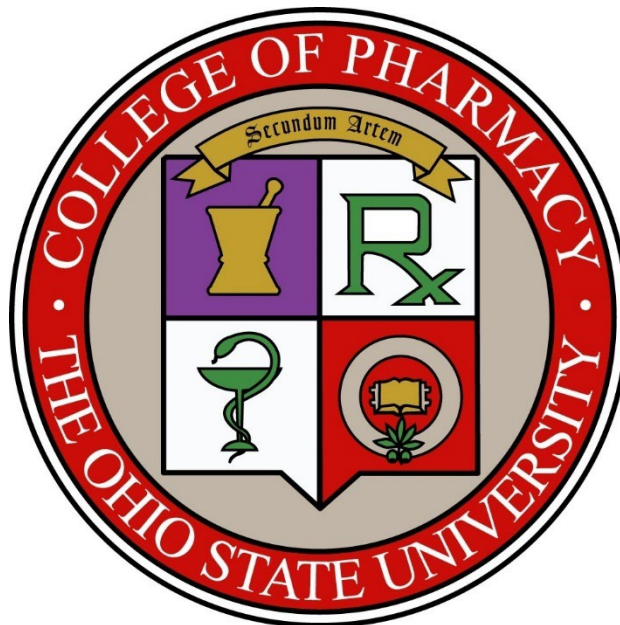




**THE OHIO STATE
UNIVERSITY**
COLLEGE OF PHARMACY

PHARMD STUDENT MANUAL

For Students who Matriculated Autumn 2024 and After



Created: 2024

CONTENTS

COLLEGE OF PHARMACY MISSION, VISION, AND VALUES.....	3
ACADEMIC AFFAIRS: MISSION AND STRATEGIC AREAS.....	3
PROGRAM STANDARDS FOR PHARMD STUDENTS	4
CODE OF ETHICS FOR PHARMACISTS	4
COLLEGE POLICIES AND STANDARDS	4
EDUCATIONAL TECHNOLOGY POLICY.....	6
HEALTH, SCREENING AND LICENSURE REQUIREMENTS.....	6
STUDENTS WITH DISABILITIES.....	7
SEXUAL HARASSMENT POLICY.....	8
AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION POLICY ...	9
STUDENT GRIEVANCES AND COMPLAINTS.....	9
PRIVACY, RELEASE AND CHANGE OF STUDENT RECORDS	10
STUDENT FINANCES.....	11
ACADEMICS	12
ATTENDANCE AND ABSENCE GUIDELINES.....	14
PHARMD CURRICULUM.....	16
GRADUATION, COMMENCEMENT AND HOODING.....	20
STUDENT LIFE.....	21
RESOURCES.....	22
UNIVERSITY RESOURCES	22
COMPUTER AND TECHNOLOGY RESOURCES.....	23
RESIDENCY AND FELLOWSHIP RESOURCES.....	24
APPENDIX A: ACADEMIC PROGRESSION GUIDELINES.....	25
APPENDIX B: HONOR SYSTEM FOR DOCTOR OF PHARMACY STUDENTS.....	30
APPENDIX C. DOCTOR OF PHARMACY ABSENCE GUIDELINES	37
APPENDIX D: PHARMD TECHNICAL STANDARDS.....	41
APPENDIX E: PHARMD EDUCATIONAL TECHNOLOGY POLICY	42
APPENDIX F: SUBSTANCE USE AND IMPAIRMENT POLICY.....	44
APPENDIX G: ELECTIVE APPROVAL POLICY.....	48

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.

PROGRAM STANDARDS FOR PHARMD STUDENTS

Students enrolled in the College of Pharmacy are expected to adhere to the conduct standards expected of all students at The Ohio State University as well as the Code of Ethics for Pharmacists and the College of Pharmacy college policies and standards. Violations of these standards will be addressed by the appropriate College or University committees to rectify the situation.

CODE OF ETHICS FOR PHARMACISTS

All Doctor of Pharmacy students and alumni are expected to abide by the Code of Ethics for Pharmacists.

The College of Pharmacy, as a professional school, expects its students to conform to the [American Pharmacists Association \(APhA\) Code of Ethics](#) and to be sensitive to the impact of their actions on patients, and those who make up the College community. This code identifies a pharmacist's ethical commitments to patients as well as the pharmacist's responsibilities in practice settings, to the pharmacy profession, and to society. All College of Pharmacy students must be knowledgeable of this Code and behave in a manner consistent with its principles.

COLLEGE POLICIES AND STANDARDS

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 maintain an environment conducive to the optimization of learning, which respects the dignity of each individual within our college community. This means conducting one's personal behavior and interactions with peers and patients in a respectful and professional manner. Pharmacy students are expected to adopt a personal and academic style consistent with becoming professional both in and out of the classroom. 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 are subject to the university's Code of Student Conduct as well as local, state, and federal laws.

The University Code of Student Conduct outlines the behavioral expectations for all students at The Ohio State University. Misconduct by a student enrolled in the College of Pharmacy may result in action under the Code and/or the policies, procedures, and guidelines of the College.

It is the responsibility of students to review and understand the [Code of Student Conduct](#).

HONOR SYSTEM FOR DOCTOR OF PHARMACY STUDENTS

The Honor System for PharmD students will be discussed during their new student orientation program, prior to their first year. Each student is required to sign a statement of commitment to the Honor System as a condition of admission prior to participation in classes.

The Honor System requires suspected Honor System infractions be reported to the Office of Student Success using the submission form found on the college website. This form must be completed even if the suspected infraction is reported in person. For the full honor code and procedures please refer to Appendix B.

STUDENT DRESS CODE & CONDUCT IN THE INTEGRATED PATIENT CARE LABORATORY

The Integrated Patient Care Laboratory course sequence represents a bridge between classroom and experiential activities. Therefore, students should use this opportunity to model professional attire and behavior.

Students **must wear** a clean, white, wrinkle-free lab coat/jacket (of any length), close-toed shoes, and business/business casual attire or scrubs (of any solid color).

The following **will not be accepted** as professional attire in the laboratory: jeans, t-shirts, cutoffs, shorts, workout/gym clothing, sweatpants, halter/crop tops, miniskirts, baseball caps/hats, open-toed shoes, or slippers. Religious and/or cultural dress practices are permitted.

Repeated infractions/warnings may be subject to a grading penalty up to 1 (one) incremental grade reduction. Students are expected to always behave professionally in the laboratory. Profane, hostile, or otherwise inappropriate language or behavior 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 are 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.

