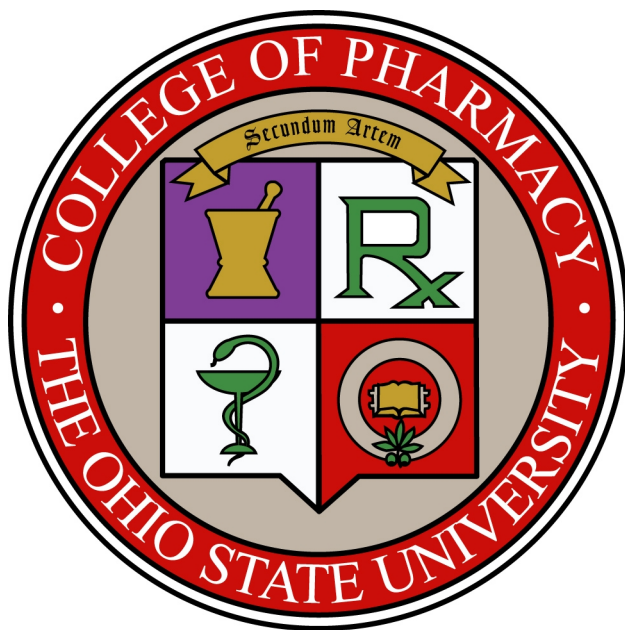




**THE OHIO STATE
UNIVERSITY**

COLLEGE OF PHARMACY

PharmD 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, groundbreaking 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

ACADEMIC AFFAIRS: MISSION AND STRATEGIC AREAS

Mission

The College of Pharmacy's Academic Affairs unit promotes each student's success through inclusive, innovative and transformative opportunities that foster academic, professional and personal development along the educational journey.

Strategic Areas

- 1) Connection:** establish and build meaningful relationships with each student to support their educational journey from recruitment through graduation and beyond.
- 2) Innovation:** develop and create dynamic programming tailored to support each student's holistic development amidst the evolving professional landscape.
- 3) Collaboration:** create and maintain sustainable internal and external partnerships to promote positive outcomes for students.
- 4) Operation:** maximize and streamline efficiencies for continuous quality improvement efforts to enhance the faculty, staff and student experience

CODE OF ETHICS FOR PHARMACISTS

All College of Pharmacy PharmD students and alumni are expected to abide by the [Code of Ethics for Pharmacists](#).

COLLEGE POLICIES AND STANDARDS

HONOR SYSTEM FOR DOCTOR OF PHARMACY STUDENTS

PharmD students will be provided with access to the Honor System during their new student orientation program, prior to their first year. It is also available on the [college's website](#). Each student is required to sign this statement of commitment to the Honor System as a condition of admission prior to participation in classes.

Report of Suspected Honor System Violation

The Honor System for PharmD students in the College of Pharmacy requires suspected Honor System infractions be reported to the Program Director of Professional Studies using [this form](#). This form must be completed even if the suspected infraction is reported in person.

STANDARDS FOR STUDENT CONDUCT

PharmD student conduct 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 one's own personal behavior and to their interactions with peers and patients. Pharmacy students are expected to behave professionally at all times and 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 care 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.

All students in the College of Pharmacy are subject to the university's [Code of Student Conduct](#), as well as local, state and federal laws.

Student Dress Code & 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, open-toed shoes or 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 toward all individuals in the laboratory. Profane, hostile or otherwise inappropriate language will not be tolerated.

Student Dress Code & 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:

- 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 adhere to the professional attire guidelines at each pharmacy practice site. Additional details available in the experiential rotation course syllabus.
- Clean white lab coats and Ohio State-issued identification should be worn during all experimental activities unless the site's policies and procedures dictate otherwise. Additional details are available in the experiential rotation course syllabus.
- Students must protect the confidentiality of patients and business information germane to their practice sites. Additional details are available in the experiential rotation course syllabus.
- Students shall not use materials (e.g., cell phones) that are disruptive to the activities at their practice sites (except in extraordinary circumstances and with prior approval by the preceptor). Additional details are available in the experiential rotation course syllabus.

EDUCATIONAL TECHNOLOGY POLICY

The College of Pharmacy is committed to providing students with learning experiences enhanced by recent evidence-based educational innovations. These innovations include open access materials, simulations, audience response systems, recorded lectures and web-based testing. Additionally, there may be times students have little opportunity to charge their devices. In order to ensure learners can access educational systems, the college requires learners to possess a portable electronic device which meets the technological requirements listed in the [Doctor of Pharmacy Educational Technology Policy](#).

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 the [College of Pharmacy-approved technical standards](#), and will be required to verify that they are able to accomplish these technical standards. PharmD students will be provided with a copy of the Technical Standards during their new student orientation program and are required to sign the statement of commitment to the Technical Standards with or without accommodations, as a condition of admission and continued enrollment.

