

# 2015-2016

The Ohio State University College of Pharmacy  
Office of Student Affairs  
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# STUDENT MANUAL

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**COLLEGE OF PHARMACY MISSION, VISION AND VALUES****Mission**

The Ohio State University College of Pharmacy advances the pharmacy profession and patient-centered care across Ohio and around the globe through innovative teaching and practice, ground-breaking research, and transformative outreach and engagement

**Vision**

The College of Pharmacy will lead in drug discovery, development, and training in the optimal use of medications to improve health and well-being.

**Values**

- Excellence in innovation and knowledge translation
- Meaningful and sustainable partnerships in education, practice, and research
- Improving medication related outcomes through patient-centered care Interprofessional pharmacy education and services
- Personal commitment to professionalism, integrity and accountability
- Diversity and inclusion

**STANDARDS FOR STUDENT CONDUCT**

Student conduct within the College of Pharmacy is held to a high standard consistent with the expectations of those preparing for a life-saving profession. Students, faculty and staff must, therefore, engender an environment conducive to the optimization of learning, which respects the dignity of each individual within our College community. This dictates consideration of one's approach to his/her own personal behavior, and to their interactions with peers and with patients. Pharmacy students must develop mutual respect among their peers and adopt a personal and academic lifestyle consistent with becoming a professional. What they choose to do in their personal lives and in the classroom should reflect the highest of ethics. As health professionals, pharmacy students must also protect the confidentiality of their patients and commit themselves to establishing a knowledge base, developing practice skills, and providing pharmaceutical care to the best of their ability.

This policy has been designed through consultations with faculty, staff and students in the College of Pharmacy as an adjunct to the University's Code of Student Conduct and the American Pharmaceutical Association's Pledge of Professionalism and Code of Ethics (see appendices).

**Student Conduct in the Classroom**

Student behavior that interferes with the learning process will not be tolerated. Such behaviors include, but are not limited to: making disruptive noises, the use of non-course related materials (e.g., cell phones, pagers) during class sessions, inappropriately leaving and returning to the classroom, etc. Specific policies relating to student behaviors in the classroom follow:

- Students shall refrain from talking or creating other noises that may inhibit others from learning.

- Cell phones should be turned off during class sessions (absent extraordinary circumstances and with prior approval by the instructor).
- Pagers are to be placed in the “vibrate” mode.
- Students should refrain from exiting and re-entering the classroom except in urgent situations.

**Student Dress and Conduct in the Professional Practice Laboratory**

The Professional Practice Laboratory represents a bridge between classroom and practice activities. Therefore, students should use this opportunity to model professional dress and behavior. Students must wear a clean, wrinkle-free lab coat or jacket in the professional practice laboratory. Students are expected to wear clothing appropriate for the work setting. The following will not be accepted as professional attire in the laboratory: cut-offs, shorts, jogging suits or pants, sweat pants, hospital surgical pants/shirts, halter tops, miniskirts, jeans, bib overalls, t-shirts, baseball caps, bare feet. The instructors reserve the right to dismiss anyone from the laboratory due to non-professional attire. Students are expected to behave professionally in the laboratory at all times. This dictates a respectful attitude towards all individuals in the lab. Profane, hostile or otherwise inappropriate language will not be tolerated.

**Student Dress and Conduct at Experiential Sites**

Pharmacy practice experience rotations are an integral component of the professional curriculum in pharmacy. They represent an interface between the didactic learning environment and the provision of pharmaceutical care to patients. A large part of professional development involves learning the appropriate behaviors to be used in pharmacy practice including cognitive and non-cognitive domains. Students are expected to exhibit behaviors at pharmacy practice sites that reflect the highest of ethical standards and professional conduct. Specific policies relating to student behaviors during pharmacy practice experience rotations follow:

- Students are expected to adhere to the established policies and procedures at each practice site.
- Students are expected to dress professionally when engaging in experiential activities and to adhere to the professional attire guidelines at each pharmacy practice site. Clean white lab coats should be worn during all experiential activities unless the site’s policies and procedures dictate otherwise.
- Students must protect the confidentiality of patients and business information germane to their practice sites.
- Students shall not use materials (e.g., cell phones, pagers) that are disruptive to the activities at their practice sites (except in extraordinary circumstances and with prior approval by the preceptor).

**Student Use of University Computing and Network Resources**

As part of their development as future healthcare professionals, students are expected to conduct themselves in a professional manner when using University computing and network resources such as

Internet access, email communications, and Carmen. The misuse of such resources, including actions which violate applicable laws or University policies will not be tolerated, and may result in denial of access to University computing and network resources and other disciplinary action as appropriate.

**Student Conduct During Examinations**

Students are expected to exhibit the highest standards of ethical conduct in their academic pursuits. Academic misconduct of any kind will not be tolerated, and suspected cases will be referred to the University Committee on Academic Misconduct for adjudication when appropriate. Specific policies relating to student behaviors during examinations follow:

- Caps may not be worn during examinations.
- The inappropriate storage of disallowed information in calculators is prohibited. Course instructors should dictate acceptable calculators for use during examinations in their courses.
- Personal digital assistants (PDA's) or laptop computers are not permitted to be used during examinations.
- The receipt of information from or provision of information to, other students in any way during an examination is prohibited.
- The receipt of information from or provision of information to, other students who have not yet taken an examination is prohibited.
- Cellular phones and pagers should be turned off during examinations.

**Procedures for Dealing with Breaches of the Standards for Professional Conduct**

Faculty members are expected to enforce the College's standards for a respectful learning environment in the classroom, laboratories and experiential practice sites within the boundaries of University guidelines. Students are encouraged to hold their peers to high standards of conduct as well and to report infractions to course instructors and/or Honor Council. If desired, a faculty member may also refer cases of student breaches of professional conduct to the Honor Council and Director of Student Affairs. These individuals or groups will follow-up by meeting with the student(s) involved and subsequently referring the case to appropriate external adjudicating bodies when necessary. These may include, but are not limited to, the following:

- The Ohio State University College of Pharmacy Honor Council
- The University Committee on Academic Misconduct
- The Ohio State Board of Pharmacy

Possible sanctions in such cases may include formal reprimands, probation, suspension or dismissal.

**PRIVACY AND RELEASE OF STUDENT RECORDS POLICY**

Please see the following web site this policy: <http://registrar.osu.edu/policies/releaseinfo.asp>.

**STUDENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (AS AMENDED)**

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of your records and restricts the distribution of certain information to anyone but yourself and University offices with a



documented “need-to-know.” All student files in the College of Pharmacy are subject to these rules. We encourage you to be familiar with your rights related to your academic information as contained in this document. Copies of “*Students Rights under the Family Education Rights and Privacy Act of 1974, As Amended*” can be obtained from the Office of Student Affairs or online. Questions concerning FERPA should be referred to the Office of Student Affairs.

## **DISABILITY STATEMENT**

The following is from the OSU Office of Student Life Disability Services website (08/2014).

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the instructor privately to discuss your specific needs. And, please contact the Office of Student Life Disability Services. Student Life Disability Services is located at the northeast corner of 12th Avenue and Neil Avenue, next to Mirror Lake.

Office: 614-292-3307    FAX: 614-292-4190    VRS: 614-429-1334    Email: [slds@osu.edu](mailto:slds@osu.edu)

## **TUITION AND FEES**

Students should access, view, and print your fee statement each term you register for classes. To view your Statement of Account, go to [buckeyelink.osu.edu](http://buckeyelink.osu.edu) and “Log In.” Once logged in, on the main “Student Center” page, scroll down to the Finances section where there is a “Statement of Account” link under “Outstanding Charges.”

All students must agree to the Financial Responsibility Statement each term for which they are enrolled. Students who do not complete the Financial Responsibility Statement prior to registering each term will have a Registration Lock Hold placed on their account, preventing them from registering, adding course, or moving off of a wait-list. Once the statement is completed for the term, the hold is removed.

Balances are due no later than one week prior to the first day of each term and late fees will be assessed for balances paid after that time. Email reminders of the payment deadline and amount due will be sent to your OSU email account after completion of registration.

Please see the Bursar web site at <http://u.osu.edu/treasurer/bursar/> for payment due dates, payment options, and to make a payment.

## **FINANCIAL AID**

Below is a general description of financial aid and the procedures students must complete to be considered for financial aid. As programs, procedures, and regulations are subject to constant change, questions may arise.

Financial aid is intended to help students finance their education when family and personal resources are not adequate to meet the total educational cost. Financial aid consists of scholarships and grants, loans, and part-time employment. The College of Pharmacy and the University make every effort within its means to help students with limited financial resources secure needed funds.

OSU and most other colleges and universities believe students and parents share the primary responsibility for financing post-secondary education. Financial aid is available to meet the difference between the cost of attending Ohio State and the funds available from families or based on student merit. Specifically, financial need is the total estimated cost of attendance (COA) for the academic year minus the expected family contribution (EFC) which includes students' contributions from assets and expected earnings and may include parental contributions. These contributions are determined through an analysis of the Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). PharmD students should direct questions to the Office of Student Affairs at 614.292.5001. BSPS students should direct questions to the University's Student Services Center at 614.292.0300. In addition, students should carefully read all information provided in their financial aid packet.

<b>GIFT AID</b>		
<b>DESCRIPTION</b>	<b>UNDERGRAD</b>	<b>PHARMD</b>
<b>Federal Pell Grant*</b> – a federally-funded need-based entitlement grant	✓	
<b>Ohio Instructional Grant (OIG)*</b> – a state-funded need-based entitlement grant	✓	
<b>Federal Supplemental Educational Opportunity Grant (FSEOG)*</b> – a federally-funded need-based grant	✓	
<b>Ohio State and College of Pharmacy Scholarships</b> – need- and merit-based scholarships and grants. Eligibility is generally based on academic performance, financial need, professional interests, etc.	✓	✓
<b>External Scholarships</b> – scholarships and grants may be available from parent's employer, community/regional organizations, etc. Students are encouraged to explore all possibilities	✓	✓

\* Only available to undergraduate students who have not earned a Bachelor's degree.

LOANS		
DESCRIPTION	UNDERGRAD	PHARMD
<b>William D. Ford Federal Direct Subsidized Stafford Loan</b> – a federally-funded need-based loan. Interest deferred until after graduation or separation from the University	✓	
<b>William D. Ford Federal Direct Unsubsidized Stafford Loan</b> – a federally-funded non-need-based loan (must apply for the Federal Stafford Loan first). Interest <u>not</u> deferred	✓	✓
<b>Health Professions Student Loan</b> – a need-based loan program for health professions students. To be considered for this loan, you must provide parental information regardless of dependency status. Interest is deferred until after graduation or until separation from the University		✓
<b>Federal Perkins Loan</b> – a federally-funded need-based subsidized loan. Interest is deferred until after graduation or separation from the University	✓	
<b>William D. Ford Federal Direct Parent Loan (FDPLUS)**</b> – federally-funded loan program to be taken out by parents. Interest is <u>not</u> deferred	✓	
<b>William D. Ford Federal Direct PLUS Loans for Graduate and Professional Degree Students (GradPLUS)</b> – federally-funded loan program to be taken out by students. Interest is <u>not</u> deferred.		✓
<b>Alternative Loans</b> – educational loans available through banks and other lenders	✓	✓
<b>University Loan</b> – limited funds through Ohio State	✓	✓

\*\* Only available to dependent undergraduate students.

WORK		
DESCRIPTION	UNDERGRAD	PHARMD
<b>Federal Work Study Program</b> – a need-based federal program	✓	✓
<b>University employment</b>	✓	✓
<b>Employment outside the university</b>	✓	✓

### Sources of Financial Aid

Financial aid comes in three basic forms: gift aid, loans, and work. Some of the opportunities are listed under each heading below:

### Aid Eligibility

To receive funds under any federal aid program, students must:

- File the Free Application for Federal Student Aid (FAFSA)
- Be enrolled in eligible degree-granting programs at least half-time (six credit hours - undergraduate; five credit hours - grad/professional)
- Be U.S. citizens, eligible non-citizens, or non-citizen nationals (natives of American Samoa or Swains Island); permanent residents of the U.S.; provide evidence that they are in the U.S. for other than temporary purposes with the intention of becoming citizens or permanent residents
- Demonstrate financial need (except for FPLUS, GradPLUS, and the Unsubsidized Stafford loan)

programs)

- Maintain satisfactory progress according to the standards and practices of The Ohio State University
- Not be in default on any Federal Family Education Loan, Federal Direct Student Loan or Federal Perkins Loan
- Not owe a refund on a federal grant
- Sign a statement that all funds received through these programs will be used solely for educational or educationally-related purposes
- Be registered with the Selective Service (if required by law to register) and sign a statement of compliance (proof of registration may be required at a later time)

University-administered financial aid (including College of Pharmacy scholarships) is awarded on the basis of financial need and cumulative point-hour ratio in the College of Pharmacy.

In addition, most financial aid programs require attendance on a full-time basis. Students who are enrolled part-time may be eligible for reduced/partial aid from some programs.