TECHNICAL STANDARDS FOR DOCTOR OF PHARMACY STUDENTS

Students admitted to the Doctor of Pharmacy program at The Ohio State University are expected to successfully meet the College of Pharmacy-approved technical standards (See Appendix D) and will be required to verify that they are able to comply with 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.

EDUCATIONAL TECHNOLOGY POLICY

The College of Pharmacy is committed to providing students with learning experiences enhanced by 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 (See Appendix E).

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.

All health requirements information for the P1, P2, P3 and P4 years may be obtained from the Experiential Office at cop-exper@osu.edu.

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.

- 1) A U.S. social security number is required for the application.
- 2) Each P2, P3 and P4/APPE student must maintain and renew the intern license annually by September 15 of each year.

Criminal Background Check: Each student must complete a BCI/FBI criminal background check through the Ohio State Office of Human Resources during the Autumn semester of the P1 year. Information regarding background checks will be provided by the Experiential Education Office. *Background checks completed by another agency are not acceptable.*

- 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.

- Periodic screenings may be required thereafter during the P2 and P3 year.
- P3 students must complete an additional background check during March/April of the P3 year.

Drug Screen: Students must complete a drug screen through the Ohio State Student Health Services by October 1 of the P1 year. Results from drug screens completed elsewhere or completed before May 1 before starting in the PharmD Program are unacceptable.

Each PharmD student must obtain certification in Basic Life Support for Health Professionals (or its approved equivalent, i.e. ACLS) by October 1 of the P1 year. This certification must be maintained through the end of the P4 year (renewed every two years).

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.

STUDENTS WITH DISABILITIES

The [Student Life Disability Services](#) (SLDS) office at The Ohio State University offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/ low vision, mobility limitations, attention deficit-hyperactivity disorders and other mental health disorders, and medical disabilities.

ELIGIBILITY FOR SERVICES

In order to fully evaluate requests for accommodations or auxiliary aids and to determine eligibility for services, the student must provide documentation of a qualifying condition. The documentation should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested. Once SLDS receives the documentation, it is evaluated on a case-by-case basis.

The Student Life Disability Services office is responsible for coordinating both accommodations and academic support services:

Disability Services – Office of Student Life
 098 Baker Hall
 113 W. 12th Ave
 Columbus, OH43210
 Phone: 614/292-3307; VP: 614-500-4445
 E-mail: slds@osu.edu; Website: <https://slds.osu.edu>.

STUDENT RESPONSIBILITIES IN REGARD TO DISABILITIES

It is the student's responsibility to provide written documentation from SLDS of the need for accommodations for a disability. The student is responsible for all costs related to the diagnosis. The student is strongly encouraged to disclose the needed accommodations for one's disability to each instructor and to make his/ her accommodation needs known as soon as possible.

Note: Faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for accommodation known to them.

RESPONSIBILITIES OF THE FACULTY/SCHOOL

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with the Student Life Disability Services offices to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings.

The College of Pharmacy is committed to providing an accessible learning environment for all its students. Contact cop-pharmdstudentservices@osu.edu for assistance with this process.

Student Life Disability Services is responsible for coordinating both accommodations and academic support services.

THE STUDENT LIFE DISABILITY SERVICE

Student Life Disability Services (SLDS) also 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 are asked to ask that you contact cop-pharmdstudentservices@osu.edu or stop by the office during business hours to schedule a welcome meeting.

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. Students should read the university policy for the latest requirements. 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, PharmD Student Success Specialist and the DEI Officer. In addition, students may elect to speak to staff members in:

- Office of Institutional Equity—614-247-5838
 - Report harassment or discrimination
 - Report sexual misconduct
 - File an anonymous concern
- Counseling and Consultation Services—614-292-5766
- Office of Student Conduct—614-292-0748
- Student Health Services—614-292-4321
- Student Advocacy Center—614-292-1111
- Office of Student Life—614-292-9334
- Student Wellness Center—614-292-4527

AFFIRMATIVE 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. 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 student success 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. A full copy of the University's grievance policy may be viewed at [Office of Academic Affairs - Complaint and Grievance Systems](#).

Grade grievances are covered by university policy ([3335-8-23, Alteration of marks](#)). Students should review this policy and follow the College of Pharmacy's procedures for implementing the policy:

Grade grievances can be made only on the basis of a procedural error made in the evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding semester or summer term. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class.

If a student believes that a procedural error in grading was made, the student should first meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with

the Director of Student Success to discuss the grade grievance. The Director shall respond to the student no later than thirty days after the student has requested a review.

Upon receipt of the Director's response, if the issue is not resolved to the satisfaction of the student, the student has two weeks to request in writing to the Associate Dean of Student Success a higher-level review within the College of Pharmacy.

In cases where a grade grievance due to grading procedures is not resolved by the Associate Dean, the Dean will appoint a faculty committee to conduct a review and make a final determination within the College.

Additionally, students may submit a written complaint to the Dean of the College of Pharmacy, or to the Provost or President. Complaints filed with the Provost or President are referred to the College of Pharmacy Dean for investigation. This complaint should include all pertinent facts related to the complaint. Only those facts stated in the complaint will be considered.

The Dean's review will be completed promptly, typically within 14 days. The complaint will be dismissed if the Dean determines no probable cause exists for the allegation or referred to a college investigative committee. After reviewing the report and recommendation of the college investigation committee, the Dean may:

1. Dismiss the complaint;
2. Uphold the committee's recommendation and proposed sanction; or
3. Uphold the committee's recommendation with what would reasonably be interpreted as an equivalent or lesser sanction.

PRIVACY, RELEASE AND CHANGE OF STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) of 1974 sets forth requirements regarding the privacy of student' records. FERPA governs the release of records maintained by an educational institution and access to those records. [Copies of the Act](#) are available on-line.

Students may 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 birth date, gender, primary name or social security number must complete the Request for Change of Records form 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.

RIGHT TO REVIEW RECORDS

Once a student is enrolled, they have the right to review his or her records except for those excluded by law. Excluded records include confidential information about parent's financial status and letters of recommendation for which the student has waived the right to review.

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 [Buckeye Link](#) 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 visit the [Office of 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 Student Success 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 Student Success.

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 which 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 cop-pharmdstudentservices@osu.edu to request the COP Emergency Fund.

ACADEMICS

TIME TO DEGREE

A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period. Under certain circumstances, a student may be permitted an extension to complete requirements for the degree not exceeding 6 years from the date of matriculation. Requests for personal leave of absence or program withdrawal will not be considered unless the student is able to re-enter the program at a point in time that allows them to graduate within this six (6) year time frame. This does not apply to students pursuing combined degrees.