HEALTH, SCREENING AND LICENSURE REQUIREMENTS

All PharmD students must complete specific vaccinations and health testing prior to and during their four years in the program, and are responsible for all costs associated with these requirements. Due to legal obligations between the college and its experiential partners to ensure the health and safety of students, health professionals and members of the general public that are served, students who are not properly compliant may not be able to complete specific components of experiential activities. Any questions or concerns should be directed to cop-exper@osu.edu or (614) 292-8990.

For a detailed description of the requirements and reporting procedures for the P1 year, please see the *Health Requirements for Incoming PharmD Students* document under “Experiential Materials” on the [PharmD Forms and Documents](#) page of the college website.

For a summary of the health requirements for the P1, P2, P3 and P4 years, please see the *Experiential Requirements Summary Chart* document under “Experiential Materials” on the [PharmD Forms and Documents](#) page of the college website.

Other Requirements

Each PharmD student must also complete:

1. Ohio Pharmacy Intern License: P1 students must electronically complete and submit an Ohio Pharmacy Intern License application (with appropriate payment) to the State of Ohio Board of Pharmacy by August 30 of the P1 year.
 - a. A U.S. social security number is required for the application.
 - b. Each P2, P3 and P4/APPE students must maintain and renew the intern license annually by September 15 of each year.
2. Criminal Background Check: Each student must complete a BCI/FBI criminal background check through the Ohio State Office of Human Resources by August 30 of the P1 year. *Information from background checks completed by another agency is not acceptable.*
 - a. The initial criminal background check results will be electronically reported to the State of Ohio Board of Pharmacy for the P1 student’s intern license application.
 - b. Periodic screenings may be required thereafter during the P2 and P3 year.
 - c. P3 students must complete an additional background check during March/April of the P3 year.
3. Drug Screen: Students must complete a drug screen through the Ohio State Student Health Services by August 30 of the P1 year. *Results from drug screens completed elsewhere, or completed before May 1 prior to starting in the PharmD Program, are not acceptable.*

Additional details can be found in the *Criminal Background Checks and Drug Screen Requirements* document under “Experiential Materials” on the [PharmD Forms and Documents](#) page of the college website.

Each PharmD student must obtain certification in Basic Life Support for Health Professionals (or its approved equivalent, i.e. ACLS) by March 1 of the P1 year.

International Students Applying for Social Security Numbers

A Social Security number will be required when applying for a Pharmacy Intern License through the State of Ohio Board of Pharmacy. The [Office of International Affairs](#) website provides information regarding applying for a Social Security number. Note that you will need to secure employment, so if you have not done so yet it is recommended that you apply to a position with the Medication Management Program (MMP) through the College of Pharmacy or to [another part-time job on campus](#).

STUDENTS WITH DISABILITIES

Student Life Disability Services (SLDS) offers [accommodations and services](#) for students with temporary injuries and disabilities. Students may refer to the SLDS website for information about the [registration process](#) or may [contact the office directly](#) with any questions or concerns.

Students who have readily observable disabilities (e.g., wheelchair user, white cane user, *temporary injury*) *do not need to submit documentation. Instead, we ask that you contact the office at 614-292-3307 or stop by the office during walk-in hours to schedule a welcome meeting.*

STUDENT RECOVERY FROM CHEMICAL DEPENDENCIES

The policies and procedures of the College of Pharmacy regarding the [recovery of students with chemical dependencies](#) are applicable to any student enrolled in the various academic programs at the college. Assistance relating to these policies and procedures is available in the Office of Academic Affairs (150 Parks Hall). The University [Counseling & Consultation Service](#) is both a resource for students and the primary referral group for the application of these policies and procedures.

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.

All informal and 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 Program Director of Professional Studies. In addition, students may elect to speak to staff members in:

1. [Office of Institutional Equity](#)—614-247-5838
 - a. Report [harassment or discrimination](#)
 - b. Report [sexual misconduct](#)
 - c. File an [anonymous concern](#)
2. [Counseling and Consultation Services](#)—614-292-5766
3. [Office of Student Conduct](#)—614-292-0748
4. [Student Health Services](#)—614-292-4321
5. [Student Advocacy Center](#)—614-292-1111
6. [Office of Student Life](#)—614-292-9334
7. [Student Wellness Center](#)—614-292-4527

AFFIRMATION ACTION, EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION POLICY

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and improve opportunities for all. The university is committed to equal opportunity and eliminating discrimination. The commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State [does not discriminate](#) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status in its programs, activities, employment and admissions.

Any incidents that involve any type of discrimination, affirmative action, protection of minors and sex- and gender-based harassment must be reported to the [Office of Institutional Equity](#).

STUDENT GRIEVANCES AND COMPLAINTS

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. 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 made in writing directly to [ACPE](#).

All complaints, concerns and suggestions made by students, and the response 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 of academic affairs for inspection by ACPE of all complaints and responses related to ACPE standards, and the procedures involved, to ensure that the complainant receives fundamental due process.

