelines for avoiding plagiarism.

At the discretion of the instructor, the DDP program offers the ability to have students submit their work via [Turnitin.com](https://www.turnitin.com). This website is commonly used throughout universities in the United States to compare student submitted work against academic and public works that previously exist. Turnitin is fully integrated into Canvas® and is therefore an effective and accessible method of verifying students' written work. A report is generated informing the instructor of the likelihood that the student work was plagiarized and includes information on where similar/identical work can be found. Any report from an instructor or Turnitin that suggests cheating has occurred is forwarded on to the Course Directors.

STUDENT IDENTIFICATION

The verification of student identities takes place at different stages in the program.

- Admissions: this process requires validation of employment, transcripts and official identification (passport/DL/state issued ID).
- Coursework: Students are enrolled in courses using a university-generated email address. This address plus their unique password serves as a key to all online courses including all the activities within the courses.
 - Exams: Exams are proctored (described below) and require the recording of valid photo identification.
 - Teleconferences: students in graded teleconferences (for example, patient case discussion calls) are required to complete a 1 question proctored quiz before given access to the call. This quiz requires presentation of their ID and an agreement from the student that they are the student enrolled in the course. Additionally, we rely on the familiarity of the learning community (course directors and fellow students on a call will often know if a "classmate" is not who he/she says they are).

EXAM SECURITY (CANVAS® AND PROCTORIO®)

The DDP Office defines exams as higher stakes assessments (i.e. midterms and final exams). Weekly quizzes are not included in this process. Instructions for weekly quizzes will be provided by the instructor of that unit. In order to maintain the highest level of integrity, all students are required to have a webcam and microphone and must provide a photo ID and complete a room scan before they can gain access to the exams. The DDP ensures the integrity of higher stakes assessments (exams) by using the security features provided by:

- Canvas (our LMS)
- Proctorio (an online, automated proctoring service)

As a primarily online program, students take their exams online in our learning management system (Canvas®). This is the same system they use to complete all coursework. The DDP Office utilizes the online proctoring software Proctorio® (our decision to use this specific software is highlighted in Appendix D). This software does not require students to be monitored via a live proctor, affording students the flexibility to complete their exams in accordance to the needs of their schedule. Instead Proctorio® employs a series of algorithms to determine the potential risk of students' actions. Additionally, this software offers a variety of security measures:

- Photo ID verification
- Locked down browser
- Suspicion level analysis
- Control over behavior settings
- Student is recorded (video and audio) during the exam
- Room scan requirement
- Geographic location

Once the student completes the exam, the Instructional Designer appointed to the course reviews the results provided by Proctorio®. Any attempt that is flagged as being highly suspicious (red) will be viewed by the Instructional Designer and the appropriate steps will be taken in regards to the DDP academic integrity policy.

FERPA

The DDP Office follows the Family Educational Rights and Privacy Act (FERPA), as described below:

Notification of Rights Under FERPA at University of Colorado

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: (1) the right to inspect and review the student's education records within 45 days of the day that the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they

wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW.
Washington, D.C. 20202-4605

The following items are designated "Directory Information" and may be released at the discretion of the University of Colorado unless a student files a request to prevent their disclosure:

Name
Address
Email Address
Telephone Number
Dates of Attendance
Registration Status

Last Updated: 8/5/2015

Class
Major
Awards
Honors
Degrees conferred
Past and present participation in officially recognized sports and non-curricular activities
physical factors (height, weight) of athletes

All questions regarding access to student records and FERPA should be directed to your campus registrar's office listed below. Forms to Prevent Disclosure of Directory Information can also be obtained by requesting from office listed below.

Office of the Registrar
Anschutz Medical Campus
13120 E 19th Avenue, Room 3207
Campus Box A054
Aurora CO 80045
Phone: 303 724-8056
Fax: 303 724-8060

HIPAA

All students in our program are required to comply with HIPAA (Health Insurance Portability and Accountability Act); a full description of this act is found in the SOP Student Bulletin. Upon admission, NTPD students are required to complete the HIPAA Training Course with a grade of 75% or better within 6 weeks after the start of your first semester. You will be notified via email with the instructions on the exam that is administered through Pharmacists Letter.