ROLE OF FACULTY ADVISOR

The role of the Faculty Advisor is to offer their perspective and expertise on academics, goal discussion, and professional development with their advisees. They will provide advising and support to the PharmD students throughout their academic career. They will inform and refer students to resources available to them within the College of Pharmacy and the University.

CHANGE OF FACULTY ADVISOR

Faculty advising is a continuous relationship between the student and faculty advisor. Not every relationship is going to be a perfect fit. If students would like to request a different faculty advisor, they may submit an advisor change request to the PharmD Student Success Specialist. Faculty may also request a student change faculty advisor as well.

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.

Enrollment

The College Registrar will email PharmD students the required courses they should enroll in each semester. Students with a hold on their account cannot register 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 elective coursework from the approved elective list. 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 can register for courses.

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.

Course Enrollment Permission for Elective Courses

Students requesting permission to enroll in an Elective Course that requires instructor permission should email the instructor directly. If the instructor grants permission, students forward the email to the College Registrar. The Course Enrollment Permission form may be 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.

A student can choose to be put on a waitlist if an elective 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 on the University Registrar's website](#).

IMPORTANT NOTE

- 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). 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 Student Success prior to making major changes to your enrolled classes.
- 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 GUIDELINES

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 Absence Guidelines (See Appendix C) 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 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 and the instructor.

Students with disabilities which may require them to miss class or deadlines must register with Student Life Disability Services (SLDS) for reasonable 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.

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 Student Success staff. Such leaves may only be granted for up to one year. Requests for personal leave of absence or program withdrawal will not be considered unless the student is able to re-enter the program at a point in time that allows them to graduate within this six (6) year time frame.

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 Academic Integrity and Progression 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.

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, cumulative time, 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.

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, and once all final grades are 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 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 at least 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 penultimate term to their graduation but drop below the threshold with their final cumulative GPA, they will not lose their Latin honors recognition for graduation.

PHARMD 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 PharmD program if they maintain satisfactory levels of performance both academically and professionally. Standards for academic performance are described in the Academic Progression Guidelines (Appendix A) and standards for professional performance are described in the Honor System for PharmD Students (See Appendix B). 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 PharmD 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, Student Success 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. This course is graded S/U.

COURSE TRANSFER POLICY

Given the unique nature of the PharmD curriculum at Ohio State, it is not guaranteed that transferred courses will be considered equivalent to required coursework within the Doctor of Pharmacy curriculum. Requests will be reviewed on an individual basis but it is important to note that transferring from another

PharmD program often means the addition of a year or more to time to degree. It is required that students complete no less than 2 years in our PharmD program to earn a degree from The Ohio State University. Admitted transfer students 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 Recruitment and Admissions.
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 PharmD program. Courses taken prior to matriculation into the PharmD program may not be counted as an elective.

The list of approved electives is authorized by the PharmD Program Committee. Students may petition the PharmD Program Committee to approve a course to count toward elective credit. The process and timeline for submitting new course proposals are detailed in the Elective Approval Policy document in Appendix G.

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 Academic Affairs or:

Ohio State Board of Pharmacy

77 S. High Street, Room 1702

Columbus, OH 43215-6126

Phone: 614-466-4143

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 the student’s 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 OIA at oia@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 <i>all</i> CHS hours <i>simultaneously</i> 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 <i>at least five business days before the first day of work.</i>
	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 PharmD students. The Office of Student Success 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.

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 on the [College of Pharmacy - PharmD Students webpage](#).

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 CEREMONY

The Hooding 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 Student Success staff during the semester of graduation.

You have the option of selecting a faculty member or preceptor to formally hood you on stage, otherwise the Dean 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. Information about starting a student and maintaining a student organization may be found on the Office of Student Life website.

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

SUPPORT OF REGISTRATION FEE

This policy provides guidelines for reporting and funding for student organizations at The Ohio State University College of Pharmacy. The college provides annual funding for registered student organizations that complete membership reporting requirements. The college also provides conference registration support to individual students to further education and professional development.

ANNUAL SUPPORT BASED ON MEMBERSHIP

- All organizations must be registered student groups through the university's Office of Student Life Student Activities to be eligible for College of Pharmacy funding. Registration occurs from August 15 – October 30 annually.
- Each organization must report their current membership count through Pharmacy Council. This must be completed by September 30 annually. Student groups that do not report their membership by the deadline will be ineligible for college funding.
- Student organizations must also have an active **Vendor Setup Form** (see Pgs. 2-6) on file with the college – submit this to Tesia Forbes at forbes.120@osu.edu.
- Payments will be issued by the College Business Operations (CBO) in **December and January each year**. Payments will be issued as a check to the student organization.

ANNUAL SUPPORT BASED ON CONFERENCE ATTENDANCE

- Individual students can be reimbursed for one conference registration per fiscal year (July 1 through June 30).

- To receive conference registration reimbursement, a student must be a member of a COP student organization that is registered through the university's Office of Student Life Student Activities. Student organization registration occurs from August 15 – October 30 annually.
- Students must submit a **Dean's Match Payment Form** (see Pg. 7) with their student group advisor's signature & conference registration supporting documentation to be eligible for reimbursement through their student organization. The student organization should submit this to Tesia Forbes at forbes.120@osu.edu.
- The College of Pharmacy sends checks to the student organization and the organization is responsible for ensuring the student receives their funds for reimbursement.

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 Student Success: 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 Student Success staff 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

ACADEMIC

- [Dennis Learning Center](https://dennislearningcenter.osu.edu): (<https://dennislearningcenter.osu.edu>)

DEPARTMENT OF PUBLIC SAFETY

- [Lyft Ride Smart](https://ttm.osu.edu/ride-smart) at Ohio State: (<https://ttm.osu.edu/ride-smart>)
- [Ohio State University Police Division](https://www.dps.osu.edu/): (<https://www.dps.osu.edu/>)

- [Report a crime](https://www.dps.osu.edu/report-crime): (https://www.dps.osu.edu/report-crime)
- [Services and programs](https://www.dps.osu.edu/services-and-programs): (https://www.dps.osu.edu/services-and-programs)
- [Safety-related resources](https://www.dps.osu.edu/resources): (https://www.dps.osu.edu/resources)

FOOD INSECURITY

- [Buckeye Food Alliance](https://www.buckeyefoodalliance.org/): https://www.buckeyefoodalliance.org/