General 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. Please see the [Student Grievances](#) policy document for more details.

PRIVACY, RELEASE AND CHANGE OF STUDENT RECORDS

Students may refer to the University Registrar website for information about the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), as well as the [Privacy and Release of Student Records](#). Students may also designate individuals and organizations to whom the university can release information in the [Student Information Release](#) page via My Buckeye Link.

Students who need to request a change of their date of birth, gender, primary name or social security number are required to complete the Request for Change of Records form found in the [Current Students](#) section of the University Registrar website. Because documentation is required for certain changes, students must carefully read the instructions on the form.

TRANSCRIPT REQUESTS

Official transcripts can be requested online through the [University Registrar](#).

STUDENT FINANCES

PAYMENT OF TUTION 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](#) and log in. Once logged in, on the main “Buckeye Link” page, scroll down to the Finances sections where there is a “Statement of Account” link under “Outstanding Charges.”

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 Ohio State email account after completion of registration.

Please see the [University Bursar’s website](#) for payment due dates, payment options and to make a payment.

Financial Responsibility Statement

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 a course or moving off a waitlist. Once the statement is completed for the term, the hold is removed.

FINANCIAL AID

The main financial aid contact for PharmD students is the Office of Academic Affairs in the College of Pharmacy. Please contact this office at cop-sfa@osu.edu or 614-292-5001 with any questions or concerns regarding PharmD financial aid. For general information about graduate and professional student financial aid, see the [Student Financial Aid](#) website, including for information on applying for aid, accepting an aid package and managing an aid package once accepted.

A list of current scholarship opportunities for PharmD students is available on the college [website](#).

Requesting an Increase in Financial Aid

1. If you have not already accepted the maximum financial aid you were approved for, contact the Office of Academic Affairs at cop-sfa@osu.edu.
2. Using your Ohio State email address, specifically state what loan you would like to increase and how you want it distributed.
3. Follow up with the Office of Academic Affairs.

International Students and Financial Aid

International students are generally not eligible to receive federal, state or most institutional funding. Eligibility for most financial aid requires that you are a U.S. citizen or an eligible non-citizen. If you are considered a U.S. National or a U.S. Permanent Resident, you [may be eligible](#) for some types of aid.

College of Pharmacy Emergency Fund

The College of Pharmacy Emergency Fund is available to College of Pharmacy undergraduate, professional and graduate students who are in need of short-term financial support due to unexpected and extenuating circumstances. In the majority of cases, the college may be able to award up to \$1,000 to eligible students. Prior to requesting the COP Emergency Fund, students should refer to other university resources may provide options to mitigate unplanned financial hardships:

1. [Student Advocacy Center](#): Professional and graduate students may be eligible for other funds that have less restrictions.
2. [Student Financial Aid and Buckeyelink](#): Students may have the option to increase their loans or request a Cost of Attendance (COA) Appeal.
3. [Student Legal Services](#): Refer to the [areas of law](#) for the non-exclusive list of legal issues typically covered

Students who have no other means to a financial resolution will need to contact the Professional Studies staff to request the COP Emergency Fund.

ACADEMICS

COURSE REGISTRATION AND ENROLLMENT

PharmD Students will receive registration information via the college newsletter, *eNews*, as well as emails via the College Registrar. These notifications will contain the information needed to register for courses.

Important term dates and deadlines are published on the [University Registrar's website](#). It is the student's responsibility to become familiar with and observe the deadline dates for each semester.

Block Enrollment

The College Registrar will enroll PharmD students in their required courses each semester. **Students with a hold on their account will not be registered for courses until the hold is resolved.** This includes the completed Financial Responsibility Statement, which must be completed each semester.

Students must enroll themselves in any elective coursework they wish to take. Students can begin to enroll in electives when their assigned enrollment appointments open.

Enrollment Appointments

Each term students should receive an email from the College Registrar containing their enrollment appointment time. An enrollment appointment is the window of time during which students are able to register themselves for courses.

It is extremely important for you to register for courses as soon as your enrollment window opens. Failure to do so will result in loss of priority scheduling.

Schedule of Courses

The schedule of courses is available on [Buckeyelink](#) under the Student Center page. The schedule of courses provides a listing of courses offered for the next term, course numbers and enrollment capacities.

You will use the university's online registration system to register for elective courses. 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 in those courses as you request them. If you cannot be enrolled at that time, the registration system will explain why (e.g., course is full, lack of prerequisites, etc.). Once you have registered, you may view your course schedule. You may make changes to your schedule according to the dates published on the University Registrar's website.

Course Enrollment Permission

The [Course Enrollment Permission form](#) is used to request to be enrolled in a course that requires instructor permission to enroll, is full or closed, or for which the student does not meet the course prerequisites. This form can be used at any time during a student's open enrollment window up to the deadline to enroll in a course without needing to petition, or to drop courses after 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 complete Course Enrollment Permission form is required to add any course. After the second Friday of each term, a "Late Add Petition" will be required.