Because most funds require U.S. citizenship, students who are entering the country on student visas should contact the Office of International Affairs, 300 Oxley Hall, 1712 Neil Avenue or call 614.292.6101 about financial aid sources.

### Renewal of Financial Aid

Students must apply for financial aid every year by completing the Free Application for Federal Student Aid (FAFSA). Returning students are encouraged to file their renewal using FAFSA on the Web available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In order to maximize the amount and type of aid students are evaluated for, **students should file their FAFSA by OSU's priority deadline of February 15th each year.**

The amount and type(s) of aid received will very likely change from one year to the next. This change is due to changes in regulations, funding limits, and funding for federal and state financial aid programs. Year-to-year changes in student/family situations may also affect the amount and type(s) of aid.

### Changes in Family Financial Situation

If there are changes in the financial situation of families after the initial filing of the FAFSA, it is essential that students contact the Office of Student Financial Aid to be reevaluated. This includes changes due to, but not limited to: 1) Unemployment; 2) Death or disability of a family wage earner; 3) Divorce or separation; 4) Loss of non-taxable income, substantial reduction in current-year income, etc.

### Financial Aid Procedures

**NOTE:** Retain copies of all important documents, including tax forms. If you are selected for a process called verification, it is important to submit all documentation by the deadline indicated.

1. Beginning in **January**, students may file the Free Application for Federal Student Aid (FAFSA) on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. The FAFSA is the application for the following federal programs:
  1. Federal Pell Grants
  2. Federal Supplemental Educational Opportunity Grants (FSEOG)
  3. Stafford/Ford Federal Direct Subsidized & Unsubsidized Loans
  4. Federal Perkins Loans

5. Federal Work-Study (FWS)
  6. PLUS Loans for Graduate and Professional Degree Students
  7. Title VII and Public Health Act Programs
  8. Most need-based scholarships
3. Submit completed OSU Scholarship Application, found in the Buckeye Basics, to the Office of Student Financial Aid by **March 1** for consideration of academic-only Scholarships (non-Pharmacy related).
  4. To be considered for Health Professions or Perkins Loans, you must provide parent information on the Free Application for Federal Student Aid (FAFSA) and file it by the priority deadline date.
  5. Ohio State's Title IV school code is **003090**.
  6. The Federal processor processes information on the FAFSA, then sends the FAFSA acknowledgment and a Student Aid Report (SAR) approximately four to six weeks after the FAFSA is sent to students. The Federal Processor will electronically send the FAFSA information to the schools designated by the student.
  7. The Ohio Board of Regents calculates student eligibility for the OIG and then sends either an award notification letter or rejection notice to the student approximately eight weeks after FAFSA data is sent to the Ohio Board of Regents.
  8. When students' financial aid files are complete, the Office of Student Financial Aid reviews all of the financial aid information, calculates student need, and then sends students' financial aid award packages.

**NOTE:** After students have been awarded financial aid, they are responsible for notifying Student Financial Aid if they receive any additional financial aid awards from any source. Student Financial Aid will make the required revisions to the students' aid packages. Students should be aware that the receipt of additional aid or change in semester of enrollment may result in the reduction or elimination of aid from university-administered programs.

### **COURSE REGISTRATION**

BSPS register themselves for classes each term through [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu). BSPS students will receive registration information from the Office of the University Registrar via email. These notifications will contain the information needed to register for classes.

PharmD students will receive registration information via *The Friendly Reminder Newsletter* published by the Office of Student Affairs. Enrollment procedures change based on the year of the program in which the student is enrolling. These notifications will contain the information needed to register for classes.

### **Email Notification**

Each term students should receive an email from the Registrar's office (BSPS) or from the Office of Student Affairs (PharmD) containing their enrollment appointment time (the window during which you register for classes).

### **Schedule of Classes**

The Schedule of Classes is available on [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) under the Student Center page. The Schedule of Classes provides a listing of courses offered for the next term, course numbers, and

enrollment capacities. It is recommended that you bookmark the Schedule of Classes so you may refer to it as necessary.

## Using Online Registration

You will use the University's online registration system to register for classes; you may access it using [buckeyelink.osu.edu](http://buckeyelink.osu.edu). Menus will guide you through the registration process.

### **IMPORTANT NOTE!**

The University uses a live registration process. When you receive your registration materials, you are assigned an enrollment appointment or window during which you are to register for your courses. Windows are assigned based on the University priority for scheduling. When you add your courses using the online scheduling system, you are actually enrolled into those courses as you request them. If you cannot be enrolled at that time, the registration system you are using will explain why (e.g., course is full, lack of prerequisites, etc.). **It is extremely important for you to register for your classes as soon as your window opens. Failure to do so will result in loss of priority in scheduling.**

You will need to have any special permission required for your courses posted by the Office of Student Affairs. We cannot post permission prior to your enrollment appointment window opening. Special permission can be acquired by having the Course Enrollment Permission form completed by the necessary instructors. This form is available in the Office of Student Affairs as well as on [pharmacy.osu.edu](http://pharmacy.osu.edu) and [registrar.osu.edu](http://registrar.osu.edu).

Once you have registered, you may view your course schedule and student account at the Student Center [buckeyelink.osu.edu](http://buckeyelink.osu.edu). You may make changes to your schedule according to the dates published on the Registrar's website at [registrar.osu.edu](http://registrar.osu.edu). After the published "add" deadline, courses must be added through the Office of Student Affairs Office. Payment information and deadline dates are published on the University Bursar's website at <http://u.osu.edu/treasurer/bursar/>. Please note that it is the student's responsibility to become familiar with and observe the deadline dates for each semester.

If you are not able to use the online registration system to adjust your schedule (e.g., if you are past the term's deadlines) you can also adjust your schedule using a Change Ticket (see description of this process later in this section). A "Course Enrollment Permission" form (see description in this section) is used for special situations such as needing an instructor's permission for a course. All forms necessary for scheduling are available on the registrar's web site and hard copies in the Office of Student Affairs. If a particular course is closed, students may be placed on a wait list in the event a space becomes available. If on a wait list, students may check their status by visiting the University Registrar's Online Services web page. You will need your email account username and password for the online system to access this information. Please refer to the "Wait Listing" section for further information.

**Course Change**

The Course Enrollment Permission” form is used at any time during a student’s open enrollment window and up to the deadline to enroll in a course without needing to petition, or to drop courses after the a student’s registration window has closed and prior to the deadline to drop a course and still receive a “W” grade.

During the second week of the term, a completed Course Enrollment Permission form is required to add a course (see below). After the second Friday of each term, a “Late Add Petition” will be required. You may acquire these forms from the Office of Student Affairs, 150 Parks Hall.

Note: If dropping or adding a course will change the fees you will be charged (i.e., if you have changed from part-time to full-time enrollment or vice versa), it is important that you obtain a revised Statement of Account. For further information on how to do this, please see the section above entitled, “Payment of Tuition and Fees”. It is also a good idea to be aware of the refund deadlines as they are published in each term’s Master Schedule.

**Course Enrollment Permission**

Students at Ohio State use the online registration system for most of their registration needs; however, occasionally online registration will not allow a student to schedule a specific course. In that instance, the Course Enrollment Permission form is required.

*Course Enrollment Permission* forms are used for the following purposes:

- A. Waive Prerequisite Requirements - Course instructor is willing to allow student to register without completing all prerequisites. Instructor must sign Instructional Unit Approval segment. In addition, waived prerequisites for Pharmacy courses require a special action petition to the Executive Committee not less than one term in advance of the planned term of course enrollment. Please note that it is unusual for permission to be granted to waive prerequisites for pharmacy courses.
- B. Receive Instructor Permission (if not full) - Course requires permission of the instructor to enroll; however, the instructor is not granting permission to enter if class is filled. Instructor must sign Instructional Unit Approval segment.
- C. Override the Limit and Enter a Full Section - Instructor has given the College's Student Affairs Office the authority to add the student to a class or section that is currently filled or above capacity. Instructor must sign Instructional Unit Approval segment.
- D. Schedule Class With a Time Conflict - In order for the student to schedule two classes at the same time the signature of the instructor not requiring attendance in his/her class is required under the Instructional Unit Approval segment. Please note that pharmacy faculty do not usually allow students to forego attendance of their class due to conflicts with another course and do not typically sign for this under normal circumstances.
- E. Add the Course [1<sup>st</sup> Date of Attendance: \_\_\_] - Permission from the instructor is required for Student Affairs to add a course to a student's schedule after the student no longer has access to add courses via online registration. During the 2nd Week, Instructor and College Office signatures are required; Beginning the 3rd Week, Instructor, College Office and Department signatures are required.
- F. Audit (First Enrollment in Course) - Students wishing to complete coursework for personal reasons or additional background may choose to audit a course. No credit hours or grades are awarded for this option, and the course may not be subsequently retaken for a grade unless permission to do so has been granted by the Dean/Director/Designee of the College of Pharmacy. The instructor of the course and the Dean/Director/Designee must sign the Course Enrollment Permission form in order

for a student to audit a course. (Note: Throughout this section of the manual, “Dean/Director/Designee” refers to a member of the Student Affairs staff.)

- G. Repeat the Course for Audit - Students wishing to refresh or update their information relevant to a specific course may wish to audit a course for which they have already received credit. No credit hours or grades are awarded for this option. See item “F” for specific signature and deadline information.
- H. Grade Forgiveness Rule -- Effective autumn semester 2015, under Ohio State’s recently approved Grade Forgiveness Rule, students can petition to repeat a course in which they have previously earned credit. If the petition is approved, the second grade will replace the first in the calculation of the GPA. A maximum of three courses can be repeated under this arrangement. The new rule no longer limits “Forgiveness” to course work taken during the first year of college-level work, and the repetition no longer need be completed during the second year. Courses you have already repeated will not be eligible for application of this rule. Students who have already repeated three (or more) courses under the Freshman Forgiveness Rule will have no remaining eligibility under the new rule. Students who wish to use the rule should consult with their academic advisor and submit a petition with their college or enrollment unit by the second Friday of the semester in which they will repeat the course. Students seeking to repeat a high-demand course in which they have already earned an acceptable grade may not receive permission to repeat it until students who truly need to take the course have had a chance to enroll.
- I. Pass/Non-Pass Option – [Note: This option is *not* available to PharmD students.] Pass/non-pass may be chosen for a maximum of 30 credit hours provided the student has a cumulative point-hour ratio of 2.0 or higher. Among these thirty credit hours, an undergraduate pharmacy student may elect this grading option for their free electives courses. The option may also be selected for courses that are not required or designated as required electives in the curriculum leading to a Bachelor of Science in Pharmaceutical Sciences degree. The grade Pass (“PA”) means the student has satisfied the stated objectives of the course, and the grade Non-Pass (“NP”) is the equivalent of the grade “E.” Hours graded Pass count toward hours required for a degree. Pass or non-pass marks are not computed in the point-hour average of the student. The signature of the Dean/Director/Designee is required for this option.
- J. “U” Option - Students enrolled in the Graduate School may use this option to enroll in courses as an undergraduate student. This option does not apply to undergraduate Pharmacy students.
- K. Raise Total Registration Unit Hours - This allows the student to enroll in more than the 18-term hour limit imposed on all undergraduate students. This must be approved by the Dean/Director/Designee of the student's enrollment unit. In the College of Pharmacy, see an advisor in the Office of Student Affairs for such approval. If this will change the fees for the term, make sure you obtain a revised copy of your fee statement. For further information on how to do this, please see the section above entitled “Payment of Tuition and Fees”. **It is your responsibility to make sure you pay additional fees by the deadline set by the Registrar.**
- L. Drop the Course [Last Date of Attendance: \_\_\_\_\_] – Permission from the instructor is required for Student Affairs to drop a course from a student's schedule after the student has lost access to drop courses online. Depending on the last date of attendance, the student may receive a grade of “W” for the course.

In all of the above cases, students must complete the entire top portion of the Course Enrollment Permission Form. Required signatures are determined by the type of request. Completed forms should be returned to Student Affairs, 150 Parks Hall. It is normally not necessary to wait for this form to be



processed. It is sufficient to drop it off at the reception desk with a telephone number where you can be reached if there are any questions or concerns. Undergraduate student copies will be placed into their files. Doctor of Pharmacy student copies of these forms will be returned via the mailboxes in the student mailroom.

**Wait Listing**

Wait listing establishes a list of students who have requested a course but have not been scheduled. As a student drops a course within the first week of classes, the next student on the wait list for that course will be considered and added if the opening fits their schedule and they have met all prerequisites. The wait list will enter a student into a specific requested section once it becomes open. (It is suggested that you waitlist yourself for multiple sections, thus increasing your chances of getting into the course). If the opening does not fit the schedule of the first student on the list, they will remain at the top of the list and the next person on the list will be reviewed and added if they meet the prerequisites and the time is not in conflict. Students who do not meet prerequisites will remain on the list but will not be scheduled unless they either meet the prerequisites or obtain written permission from the instructor to waive the prerequisites.