OFFICE OF INSTITUTIONAL EQUITY

- <https://equity.osu.edu/>

OFFICE OF STUDENT LIFE

- [Buckeye Careers](https://careers.osu.edu/): (https://careers.osu.edu/)
- [Counseling and Consultation Service \(CCS\)](https://ccs.osu.edu/): (https://ccs.osu.edu/)
- [Dennis Learning Center](https://dennislearningcenter.osu.edu/): (https://dennislearningcenter.osu.edu/)
- [Dining Services](https://dining.osu.edu/): (https://dining.osu.edu/)
- [Disability Services](https://slds.osu.edu/): (https://slds.osu.edu/)
- [Center for Belonging and Social Change](https://cbsc.osu.edu/): (https://cbsc.osu.edu/)
- [Off-Campus and Commuter Student Services](https://offcampus.osu.edu/): (https://offcampus.osu.edu/)
- [Parent and Family Relations](https://parent.osu.edu/): (https://parent.osu.edu/)
- [Recreational Sports](https://recsports.osu.edu/): (https://recsports.osu.edu/)
- [Residence Life](https://housing.osu.edu/): (https://housing.osu.edu/)
- [Sorority and Fraternity Life](https://sfl.osu.edu/): (https://sfl.osu.edu)
- [Student Activities \(Student Organizations\)](https://activities.osu.edu/): (https://activities.osu.edu/)
- [Student Advocacy Center](http://advocacy.osu.edu/): (http://advocacy.osu.edu/)
- [Student Health Insurance](https://shi.osu.edu/): (https://shi.osu.edu/)
- [Student Health Services](https://shs.osu.edu/): (https://shs.osu.edu/)
- [Student Philanthropy](https://studentsgive.osu.edu/): https://studentsgive.osu.edu/
- [Student Wellness Center](https://swc.osu.edu/services/): (https://swc.osu.edu/services/)
- [Technology Services](https://slts.osu.edu/): (https://slts.osu.edu/)
- [Younkin Success Center](http://younkinsuccess.osu.edu/): (http://younkinsuccess.osu.edu/)

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).

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.

Public computer labs are available in the Thompson Library and 18th Avenue Library. Virtual Desktop provides access to a set of software applications including Microsoft 365, Adobe Creative Cloud from any personal computer with internet access from both on and off campus.

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.

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

Residency preparation is provided to all interested students. Contact Career Services to learn more. Cop-careerservices@osu.edu

APPENDIX A: ACADEMIC PROGRESSION GUIDELINES

SATISFACTORY PROGRESS

Students demonstrate satisfactory progress by maintaining acceptable levels of performance both academically and professionally in the Doctor of Pharmacy (PharmD) program. Standards for satisfactory academic progress and sanctions for students who fail to maintain them are outlined in this document. Standards for professional performance are described in the Honor System for PharmD Students.

A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period. Under certain circumstances, a student may be permitted an extension to complete requirements for the degree not exceeding 6 years from the date of matriculation. Requests for personal leave of absence will not be considered unless the student is able to re-enter the program at a point in time that allows them to graduate within this six (6) year time frame. This does not apply to students pursuing combined degrees.

GOOD STANDING

Students in good standing are compliant with the program's academic and professional requirements and are not on academic or disciplinary warning, probation, or dismissal from the college or university. The minimum required standards to maintain good academic standing are the following:

- Receive a C- or S in all required PharmD courses
- Maintain a cumulative grade point average (GPA) of 2.0

If at the end of any term a student fails to maintain good standing, the student will receive a sanction.

DEAN'S LIST, DEAN'S HONOR ROLL AND LATIN HONORS

More information about Dean's List and Dean's Honor Roll is found in the PharmD Student Manual. Students are also able to graduate with Latin Honors should they meet a certain cumulative GPA in the term penultimate to or at the time of graduation. Summa Cum Laude is granted for those who achieve at least a 3.90, Magna Cum Laude for those who achieve at least a 3.70, and Cum Laude for those who achieve at least a 3.50.

LEAVES OF ABSENCE

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 Student Success staff. Students should refer to the PharmD Student Manual for more information about requesting a Leave of Absence.

WITHDRAWING FROM COURSES

Students who, because of circumstances beyond their control, find it necessary to withdraw during the semester must submit a written request to the college. Reasons not acceptable for withdrawal include, but are not limited to, the student's performance in the course(s) or lack of preparation for the course(s). Any

grades earned in modules completed at the point of a withdrawal request will stand and all courses remaining must be withdrawn from at the same time. If more than 60% of the course is complete, the student may not withdraw and will receive the grade earned.

ACADEMIC INTEGRITY & PROGRESSION COMMITTEE

The Academic Integrity & Progression Committee (AIPC) functions to administer both the Academic Progression and Honor System processes. The AIPC convenes throughout the year as needed to review cases where students become eligible for an academic sanction and to issue the specific sanctions based on the information presented. The committee membership is determined by the college Pattern of Administration and is supported by Student Success staff.

ACADEMIC REVIEW AND INTERVENTION

An academic review is conducted as required by the AIPC for every student case that arises. The academic review procedure is as follows:

- 1) Students are notified when their academic performance is no longer in good standing as defined previously. Further details about the type of sanction that is issued can be found below.
 - a) The AIPC does NOT review students eligible for Academic Warning individually, but the student will be required to develop an Academic Improvement Plan with the PharmD Student Success Specialist.
 - b) The AIPC individually reviews students eligible for sanctions of Academic Probation or Dismissal.
 - c) Any student who becomes eligible for dismissal a second time will be automatically dismissed without committee review.
- 2) Students who are up for Academic Probation or Dismissal are notified with the date the AIPC will convene and are invited to appear before the AIPC and/or submit written documentation that is pertinent to their case. While it is not a requirement for students to participate, they are strongly encouraged to do so.
- 3) At the student's request, a support person may attend but not actively participate in the AIPC meeting. This may be someone external to the college such as a family member or friend. The PharmD Student Success Specialist must receive written notification at least 24 hours prior to the meeting if the support person will be present.
- 4) At the convened AIPC meeting, they will holistically review the student's case including student's academic progress, as well as any previous academic or disciplinary sanctions. Upon review of the student's information, the AIPC members will excuse the student (and support person if present), and then decide by majority vote on the appropriate sanction. Should the vote be tied, the Associate Dean for Student Success will be the deciding vote.
- 5) Dismissal sanctions issued by the AIPC will be reviewed by the Senior Associate Dean, Assistant Dean for PharmD Studies, and one Division Chair. This review functions to ensure that the process

of upholding and applying the Academic Progression Guidelines was followed appropriately. If they do not accept the decision of the AIPC, then a College-initiated appeal will be invoked which will follow the Appeal Procedure as described later in this document.

- 6) The PharmD Student Success Specialist will notify the student of the committee's final decision and academic review notifications and sanctions will become part of the student's college record.