IMPORTANT NOTE

*Dropping or adding a course will change the fees you will be charged (i.e., if you have change from part-time to full-time enrollment or vice versa). At what point in the term a class is dropped will also affect the amount of any potential tuition refund. It is recommended that you speak with the Office of Academic Affairs prior to making major changes to your enrolled classes.

Waitlist for a Course

A student can choose to be put on a waitlist if a class they would like to enroll in has reached its enrollment capacity. A student will receive an email if they are officially enrolled in the class. Students can verify they have been removed from the waitlist and scheduled into the course by checking their class schedule. On your schedule under "Status" it will indicate waitlist and give the position number you are on the waitlist or it will say enrolled. Waitlist additions are updated nightly, so it is important to check your schedule daily.

All waitlists close after the first Friday of the semester. Learn more about waitlists from the website of the [University Registrar](#).

IMPORTANT NOTE

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

Registration and Enrollment Petitions

It is the responsibility of the student to be aware of all deadlines and important dates for course enrollment and other registration matters as outlined in the [Registration, Fees, and Important Dates](#) web page of the University Registrar. If extenuating circumstances have resulted in a deadline being missed, a student may petition the Program Director of Professional Studies to waive the deadline, providing adequate supporting documentation.

ATTENDANCE AND ABSENCE POLICY

The College of Pharmacy expects that scheduled, curricular commitments and successful academic progress be **core priorities** for every Doctor of Pharmacy (PharmD) student. **Because the experience and value of in-class learning cannot always be replicated, it is important for students to understand their responsibility in balancing academic obligations with other conflicts while mitigating the impact of potential absences.** The college acknowledges that unique opportunities or circumstances arise that may inhibit attendance to a required course/lab session. The [PharmD Attendance Guidelines](#) document is a resource for students that provides guidelines for attendance and [requesting excused absences](#). However, this information **does not apply** to Introductory or Advanced Pharmacy Practice Experiences (IPPEs or APPEs) **OR** elective courses. Students need to consult with the Director of Experiential Education and their preceptor(s) when accommodations are needed for rotation hours or refer to the syllabus of an elective course in addition to communicating with the instructor.

Students who have disabilities which may require them to miss class or deadlines need to register with [Student Life Disability Services \(SLDS\)](#) to be granted a reasonable amount of flexibility with absences, exam dates, deadlines and participation points.

Pregnancy-Related Absences

Under [Title IX](#) of the Education Amendments of 1972, students must be allowed to take time off of school for pregnancy, childbirth, miscarriage, abortion and/or recovery for as long as their doctor says is medically necessary. That could mean a few absences for necessary medical appointments or a longer leave of absence for a high-risk pregnancy or childbirth. This rule applies even if taking medically necessary leave would require an absence for longer than the school's leave policy ordinarily allows. Students cannot be penalized for taking leave and must be able to return to school in the same status they held before taking leave.

LEAVE OF ABSENCE FOR PHARMD STUDENTS

Students with a compelling need to temporarily withdraw from the PharmD program may discuss the possibility of taking a leave of absence with a member of the Academic 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. There is no guarantee that such petitions would be approved. Please note that a leave of absence longer than one year may result in a student's pharmacy intern license being inactivated.

Leaves of absence granted for more than one year but less than two years require 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 re-entry. 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 factors evaluated in the admission decision.

ACADEMIC DEGREE AUDIT

The Academic Degree Audit is a document produced by the Office of the University Registrar to help students keep track of their academic progress. Students may go to [Buckeyelink](#) or the University Registrar's [website](#) to view their Academic Degree Audit report. Students should discuss any discrepancies on their Academic Degree Audit report with the Office of Academic Affairs and the College Registrar.

Click [here](#) for step-by-step instructions on how to run your Academic Degree Audit.

DEAN'S LIST AND LATIN HONORS

Dean's List and Dean's Honor Roll List

The College of Pharmacy Dean's List is established at the end of every fall, spring and summer semester, as well as once all final grades have been reported. To be eligible, PharmD students must complete eight or more graded (A-E) credit hours and earn a semester grade point average of at least 3.5.

The College of Pharmacy Dean's Honor Roll is an annual designation for students who are on the Dean's List at least two out of three consecutive semesters/terms beginning with the summer term.

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 are changed and result in an ultimate semester grade point average of at least 3.5.

Latin Honors

Upon graduation, *degrees cum laude*, *magna cum laude* and *summa cum laude* may be granted for exceptional achievement. The designation *summa cum laude* may be granted only for those students who have achieved at least a 3.90 cumulative point-hour ratio as of the term penultimate to their graduation; the designation *magna cum laude* for those students who have achieved at least a 3.70 cumulative point-hour ratio as of the term penultimate to their graduation; and the designation *cum laude* may be granted only for those students who have achieved at least a 3.50 cumulative point-hour ratio as of the term penultimate to their graduation.