Students have the option of being placed on the wait list by affirming during online registration that they want to participate in this option. Wait listing is not automatically done for students. The online registration system will prompt students during the registration session regarding wait listing. If the wait listing option has been chosen, the status of the request can also be checked online. This line provides a position update and offers the opportunity to remain on the wait list, remove the request from the wait list, or review course registration.

Students can verify they have been removed from the wait list, i.e., scheduled into the course, by checking their class schedule at: <http://buckeyelink.osu.edu>. On your schedule under "Status" it will indicate waitlist and give the position number you are on the wait list or it will say enrolled. Wait list additions are updated nightly, so it is important to check your schedule daily.

Once a student has been scheduled, notified, and paid fees, they are considered enrolled and must attend or drop the class. **"Not knowing of the addition"** is not an excuse for late drops, etc. The responsibility to check wait list status and course enrollment is that of the student, since s/he initiated the request.

**CHANGE OF RECORDS**

The Request for Change of Records form is used to modify data such as a student's name, social security number, marital status, or your permission to release directory information. It is available in the Office of Student Affairs, on [pharmacy.osu.edu](http://pharmacy.osu.edu), and on [registrar.osu.edu](http://registrar.osu.edu). (Note: Documentation is required for certain changes, please carefully read the instructions at the bottom of the page.). New, current, former, and non-returning students use it so that all information relevant to a student's file may be properly processed.

All changes via this form require the student's signature in the certification box. Falsification of any information on this document may result in cancellation of admission or registration or both. When completed, this form should be returned to the Office of Student Affairs for processing.

**Documentation Required for Name Changes:**

- Marriage - Copy of marriage certificate, marriage license, court entry or valid U.S. passport\*.
- Divorce - Copy of Divorce Decree, court entry, order of legal name change, or valid U.S. passport\*.
- Legal Name Change - Court order of legal name change or valid U.S. passport\*.
- First Name Change (ex. from variation to legal name)
- Add Middle Name/Initial – Copy of birth certificate or valid U.S. passport\*.

**Documentation Required for Date of Birth Changes:** Copy of birth certificate or valid U.S. passport\*.

**Documentation Required for Social Security Number Changes:** Copy of Social Security Card.\*

*\*If a non-U.S. passport is provided, a copy of the student's U.S. visa document is also required.*

**TRANSCRIPT REQUESTS**

Transcripts can be requested through the University Registrar online at <http://registrar.osu.edu/>.

**COMMENCEMENT EXCUSE FORM**

Students who are unable or do not wish to attend the commencement ceremony should complete a Commencement Absence Excuse Form no later than three weeks prior to graduation. Forms can be found in the Office of Student Affairs and must be submitted to the registrar. Graduates should specify on the form if they wish to pick up their diploma after the ceremony or if they wish to have it mailed. (Note: Diplomas will be mailed within one month after date of commencement.) Be sure to follow the directions on the form explaining how to update your address in Buckeye Link. The address you supply on the form must be valid for at least one month after you graduate. Mailed diplomas cannot be delivered to a post office box. We strongly encourage you to attend commencement. It is an important milestone in your life - one you should celebrate with your classmates in the commencement ceremony.

**ABSENCES**

[Note: According to University faculty rule 3335-9-21, "each department or school may make its own rules relative to occasional absences by students from scheduled activities."]

The faculty of the College of Pharmacy expects curricular commitments to be of top priority for our students. However, the College also views student participation at professional/scientific meetings and on professional field trips to be of potentially significant educational value and encourages student

involvement. Personal situations (e.g., illnesses) may require students to occasionally miss class or other course-related activities as well. The College foresees three general situations which might result in student absence from course-related activities:

1. Certain activities (e.g., class trips) that may result in the absence of all or a large proportion of a particular class may dictate cancellation of classes and all associated activities. These activities require Executive Committee approval.
2. Other activities may involve the absence of a limited number of students, such as professional meeting attendance. These absences must be approved in advance by individual instructors. In general, classes will not be canceled under such circumstances.
3. Individual absences resulting from documented illness or personal tragedies are generally viewed by the College as appropriate justification for absence from course-related activities. Excuses for these and other absences are subject to the course instructor's approval subsequent to the submission of any requested documentation.

When absences involving situations two or three are anticipated in advance (and in the former case virtually all should be), students should obtain approval from their instructor(s) as early as possible prior to the absence. The instructor and student should discuss provisions for making up missed work/activities/examinations. It remains the course instructor's responsibility and authority to approve or disapprove such absences and to determine how and when missed work/activities will be made up.

### **DEGREE AUDIT REPORTING SYSTEM (DARS)**

The Degree Audit Reporting System (DARS) is a document produced by the Office of the University Registrar to help students keep track of their academic progress. Students may go to the website: [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) (see instructions below) and view their DARS report. Students should discuss any discrepancies on their DARS report with the Office of Student Affairs.

#### Directions for Accessing DARS on the World Wide Web

Students can access their Degree Audit Report at any time through the World Wide Web. This tool will allow you to review your progress towards degree in your current major and can provide a summary of what your standing would be in other majors as well. To use this service:

- Access the web site at: [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)
- Under Enrollment and Academic History click on "Degree Audit."
- Provide your username (e.g., smith.3) and password.
- Follow the additional directions provided.

Note: Electives for PharmD students are updated manually on the degree audit system and student's audit may not reflect the most current progress of the student. As long as a student has taken elective courses listed on the approved elective form available on the COP website, these courses will count towards the six hour requirement. Your patience in this matter is appreciated as updates are made throughout the year.

## **ADVISING RESOURCES**

There are many advising resources available to students within the College and the University.

### **College Resources**

Professors: For advising regarding a specific course, students should contact their instructor and/or teaching assistant. Faculty members hold office hours or can be reached by e-mail in most cases.

Faculty Advisors: Every PharmD is assigned a Faculty Advisor. Faculty advisors serve as academic, professional, and personal mentors as students work to complete degree requirements and prepare for their future careers. They can offer guidance in elective course selection, career opportunities, professional networking, and offer personal support.

Office of Student Affairs: This office can answer questions regarding courses needed for graduation, records, procedural assistance (e.g., adding or dropping courses), pharmacy career advising, etc. If you are unsure where to go for a resource, Student Affairs can point you in the right direction even if it's to other University offices.

Mentors: P1 students have a peer mentor. Peer mentors are there to assist incoming students in their transition to professional school. They can answer questions and provide guidance.

### **University Resources**

The Younkin Success Center functions as a hub for services related to student success. Younkin Departments partner to provide services in the following wellness areas:

#### Emotional, Social, Intellectual, Physical and Spiritual Wellness

*Counseling and Consultation Service (CCS)* provides services related to student wellness. CCS professionals can assist OSU students with stress management, feeling overwhelmed, academic adjustment, anxiety, and depression. CCS also provides workshops, groups, and outreach that include wellness strategies like mindfulness, accentuating the positive, meditation, and stress management. Call 614.292.5766 to make an appointment or visit [ccs.osu.edu](http://ccs.osu.edu) to learn more.

#### Intellectual Wellness

*Free tutoring services in Mathematics, Physics and Chemistry.* Tutoring is held in the Younkin Success Center, 2nd floor, in the Resource Center. Please email [tutoring@osu.edu](mailto:tutoring@osu.edu) with questions.

*The Dennis Learning Center (DLC)* offers assistance with academic wellness through resources on boosting motivation, conquering procrastination, and mastering time management.

Make an appointment with a DLC Learning Specialist, and check out DLC's online student resources:

- Learning Specialist Appointment: <http://go.osu.edu/appointmentinfo>
- Student Resources: <http://go.osu.edu/studysmarts>

## Career Wellness

*Career Counseling and Support Services* provides individual attention tailored to each students' unique career need. Assistance with career assessment, major and career exploration, career decision making, career goals, and guidance on the development of career tools: Resumes, Vita, Cover Letters, Interviewing Skills, Personal Statements, Job Search Strategies, and Graduate/Professional School Applications. Contact Career Counseling and Support Services to make an hour long appointment or to learn more about our brief half hour walk-in meetings:

Phone: 614-688-3898

Website: <http://www.ccss.osu.edu>

Email: [sl-ccss@osu.edu](mailto:sl-ccss@osu.edu)

*Buckeye Careers* is designed to support career exploration and development through a strong focus on connection Ohio State students with employment and internship opportunities. Buckeye OnPace is one of three programs provided by Buckeye Careers. The Buckeye OnPace program connects students with major and career exploration tools through a series of online modules. These self-guided modules can help students identify and explore interests, learn about informed decision-making, possible majors and careers, and find how to apply to grad school. Additionally, the OnPace modules can help prepare students for job and internship searches and their first year in the workplace.

Learn more about these online self-guided modules at <http://www.onpace.osu.edu>.

Younkin Success Center can be contacted at [successcenter@osu.edu](mailto:successcenter@osu.edu) or 614.292.4400.

## **COMPUTER RESOURCES**

A computer laboratory is available for student use in 203 Parks Hall. Students must have a valid Ohio State Username (name.#) to access the computers. Computer lab hours can vary from semester to semester and are dependent on the availability of lab monitors. Hours will be posted each semester in the lab. Typical (but not guaranteed) open times are 7:00 a.m. to 7:00 p.m. Monday through Friday.

The facility contains 30 PC workstations. Available software includes the Microsoft Office suite (Word, Excel, PowerPoint, and Access), Adobe Acrobat Professional, and a variety of scientific and statistical packages. One very useful source of information is the electronic resources section of the OSU libraries. This includes hundreds of electronic journals and the Index Medicus (National Library of Medicine) index of medical journals. The college also has direct online access for staff and students to Lexi-Comp Online drug databases, Micromedex, and the Thompson Reuters Red Book collection. Laser printing is available on a pay-per-impression basis, payable with your Buck-ID.

E-mail accounts are provided by the Office of the Chief Information Officer for all OSU students.

Information on activating and managing your Ohio State Username and password for your OSU e-mail account can be found at [my.osu.edu](http://my.osu.edu). Your OSU e-mail may be accessed via the web at <http://email.osu.edu>. Other external e-mail services may also be accessed via the web.

It is strongly recommended that you run a virus check on any removable storage as soon as you insert it in the computer (to verify that you are not bringing a virus into the facility), and the last thing before you

remove the media from the drive (to verify that you did not pick-up a virus). Although the machines are constantly being updated and are configured to prevent most types of malware from being installed, we cannot guarantee that the person before you brought in clean media. To check for viruses, open Microsoft Forefront and choose Custom from the list of scan options.

Further questions can be addressed to the assistants supervising the lab or by e-mailing [cop-problem@osu.edu](mailto:cop-problem@osu.edu). Please help keep the lab clean by remembering that no food or drink is allowed.

## **STUDENT ORGANIZATIONS**

### **Organization Advisors**

A student organization is an association of Ohio State students created for any educational purpose that supports the vision and goals of the university set forth in the Academic Plan and the Diversity Action Plan.

As defined by the University's Office of Student Life, all faculty, administrative and professional staff, lecturers and emeritus professors are eligible to serve as student organization advisors. Any questions concerning advisor eligibility or status should be directed to the Office of Student Affairs.

### **Policy on Support to Student Organizations for Travel to Professional Meetings**

*(Revised Autumn 2015)*

This policy presents the policy of the College of Pharmacy to: 1) support student organizations, and 2) support individual students for registration for attending national meetings.

The student organizations covered by this policy are all registered College of Pharmacy organizations with faculty/staff advisors.

### **Support of Student Organizations**

The College of Pharmacy will match funds raised by our student organizations associated with national professional associations for funds raised specifically to offset travel expenses to national, state and regional meetings except for registration fees which will be provided separately as described below. The following guidelines apply to the matching funds.

- The College will provide up to \$20,000 in matching funds per fiscal year. This ceiling will be reviewed in the future as necessary.
- The matching funds will be provided based on the results of College-wide fund-raising events. Each student organization should take a leadership role in fund-raising events. Student organizations are expected to participate in fund raising events in order to receive matching funds for their organization. One fund raising event is the existing Career Fair.
- The matching funds will be distributed on a percentage basis to each participating organization based on their membership as of November 1.
- Each student organization will be responsible for establishing their own guidelines for the use of the matching funds such as the criteria an individual student must meet to receive assistance in travel expenses. The only stipulation is that the College matching funds must be used only to offset a portion of travel expenses for students, e.g., airfare, hotel, meals, etc.

- Fund-raising activities should be coordinated with the Associate Dean and the College Development Officer. Also, student organizations are expected to conform to copyright guidelines.
- To receive the funds, the College Business Office will be provided with the amounts raised by the treasurer of each organization. The College Fiscal Officer will prepare the purchase orders. Each student organization will then submit an invoice to the College Fiscal Officer. A check will be issued by the University to the appropriate student organization. The College Fiscal Officer can provide each organization with a template for preparation of the invoice.

**Support of Registration Fees**

The College of Pharmacy will provide funds to student organizations for registration fees for individual student members to attend national, regional and state meetings for the professional student organizations. The provision of these funds will be handled by the College Central Business Office and will only be for actual registration fees. All professional students in the College of Pharmacy are eligible to participate. The process to obtain reimbursement of registration fees is:

- Registration will be paid from College funds for one meeting per student per academic year.
- Each student must pay for the registration him or herself and obtain a receipt.