SAFE BEHAVIOR IN THE PRACTICE ENVIRONMENT POLICY

If a Skaggs School of Pharmacy and Pharmaceutical Sciences student is deemed to be unsafe in his/her performance in the practice environment due to an inability to meet the Technical Standards (the student is referred to this policy on the SOP website), the Experiential Education Committee (EEC), the Office of Student Services (OSS) or if applicable, the Distance Degrees and Programs (DDP) office are required to take action to ensure a safe environment for students, patients, and other personnel. **This action may require that the student be immediately removed from the practice environment.** For any student observed to be unsafe due to a temporary or permanent inability to meet any of the Technical Standards, it is the duty of qualified pharmacy or other healthcare personnel to report these observations to the Office of Experiential Education, and if applicable, the DDP Office.

The EEC in collaboration with OSS or the DDP Office reserves the right to research the issues and modify the student's educational plan within the experiential program if

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deemed necessary. In addition, the EEC may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals capable of assessing the situation. These professionals may include, but are not limited to, health care providers, mental health care providers, drug and alcohol counselors, English as a Second Language instructors, Disability Resource Services, or Peer Assistance Services, the entity charged by the State Board of Pharmacy, to assess each student's ability to practice safely and competently.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The OSS or DDP Office will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the EEC and the DDP Office as appropriate. The EEC will then respond to the evaluation report and responses may range from taking no action, modifying the student's experiential education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from his/her experiential education experience. For any of these situations, the student may request review by the Scholastic Advancement and Appeals or other committee. If appropriate, OSS or DDP Office, in collaboration with EEC, will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

ACADEMIC ADVANCEMENT

SCHOLASTIC ADVANCEMENT AND APPEALS POLICY

The Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) offers both the entry-level Doctor of Pharmacy (PharmD), the Distance Degrees and Programs (DDP), which offers the North American-Trained PharmD (NTPD) Program and International-Trained PharmD (ITPD) Program. Given the unique nature of the respective entry-level PharmD and DDP Programs, separate scholastic *advancement* policies apply and the DDP scholastic advancement policies exist within the DDP administrative offices. The scholastic *appeals* policies outlined herein apply to both DDP and entry-level PharmD programs. The entire Scholastic Advancement and Appeals policy, which outlines academic probation and dismissal procedures, is located on the website under Current Students and in the iPharmD section.

PERFORMANCE ASSESSMENT FOR SUCCESSFUL STUDENTS (PASS)

The University of Colorado is implementing a new system that intends to evaluate students' performance as they relate to academics and professionalism. This system will be used longitudinally across all semesters of the curriculum, both didactic and

experiential, in order to track and provide feedback to the student with regard to her/his performance.

Form:

An assessment form has been drafted that has three sections (please contact the DDP Office to receive a copy of the form).

- The top section includes identifying information about the student, evaluator, date and if it is a scheduled or spontaneous report.
- The second section is a table in which to evaluate the student in five major behavioral areas: reliability and responsibility; self-improvement and adaptability; relationships with others; communication and academics.
- The bottom section includes room to provide specific feedback to the student. Here the evaluator should indicate evidence for the evaluation of the student in the table. In addition, the evaluator is prompted to indicate if he/she has had to redirect the student which resulted in an improvement in behavior.

Utilization of the form:

Assessments utilizing the PASS instrument will be performed on a formal (on a scheduled basis) and informal (spontaneous reporting) basis.

- **Formal reports:** Because this form is to be used as a longitudinal tracking tool, there will be instances when *all* students will be evaluated. The PASS form will be made available for all instructors and faculty members. Because the faculty members that direct the Comprehensive Patient Care (CPC) portion of the curriculum are most likely to assess a student's performance on these behaviors, it is suggested that they conduct these assessments in conjunction with the CPC course coordinator. These assessments will be accessible throughout the semester and kept in the Doc Sharing section of all eCollege Courses. It will also be provided to all students and preceptors prior to starting experiential APPE rotations. Reports will be directed to the individual student and the DDP Office.
- **Informal reports:** It is recognized that any faculty member can encounter behaviors that may prompt her/him to want to provide feedback (either positive or negative) to the student and the DDP Office. In these instances, the faculty member is encouraged to complete *one* PASS form *via E*Value* by the end of the specific semester in which the incident occurred.
- Reporting by any faculty member needs to be completed within two weeks of the end of the specific semester.

Evaluation system of completed forms:

The envisioned system attempts to be constructive rather than punitive. The PASS form is not tied to any specific course grade, but the results are reported and compiled by the DDP Office, who will then use them to help identify both struggling and commendable

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students. They may also be used by the DDP Office to determine graduation awards. However, the student actions described in PASS documents could be raised to the level that results in notification of the Student Ethics and Conduct Committee. In addition, information in PASS documents for a student can be used as additional information by the Student Advancement and Appeals Committee.