Eligibility for these honors shall be based on a minimum of 60 credit hours of course enrollment at this university.

Should a student not meet the criteria noted above as of the term penultimate to his or her graduation, but meet the criteria based on his or her cumulative GPA at the time of graduation, he or she will be considered as having met the criteria to graduate with the appropriately revised recognition.

Should a student meet the criteria noted above as of the term penultimate to his or her graduation, but drop below the threshold with his or her final cumulative GPA, he or she will not lose his or her Latin honors recognition for graduation.

PHARM D CURRICULUM

Pharmacy Licensure

Ohio State academic programs are designed to prepare students to sit for applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state educational requirements for licensure and certification and state licensing board contact information at <http://go.osu.edu/onground>.

Ohio State makes every effort to ensure state licensure and certification information is current; however, state requirements may change. Please contact the applicable licensing board(s) in the state where you may want to pursue licensure or certification before beginning an academic program to verify whether a program meets educational requirements for licensure or certification in the state.

Academic Progression Guidelines for PharmD Students

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 Progression 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 as outlined in these documents.

PharmD Course Remediation

Students who must remediate a portion or portions of a required Doctor of Pharmacy course are registered for PHR 7000 in the following semester/term. The following rule may be used as a guideline to determine the number of credit hours of 7000: "One credit hour shall be assigned for each three hours per week of the average student's time, including class hours, required to earn the average grade of 'C' in this course" ([Board of Trustees Bylaws and Rules, Chapter 3335-8-24](#)). Although students will be registered for 0.5 credits in most cases, Academic Affairs staff will consult the course director to determine the amount of work the remediation entails so that the appropriate amount of credit hours are assigned.

Transfer and Course Waiver Policy

Given the unique nature of Ohio State's curriculum, **it is not guaranteed** that a student will be permitted to transfer credit from another PharmD program to count toward **required coursework**. Although requests will be reviewed on an individual basis, transferring from another PharmD program often means students add a year or more to their time to degree.

The following requirements must be met by interested applicants who wish to apply to transfer to Ohio State:

1. The dean or appropriate official of the pharmacy school which the applicant is attending must submit a letter summarizing the applicant's credentials and verifying that the student is in good academic standing.
2. The student must submit a copy of his/her pharmacy school application including PCAT scores and all previous college transcripts.
3. The student must submit a formal request for transfer outlining circumstances regarding the potential transfer.

Once these items are received, the Admissions Committee reviews the situation and rules on the transfer request. If approved for a transfer and offered admission, the student may request to transfer their completed pharmacy coursework toward required classes or elective (up to nine) credit hours:

1. The student must provide syllabi and any other supporting documentation to the Office of Academic Affairs.
2. The course directors for the appropriate required courses are consulted to assess the syllabi to determine alignment of content or if it is different enough to be counted as elective credit.
3. The information will be presented to the PharmD Program Committee, who will evaluate the request and the course directors' recommendations, and make the final decision.
4. The student is notified of the decision and, if approved, the College Registrar will work with the University Registrar for the transfer credit to be added to the student's academic record.

Post-Baccalaureate/Non-Pharmacy Coursework

Students who complete post-baccalaureate coursework (which includes non-Pharmacy courses and/or classes taken toward a degree that was NOT conferred) may request to count those credits toward the nine elective hours that are required:

1. The student is responsible for identifying the equivalent elective(s) from the [Professional Electives, Minors, and Interdisciplinary Specializations](#) document and must provide syllabi and any other supporting documentation to the Director of Academic Programs or College Registrar.
2. If no equivalent exists, the student must follow the process for submitting the course(s) for approval as elective credit in the [Elective Approval Policy](#) document.
3. The appropriate college/academic unit are consulted to assess the syllabi to determine alignment of content or if it is different enough to be counted as identified elective course.
4. The information is presented to the PharmD Program Committee, who will evaluate the request and the college/academic unit's assessment, and make the final decision.
5. The student is notified of the decision and, if approved, the College Registrar will work with the University Registrar for the transfer credit to be added to the student's academic record.

Professional Electives for PharmD Students

A minimum of nine credit hours of program electives are required 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 may not be counted as an elective.

The list of approved electives is compiled through input from faculty in the College of Pharmacy and current Doctor of Pharmacy students. The PharmD Program Committee continues to explore other elective options and invites input. Courses are subject to change at any time. The most current list can be found in the *Professional Electives, Minors, and Interdisciplinary Specializations* document in the "13-Curriculum Materials" section of the [PharmD Forms and Documents](#) page of the college website.

Students may petition the PharmD Program Committee to approve additional courses to count toward elective credit. The process and timeline for submitting new course proposals are detailed in the [Elective Approval Policy](#) document.