Each student organization will collect the receipt/proof of payment from individual members. Once completed, a detail listed can be provided to the College Fiscal Office and it will prepare a purchase order for each organization. Then each organization will submit an invoice to the College Fiscal Office. A check will be issued by the University to the appropriate student organization. The College Fiscal Office can provide each organization with a template for the preparation of the invoice. The student organization will be responsible for reimbursing individual students and ensuring that students were eligible for reimbursement (i.e., attended the meeting). It will not be possible to reimburse individual students directly for the registration after travel has occurred.

**FUND RAISING SALES OF MERCHANDISE**

Fund raising sales of merchandise must include the following disclaimer statement on all advertising, programs, or any other solicitation materials; as well as displayed at any event, sales point, or display: The Ohio State University is not a party to the contractual agreement or obligations in providing the sale. The Ohio State University in no way warrants that the obligations made in agreement with any party in providing the sale will be met.

**FOOD SAFETY GUIDELINES FOR COLLEGE EVENTS**

Organizing groups and participants are encouraged to abide by basic food preparation and handling standards. The University's Office of Student Life *Food Safety Guidelines for Events* are found at [https://ohiounion.osu.edu/get\\_involved/student\\_organizations/docs\\_links](https://ohiounion.osu.edu/get_involved/student_organizations/docs_links).

Groups planning such events and those with questions concerning the *Food Safety Guidelines for College Events* should contact the Director of Student Affairs.

**POLICIES AND GUIDELINES FOR ALCOHOL USE IN STUDENT ORGANIZATIONS**

The Ohio State University College of Pharmacy respects the rights of individuals to consume alcohol in a legal and responsible manner. The College's policy and regulations concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility and conform to the laws and regulations of the Ohio State University, the State of Ohio, and the Ohio State Board of Pharmacy. Pharmacists and pharmacy students who choose to use alcohol should be aware that they are held fully responsible for their actions by the State Board of Pharmacy. The Board has the authority to revoke licensure due to irresponsible use of alcohol.

**Policies**

1. All Ohio laws, City of Columbus ordinances, and components of the University's Code of Student Conduct relating to the use of alcohol must be adhered to at all times.
2. No alcoholic beverages may be served at student events within the College.
3. No alcoholic beverages are permitted to be consumed in University vehicles.
4. Advertisements or announcements for events which include an allusion to alcohol are not permitted to be displayed within the College.
5. Non-alcoholic beverages and food should be provided at any event where alcoholic beverages are available.
6. Party sponsors are responsible for assuring that only persons of legal age shall be served alcoholic beverages.
7. College of Pharmacy policies and procedures for student recovery from chemical dependence have been approved by the faculty. A copy is available in this manual and in the Office of Student Affairs. These include resources for students who may have a problem relating to alcohol or other drug dependencies.

**Guidelines**

Alcohol: Zero-One-Three

**Zero alcohol if.....**

- On certain medications or have certain illnesses.
- Behind the wheel.
- Stressed or tired.
- Either the son, daughter, or sibling of someone with alcoholism.
- Recovering from alcoholism or drug dependence.
- Violating existing laws or policies.
- Expecting, nursing, or considering pregnancy.

**ONE = One drink per hour**

By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will not be surpassed by alcohol intake.

**THREE = No more than three drinks per day.**

Drinking more than three drinks per day frequently is associated with long term health problems such as cardiovascular disease, certain cancers, liver disease, pancreatic disease, neurological and psychiatric disorders, and alcoholism to name a few.



## **POLICIES AND PROCEDURES FOR STUDENT RECOVERY FROM CHEMICAL DEPENDENCIES**

Drafted by a Subcommittee of the College of Pharmacy's Executive Committee.

*Approved by Pharmacy Council: May 13, 1997*

*Approved by the Faculty: June 20, 1997*

*Preamble and Section 4, 7 & 8 Revisions Approved by the Executive Committee: February 21, 2012*

### **Preamble**

These policies and procedures are applicable to any student enrolled in the various academic programs at the Ohio State University College of Pharmacy. This includes undergraduate students in the B.S. in the Pharmaceutical Sciences program, professional students in the PharmD. Program, or graduate students in the M.S. and Ph.D. programs. Assistance relating to these policies and procedures is available in the Office of Student Affairs (room 150 Parks Hall) or the Graduate Studies Office (room 217 Parks Hall). The University Counseling & Consultation Service (fourth floor of the Younkin Success Center or PAES Building) is both a resource for students and the primary referral group for the application of these policies and procedures.

### **Section 1. Position Statement**

The Ohio State University College of Pharmacy:

- Recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- Accepts responsibility for the development and dissemination of policies which prohibit the misuse of drugs (including alcohol) by students enrolled in the College.
- Wishes to provide support for chemically-dependent students to move toward recovery.
- Advocates referral of chemically dependent students to the University's Counseling and Consultation Services and other support programs including pharmacist rehabilitation organizations for appropriate evaluation and referral for treatment.
- Acknowledges the need for cooperation with the Ohio State Board of Pharmacy wherever public safety may be endangered by impaired students.
- Accepts responsibility for providing professional education concerning chemical dependency disease in entry-level programs of the College.
- Encourages participation in public education and prevention programs concerning chemical dependency diseases.
- Accepts responsibility for restricting alcohol or illicit drug use and promotions within the College.

### **Section 2. General Goals for Student Recovery from Chemical Dependencies**

The College can:

1. Provide compassionate assistance for chemically dependent students or those affected by chemical dependencies.
2. Provide assistance in a way that protects the rights of the chemically-dependent individual to receive treatment in confidence.
3. Afford recovering students, who are not legally restricted and are no longer chemically dependent, the opportunity to continue their pharmacy education without stigma or penalty when deemed appropriate.

4. Work with the student and State Board of Pharmacy when appropriate to help ensure that chemically- impaired students do not practice pharmacy when public safety could be jeopardized.
5. Participate in the development of curricular content and other educational opportunities which address the societal impact of chemical dependency as a disease state, public education efforts concerning chemical dependency, campus issues concerning responsible use of potentially addicting or harmful substances, and the development of wellness programs intended to promote healthy lifestyles in students.

**Section 3. Definitions**

As used in these Policies and Procedures, unless the context otherwise requires:

1. Chemical dependence or impairment shall mean a chronic, progressive illness which involves the use of alcohol or other drugs to a degree that it interferes in the functional life of an individual as manifested by health, family, job, legal, academic, financial or emotional problems.
2. Chemically dependent student shall mean a student whose use of alcohol or other drugs diminishes or affects his or her ability to perform the duties of his or her profession to an extent likely to be harmful to the public health, safety, or welfare or threatens the student's normal academic progression.
3. Drug shall mean a chemical substance alone, or in combination, including alcohol.
4. The College's policies and procedures for assisting chemically-dependent students as authorized by the Dean and faculty of the Ohio State University College of Pharmacy constitute the dissemination of information relating to chemical dependency and referral for evaluation and treatment of chemically impaired pharmacy students. This does not obviate the College's responsibility to protect public safety and, therefore, maintain disciplinary options (including student dismissal) when dictated by student behavior.

**Section 4. College Interventions/Student Referrals**

The College administration has the authority to take necessary steps to address illegal or prohibited conduct. College policy and procedures will typically utilize the University's Counseling and Consultation Services as its primary referral for chemically-dependent students or those affected by this disease.

When a student is found to be in violation of these policies, he or she may be required to sign a release to allow feedback and consultation with the College of Pharmacy; and Counseling and Consultation Services, in consultation with College personnel as appropriate, may require any action (e.g., drug screens) deemed necessary in an individualized treatment plan as a condition of continued enrollment.

The Counseling and Consultation Service may also wish to involve the Ohio Pharmacist Rehabilitation Organization (PRO) to participate in the evaluation, intervention, and rehabilitation of pharmacy students. Students may also seek assistance directly from University Counseling and Consultation Services, the Student Health Center or other assistance programs for chemical dependency.

**Section 5. Assisting the chemically-impaired student.**

1. University expertise for assisting chemically-impaired students (e.g., Counseling and Consultation Services) shall serve as the primary resource for students. College of Pharmacy resources for assisting chemically-dependent students also exist in Student Affairs as well as with the student's faculty advisor.
2. Incoming students will receive information concerning the College's policies and procedures for chemical dependency in orientation materials.

**Section 6. Students Affected by Chemical Dependencies.**

Chemical dependency in a family member or significant other will often impede a student's academic progress. Therefore, this impact is recognized by the College as requiring similar programmatic considerations and policies and procedures as for those who are chemically dependent. Treatment and assistance services are available to the affected student in the same manner as those for chemically dependent individuals.

**Section 7. Disciplinary Procedures Relating to Student Impairment**

One of the most serious offenses with which pharmacy students may become involved is the misuse and/or dependence upon dangerous drugs including alcohol. The College of Pharmacy views the admitted or proven personal abuse of such drugs, their transmittal or sale to other individuals, or the use of drug documents to illegally obtain controlled or legend drugs, as cause for possible dismissal from the pharmacy program for professional/ethical reasons. In addition, Ohio law and the University's Code of Student Conduct will be invoked when appropriate.

However, the College also accepts the responsibility to support students in their recovery from chemical dependencies and will afford recovering students who are not legally restricted and no longer chemically-impaired the opportunity to continue their education without stigma or penalty and with reasonable accommodations when deemed appropriate based on their academic performance and disciplinary record. These decisions will be made by the College's Executive Committee in consultation with qualified professionals from the University's Counseling and Consultation Services and others as appropriate.

**Section 8. Policy for Alcohol Use in Student Organizations**

The Ohio State University College of Pharmacy respects the rights of individuals to consume alcohol in a legal and responsible manner. The College's policy and regulations concerning alcohol use are intended to promote personal responsibility in regard to an individual's decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility and conform to the laws and regulations of the Ohio State University, the State of Ohio, and the Ohio State Board of Pharmacy. Pharmacists and pharmacy students who choose to use alcohol should be aware that they are held fully responsible for their actions by the State Board of Pharmacy. The Board has the authority to revoke licensure due to irresponsible use of alcohol.

**Policies**

1. All Ohio laws, City of Columbus ordinances, and components of the University's Code of Student
2. Conduct relating to the use of alcohol must be adhered to at all times.
3. No alcoholic beverages may be served at student events within the College.
4. No alcoholic beverages are permitted to be consumed in University vehicles.
5. Advertisements or announcements for events which include an allusion to alcohol are not permitted to be displayed within the College.
6. Non-alcoholic beverages and food should be provided at any event where alcoholic beverages are available.
7. Party sponsors are responsible for assuring that only persons of legal age shall be served alcoholic beverages.
8. College of Pharmacy policies and procedures for student recovery from chemical dependence have been approved by the faculty. A copy is available in this manual and in the Office of Student Affairs. These include resources for students who may have a problem relating to alcohol or other drug dependencies.

### **SEXUAL HARASSMENT POLICY**

The university's sexual harassment policy is designed to protect students, faculty and staff members and help create an environment where we can all reach our greatest potential. Copies of the policy are available in the Office of Student Affairs. An excerpt from that policy follows:

The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs. The full policy can be found at [studentconduct.osu.edu](http://studentconduct.osu.edu).

All informal as well as formal sexual harassment complaints received by the college will be handled with high priority and confidentiality. Contacts within the college in this regard include the college's Human Resources Manager and the Director of Student Affairs. In addition, students may elect to speak to staff members in:

1. Counseling and Consultation Services – 292-5766, <http://www.ccs.ohio-state.edu/>
2. Office of Student Conduct – 292-0748, <http://studentconduct.osu.edu/>
3. Student Health Services – 292-4321, <http://shs.osu.edu/>
4. Student Advocacy Center – 1800 Cannon Dr., 292-1111, <http://advocacy.osu.edu/>
5. Office of Student Life – 292-9334, <https://studentlife.osu.edu/>
6. Student Wellness Center – 292-4527, <http://swc.osu.edu/>

**STUDENT GRIEVANCES**

Students who encounter problems relating to their educational program (e.g., academic or personal concerns) have a variety of avenues open to them to seek resolution. Ordinarily, it is best for all concerned if an attempt is made to resolve any dispute, disagreement, or grievance as directly as possible. That is, the first attempt should be to resolve any problem with the person or persons most closely involved. The faculty and staff of the College are available to work with students in this regard. If this step does not produce acceptable results, there are other options both within and outside of the College for assistance. Therefore, a logical stepwise progression for academic concerns, e.g., specific course material, teaching style of instructor, syllabus, projects, examinations, in the college might be:

1. Course instructor(s)
2. Course director
3. Division chairperson
4. Associate Dean
5. Dean
6. College Executive Committee
7. University Student Advocacy Center and/or Counseling and Consultation Services

Beyond the college, assistance is available in the Student Advocacy Center, 1120 Lincoln Tower, 614.292.1111, [studentlife.osu.edu](http://studentlife.osu.edu), and/or Counseling and Consultation Services in the Younkin Success Center, 4th floor, 1640 Neil Avenue, 292-5766, <http://www.younkinsuccess.osu.edu> or <http://www.ccs.osu.edu>.