TYPES OF ACADEMIC SANCTIONS

The following are Academic Sanctions with their corresponding eligibility criteria and additional details. Except where noted, the criteria refer to required coursework. All sanctions are noted on the student's academic record. In the case that a student meets criteria in multiple sanction categories, the higher-level sanction will be considered.

Academic Warning:

- Criteria:
 - First time a student receives a D+ or D
 - Student obtains cumulative GPA below 2.0 in all coursework (required and elective)
- Additional Detail: This sanction is automatic once and cannot be waived.

Academic Probation:

- Criteria:
 - Student receives a second D+ or D
 - Student receives one failing grade (E/U)
 - Student is eligible for a second academic sanction based on the criteria for Warning or Probation
- Additional Details:
 - Students who have failed a course may be required to return the following year to retake the failed course.
 - May only be waived two times. Waived Probation results in an Academic Warning.

Academic Dismissal:

- Criteria:
 - Student receives more than two D+s or Ds
 - Student receives more than one E/U
 - Student receives an E/U during or after being eligible for Academic Probation
 - Student receives grade lower than C- in their second attempt of a course OR a U in its remediation that prompted an academic sanction in the initial attempt
 - Student is eligible for three or more academic sanctions
- Additional Detail: May only be waived once. Waived Dismissal results in an Academic Probation. A second dismissal sanction is an Automatic Dismissal.

NOTIFICATION

Notification of Academic Review and the subsequent sanction following the AIPC decision will be done via email to the student's official university email address. The AIPC decision will be communicated to the student within 5 business days of the AIPC meeting. If the vote was for Dismissal, official notification will not be sent until after the Senior Associate Dean, Assistant Dean for PharmD Studies, and one Division Chair vote.

ACADEMIC IMPROVEMENT PLAN

All students who receive any academic sanction will be required to develop an Academic Improvement Plan (AIP) in collaboration with the PharmD Student Success Specialist and select faculty. The AIP is a series of specific expectations and/or additional requirements that are monitored over a period of time, including check-in meetings with the PharmD Student Success Specialist to monitor progress.

The goal of the AIP is to support the student's success and remain informed of consequences from failure to improve academic performance. A copy of the AIP will remain in the student's record and is subject to future review by the AIPC to document the student's commitment to improvement and successful academic progress. If an AIP is not developed within the subsequent academic term of enrollment, the student may not be permitted to continue their enrollment in the program.

APPEAL PROCEDURE

Students have the right to appeal an academic sanction resulting from the AIPC decision, except for Warnings and Automatic Dismissal as they are not reviewed by the committee. The appeal must be submitted by the sanctioned student. Students are limited to one appeal per sanction, and must base on at least one of the following conditions:

1. Procedural error that materially prejudiced the sanctioned student
2. Misapplication or misinterpretation of the Academic Progression Guidelines
3. Findings of facts not supported by a preponderance of evidence
4. Discovery of substantial new facts that were unavailable at the time of the AIPC review meeting
5. Sanction imposed by AIPC is disproportionate to the student's academic performance

Requests for appeal (including the specific grounds for the request) need to be submitted in writing to the PharmD Student Success Specialist within 5 business days of the date notification was issued about the final sanction. The Director for Student Success and Associate Dean for Student Success will review the appeal and determine if it requires further action. If it warrants reconsideration, the AIPC will reconvene with up to two non-voting members (e.g. faculty or preceptors) as appropriate.

After the original sanction, appeal, and any additional information relevant to the case is reviewed, the procedure will be conducted in the same manner referenced in the "Academic Review and Intervention" section of this document. However, the AIPC decision will be reviewed by the Senior Associate Dean,

Assistant Dean for PharmD Studies, and one Division Chair who, by majority vote may uphold, dismiss, or alter it to be more or less severe. The committee's decision and authorized sanctions will be final and binding and will be communicated to the student within 20 business days from receipt of the appeal.

REENTRY AFTER PROBATION

Students issued Academic Probation as a sanction due to a failing grade may be required to take an academic Leave of Absence (LOA) from the program where they would not be registered in required coursework for up to one year. This may result in delayed graduation and ineligibility for financial aid and services/resources from college and university, etc. If the decision for the student is to restart the program or repeat a term, the AIPC will address the impact on the student's cumulative GPA and previous sanctions.

READMISSION AFTER DISMISSAL

Students who are dismissed by the college and wish to return to the program will be required to reapply, which includes a review of application materials by the Admissions Committee. The decision to readmit will be at their discretion and depending on the circumstances may require the student to restart the program as a first year PharmD student.

PROGRAM STATUS OF SANCTIONED STUDENTS PENDING ACADEMIC REVIEW

Students involved in the academic review process will be allowed to continue in the program without prejudice. Students will be expected to understand the process and related consequences of a pending academic sanction and will be encouraged to contact the PharmD Student Success Specialist for questions or concerns.

DISPOSITION OF RECORDS

All relevant student records, including those pertaining to Academic Progress and Sanctions, shall be maintained in accordance with applicable University record retention schedules and procedures.

SATISFACTORY ACADEMIC PROGRESS POLICY (FINANCIAL AID)

For more information on how progression delays can impact aid, students should visit the university's Student Financial Aid website.

ACADEMIC PROGRESSION GUIDELINES AMENDMENTS

Students or faculty members may propose amendments or revisions of the Academic Progression Guidelines to the AIPC. To become effective, proposed amendments or significant revisions must be approved by majority vote of the faculty in the college.

APPENDIX B: HONOR SYSTEM FOR DOCTOR OF PHARMACY STUDENTS

INTRODUCTION

The College of Pharmacy (COP) recognizes and affirms that Doctor of Pharmacy (PharmD) students must conduct themselves with integrity and considers academic honesty and professionalism to be essential to their professional education.

This document was developed to inform PharmD students regarding behavioral expectations during their pharmacy education/training and about the implications for not complying. PharmD instructors are also required to abide by the Honor System in their courses by including a standard Honor System statement in their course syllabi. All allegations of PharmD student misconduct associated with any course (pharmacy or otherwise) will be handled according to the policies and procedures outlined in this Honor System.

For concerns with faculty or staff, students should refer to “Student Grievances” section in this document.