Pharmacy Curriculum Outcomes Assessment (PCOA)

During their third professional year, PharmD students will complete the Pharmacy Curriculum Outcomes Assessment (PCOA), a computer-based exam used to assess student performance in the PharmD curriculum. Required by the Accreditation Council for Pharmacy Education (ACPE) for accreditation of the PharmD program, this standardized exam includes four sections testing students' understanding of basic biomedical sciences, pharmaceutical sciences, social/behavioral/administrative sciences and clinical sciences.

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 ACPE 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 [website](#). 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 Academic Affairs.

Additional criteria and guidelines can be obtained from the State Board or from the college's Office of Experiential Education. 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.**

CPT and OPT Guidelines for International Students

International PharmD students with F-1 visas who have completed one full academic year (autumn and spring) or more are eligible to participate in Curricular Practical Training (CPT) and after graduating, post-completion Optional Training (OPT). Students are required to follow the following guidelines:

1. CPT is unlimited but if a student exceeds 365 days of **full-time** CPT (more than 20 hours a week), they will **NOT** be eligible for post-completion OPT.
2. Students **WILL NEED CPT and to be registered for the appropriate course** if completing:
 - a) **More than 20 hours per week** of IPPE/APPE or CHS **at university-affiliated sites during autumn or spring semesters**, as required by the program.
 - b) **ANY** paid employment, IPPE/APPE or CHS **at sites NOT affiliated with the university throughout the year**.
3. Students **DO NOT** need CPT if completing:
 - a) **Up to 20 hours per week** of paid employment, IPPE/APPE or CHS **at university-affiliated sites during fall or spring semesters**.
 - b) **Up to 38 hours per week** of paid employment, IPPE/APPE or CHS **at university-affiliated sites during official university breaks (winter and spring) and summer term**.
4. **Summer Term**
 - a) IPPE/CHS hours at sites **NOT** affiliated with Ohio State **MAY NOT** be completed in the summer since IPPE courses are only offered in autumn and spring semesters.
 - b) **Paid employment requiring CPT after P1 or P2 Year**: Although PHR 6191 is a zero credit-hour course, **students will be charged tuition**. Therefore, ***it is highly recommended that students seek summer employment at university-affiliated sites so that CPT is not required.***

5. If paid work hours and IPPE/CHS hours scheduled in the same week add up to more than 20 hours, it will count as **full-time** CPT. Therefore, students need to be strategic about scheduling work hours because they will NOT be eligible for OPT if the 365-day mark is exceeded.
6. All P4 students must **schedule paid work hours only during the three months when APPE rotations are not taking place** so that 20 hours a week are not exceeded.
7. Students pursuing post-completion OPT after graduating should refer to the [OIA Guidelines](#).
8. For additional questions regarding CPT or OPT, students will need to communicate DIRECTLY with **Amanda Yusko (yusko.8@osu.edu) or Alex Scullion (scullion.19@osu.edu)** from OIA. **(Note that email addresses are NOT buckeyemail.osu.edu).**

Students who need CPT are **REQUIRED** to follow the appropriate process below (depending on the type of experience) by completing the [CPT Application form](#).

IPPEs and APPEs	CHS Hours	Paid Employment
Experiential course director will provide employer letters for the assigned rotations to the student.	Student signs up for all CHS hours simultaneously for the semester.	Student provides employer with Employer Letter template* to complete and sign. The letter must be on company letterhead.
Student completes and signs appropriate CPT Application template*.	Student provides preceptor with Employer Letter template* to complete and sign. The letter must be on company letterhead.	Student completes and signs appropriate CPT Application template*.
Student submits CPT documentation to OIA at least five business days before the first day of the rotation .	Student completes and signs appropriate CPT Application template*.	Student obtains permission from Career Services to register for PHR 6191, which should be forwarded to College Registrar.
OIA will review, approve and issue the work authorization.	Student submits all CPT documentation to OIA for the semester at least five business days before the first day of the experience .	Student submits all CPT documentation to OIA for the semester at least five business days before the first day of work .
	OIA will review, approve and issue the work authorization.	OIA will review, approve, and issue the work authorization.

GRADUATION, COMMENCEMENT AND HOODING

A formal Application to Graduate is not necessary from Doctor of Pharmacy students. Academic 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 of your elective coursework.

During the semester of graduation, you will be asked to verify 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.

You should also complete the Record of Extra-Curricular Activities online Qualtrics survey, which will be sent to you before the end of your P3 year. This survey 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. If information changes (e.g., additions, new offices, etc.), you may update your activities in the Office of Academic Affairs.

Information regarding the university commencement ceremony will be sent out via email during the semester of graduation. The university [commencement website](#) will also contain the most up to date information.