For issues or suggestions pertaining to the PharmD curriculum, including placement of specific courses or course sequence, integration of courses, curriculum enhancement (“big picture comments”), course assessment and student evaluations, accreditation issues (also see Student Complaints Related to ACPE Standards), and/or course relevance; a progression such as the following may be appropriate:

1. PharmD. Program Committee Student Representative
2. Chair or Co-Chair of the PharmD Program Committee
3. Associate Dean for Academic Affairs
4. Dean

The Director of the Office of Student Affairs is in a unique position and is always available to assist and advise students at any point in these progressions, as are the Deans. Depending upon the nature of the issue, the progressions suggested above can be entered at any level.

Questions concerning the Honor System for Doctor of Pharmacy Students including incidents that may or may not be a violation of the Code can be found under Honor System for Doctor of Pharmacy Students on the College website. Generally, the Associate Dean for Academic Affairs is the starting point for these issues.

Concerns about safety and any other general comments or concerns not mentioned or described above are handled by the Director of the Office of Student Affairs who may address them to the appropriate administrator or staff in the College.

**STUDENT COMPLAINTS RELATED TO ACPE STANDARDS**

The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) via a set of written standards, policies and procedures published by the Council and available at [www.acpe-accredit.org](http://www.acpe-accredit.org). Any student has the right to lodge a complaint against the College or the professional program related to those standards, policies, and procedures. Complaints should be in writing and sent directly to the Associate Dean for Assessment and Strategic Initiatives. The student has the right to meet with the Associate Dean to discuss their complaint if they so choose. The complaint will be reviewed and presented to the College Executive Committee, then responded to the student in writing or by means of a personal meeting.

If a student is not satisfied with the response from the Deans and or the Executive Committee, the complainant may address the Office of Student Affairs in writing and additionally in person if so desired. A complainant may request of the Associate Dean and/or Director of Student Affairs that their identity be kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself. If a student is not satisfied with these responses, the complainant may address ACPE directly

(<http://www.acpeaccredit.org/complaints/>).

All complaints, concerns and suggestions made by students and the reaction to them by the College are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, administrator, college committee or the faculty as a whole because of the complaint. A file will be maintained by the Associate Dean for Assessment and Strategic Initiatives for inspection by ACPE of all complaints and responses related to ACPE standards, and the procedures involved, ensuring that the complainant receives fundamental due process.

**REPORT OF SUSPECTED HONOR SYSTEM INFRACTION FORM**

The Honor System for PharmD students in the College of Pharmacy requires suspected Honor System infractions be reported to the Associate Dean of Academic Affairs either in person or using this form. This form must be completed even if the suspected infraction is reported in person. The Honor System is available on the College of Pharmacy's web site ([pharmacy.ohio-state.edu](http://pharmacy.ohio-state.edu)), or a copy may be obtained in the College Office or the Office of Student Affairs.

Name of student suspected of committing an Honor System infraction: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date of suspected infraction: \_\_\_\_\_ Time of suspected infraction: \_\_\_\_\_

Name of person reporting the suspected infraction: \_\_\_\_\_

Check one:     Instructor  
                   Pharm.D. student  
                   Staff  
                   Other (please specify): \_\_\_\_\_

**Description of the suspected Honor System infraction:** [Please include details regarding the nature of what you observed, specify if there were other witnesses, describe steps taken subsequent to the incident in question, etc. Attach copies of all other relevant materials (e.g., copies of assignments or examinations, unauthorized materials used by students, course syllabi, etc.). Additional materials may be accepted subsequent to the original submission at the discretion of the Associate Dean, Honor Council, or Executive Committee. Attach additional pages, as needed.]

**I declare that the foregoing information and all other relevant submitted materials are accurate and complete to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received (to be completed by the Associate Dean): \_\_\_\_\_

**DEAN'S LIST AND HONOR ROLL**

Undergraduate students who complete 12 or more and PharmD students who complete eight or more graded credit hours and earn a semester grade-point average of at least 3.5 are recognized by inclusion on the Dean's List. Students who receive an Incomplete (I), Unsatisfactory (U), Non-Pass (NP), E, or unreported grades are not eligible for Dean's List distinction. In some cases these students may be retroactively designated to be on the Dean's List if incomplete or unreported grades result in an ultimate semester GPA of at least 3.5. The Dean's Honor Roll is an annual designation for those who are on the Dean's List at least two out of three consecutive semesters beginning with the Summer semester.

**BACHELOR OF SCIENCE IN PHARMACEUTICAL SCIENCES****APPLYING FOR GRADUATION****Bachelor of Science in Pharmaceutical Sciences Students**

The Application to Graduate is official notice to the College of your intended term of graduation. It must be submitted two terms prior to the anticipated term of graduation. Forms are available in Student Affairs, 150 Parks Hall or on the College of Pharmacy website. Please note that the name listed on your diploma must match what is listed in the registration system. Some name changes require documentation (see "Request for Change of Records" section above). The submission of this form initiates an extensive review of all completed, in-progress and planned coursework, and permits us to verify records to determine eligibility for graduation. Questions/concerns about your Application to Graduate are communicated via e-mail.

**MINOR PROGRAMS**

The College of Pharmacy has established a structure for the pursuit of minor programs and encourages interested students to avail themselves of this opportunity. Pharmacy students may choose to complete a minor in over 100 disciplines within the University. The College will accept approved minor programs offered by any academic unit within the University. Whereas specific requirements are determined by the awarding unit, the following guidelines generally apply to minor programs:

- No more than 6 credit hours can overlap between the GE and a minor (unless disallowed completely by the minor degree-granting unit).
- Courses used on the minor may not be used on the major.
- Common core requirements for the pharmacy degree may not be applied to the minor.
- Course work counting toward the minor must be taken for a grade, and courses for which a grade below "C-" is received are not applicable toward the minor.

Students wishing to complete a minor program should discuss this desire and negotiate a program with, and receive written approval from, the college or department administering the minor program as early as possible. Some minors need individual approval by a faculty member from the offering department; others do not. Sheets describing the individual minor are available from the college or department administering the program and carry this information. Students must file their minor program form with



an Academic Counselor in the Office of Student Affairs at least two semesters prior to graduation. Additional information and assistance is available in the Office of Student Affairs.

**BSPS HONORS****Honors and Undergraduate Research**

The Honors Program in the College of Pharmacy seeks to maximize the creative potential of academically superior undergraduate students by enriching their educational experience and providing them an opportunity to independently pursue an original scholarly/research program in the basic or applied pharmaceutical sciences.

Current and newly-enrolled undergraduate students may obtain/retain membership in the honors program by contacting the Student Affairs Office.

\*\*Honors students who were transferred or admitted to the College with previous priority or honors status will need to connect with an Academic Counselor to be sure their honors status can transfer.

**GRADUATION WITH HONORS AND WITH RESEARCH DISTINCTION AND HONORS**

At the beginning of their final year, students who wish to retain/have maintained membership in the College's Honors Program must have selected a research project or pursued a scholarly course of action (depending on which honors requirements they have fulfilled) and be engaged in work toward graduation with Honors or Honors with Research Distinction. An application for graduation indicating Honors with Research Distinction, Research Distinction (non-Honors students) or with Honors must be submitted to the Student Affairs Office to formalize this intention no later than two semesters prior to the intended semester of graduation.

**Graduation with Honors**

Any student who graduates from the BSPS program with a 3.5 or higher will receive an honors cord to wear as part of their regalia. These students will graduate with Latin Honors (includes students in the Honors program or regular students with a GPA or 3.5 or higher).

**Graduation with Distinction**

Any student who completes a Research thesis will receive Graduation with Distinction. These students need to have a 3.0 GPA or higher.

**Graduation with Honors and Distinction**

Students who graduate with a GPA of 3.5 or higher and complete a research thesis will graduate with Honors and Distinction.

For more information on the requirements for graduation in the College of Pharmacy Honors Program, please contact the Student Affairs Office or visit the College of Pharmacy Honors Program link at [pharmacy.osu.edu](http://pharmacy.osu.edu).

**NON-THESIS OPTION FOR BSPS HONORS STUDENTS – GRADUATION WITH HONORS**

In addition to the thesis option, students may also satisfy the requirements for graduation with Honors in Pharmaceutical Sciences through advanced studies (non-thesis options). *In order to fulfill this requirement, students must either complete two items from List I or one item from List I and one item from List II:*

## List I

- Complete one semester of study abroad. A full-time course load (at least 12 semester hours) in country is required and classes must transfer to Ohio State.
- Complete two or more additional Honors and/or upper division (6000-level and above) classes. Classes must be at least three credit hours each.
- Complete an internship or fellowship in the health sciences sponsored by a university other than OSU, private industry, governmental organization, or non-governmental organization. The duration of the experience needs to be at least 400 hours. A two-page report and letter from the supervisor, explaining the significance of the experience needs to be submitted to the Office of Student Affairs and Honors Committee upon completion of the internship or fellowship. *Students are required to submit a proposal to (be approved by) the BSPS Honors Committee prior to starting this experience.*
- Complete a dual degree program.

## List II

- Complete a minor program.
- Complete at least three credits of Pharmacy 4998 which must be documented on your academic record.
- Complete two semesters of work in service projects coordinated by the Honors and Scholars Center.
- For a given language, complete two courses beyond what is required for the BSPS program. Classes need to be taught in that language.

**THESIS OPTION FOR HONORS STUDENTS – GRADUATION WITH DISTINCTION AND HONORS**

A research project is an alternative experience to classroom learning. Research in the pharmaceutical sciences provides an excellent opportunity for students to explore biomedical topics from a hands-on perspective in the following areas within the College of Pharmacy: *Medicinal Chemistry & Pharmacognosy, Pharmaceutics, Pharmacology, and Pharmacy Practice & Administration.* Research projects in the College of Pharmacy cover such areas as the synthesis and isolation of novel drug candidates, explanation of drug action in animal and cell culture models, development of new drugs and delivery systems, and determination of drug metabolism. Research must be completed for course credit by registering for Pharmacy 4998.

In order to satisfy the thesis portion of the BSPS Honors program, the following requirements must be met:

- Students should explore ideas for research by talking with faculty at any time. The optimal time to choose a research advisor and work with him/her on an original project is after a student

completes two semesters of course work at the University level and prior to Fall Semester of a student's final year. This project must be completed under the direction of a faculty member (Assistant Professor or higher). The faculty member may be outside of the College of Pharmacy, but such projects are subject to approval by the College of Pharmacy Honors Committee. Students should participate in research for at least two semesters with an average commitment of two to three credit hours of Pharmacy 4998 per semester (six to nine lab hours/week).

- Midpoint review of progress will be conducted by a committee of three faculty members consisting of the research advisor, another member of the Division in which the student is performing his/her work, and a representative of the Honors Committee. The review will be in the form of a brief (30 – 40 minute) meeting between the committee and the candidate at any time during the beginning of the second semester of work to discuss the project. Students should be prepared to give a 15 – 20 minute presentation as part of this review. For interdisciplinary projects, faculty may be selected from multiple divisions, as appropriate. *There is no paperwork to submit upon completion of this review, however, students should contact both the Director of the Honors Committee and the Honors Advisor in the Office of Student Affairs to let them know the Midpoint Review has been completed.*
- Completion of a written honors thesis (10 – 15 pages in length) describing the research conducted.
- Oral defense of the research before the faculty committee described above. The oral defense must be scheduled at least three weeks in advance of the presentation. Note: there are forms to submit before and after this presentation.
- Completion of all paperwork for the thesis and submission according to specified deadlines, to the Office of Student Affairs in 150 Parks Hall.

### **Requirements for Graduation with Distinction and Honors**

A student is required to be in the Honors Program to Graduate with Distinction and Honors. In addition, a student is required to have a 3.5 cumulative GPA and six Honors or upper-division (6000-level and above) courses completed over the first three years of enrollment at Ohio State. A student needs to complete an original research project under the direction of a faculty member selected by the student. Students should participate in research for at least two semesters with an average commitment of two to three credit hours of Pharmacy 4998 per semester (six to nine lab hours/week). This research should be started prior to Fall of a student's final year. In addition, students should complete the Midpoint Review, written report (Thesis) and Oral defense of research before a three member faculty panel. The written Thesis should be submitted to the student's committee at least one week in advance of the defense. The Oral defense should be scheduled three weeks in advance of the actual presentation. All related paperwork should be submitted to the Office of Student Affairs at least two weeks in advance of when grades are due and/or graduation for graduating seniors. The final requirement is online submission of the thesis to the Knowledge Bank ([kb.osu.edu](http://kb.osu.edu)).

**APPLICATION FOR GRADUATION WITH DISTINCTION AND HONORS**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Research Advisor for project: \_\_\_\_\_

Brief description of research project:

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I have discussed possible research opportunities with the above named applicant and agree to serve as his/her research advisor during completion of requirements for Graduation with Distinction or with Distinction and Honors.