THE HONOR PLEDGE

As a student in the Doctor of Pharmacy program at The Ohio State University College of Pharmacy, I pledge my commitment, even in the face of adversity, to the following principles of academic and professional integrity:

- **Honesty:** I will be straightforward, truthful, and fair in my dealings with faculty, staff, peers, patients, healthcare workers, and others. I will keep my word and meet my commitments.
- **Respect:** I will respect myself others, valuing and thoughtfully considering their thoughts, ideas, opinions, or contributions.
- **Excellence:** I will strive for excellence in all my academic and professional endeavors, including developing my pharmacy knowledge, skills, attitudes, and abilities to the highest level of which I am capable. I recognize that achieving and maintaining excellence requires a lifelong commitment to learning and self-improvement.
- **Responsibility:** I will accept responsibility and be accountable for my decisions and actions. I will also accept responsibility for preventing or reporting wrongdoing by others in the academic or professional community.
- **Duty:** I will serve and be an advocate for the best interest and welfare of patients, other members of the community, and the pharmacy profession. I will protect the confidentiality of all patients.
- **Altruism:** I will place the best interest and welfare of patients above my own interests and those of my employer when performing my professional duties.

Furthermore, I pledge to abide by all other applicable University, College, and professional policies, regulations, and guidelines, as well as applicable local, state, and federal laws.

I make this pledge because I believe academic and professional integrity fosters a climate of mutual trust that enables all members of the community to reach their highest potential, which, in turn, enhances educational outcomes and patient care.

The Honor Pledge (above) outlines the essential principles of academic and professional integrity. Prior to orientation, first-year PharmD students are required to confirm their commitment to the Honor System by agreeing to this Pledge. Throughout the program, PharmD instructors may also require each student to sign a reaffirmation statement such as: "I hereby declare that I have completed this assignment or examination in accordance with the College's Honor System."

THE HONOR CODE

The Honor Code provides specific examples of infractions of the Honor System and outlines the policies and procedures for handling suspected infractions.

HONOR SYSTEM INFRACTIONS

Honor System Infractions include any behavior that compromises academic integrity, professionalism or the educational process. Examples¹ include but are not limited to:

ACADEMIC MISCONDUCT

- Providing or receiving unauthorized assistance on a course assignment or prior to/during an examination
- Submitting plagiarized work for didactic or experiential coursework.
- Submitting the same, or substantially similar, work for one course that has been submitted in another without prior permission of the instructor
- Knowingly reporting false laboratory, research, or patient data
- Altering, or attempting to alter, a grade or mark in a course
- Placing other students at an unfair academic disadvantage (e.g., taking actions to prevent other students from having access to academic information)

PROFESSIONAL MISCONDUCT

- Violating any policy, regulation, expectation, or guideline for any didactic course or experiential activity:
- Students should refer to course syllabi for this information
- This includes not abiding by the dress code in lab or experiential activities
- Altering, or attempting to alter, an official form or record, or submitting an official form or record known to be false
- Failing to protect patient or practice site confidentiality

- Failing to report a witnessed suspected Honor System infraction
- Retaliating against those who report a suspected Honor System infraction
- Knowingly making a false report of an Honor System infraction against another student
- Violating other applicable University, College, and professional policies, regulations or guidelines, or relevant federal, state or local laws

THE ACADEMIC INTEGRITY AND PROGRESSION COMMITTEE (AIPC)

This committee functions to administer both the Academic Progression and Honor System processes. With regard to the latter, it consists of a faculty member from each of the divisions, one pharmacy practitioner preceptor, the Director of Experiential Education, the Associate Dean for Student Success, and five students: the Vice President of Pharmacy Council and the Vice President of each PharmD class. It will be supported by staff from the Office of Student Success.

REPORTING SUSPECTED HONOR SYSTEM INFRACTIONS

Any PharmD student, faculty member, or staff member who witnesses a suspected Honor System infraction by a PharmD student must report it as soon as possible by completing and submitting the Report of Suspected Honor System Infraction form. As previously mentioned, a student's failure to report a suspected Honor System infraction or submitting a knowingly false report both constitute as Honor System infractions. Offenders will be subject to appropriate sanctions as for any other Honor System infraction.

Every reasonable effort will be made to protect the confidentiality of the individual submitting a Suspected Honor System Infraction report, additional witnesses, and the accused student throughout the review process except as otherwise required by law or by institutional need to know requirements.

REQUIREMENTS FOR WRITTEN NOTIFICATION

Written notification throughout this process is done via email to the party's appropriate university email address.

INITIAL REVIEW OF SUSPECTED HONOR SYSTEM INFRACTION

Submissions of the Report of Suspected Honor System Infraction form are routed to the Director of Student Success or designee, who will initially conduct an exploratory review within two weeks of receiving the report to determine whether there is probable cause to believe the allegations are true. This will typically include notifying the accused student via email and meeting them, but may also include meetings with the person submitting the report and other individuals deemed appropriate. The accused student will be contacted via email to schedule the initial meeting and will follow up with a telephone call if the student does not respond within 2 business days. The initial review/meeting will result in one of the following outcomes:

- The Student Success Director/designee determines the alleged infraction clearly does not have merit and no further action is required. This will be communicated to the accused student and any other individual deemed appropriate (e.g. course instructor where suspected infraction occurred if appropriate).
- The Student Success Director or designee determines that [fill in whatever the conclusion is based on given the standard of evidence above, e.g., “the allegation is supported by probable cause,” etc.] and recommends a potential sanction in consultation with the Associate Dean of Student Success. The accused student then either:
 - Admits committing the suspected infraction and accepts the sanctions proposed by the Director, which be documented in the student’s college record; or
 - Denies committing the infraction or does not accept the sanctions proposed, in which case the matter will be referred to the AIPC for a hearing.

AIPC HEARINGS

If an accused student disputes an infraction or does not agree to sanctions recommended by the Student Success Director or designee, or is found in violation of the Honor System for a second time, the AIPC will conduct an Honor System hearing to determine if suspected infractions occurred and, if so, the type of sanctions that should be imposed. These hearings are facilitated by the College Registrar who schedules within one month of the conclusion of the initial review/meeting. This timeline may be extended only under extraordinary circumstances.

The accused student and the person(s) who reported will be notified of the specific charge(s), as well as the meeting date, time, and location at least 10 days prior to the hearing via university email. The accused student will be provided with a copy of the Honor System and if they wish, may meet with the Program Director or designee to discuss the AIPC procedure. The accused student may also request for the hearing to take place sooner than 10 days provided AIPC members are available to participate.

Attendance is limited to the AIPC members, the accused student, the accused student’s support person if any (as described below) the person who reported, and other persons deemed appropriate by AIPC. If an individual chooses not to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision may be made. No inference may be drawn against an accused student for failing to attend a hearing or remaining silent, but the hearing may proceed and reach a conclusion based on the evidence presented.

At the accused student’s request, a support person may attend but not actively participate in the AIPC hearing. This may be someone external to the college such as a family member or friend. The accused student must notify the Program Director of Professional Studies via email at least 48 hours prior to the meeting if the support person will be present.