Expectations on the student:

- A student will be informed by email or telephone conversation why their performance was recorded.
- If a form indicates that the faculty member feels the student performance was either “not a problem” or “exemplary” there is nothing that needs to be done.
- If the student receives a form indicating a performance that has “room for improvement”, that student should seek out a means by which to improve her/his performance. This should be done in collaboration with a course director, faculty advisor, faculty mentor or the DDP Office manager, in collaboration with the DDP program director.
- If the student is assessed to have a “definite problem” in a performance area, he/she will be contacted by the DDP Office and the student will be expected to meet with the DDP program director and develop and write a plan to improve her/his performance to a level that would be considered satisfactory. The written plan will be submitted by e-mail to the DDP Office.
- If a student has a deficiency in a particular performance area across multiple semesters, a critical incident report will be generated by the DDP Office. The DDP program director will then meet with the student to determine progress (if any) by the student in the area of the deficiency. If further interventions are warranted, these will be handled through the DDP Office, in conjunction with the Associate Dean of Clinical Affairs and/or the Assistant Dean for Student Services, as appropriate.

IMMUNIZATION TRAINING – PHARMACISTS AS IMMUNIZORS

The pharmacist’s role as a health care provider has advanced throughout the years. To ensure NTPD and ITPD students continue to graduate as leaders in the profession, students will become certified in administering immunizations. This is a mandatory requirement for all NTPD and ITPD students starting rotations the fall 2014 semester and thereafter.

Students will complete this requirement through an American Pharmacists Association (APhA) Pharmacy-Based Immunization Delivery certificate training program, which will include the following components:

- 12 hour (1.2 CEU) self-study modules with case studies and assessment exam
- 8.0 hours (0.80 CEU) live seminar with final exam
- Hands-on assessment of intramuscular and subcutaneous injection technique

Students can view the information found on the APhA website to learn more about the certificate training programs available in their area. Please email the School of

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Pharmacy's Office of Continuing Education at sop.continuingeducation@ucdenver.edu for further information about completing a certificate training program in Colorado.

Canadian students may complete the immunization training through an immunization training program approved by the regulating agency of any Canadian province. Proof of this approval is the student's responsibility; documentation will be required by the DDP Office. Alternatively, Canadian students may complete the training through the APhA program.

ATTENDANCE

Attendance, or on-time participation for online courses, is mandatory, although the School of Pharmacy realizes that events can occur which may prevent attendance. In general, students should contact the course coordinator and instructor should an absence prevent timely completion of part or all of a course. Students should refer to each course syllabus for specific directions regarding absences. Students on rotations should refer to guidelines set forth in the experiential manuals. These manuals address the excused and unexcused absences, as defined below, and the procedures for making-up lost time.

EXCUSED ABSENCE

Excused absences fall into four categories:

- I. **Medical Necessity** – Refers to an unpredictable or serious illness of the student or an immediate family member. Routine physician and other health care practitioner visits within the student's control do not fall under this policy and should be scheduled at other times.
- II. **Death of a Family Member** – Includes death of a spouse, child or significant other in the immediate family as well as parents, grand-parents and sibling or the student, spouse or significant other.
- III. **Jury Duty** – Students summoned for jury duty must contact the NTPD Academic and Experiential Program Coordinator for advice.
- IV. **Extenuating Circumstances Unforeseen by This Policy** – Students with extenuating circumstances not addressed by these policies should contact the NTPD Academic and Experiential Program Coordinator.

UNEXCUSED ABSENCE

Absences that do not fall into any of the above categories are unexcused and are not permitted.

GRADING SCALE AND COURSE CREDITS

Grades in the SOP are letter grade points per each hour of credit:

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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
F.....	0.0

The plus/minus (+/-) designation is determined at the discretion of the course director. Grades of A+ are not recognized by UC. Each course director is solely responsible for establishing the basis for the letter grade assignment in their course(s) via their course syllabus.