Commencement Excuse Form

Students who are unable or do not wish to attend the commencement ceremony should complete a Commencement Ceremony Excused Form no later than three weeks prior to graduation. Forms can be found in the Office of Academic Affairs and must be submitted to the College Registrar, either via email or hard copy.

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. 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. Diplomas will be mailed within one month of commencement.

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.

Hooding and Awards Ceremony

The Hooding and Awards Ceremony is the culmination of your studies, in which you will formally receive your academic hood and recite the Oath of a Pharmacist. Awards are also presented during the ceremony to graduates and faculty members. Information about the ceremony will be sent out by the Manager of Special Events during the semester of graduation.

You have the option of selecting a faculty member or preceptor to formally hood you on stage, otherwise Dean Mann will hood you. Selecting a [special hooder](#) is a unique way to acknowledge someone who has had an impact on you over the past four years.

STUDENT LIFE

STUDENT ORGANIZATIONS

At the College of Pharmacy, there are a variety of [student organizations](#) available for students to join. Student Organizations have a significant impact in providing effective learning environments for students, preparing them to live and work in a global community.

Student organizations are expected to abide by all policies and regulations established by The Ohio State University [Office of Student Life](#), including, but not limited to, policies on:

- [Fundraising and sales of merchandise](#)
- [Food safety](#)
- [Alcohol use](#)
- [Eligibility and roles of Advisors](#)

Student Group Reporting and Funding

The PharmD [Student Group Reporting and Funding](#) policy provides guidelines for reporting and funding for student organizations at The Ohio State University College of Pharmacy. The information shared through student group annual reports helps to create a snapshot of activities and allows for broader reporting to internal and external constituents. The College of Pharmacy also values our students' attendance at conferences to further their education and provide professional development. The college provides conference registration support to make attendance for students possible.

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 themselves and obtain a receipt.
- The student organization will provide each student with the registration fee reimbursement form and, once completed, will turn the form over to the College Central Business Office.
- The College Central Business Office will submit the payment request and will provide the check(s) to the organization's treasurer once received.

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 they will prepare a purchase order for each organization. A check will be issued by the university to the appropriate student organization. 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.

CHARGING LOCKER POLICY

Charging lockers are located in the south side of Parks Hall and are available on a first-come, first-served basis in order to provide secure device charging capabilities. Each compartment measures 15.3" wide x 16.9" deep x 3" high and contains a standard 110 volt power outlet with built-in circuit protection and a five-volt USB charging port capable of providing 2.4 amps of charging current (sufficient for an iPad).

Students are responsible for locking the lockers securely by selecting a secure PIN code and remembering the code and which locker they used. PIN codes should never be shared and lockers may only be used by one student at a time. Students are also responsible for providing their own chargers and charging cables. Users may not charge more than two devices per charging bay or exceed the limit of one A/C charger and one USB charger (i.e., no power strips or multi-outlet extenders may be used).

When attempting to unlock a locker, students will be given three pin entry attempts. If unsuccessful, that locker will be disabled for 60 seconds before another entry attempt can be made. If a PIN code is forgotten, students should request assistance from a staff member in 133 or 150 Parks Hall during regular business hours (Monday to Friday from 8 a.m. to 5 p.m. only, excluding university holidays). Student must show their BuckID and prove ownership of devices inside the locker, which may be accomplished by labeling devices with their name, by recording the device serial number before locking the locker or by leaving their name on a note card in the locker. If the lockers lose access to power, a secure manual door override may be requested from a staff member in 133 or 150 Parks. Students must still be able to prove ownership of their devices.

All lockers must be cleared by the end of the day and any items left overnight or on weekends may be removed and treated as lost and found. Electronic devices will be stored in 150 Parks Hall, but other items are taken to the lost and found area in the faculty/staff mail room, 146 Parks. **The College of Pharmacy and The Ohio State University assume no responsibility for loss, theft or damage to items left in the charging lockers or in the lost and found area.**

RESOURCES

Summaries of University Policies and Rules can be found on the University [Registrar's website](#). For academic policies, see the [Buckeye's Guide to Academic Policies](#).

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 student 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 and professional networking, and offer personal support. You can locate your faculty advisor on your My [Buckeye Link](#).

Office of Academic 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, the Office of Academic 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

Dennis Learning Center: <https://dennislearningcenter.osu.edu/>

Department of Public Safety

1. Lyft Ride Smart at Ohio State: <https://ttm.osu.edu/ride-smart>
2. Ohio State University Police Division: <https://dps.osu.edu/police>
3. Report a crime: <https://dps.osu.edu/report-crime>
4. Services and programs: <https://dps.osu.edu/services-and-programs>
5. Safety-related resources: <https://dps.osu.edu/resources>

Food Insecurity

1. Advocates for Communities and Education Scholars (ACES) Food Pantry: <https://ehe.osu.edu/ugss/aces-food-pantry/>
2. Buckeye Food Alliance: <https://www.buckeyefoodalliance.org/>