Signature of Research Advisor: \_\_\_\_\_

**APPLICATION TO PRESENT THE RESEARCH DISSERTATION**

Name of Student: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Honors Dissertation Committee Members:

1. Research Advisor

\_\_\_\_\_

2. Division Faculty or Other Faculty

\_\_\_\_\_

3. Representative of the BSPS Honors Committee

\_\_\_\_\_

**APPROVAL OF THE RESEARCH DISSERTATION**

Name of Student: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Title of Project: \_\_\_\_\_

**Approval of Dissertation** (signatures to be entered after the presentation)

We, the Faculty, agree that the presentation and written Thesis were satisfactorily completed.

Honors Dissertation Committee Members:

1. Research Advisor (print and sign)

\_\_\_\_\_

2. Division Faculty or Other Faculty (print and sign)

\_\_\_\_\_

3. Representative of the BSPS Honors Committee (print and sign)

\_\_\_\_\_

**THESIS OPTION FOR NON-HONORS STUDENTS – GRADUATION WITH DISTINCTION**

A research project is an alternative experience to classroom learning. Research in the pharmaceutical sciences provides an excellent opportunity for students to explore biomedical topics from a hands-on perspective in the following areas within the College of Pharmacy: *Medicinal Chemistry & Pharmacognosy, Pharmaceutics, Pharmacology, and Pharmacy Practice & Administration*.

Research projects in the College of Pharmacy cover such areas as the synthesis and isolation of novel drug candidates, explanation of drug action in animal and cell culture models, development of new drugs and delivery systems, and determination of drug metabolism. Research must be completed for course credit by registering for Pharmacy 4998.

- Students should explore ideas for research by talking with faculty at any time. The optimal time to choose a research advisor and work with him/her on an original project is after a student completes two semesters of course work at the University level and prior to Fall Semester of a student's final year. This project must be completed under the direction of a faculty member (Assistant Professor or higher). The faculty member may be outside of the College of Pharmacy, but such projects are subject to approval by the College of Pharmacy Honors Committee. Students should participate in research for at least two semesters with an average commitment of two to three credit hours of Pharmacy 4998 per semester (six to nine lab hours/week).
- Midpoint review of progress will be conducted by a committee of three faculty members consisting of the research advisor, another member of the Division in which the student is performing his/her work, and a representative of the Honors Committee. The review will be in the form of a brief (30 – 40 minute) meeting between the committee and the candidate at any time during the beginning of the second semester of work to discuss the project. Students should be prepared to give a 15 – 20 minute presentation as part of this review. For interdisciplinary projects, faculty may be selected from multiple divisions, as appropriate. *There is no paperwork to submit upon completion of this review, however, students should contact both the Director of the Honors Committee and the Honors Advisor in the Office of Student Affairs to let them know the Midpoint Review has been completed.*
- Completion of a written honors thesis (10 – 15 pages in length) describing the research conducted
- Oral defense of the research before the faculty committee described above. The oral defense must be scheduled at least three weeks in advance of the presentation. Note: there are forms to submit before and after this presentation
- Completion of all paperwork for the thesis and submission according to specified deadlines, to the Office of Student Affairs in 150 Parks Hall.

**THESIS OPTION FOR NON-HONORS STUDENTS – GRADUATION WITH DISTINCTION**

A student is not required to be in the Honors Program to Graduate with Distinction. A student is required to have a 3.0 cumulative GPA for all course work taken while enrolled in the College of Pharmacy, while completing an original research project under the direction of a faculty member selected by the student. Students should participate in research for at least two semesters with an average commitment of two to three credit hours of Pharmacy 4998 per semester (six to nine lab hours/week). This research should be started prior to Fall of a student's final year. In addition, students should complete the Midpoint Review, written report (Thesis) and Oral defense of research before a three member faculty panel. The written Thesis should be submitted to the student's committee at least one week in advance of the defense. The Oral defense should be scheduled three weeks in advance of the actual presentation. All related paperwork should be submitted to the Office of Student Affairs at least two weeks in advance of when grades are due and/or graduation for graduating seniors. The final requirement is online submission of the thesis to the Knowledge Bank (<http://www.kb.osu.edu>).



**APPLICATION FOR GRADUATION WITH DISTINCTION**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Research Advisor for project: \_\_\_\_\_

Brief description of research project:

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\_\_\_\_\_

I have discussed possible research opportunities with the above named applicant and agree to serve as his/her research advisor during completion of requirements for Graduation with Distinction or with Distinction and Honors.

Signature of Research Advisor: \_\_\_\_\_

**APPLICATION TO PRESENT THE RESEARCH DISSERTATION**

Name of Student: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Dissertation Committee Members:

- 4. Research Advisor

\_\_\_\_\_

- 5. Division Faculty or Other Faculty

\_\_\_\_\_

- 6. Representative of the BSPS Honors Committee

\_\_\_\_\_

**APPROVAL OF THE RESEARCH DISSERTATION**

Name of Student: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Title of Project: \_\_\_\_\_

**Approval of Dissertation** (signatures to be entered after the presentation)

We, the Faculty, agree that the presentation and written Thesis were satisfactorily completed.

Honors Dissertation Committee Members:

4. Research Advisor (print and sign)  
\_\_\_\_\_

5. Division Faculty or Other Faculty (print and sign)  
\_\_\_\_\_

6. Representative of the BSPS Honors Committee (print and sign)  
\_\_\_\_\_

**PHARMACY HOUSE**

Pharmacy House is a living-learning residence environment for new and returning undergraduate students interested in pharmacy. This dynamic community provides an opportunity to network with peers with similar interests and goals. In addition, faculty, staff, and students from the College of Pharmacy, provide special programming and activities to help residents make early connections with people in their field.

Students interested in being a member of the Pharmacy House Learning Community must complete the Learning Community Interest Form and a Housing Contract (which will be sent to their OSU e-mail account following their paid acceptance to the university) to ensure proper placement with other Pharmacy House students. On the contract, students should select Canfield Hall as their requested place of residence.

For additional information regarding living-learning programs at Ohio State, contact University Residences and Dining Services, 190 W. Woodruff Avenue, Neilwood Gables, Columbus, OH 43210, 614.292.3930, [reslearn@osu.edu](mailto:reslearn@osu.edu) or visit us at [urds.osu.edu](http://urds.osu.edu). For more information, visit <http://www.urds.osu.edu/learningcommunities/pharmacy-house-learning-community/> or contact the Office of Student Affairs.

**PHARM D****CODE OF ETHICS FOR PHARMACISTS**

Preamble: Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

- I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
- II. Considering the patient-pharmacist relationship as a covenant means that 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.
- III. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
- IV. A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
- V. A pharmacist respects the autonomy and dignity of each patient.

- VI. A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
- VII. IV. A pharmacist acts with honesty and integrity in professional relationships.
- VIII. 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 interest of patients.
- IX. V. A pharmacist maintains professional competence.
- X. A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
- XI. VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
- XII. When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
- XIII. VII. A pharmacist serves individual, community, and societal needs.
- XIV. 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 recognizes the responsibilities that accompany these obligations and acts accordingly.
- XV. VIII. A pharmacist seeks justice in the distribution of health resources.
- XVI. When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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**Student Statement of Commitment to the OSU College of Pharmacy’s Honor System for Doctor of Pharmacy Students**

Pharm.D. students will be provided with a copy of the Honor System during their new student orientation program. The Honor System is also available on the College’s web site ([www.pharmacy.ohio-state.edu](http://www.pharmacy.ohio-state.edu)) or copies may be obtained in the College Office or Office of Student Affairs. Each student is required to sign this statement of commitment to the Honor System as a condition of admission prior to participation in classes.

**I have read, and hereby agree to abide by, The Honor System for Doctor of Pharmacy Students in the College of Pharmacy:**

Student’s Name (Please Print): \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLYING FOR GRADUATION****Doctor of Pharmacy Students**

A formal Application to Graduate is not necessary from Doctor of Pharmacy students. Instead of an application, you will be given materials to fill out and return during your P3 year. You will need to return a form verifying the name that will be printed on your diploma, the hometown you want listed in the commencement program, and any additional academic specialties you are completing in addition to the PharmD program. Please note that the name listed on your diploma must match what is listed in the registration system. Some name changes require documentation (see “Request for Change of Records”). You should also complete a Record of Extra-Curricular Activities form. The Record of Extracurricular Activities is used to report activities in which students participated. These activities and academic performance are utilized by the Awards Committee in selecting year-end award recipients. In addition, this information may be helpful if we are asked to provide employment references after you graduate. If information changes (e.g., additions, new offices, etc.), you may update your activities form in the Student Affairs Office.

Student Affairs will conduct an extensive review of all completed, in-progress, and planned coursework and will verify records to determine eligibility for graduation. An important component of this process is the completion your elective course work. Student Affairs will have information available during your P3 year about whether you have completed or need to complete this requirement.

**HEALTH REQUIREMENTS****Students Entering the College of Pharmacy**

All professional students entering the Ohio State University College of Pharmacy must meet specific health requirements. Please contact the Experiential Department for details.

**Students Entering Experiential Rotations**

There are specific health requirements for students entering Experiential Rotations. Please contact the Experiential Department for details.

**PROFESSIONAL ELECTIVES FOR PHARMD STUDENTS**

Entry-level PharmD students must complete a minimum of 6 hours of program electives prior to graduation. Elective course work is to be taken while enrolled in the Doctor of Pharmacy program. Courses taken prior to matriculation into the PharmD program cannot be counted as an elective.

The list of electives is compiled through input from faculty in the College of Pharmacy and current Doctor of Pharmacy students and contains courses taken by current and past PharmD students. The PharmD Program Committee continues to explore other elective options and invites input. Please contact the Director of Student Affairs to make a suggestion. Courses are subject to change at any time. Please see <http://www.pharmacy.osu.edu> for a list of approved electives.

**ACADEMIC PROGRESSION GUIDELINES FOR DOCTOR OF PHARMACY STUDENTS****Satisfactory Progress**

Students are considered to be making satisfactory progress through the Doctor of Pharmacy program if they maintain satisfactory levels of performance both academically and professionally. Standards for academic performance are described in the Academic Standards Guidelines, and standards for professional performance are described in the Honor System for Doctor of Pharmacy Students. Students who fail to maintain satisfactory levels of academic and professional performance are subject to sanctions outlined in these documents.

**Good Standing**

Students are considered to be in good standing in the Doctor of Pharmacy program when they are compliant with the program's academic and professional requirements and are not currently on academic or disciplinary probation, suspension, or dismissed from the program or the University.

**Progression Criteria**

The academic goal of all Doctor of Pharmacy students is to successfully complete the Doctor of Pharmacy curriculum as described in the Student Handbook (Doctor of Pharmacy Degree Requirements) to be eligible for graduation. The minimum desired standard for successful completion of all courses is a grade of C- or S, and a cumulative grade point average (GPA) of 2.0. A student's cumulative GPA will begin anew upon matriculation into the Doctor of Pharmacy program.

**Academic Review & Intervention**

Academic review is conducted as required (typically one time per semester) by the Academic Review Committee. The composition of this committee is defined in the College of Pharmacy's Pattern of Administration. A quorum must be present to conduct the academic review. Students will receive written notification from the Office of Student Affairs (hereinafter termed Student Affairs) that their academic performance is unsatisfactory and has resulted in review by the Academic Review Committee. The Academic Review Committee will consider the student's academic progress, as well as prior academic or disciplinary sanctions. Students who are notified of being placed on academic suspension or are eligible for academic dismissal, are encouraged to appear before the Academic Review Committee and/or submit written documentation to provide information pertinent to their performance. Students may have one advisor of their choosing present, but the advisor will not be permitted to address the committee or participate in the proceedings. The Associate Dean for Academic Affairs must receive written notification at least 48 hours prior to the meeting if an advisor will be accompanying the student.

Upon review of the student's information, the Academic Review Committee members will excuse the student (and advisor) if he/she is present, and then decide by majority vote on the appropriate sanction and intervention as described below. Students will be notified of the committee's decision by the Associate Dean. Academic review notification(s) and sanction(s) will become a part of the student's Doctor of Pharmacy program file.

**Academic Improvement Plan**

Upon notification of receiving an academic sanction, students will be required to meet with a member of Student Affairs and create an academic improvement plan. The purpose of this plan is to make the



student aware of additional options for academic support, document a specific plan for academic improvement, and inform the student of consequences associated with failure to improve academic performance. Involvement of other appropriate faculty and staff as necessary will be a component of this plan. A copy of the academic improvement plan(s) will remain in the student's file. Academic improvement plans are subject to future review by the Academic Review Committee to document a student's commitment to improve with successful academic progress. If an Academic improvement plan is not developed, the student will not be permitted to continue his or her enrollment in the College of Pharmacy.

**Academic Sanctions***Academic Warning*

This sanction will be issued for any of the following:

- Students who receive a grade below C- or below S in any course.