Incomplete/withdrawal:

- I Incomplete. Regarded as “F” if course/rotation is not complete within one academic year
- W Withdrawal. Regarded as withdrawal from the course without credit

Other:

- H Honors. Consistently exceeds all expectations
 - P Pass. Meets all expectations
 - F Fail. Fails to meet expectations
 - NC Indicates registration on a no-credit basis
 - Y Indicates the final grade roster was not received by the time grades were processed
- (Grades of H, P, NC, Y, W, and I are not included in calculation of GPA)

INCOMPLETE COURSEWORK

Grades of “I” are given only under extenuating circumstances which prevent the student from completing the work required in the course. A substantial amount of work must be completed before approval for either grade is given. The grade of “I” is determined by the course director. If the course director decides to grant a request for “I,” the course director sets the conditions under which the course work can be completed and the time limit for its completion within the one year requirement. It is the course director's decision whether the course should be retaken. If the course has to be retaken to remove the incomplete, registration is not necessary and the student does not need to pay tuition for the course. Upon completion of the course, a change of grade form signed by the course director must be submitted to the Student Admissions Office via the SSPPS OSS. If the course is not completed within one academic year, the “I” will convert to an “F.” The “F” will then be automatically calculated into the GPA. Course directors reserve the right to handle each case on an individual basis.

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MAXIMUM NUMBER OF YEARS IN THE PROGRAM

Each NTPD and ITPD student must complete the Doctor of Pharmacy degree program within six calendar years starting at the time the student begins the didactic coursework. Extensions beyond six years will be considered on a case-by-case basis by the Distance Degrees and Programs (DDP) Committee, with extensions obtained under extraordinary circumstances. The burden of proof to provide evidence of extraordinary circumstances to the committee is the responsibility of the student. Poor academic performance is not considered an extraordinary circumstance or an acceptable reason to extend the time limit. Student conduct (refer to SOP Student Bulletin) during the program will also be considered. Remediation of some coursework will be required, as described in the Six Year Extension policy.

Beginning fall semester 2013, students will have one academic calendar year to complete the remediation and all program requirements starting from the semester the extension request is approved. Students are expected to complete an advising call to plan how to complete the program requirements within the one academic calendar year. The Student Services Coordinator or designee will complete the advising call. If an extraordinary circumstance occurs and the student needs to request an additional extension, the Student Advancement and Appeals Committee will either approve or deny the second extension.

SIX YEAR EXTENSION

Please note: This policy will be updated to support ITPD students before the 2016-2107 academic year.

The Six Year Extension policy applies to all active and returning students who will take more than six years from upon entry into the NTPD Program to complete the degree requirements. To be considered for this remediation opportunity, students must have exhibited professional behavior while in the program, as outlined in the school's Student Ethics and Conduct Code. Students should also refer to the Maximum Numbers of Years in the Program policy located in this Student Bulletin.

All students who take more than six years to complete the program requirements must graduate with the same contemporary knowledge as the students who complete the program requirements within six years. Therefore, the Distance Degrees and Programs (DDP) office requires that those students with Advanced Disease State Management (ADSM), also known as Pharmacotherapy coursework older than six years to complete a self-directed review of those courses, as well as a successful passing (score of at least 73%) of the exams associated with that course, prior to graduation. No assignments are required with these courses. Students will have access to the content, threaded discussions, and to question and answer sessions with an instructor or Director to aid in studying for the exam, if needed. There will be a 0.75 credit hour tuition fee assigned to each remediated course; registration will occur through the DDP Office. Students will be allowed to register for the remediated course at any time. Once

registered, the student will have three months to complete the remediation course with the successful completion of the exam.

There is more than one exam within each course. Students will take all exams in the remediated course. Students will be allowed to take each exam a total of two times; each exam will be different. After the exam, students receive an answer key. The student's final course grade is the average score of the all exam grades within the remediated course. If the student's final course grade is a C or better (score of at least 73%), then the student will move forward in the NTPD Program. Otherwise, the student will need to re-take the course by following normal enrollment and registration procedures.

In order to aid in their planning of program completion, students will prepare an action plan in conjunction with the DDP staff (Academic and Experiential Program Coordinator or other designee). This plan shall be implemented to assure that all coursework, original or remediated, didactic and experiential, will be less than six years old upon graduation. This planning will take place at or near admission; prior to rotation and challenge planning; or at any other time, per the student's request or the program's discretion. Final evaluation of six year program completion will take place during graduation planning. Any coursework, original or remediated, greater than six years old must be remediated prior to graduation.