Accused students shall have the right to receive notice of the alleged Honor System infraction under consideration, to present evidence and witnesses on their own behalf, to examine any witnesses and evidence against them, and to make opening and final statements relating to the case. AIPC shall further

have the ability to question witnesses on its own, and to give any other individual it deems relevant to present statements relating to the case. AIPC shall further have the authority to make procedural decisions for individual hearings as may be appropriate.

Subsequent to the hearing, AIPC members will meet in closed session to consider the facts of the case and make a decision as to whether an Honor System Infraction has occurred. Infractions shall be determined based on the preponderance of evidence standard. All decisions of the AIPC will be made by a verbal, majority vote and if an infraction is found, the appropriate sanction will be determined.

A quorum must be present at all AIPC hearings in order to vote/conduct business. In cases where a quorum is not present, the hearing will be rescheduled and the accused student, person who reported the suspected infraction, and witnesses will be given at least 10-day notice of the rescheduled date. The accused student may also request for the hearing to take place sooner than 10 days provided AIPC members are available to participate.

After the AIPC's deliberations are complete, the College Registrar will communicate the outcome to the accused student and if the violation pertains to a particular course, the instructor, within 2 business days.

In collaboration with the AIPC, an accused student may agree in advance to minor procedural deviations. These are not then subject to appeal and are acceptable as long as they do not materially prejudice the accused student.

The Student Success Director maintains a single record of each AIPC hearing which is the property of the college and shall be maintained in accordance with applicable University record retention schedules and procedures. Should the accused student request an appeal, this record will be made available to the accused student for review.

In cases where more than one student is included in a suspected Honor System infraction, each accused student will have the right to an individual hearing or, at the accused students' discretion, they may elect to participate in one hearing.

RIGHT TO APPEAL AND APPEAL PROCEDURES RIGHT

An accused student found by the AIPC to have committed an Honor System infraction has the right to appeal this decision and/or the resulting sanctions to the college's Executive Committee. An appeal may be based only upon one or more of the following:

- Procedural error that materially prejudiced the accused student
- Misapplication or misinterpretation of the Honor System
- Findings of facts not supported by a preponderance of evidence
- Discovery of substantial new facts that were unavailable at the time of the AIPC hearing
- Academic and/or disciplinary sanctions imposed by the AIPC is grossly disproportionate to the violation committed

Requests for appeals (including the specific grounds for requesting the appeal and the alleged support for them) must be submitted by email to the Program Director within 2 weeks of the date the College Registrar communicated the outcome to the accused student.

The Senior Associate Dean, Assistant Dean for PharmD Studies, and one Division Chair will automatically review all AIPC authorizations for probation or dismissal and constitutes the student's appeal.

The Senior Associate Dean, Assistant Dean for PharmD Studies, and one Division Chair will meet to review a student's request for appeal as soon as possible and may also review the "Report of Suspected Honor Code Infraction," any accompanying materials, and the proceedings of the AIPC hearing. The accused student (or any other non-committee member) may not attend this meeting unless otherwise approved by the committee. By majority vote, the committee may uphold, dismiss, or alter the decisions/sanctions rendered by the AIPC and may be more or less severe than those initially imposed. The decision of the committee as to the determination of infractions and authorized sanctions will be final and binding. The Program Director will inform the accused student about the outcome of the appeal in writing.

GUIDELINES FOR SANCTIONS FOLLOWING HONOR SYSTEM INFRACTIONS

The AIPC deliberations after finding a violation will begin at the level of Probation for all cases. This is consistent with the expectation that PharmD students, as professional students and future healthcare practitioners, are required to exhibit high levels of integrity. Probation is an indication that the student may no longer be eligible to continue in the program and if issued, the student may be required to continue their required courses in the following academic year. For reentry, the student must meet certain conditions as mandated by the AIPC. If this is authorized by the AIPC and approved by the Executive Committee, a formal notification of Probation will be issued to the student.

The AIPC will also take into account aggravating factors such as past infractions by the student, failure of the student to fully comply with previous sanctions, an existing probationary sanction for the student, and the severity of the conduct that constituted the violation. In the presence of significant aggravating factors, the AIPC will seriously consider increasing the level of disciplinary sanction to Dismissal. Dismissal is a sanction that permanently separates a student from the College of Pharmacy without the opportunity to re-enroll in the future. If this is authorized by the AIPC and approved by the Executive Committee, a formal notification of Dismissal will be issued to the student.

In the presence of mitigating circumstances, the AIPC may decrease the level of sanction to disciplinary Warning. The student will be placed on Warning for a specified period of time and may involve loss of certain privileges such as participation in the College's Education Abroad program, nomination for leadership opportunities, etc. Further Honor System infractions during the Warning period will be viewed not only as a violation based on the act itself, but also as a violation of Warning and will result in more severe sanctions up to and including Dismissal. If this is authorized by the AIPC, a formal notification of the Warning will be issued to the student.

The mitigating circumstances may be considered significant enough for the AIPC to decrease the disciplinary sanction to a formal Reprimand. If this is authorized by the AIPC, a formal notification of the Reprimand will be issued to the student.

When an academic infraction is found, the AIPC will consult the course directors/instructor about the following grade sanctions in addition to the disciplinary sanction:

- A failing or lowered grade on an assignment – in keeping with the outcome of the Program Director’s Initial Review or as directed by the AIPC as a result of the hearing.
- A failing or lowered grade in a course – in keeping with the outcome of the Program Director’s Initial Review or as directed by the AIPC.

Ultimately, sanctions for Honor System infractions should be commensurate with the infraction and consistent with these guidelines.

ACCUSED STUDENT’S STATUS IN THE PROGRAM PENDING RESOLUTION OF SUSPECTED INFRACTION

Except as otherwise determined by the Program Director or AIPC, a student suspected of committing an Honor System infraction will be allowed to continue in the program without prejudice. If the infraction pertains to a particular course that ends before the AIPC has acted, the instructor should assign the student the grade of “Incomplete” in accordance with Board of Trustees Rule 3335-8-2. The alternate grade for the incomplete should be that grade which would be given if the student were not found in violation of the Honor Code. A student’s final grade may be altered if necessary, upon resolution of the case, the grade sanction incurred by the student, and university procedures.

CONFLICT OF INTEREST

In cases where any member of the AIPC is directly involved in the allegation to be reviewed or has a close personal relationship with the accused student, that individual shall not participate in the hearing process and shall not attempt to influence any other member of the AIPC with regard to the allegation.

HONOR SYSTEM AMENDMENTS

Students or faculty members may propose amendments or revisions of the Honor System to the AIPC. To become effective, proposed amendments or revisions must be approved by Pharmacy Council and the faculty.