Office of Institutional Equity: <https://equity.osu.edu/>

Office of Student Life

1. Buckeye Careers: <https://careers.osu.edu/>
2. Career Counseling and Support Services: <https://ccss.osu.edu/>
3. Counseling and Consultation Service (CCS): <https://ccs.osu.edu/>
4. Dining Services: <https://dining.osu.edu/>
5. Disability Services: <https://studentlegal.osu.edu/>
6. Multicultural Center: <http://mcc.osu.edu/>
7. Off-Campus and Commuter Student Services: <https://offcampus.osu.edu/>
8. Parent and Family Relations: <https://parent.osu.edu/>
9. Recreational Sports: <https://recsports.osu.edu/>
10. Residence Life: <https://housing.osu.edu/>
11. Social Change: <https://socialchange.osu.edu/>
12. Sorority and Fraternity Life: https://ohiounion.osu.edu/get_involved/sorority_fraternity
13. Student Activities (Student Organizations): <https://activities.osu.edu/>
14. Student Advocacy Center: <http://advocacy.osu.edu/>
15. Student Health Insurance: <https://shi.osu.edu/>

16. Student Health Services: <https://shs.osu.edu/>
17. Student Philanthropy: <https://studentsgive.osu.edu/>
18. Student Wellness Center: <https://swc.osu.edu/services/>
19. Technology Services: <https://slts.osu.edu/>
20. Younkin Success Center: <http://younkinsuccess.osu.edu/tutoring/>

Student Legal Services: <https://studentlegal.osu.edu/>

COMPUTER AND TECHNOLOGY RESOURCES

All PharmD students are provided a subscription to the Lexicomp Mobile App (“Lexi-SELECT + 5 Minute Clinical Consult”). The app may be loaded onto any compatible mobile device (iOS or Android). Student will use Lexicomp in class and while on rotations. [Lexicomp Online](#) is also available from any web browser (off-campus sign in required).

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 availability of lab monitors. Hours will be posted each semester in the lab. Typical (but not guaranteed) open times are 7 a.m. to 7 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 Lexicomp Online drug databases, Micromedex and the Thompson Reuters Red Book collection. Laser printing is available on pay-per-impression basis, payable with your BuckID.

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, right-click your removable drive and choose Scan for Viruses.

Further questions can be addressed to the assistants supervising the lab or by emailing the College of Pharmacy [Technology Services](#). Please help keep the lab clean by remembering that no food or drink is allowed.

Student Emails and Listservs

University email addresses (lastname.#@buckeyemail.osu.edu) are provided by the [Office of the Chief Information Officer](#) for all enrolled students and are to be used for all university communication. PharmD students may fall under any of the following categories, so it is important to update forwarding preferences, which can be done by logging in to <https://my.osu.edu/> and selecting “Change Email Delivery” on the menu to the left:

1. If you are a student with NO employee affiliation:
 - a. You have an @osu.edu email and an @buckeyemail.osu.edu email
 - b. Your @osu.edu email must be forwarded to @buckeyemail.osu.edu
2. If you are an OSUMC employee (and therefore automatically an Ohio State employee) and a student:
 - a. You have an @osumc.edu email, an @osu.edu email and an @buckeyemail.osu.edu email
 - b. Your @osu.edu email must be forwarded to your @osumc.edu account
 - c. Your @osumc.edu and @buckeyemail.osu.edu accounts must be checked independently
3. If you are a full- or part-time Ohio State employee and a student:
 - a. You have an @osu.edu email and an @buckeyemail.osu.edu email
 - b. Your @osu.edu and @buckeyemail.osu.edu accounts must be checked independently

Email listservs are established for each PharmD class and take the following form:

“cop-pharmdclassof202x@lists.osu.edu.” The listserv is the primary method of contact for each PharmD class, so **it is important that you ensure you are receiving email sent to the listserv.** The most common reason students do not receive emails sent to the listserv is that their Ohio State email address is being forwarded to a non-Ohio State email, which often prevents successful delivery. To prevent this issue, **your Ohio State email address should not be forwarded.**

RESIDENCY AND FELLOWSHIP RESOURCES

Professional Associations

The American Society of Health-System Pharmacists (ASHP)

- The ASHP [website](#) contains useful information about [residency programs](#) and how to apply for them. An [online residency directory](#) is also available.
- The “ASHP [Resident Matching Program](#)” is conducted annually to match prospective students with residency sites (see ASHP website for more details and procedures for registering for the match).

The American Pharmacist’s Association (APhA)

- The APhA [website](#) contains information about community pharmacy [residencies](#) including listings of these opportunities and program descriptions.

The American College of Clinical Pharmacy (ACCP)

- The ACCP [website](#) includes information on [residencies and fellowships](#).

Professional Meetings

- 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 Ohio State

Ohio State offers a number of highly regarded [pharmacy residencies](#) through the Medical Center and College of Pharmacy.