LEAVE OF ABSENCE AND REINSTATEMENT

A leave of absence is a period of time that a student is to be away from the curriculum, while still maintaining the status of a student. A student wishing to take a leave of absence from the NTPD or ITPD Program should follow the policies established in the Student Bulletin. The following are the procedures for taking a leave of absence from the NTPD or ITPD Program:

- A student must submit a written request to the Director and an administrative hold will be placed on the student's account. The student is encouraged to meet with the Program Director (or designee) to be informed about the options and curricular issues associated with a leave of absence.
- A student must complete a LEAVE OF ABSENCE form and submit the signed form to the Director (or designee). The completed form will be placed in the student's file. If the student does not complete a LEAVE OF ABSENCE form, the student may not be allowed to return to or re-enter the NTPD Program. In the event of curricular changes, the SAAC will review the re-entry of all students who take a leave of absence to determine if (and under what conditions) they are eligible to return to the curriculum. Changes in the curriculum due, for example, to innovations in healthcare delivery and standards of care, will result in a student having to complete the curriculum in place at the time of re-admission into the NTPD Program and the SSPPS. This may result in no credit being given for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter may be different from the curriculum in which he/she participated in prior to his/her leave of absence.

- A student taking a leave of absence is reminded that the maximum amount of time a student has to complete the program requirements is six calendar years starting from the time the student enters the program. (See Maximum Number of Years in the Program policy (for NTPD and ITPD students) and Program Six Year Extension policy (for NTPD students).)
- The Technical Standards for Admission, Advancement, Progression and Graduation apply to all students through the program and upon re-entry to the program after a leave of absence.
- To return to school after a leave of absence, the student must contact the Director (or designee) at least 30 calendar days prior to the first day of class for the semester he/she intends to return and make a definitive plan for the courses in which he/she wishes to enroll. Students failing to meet this deadline will not be allowed to register; this may result in delays and/or permanent dismissal from program.
- If a student has not enrolled in a course for three or more consecutive semesters, the student will need to be reinstated into the program. To be reinstated, the student will submit to the DDP Office the completed reinstatement form and a notarized copy (or online verification) of their active pharmacy license. The student will also complete a background check and drug screen.
- The student must have exhibited professional behavior while in the program and as outlined in the school's Student Ethics and Conduct Code in order to be reconsidered for reinstatement into the program.
- Any "incomplete" or "I" grades on a student's transcript remain subject to the one year time frame of the University's Uniform Grading policy. At one year, those grades will become a "fail" or "F" grade, regardless of time out from the program. A returning student in that situation should contact the program director for guidance.

TRANSFER OF CREDIT – NTPD PROGRAM ONLY

Didactic or experiential coursework from other ACPE accredited nontraditional doctor of pharmacy programs will be considered on a case-by-case review basis by North American-Trained PharmD (NTPD) Program faculty. The NTPD Program will award no more than 12 transferable credit hours per student within the first semester the student is enrolled in the NTPD Program.

In order to assure similar curricular standards, students wishing to transfer credit will provide to the Distance Degrees and Programs (DDP) Office the name of the course from the original institution to be considered for transfer, as well as the name of the NTPD course for which they are seeking credit. It is in the student's best interest, and their responsibility, to provide as much documentation of course content as possible. Due to the integrated nature of the NTPD Program curriculum, it is unlikely the course

will transfer as the course content needs to align one-to-one with the NTPD Program curriculum.

In addition to the coursework information, students wishing to transfer coursework must meet the same academic and professional standards as those students currently in the NTPD Program. Therefore:

- An official transcript from the originating program must be provided.
- Students must be in good academic standing and have a professional GPA of at least 2.0.
- Each course considered for transfer credit must have either
 - A letter grade of C (73%) or higher (does NOT include C minus) or
 - A pass / fail grade. The student is responsible for submitting paperwork confirming the pass grade is equivalent to a letter grade of C (73%) or higher (does NOT include C minus).
- Any coursework considered for transfer credit must be completed no more than 3 years from the anticipated start date in the NTPD Program, with the exception of coursework associated with the Pharmacokinetics units within PRDO 7700 Clinical Skills Foundations, which may be completed within 6 years from the anticipated start date in the NTPD Program.

Students must also provide a completed NTPD admissions application form, along with a transfer evaluation fee of \$250 per course requested for transfer, up to four courses (max of \$1000). Students will provide a transfer evaluation fee of \$50 per course if the student wishes to transfer more than four courses. Students must submit the total transfer evaluation fee in order for their coursework to be reviewed. All transfer evaluation fees are non-refundable, even if the NTPD Program deems the coursework non-transferable.

WITHDRAWAL

To withdraw from the University, students must notify staff in the DDP Office. Notation of the withdrawal is recorded on the student's permanent record. Students who withdraw without communicating with the DDP Office will be marked as having failed their courses for the term and will automatically be obligated to pay full tuition and fees for the semester.