*Academic Probation*

This sanction may be issued for any of the following:

- Students for whom academic suspension was issued as a sanction or for whom academic suspension was waived.
- Students for whom academic dismissal was waived.

A designation of Academic Probation appears on the student's transcript. If no additional sanctions are issued, then this designation will not appear in future semesters.

*Academic Suspension*

This sanction may be issued for any of the following:

- Students whose cumulative GPA falls below a 2.0.
- Students who receive more than one grade below C- or below S in one semester and/or throughout their enrollment in the Doctor of Pharmacy program.
- Students who receive a failing grade (E or U) in a required course in the Doctor of Pharmacy program.
- Students who receive multiple sanctions (academic or non-academic/disciplinary) throughout their enrollment in the Doctor of Pharmacy program.

*This sanction is an indication that the student is not eligible to continue in the Doctor of Pharmacy program until certain academic standards are met. These academic standards, which are a required component of the student's academic improvement plan, are as follows:*

- *For students who receive a failing grade in a required course, the student must retake the same or equivalent (as approved by the Academic Review Committee) course when it is offered again and successfully complete the course (receiving a grade of at least C- or S). Students may repeat a required or equivalent course due to receipt of a failing grade only once.*
- *For students who receive more than one grade below C- or below S and/or multiple sanctions, the student must demonstrate continued academic improvement. This may include retaking course(s), improving GPA, adhering to their most recent academic improvement plan, and not incurring further sanctions.*

The designation of Academic Probation will appear on the student's transcript (because Academic Suspension is not a designation that can be issued by an individual College). This designation for this sanction will indicate that the student is suspended from enrollment in the majority of courses offered by the College of Pharmacy. During this time, a student's enrollment will typically be limited to elective courses. If academic standards are met and no additional sanctions are issued, then this designation will not appear in future semesters.

Academic suspension may be waived and the student continued on academic probation by special action of the Academic Review Committee. Academic suspension may be waived no more than two times during a student's course of study in the Doctor of Pharmacy program. Students may only be suspended from the Doctor of Pharmacy program one time during their tenure at the College of Pharmacy.

#### *Academic Dismissal*

This sanction may be issued for any of the following:

- Failing to achieve a cumulative GPA of  $\geq 2.0$  at the end of one semester of academic probation.
- Carrying a cumulative GPA below 2.0 for more than one semester throughout the Doctor of Pharmacy program.
- Receipt of a grade lower than C- or lower than S in a student's second attempt taking a course or completing an experiential rotation that prompted academic suspension on its initial attempt.
- Receipt of more than one academic suspension during the student's course of study in the Doctor of Pharmacy program.

Dismissal may be waived and the student continued on academic probation by special action of the Academic Review Committee. Dismissal may be waived no more than two times during a student's course of study in the Doctor of Pharmacy program. Any student who becomes eligible for dismissal a third time will be dismissed without review.

Sanctions of Academic Suspension and Academic Dismissal will be reviewed and accepted by the College Executive Committee. This review functions to ensure that the process of upholding and applying the Academic Progression Guidelines was followed appropriately. If the Executive Committee does not accept the decision of the Academic Review Committee, then a College-initiated appeal, as described below, will be invoked.

#### **Right to Appeal and Appeal Procedures**

A student who receives an academic sanction as a result of review by the Academic Review Committee has the right to appeal this decision. Decisions of the Academic Review Committee are limited to one student-initiated appeal. An appeal may be based on one or more of the following guidelines:

- A) Procedural error that materially prejudiced the sanctioned student
- B) Misapplication or misinterpretation of the Academic Progression Guidelines
- C) Findings of facts not supported by a preponderance of evidence
- D) Discovery of substantial new facts that were unavailable at the time of the Academic Review Committee meeting
- E) Academic sanctions imposed by the Academic Review Committee that are grossly disproportionate to the student's academic performance.

Requests for appeal (including the specific grounds for requesting the appeal) shall be submitted in writing to the Associate Dean for Academic Affairs within 7 calendar days of the date of written notification of the Academic Review Committee's decision.

The Associate Dean for Academic Affairs and PharmD Program Committee Chair will determine if the appeal requires further action. If the appeal contains information adequate to warrant reconsideration of the decision, the Associate Dean for Academic Affairs will convene the Academic Review Committee with up to two additional non-voting members (i.e. faculty, preceptors) as appropriate. This committee will review the original sanction, the appeal, and any additional information pertinent to the situation. The procedure for the appeal will be conducted in the same manner as an Academic Review.

The student will be notified of the appeal meeting and will be encouraged to appear before the Committee and/or submit additional written documentation to provide information pertinent to his/her performance. Students may have one advisor of their choosing present, but the advisor will not be permitted to address the committee or participate in the proceedings. The Associate Dean for Academic Affairs must receive written notification at least 48 hours prior to the meeting if an advisor will be accompanying the student. The student (and advisor), if present, will be excused from the meeting, and by majority vote, the Academic Review Committee will render a decision and accompanying sanction.

The decision of the Academic Review Committee will be reviewed by the Executive Committee. By majority vote, the Executive Committee may uphold, dismiss, or alter the decision/sanctions rendered by the Academic Review Committee. Altered decisions/sanctions may be more or less severe than those imposed by the Academic Review Committee. The decision of the Executive Committee as to the determination of the decision and authorized sanctions will be final and binding. The Associate Dean for Academic Affairs will notify the student as to the outcome of the appeal in writing.

#### **Requirements for Written Notification**

Written notification of academic review and the subsequent sanction following the meeting of the Academic Review Committee may be met in any of the following ways: personally handing the notification to the student being notified, by mailing the notification (first class, certified, return receipt requested, signature of addressee only) to the student's address as reported to the University Registrar, or by e-mailing the notification to the student's official University e-mail address. Notification will be provided to the student within 72 hours of the Academic Review Committee meeting.

#### **Sanctioned Student's Status in the Program Pending Academic Review**

Except under very unusual circumstances, a student involved in the academic review process will be allowed to continue in the program without prejudice, pending action by the Academic Review Committee, Associate Dean for Academic Affairs, and/or Executive Committee.

Students will be expected to understand the process and related consequences of a pending academic sanction, and will be encouraged to contact Student Affairs for questions or concerns.

#### **Annual Academic Review Report**

The Associate Dean for Academic Affairs and the PharmD Program Committee Chair will present a report of all Academic Review cases to the faculty on an annual basis. These reports will only include the number and nature of sanctions and outcomes. The names of students, courses involved, and any

other personally identifiable information will not be reported, in accordance with federal student confidentiality laws.

**Disposition of Records**

All records shall be maintained in accordance with applicable University record retention schedules and procedures.

**Academic Progression Guidelines Amendments**

Students or faculty members may propose amendments or revisions of the Academic Progression Guidelines to the PharmD Program Committee. To become effective, proposed amendments or revisions must be approved by majority vote of the faculty.

Updated 8/6/14

**LEAVE OF ABSENCE FOR PHARMD STUDENTS**

Students with a compelling need (e.g., disruptive personal circumstances) to temporarily withdraw from the PharmD program may discuss the possibility of taking a leave of absence with a member of the Student Affairs staff. Such leaves may only be granted for up to one year. If students are not enrolled for periods beyond one year, or withdraw from the program without being granted an official leave, they must petition the College Executive Committee to return and there is no guarantee that such petitions would be approved.

Leaves of absence granted for more than one year but less than two years requires Executive Committee approval. Due to ongoing curriculum revisions, placement of the student in the curriculum will be dealt with on a case-by-case basis at the time of return. As such, there can be no prior guarantees of coursework requirements and PharmD class of reentry. The student will not have to reapply for admission, but will be required to sign an updated Technical Standards Commitment Form, Honor Code Commitment Form, and any other such documents in place at the time.

For leaves of absence greater than two years, the student will be required to reapply for admission to the College. Academic standing at time of the leave will be among the factors evaluated in the admission decision.

**PHARMACY INTERNSHIPS**

“Pharmacy Internship” is defined in Ohio law as supervised practical experience required for licensure as a registered pharmacist. If the applicant successfully graduated after December 31, 2006, with a doctor of pharmacy degree from a school of pharmacy approved by the Acc A.C.P.E. and the Ohio Board of Pharmacy, the internship credit requirement shall be deemed satisfactorily completed. Required forms are available at the Ohio State Board of Pharmacy web site ([www.state.oh.us/pharmacy](http://www.state.oh.us/pharmacy)). Questions can be directed to the Ohio State Board of Pharmacy (77 S. High Street, Room 1702, Columbus, OH 43215-6126, phone 614-466-4143) or Student Affairs.

## Procedures

THE APPLICATION FOR INTERNSHIP WILL NOT BE PROCESSED UNTIL ALL OF THE REQUIRED ITEMS BELOW ARE RECEIVED IN THE OHIO STATE BOARD OF PHARMACY OFFICE:

- Pharmacy Intern Registration Application (completed, signed, and notarized).
- Registration Fee of \$22.50 (check or money order made payable to "Treasurer, State of Ohio").  
Note: the application fee is waived for all veterans (active duty & honorably discharged) and the spouses of active duty veterans. See the Ohio State Board of Pharmacy website for details of documentation required.
- Head and shoulders photograph (TAKEN WITHIN THE PREVIOUS SIX MONTHS with your name and date taken on the back).
- Verification of Enrollment Certificate will be sent to the Board office for you.
- CHARGES/CONVICTIONS: Pursuant to Item 5 on the application, submit a signed and dated letter, in your own words, with a complete description of events leading up to each incident, specifically what occurred, what disposition was made by the court or government agency, how you view the incident in retrospect, and any other information you consider to be pertinent. Also, YOU must obtain from the clerk of court's office a certified copy of any court documents for each incident and forward them with your written report. You must report all charges/convictions, EVEN IF SEALED OR EXPUNGED! (Section 2953.33 ORC)

**Criminal Background Checks:** Complete Ohio Bureau of Criminal Investigation (BCI) and FBI background checks and fingerprinting completed by a Webcheck provider. Instructions and Webcheck locations are available on the Board's website ([www.pharmacy.ohio.gov/webcheck](http://www.pharmacy.ohio.gov/webcheck)). The result of the background checks must be sent directly from BCI to the Board office. The results of criminal records checks are not public records and shall not be made available to any person other than the licensing agency and the applicant or their representative (4776.04 ORC). Please see the Criminal Records Check summary on the Board's website for additional information, including a listing of agencies that will take electronic fingerprint impressions for this check.

Parts of this section updated by the Board of Pharmacy 05/24/2014

## Definitions

[Chapter 4729-3 of the Ohio Administrative Code]

Rule 4729-3-01 Definitions. [Update effective 04/27/07]

As used in Chapter 4729-3 of the Administrative Code:

(A) "Pharmacy internship" means the supervised practical experience required for licensure as a registered pharmacist. The purpose of the pharmacy internship program is to provide those individuals, who intend to become registered pharmacists, with the knowledge and practical experience necessary for functioning competently and effectively upon licensure.

(B) "Supervised practical experience" is the experience obtained at an internship site and which is conducted in accordance with the "National Association of Boards of Pharmacy - American Association of Colleges of Pharmacy" publication "The Internship Experience," or a similar outline and/or manual approved by the board of pharmacy.

(C) "Internship site" means a pharmacy licensed as a terminal distributor of dangerous drugs pursuant to Chapter 4729. of the Revised Code, except as provided in paragraph (C) or (D) of rule 4729-3-05 of the Administrative Code, and whose license is in good standing.

(D) "Preceptor" is the individual responsible for seeing that the intern is properly supervised and exposed to all aspects of the internship program defined as the supervised practical experience.

(E) "Statement of Preceptor" is the form which must be received by the board of pharmacy for each pharmacy intern within thirty days of beginning internship under a preceptor's supervision. **A**

**"Statement of Preceptor" form is not required to be submitted to the board when using an academic experience affidavit.**

(1) No credit will be given for practical experience obtained prior to thirty days of the date that the "Statement of Preceptor" form is received by the board office; except, that in the event of extraordinary circumstances and when due to no fault of the intern, the board may accept a retroactive date of filing for the "Statement of Preceptor."

(2) The intern must file a "Statement of Preceptor" form whenever he/she changes internship sites and/or preceptors.

(H) "Practical experience affidavit" is the form which must be used to submit evidence of practical experience for internship credit. (Note: this section applies to "worked" internship hours and not required academic experiences).

(1) Practical experience reported on the affidavit shall be the total number of actual clock hours worked during the reported time period rounded to the nearest hour. The hours reported must be able to be documented by payroll or other records which may be examined by the board of pharmacy upon reasonable notice.

(2) Practical experience affidavits must be signed by the preceptor on file with the board of pharmacy. In the event of the unavailability of the preceptor's signature due to extraordinary circumstances and due to no fault of the intern, the board may accept an alternative method for verification of a practical experience affidavit.

(3) Practical experience affidavits for a calendar year may be filed at any time, except that they must be received in the board office or postmarked no later than the first day of March of the following year.

(I) "Academic experience affidavit" is the form that may be used to submit evidence of practical experience obtained from a board approved structured program where academic credit is awarded.

( The academic experience coordinator at a school of pharmacy is responsible for assuring that during the time of the experience each practice site and preceptor are currently licensed and are in good standing with the appropriate professional licensing board or have been previously approved by the board of pharmacy.

### **Registration as a Pharmacy Intern**

(A) A certificate of registration as a pharmacy intern shall only be issued for the purpose of allowing those individuals who intend to become registered pharmacists the opportunity to obtain the practical experience required for examination and registration as a pharmacist.

(B) If a person is actively working towards the requirements for licensure as a pharmacist and desires to work as a pharmacy intern in Ohio, he/she must:

- (1) (a) Have successfully completed at least 60 semester or 90 quarter hours of college and be enrolled in a school of pharmacy; or
  - (b) Have obtained a first professional degree in pharmacy from a program which has been recognized and approved by the state board of pharmacy; or
  - (c) Have established educational equivalency by obtaining a Foreign Pharmacy Graduate Examination Commission (FPGEC) certificate, and have established proficiency in spoken English by successfully completing the Test of Spoken English (TSE) or its board approved equivalent.
- (2) Apply to the state board of pharmacy for registration as a pharmacy intern.

### **Pharmacy Intern Identification Card Renewal**

A pharmacy intern may renew his/her identification card each year provided he/she is actively working toward the requirements for licensure as a pharmacist and otherwise meets the requirements and rules of the state board of pharmacy. The state board of pharmacy may, pursuant to rule 4729-5-04 of the Administrative Code, deny the issuance of an identification card to practice pharmacy as an intern.

(A) An intern shall be considered to be actively working towards licensure as a pharmacist if he/she has complied with all of the statutes and rules regarding internship since registration as a pharmacy intern, and:

- (1) He/she is enrolled in a school of pharmacy and is actively working towards the requirements for licensure as a pharmacist; or
  - (2) He/she is a member of the armed forces and can provide evidence that he/she has been accepted for enrollment in a school of pharmacy upon his/her release from the armed forces; or
  - (3) He/she is able to provide evidence of obtaining a first professional degree in pharmacy from a school of pharmacy; or
- (B) An intern who has obtained a first professional degree in pharmacy from a school of pharmacy, or who has established equivalency by obtaining a "Foreign Pharmacy Graduate Examination Commission (FPGEC)" certificate, may renew his/her license only once. In the event of extraordinary circumstances and when due to no fault of the intern, the board may approve additional renewals.

### **Expiration of Pharmacy Intern Registration**

When a candidate receives his/her first identification card to practice as a pharmacist, his/her registration as a pharmacy intern terminates.

ALL APPLICATIONS FOR LICENSURE TO PRACTICE PHARMACY IN OHIO MUST BE MADE UNDER OATH BEFORE A QUALIFIED OFFICER. It is a Misdemeanor of the First Degree for any person to make a false statement under oath for the purpose of securing licensure for him/herself or for another person. Certificates of Licensure obtained by fraud or upon false representation may be revoked by the Board.



ADDITIONAL CRITERIA AND GUIDELINES CAN BE OBTAINED FROM THE STATE BOARD OR FROM THE PROFESSIONAL EXPERIENCE PROGRAMS OFFICE. EACH STUDENT IS INDIVIDUALLY RESPONSIBLE FOR HANDLING ALL REQUIRED INTERNSHIP PROCEDURES. IT IS YOUR RESPONSIBILITY TO KNOW AND OBSERVE ALL REQUIREMENTS OF THE BOARD OF PHARMACY.

## **RESIDENCY AND FELLOWSHIP RESOURCES**

### **Professional Associations**

Particularly the American Society of Health-System Pharmacists (ASHP), the American Pharmacists Association (APhA), and the American College of Clinical Pharmacy (ACCP).

#### **The American Society of Health-System Pharmacists (ASHP)**

- The ASHP web site ([ashp.org](http://ashp.org)) contains useful information about residency programs and how to apply for them. Look under “Resident Information” – available links include: Why should I do a residency?, seeking a residency, Resident Matching Program, Residency Showcase, Personnel Placement Service (PPS), regional resident conferences, and CareerPharm. An on-line residency directory is available under “additional sources of information.”
- The “ASHP Resident Matching Program” is conducted annually to match prospective students with residency sites (see the ASHP web site for more details and procedures for registering for the match).

#### **The American Pharmacists Association (APhA)**

- The APhA web site ([pharmacist.com](http://pharmacist.com)) contains information about community pharmacy residencies including listings of these opportunities and program descriptions. Click “Pharmacy Practice” and “Residencies/Advanced Training.”

#### **The American College of Clinical Pharmacy (ACCP)**

- The ACCP web site ([accp.com](http://accp.com)) includes a “Students” link with information on residencies and fellowships (click “Directory of Residencies, Fellowships & Graduate Programs”).

### **Residency and Fellowship Directories**

Particularly those prepared by ASHP and ACCP.

- ASHP’s Residency Directory is updated annually and provides information about all ASHP accredited pharmacy practice and specialty residencies in the U.S. This valuable resource is available on the ASHP web site ([ashp.org](http://ashp.org)).
- ACCP’s “Directory of Residencies, Fellowships and Graduate Programs” is published annually and is available free on their web site ([accp.com](http://accp.com)).

### **Professional Meetings**

Particularly the ASHP Midyear Clinical Meeting, the APhA Annual Meeting, and the ACCP Annual Meeting.

- The ASHP Midyear Clinical Meeting (conducted each December) includes a “Residency Showcase,” which is an excellent place to meet representatives from residency programs from across the country. This meeting also features a Personnel Placement Service through which attendees can interview for various positions (including residencies and fellowships).
- The APhA Annual Meeting (conducted each spring) is another excellent opportunity to learn



more about residency programs (particularly community practice residencies) and meet residency preceptors from across the country (including a Residency Showcase).

- The ACCP Annual Meeting (conducted each autumn) includes a residency and fellowship recruitment forum.

### **Residencies Available at OSU**

OSU offers a number of highly regarded pharmacy residencies through the Medical Center and College of Pharmacy.

- Medical Center Residencies – See <http://www.rx.medctr.ohio-state.edu/extranet2/residency/application/residentApplication.php> for descriptions of the combined M.S. in Health-System Pharmacy Administration/residency program, pharmacy practice residencies, and specialty residencies.
- College of Pharmacy Residencies – See [pharmacy.ohio-state.edu/future-students/residency-programs](http://pharmacy.ohio-state.edu/future-students/residency-programs) for descriptions of Pharmacy Practice Residencies in Ambulatory Care, Pharmacy Practice Residencies with an Emphasis in Community Care, and Pharmacy Practice Residency in Hospice and Palliative Care.

### **F-1 CURRICULAR PRACTICAL TRAINING GUIDELINES FOR INTERNATIONAL STUDENTS**

International pharmacy students in F-1 status for nine months or more are eligible to participate in Curricular Practical Training (e.g., pharmacy internship) prior to completing their degree. Pharmacy students may qualify for such training since the employment is designed and structured to enhance the student's educational program, endorsed and monitored by the academic department, and directly related to the student's field of study.

To apply for Curricular Practical Training (CPT), students should visit the Office of International Affairs (OIA) website ([www.oia.osu.edu](http://www.oia.osu.edu)) and click on International Students. Students also can visit the OIA office and meet with an International Student Advisor. Please note that a component of the application is the "Curricular Practical Training Recommendation Form" (downloaded from the OIA website) which must be signed by a representative from the College of Pharmacy before submission to OIA. (Note: See the Director of Student Affairs to obtain this signature.)

In preparing for application, please keep in mind the following:

- You will be asked to indicate the prospective place of employment for your internship experience and it is therefore important your arrangements be completed prior to submitting the recommendation form. A copy of your prospective employer's letter of offer is required to process your request. Your request will not be processed until the entire application is complete. Please note, however, that you must apply and receive approval for CPT in advance of actually beginning employment, and CPT approvals are not extended to students retroactively. Be aware that there is a 3 to 5 day processing time for requests. Plan accordingly. Students are cautioned that working without approval could place their immigration status in jeopardy. Students are also reminded to have the approval (Form I-20 with the CPT endorsement) in hand to show their employer when they first report for work.

- A specific time period (no longer than one semester at a time for full-time work) must also be indicated on the application/recommendation form and care should be taken in determining these dates. Although students are not limited in the amount of CPT they may utilize, those who have engaged in one year or more of full-time CPT are subsequently ineligible for Optional Practical Training (post-graduation training) of up to one year. (Currently, there is no such restriction on part-time employment.) Students are also required to submit a new application/recommendation form at the end of each authorization period.
- You are also asked to indicate whether the requested employment is to be part-time (20 hours per week or less) or full-time (more than 20 hours per week). Please note that you must submit a new application/recommendation form when changing from part-time to full-time employment and vice versa, or if you change job locations. [Note: If you engage in part-time CPT, you will be required to be enrolled full-time at Ohio State in order to maintain status.]

To facilitate monitoring of your experience as required by the guidelines, we also ask that you submit a photocopy to the Office of Student Affairs of any materials sent to the State Board of Pharmacy (i.e., Statement of Preceptor forms, Practical Experience Affidavits, and any other correspondence) at the same time these materials are sent to the Board. These materials will be reviewed and placed in your student records in the College to supplement the monitoring activities performed by the Board of Pharmacy.

Finally, please see the Office of Student Affairs if you need assistance. In particular, remember to see the Director of Student Affairs to obtain College signatures on the Curricular Practical Training Recommendation form. Individual questions relating to specific aspects of these guidelines or unique personal situations should be addressed to the Office of International Affairs at [www.oia.osu.edu](http://www.oia.osu.edu). It is particularly important to maintain contact with OIA since immigration regulations are always subject to change.

### **TECHNICAL STANDARDS FOR DOCTOR OF PHARMACY STUDENTS**

Students admitted to the Doctor of Pharmacy Program at The Ohio State University are expected to successfully fulfill College of Pharmacy-approved technical standards, and will be required to verify that they are able to accomplish these technical standards. To this end, students are required to sign and submit the Technical Standards Commitment Form prior to PharmD matriculation.

The Ohio State University College of Pharmacy receives admissions applications from a diverse group of applicants including students with disabilities. Reasonable accommodations for these technical standards will be provided, where feasible, in accordance with University guidelines and applicable law. Any student wishing to request an accommodation based on a disability should contact the Office of Student Affairs. The Office for Disability Services on campus will coordinate reasonable accommodations for students with documented disabilities. In the event that a student cannot fulfill these standards with or without reasonable accommodations, the student will be ineligible for admission or continued enrollment in the program.

In addition, students must be able to independently demonstrate that they meet the following Technical Standards across ambulatory care, community care, and health systems care settings with or without reasonable accommodations.

The College of Pharmacy expects that during enrollment in the program, students will be able to attain the competencies delineated in our Program-Level, Ability-Based Outcomes for PharmD Education document which is posted on the College website. In addition, students must be able to meet the four Technical Standards which follow with or without reasonable accommodations. Any questions or concerns about adherence to these Technical Standards should be directed to the Associate Dean for Academic Affairs.

**Observation:** Students must have the ability to independently observe and evaluate materials and processes demonstrated through a variety of activities such as demonstrations, experiments, physical assessments, and professional and clinical practice, in classrooms, laboratories, and patient care areas.

**Communication Skills:** As appropriate for each stage of their education, students must have the ability to communicate fluently in oral and written English, be cognizant of nonverbal communications, and to have the ability to work in student and health care teams.

**Analysis and Synthesis:** As appropriate for each stage of their education, students must have the ability to identify, analyze, and synthesize and apply relevant information in independent professional and health care team contexts that are increasingly realistic and culminate in practice settings.

**Professional Conduct:** Students must have the ability to demonstrate responsible professional and ethical behavior and demonstrate compassion, integrity, and respect for their patients and colleagues, and for the privacy of health care information.

**Statement of Commitment to the College of Pharmacy's Technical Standards for PharmD Students**

The Technical Standards for the Doctor of Pharmacy (PharmD) students in the College of Pharmacy are available on the College's web site ([www.pharmacy.ohio-state.edu](http://www.pharmacy.ohio-state.edu)) and copies may be obtained in the Office of Student Affairs.

The Ohio State University College of Pharmacy receives admissions applications from a diverse group of applicants including students with disabilities. Reasonable accommodations for these technical standards will be provided, where feasible, in accordance with University guidelines and applicable law. Any student wishing to request an accommodation based on a disability should contact a member of the Office of Student Affairs. The Office for Disability Services on campus will coordinate reasonable accommodations for students with documented disabilities. In the event that a student cannot fulfill these standards with or without reasonable accommodations, the student will be ineligible for admission or continued enrollment in the program.

PharmD students will be provided with a copy of the Technical Standards during their new student orientation program and they are required to sign this statement of commitment to the Technical Standards with or without accommodations as a condition of admission and continued enrollment.

**I have read, and hereby agree that I can meet the Technical Standards for Doctor of Pharmacy students.**

Student's Name (Please Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_