APPENDIX C. DOCTOR OF PHARMACY ABSENCE GUIDELINES

OVERVIEW

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. This 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. Students with attendance modification accommodations are still asked to complete the absence request form for absences unrelated to their modification. For questions about PharmD Attendance Guidelines, please email COP-PharmDStudentServices@osu.edu.

GUIDELINES & PROCESS

Students should **be aware of the following** prior to requesting any absence to be excused:

- Requests to excuse planned absences should be made at least 4 weeks prior or as soon as the student knows of the potential conflict.
- Requests to excuse unplanned absences should be made as soon as possible.
- Approval for an excused absence request must be granted prior to finalizing travel arrangements. Incurred travel expenses DO NOT in themselves warrant an excused absence.
- Students are required to review their syllabi carefully for course-specific policies. Permission to make up missed work or other accommodations will be granted by the course director.
- Fulfilling community health service (CHS) hours and personal employment WILL NOT be approved as excused absences.

Students should **consider the following** prior to requesting any absence to be excused:

- How does the academic impact of the absence compare to the benefit this absence would offer?
- How will the duration of the absence impact academic progress in a course with limited meeting dates within the semester?

- How many other activities/events are taking place throughout the academic year and how closely do they occur?
- How intensive and time-consuming are the travel logistics involved (travel duration and method, change in time zones, etc.)?

Students are asked to follow the process below to request an excused absence:

STEP 1:

Students need to determine the type of absence: planned or unplanned (see III. Types of Absences for definitions).

- **If planned**, students should complete and submit the PharmD Excused Absence Request Form (found on the current student college webpage) where they will indicate which course(s) will be impacted by the absence. Provided the submitted information is clear and accurate and in which we already have set precedent, the absence will be deemed either excused or unexcused. Absence requests that are incomplete or do not include the required information will be denied.
- **If unplanned**, students should reach out to the course director directly with whom the absence impacted to ensure that faculty have your information as soon as possible.

STEP 2:

For situations that are not clearly excused or unexcused based on guidelines, academic affairs will review the request and consult with the appropriate course director(s) for the course(s) impacted. An email notifying the student of the outcome will be sent **within 7 business days** from when the form was submitted. If excused, the student will be asked to contact the course director to make the appropriate arrangements. If unexcused, the reason will be relayed to the student.

Although the college does not have a fixed number of excused absences that are allowed for each student in a given academic year, the amount of previously excused absences may impact the final decision of any new excused absence request submitted by a student. In addition, academic standing will also be a factor when reviewing request. Please note that depending on the timing of an absence, we may be able to provide more or less flexibility as our module courses vary in length.

TYPES OF ABSENCES

There are two absence types: planned and unplanned. Both are reviewed to determine if they are Excused or Unexcused.

PLANNED ABSENCES

Students are expected to weigh the benefits of the absence and how it could impact their academic experience. Due to the varying meeting patterns and limited duration of some courses, the timing and length must be deemed reasonable for approval as an excused absence. Additionally, there is no guarantee that planned absence requests will be excused. For any category of absence, if travel is involved, anticipated travel dates and destination location are required information. Because these are

generally scheduled well in advance, students are expected to make the request at least 4 weeks prior or as soon as the conflict is known.

- **Professional Activities:** Student participation is encouraged in relevant local, regional, and national professional activities. This also includes events organized by Career Services.
- **Personal Reasons:** these may include medical appointments, religious observances required by a student's faith, documented appearance in a court of law, and family events, or any other celebratory/non-professional activities.

UNPLANNED ABSENCES

These happen unexpectedly and are generally out of the student's control. They include, but are not limited to, personal/family illness or emergencies as well as the death of a loved one.

EXCUSED ABSENCES

Having an absence excused **does not** relieve students of the academic work from the missed class(es). Ultimately, students with excused absences bear the responsibility to be aware of requirements and to comply in a timely manner. The following absences are *typically* excused, but not guaranteed:

- Personal Illness
 - which may include but not limited to:
 - COVID
 - Hospitalization
 - Mental health
- Personal and/or family emergency
 - Family emergencies
 - Dependent Care emergencies
- Weddings* (depending on role)
- Funerals*
- Conference presentations

* Everyone defines family and loved ones in different ways therefore we as a college do not define what constitutes family for our students but would ask that students keep this in mind when requesting an absence and students should include their definition in their submission.

UNEXCUSED ABSENCES

Permission to make up missed work **may or may not** be granted and/or may negatively impact the student's final grade in the class. In addition, absences will be deemed unexcused if a student fails to follow the formal request process described under Section II. The following absences will nearly always be deemed unexcused:

- Vacation
- Absence request forms with no details provided

- Work
- CHS Hours

LAB SECTION

Every semester, it is important for the college to maintain balanced enrollment between each lab section to ensure a positive teaching and learning experience for instructors and students. Therefore, requests to change labs sections should be made judiciously; scheduling conflicts including (but not limited to) work, volunteering, or recreational activities such as vacations **will NOT be approved**.

Students registered through SLDS who have the appropriate accommodation requirements for lab attendance modifications will need to work with their lab instructors. Academic Affairs may also assist with this process.

To request one-time switches for planned or unplanned absences, students are required to complete the process in Section II of this document.

To request a lab section change for the *entire* semester:

1. The student is required to confirm with the college registrar and their course directors that their preferred lab section does not conflict with other classes (including specific activities and small group work), nor with IPPE rotations.
2. If no conflicts with other courses or IPPE rotations exist, the student initiating the request is required to find another student enrolled in the preferred lab section who has no conflicts with other courses or IPPE rotations and is willing to and has agreed to switch.
 - a. Students **with extenuating circumstances** who are not able to find another student to switch lab sections for the entire semester will need to contact the Lab Course Director(s) and work with Academic Affairs staff to determine if the request can be accommodated.
3. The student initiating the request is required to email the College Registrar to make the switch and provide the names and OSU IDs of each student. Once processed, the College Registrar will confirm the completion of the request with both students and the Lab Course Director(s). Appendix C. PharmD Academic Progression Guideline.

APPENDIX D: PHARMD TECHNICAL STANDARDS

The College of Pharmacy expects that during enrollment in the Doctor of Pharmacy (PharmD) program, students will be able to achieve the competencies delineated in the [Core Program-Level Goals and Ability-Based Outcomes for PharmD Education](#). In addition, students are required to satisfy the following technical standards approved by the College of Pharmacy:

1. **Observation:** 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, in laboratories, and patient care environments.
2. **Communication Skills:** the ability to communicate clearly in oral and written English, be cognizant of nonverbal cues, and have the ability to work on student and health care teams.
3. **Analysis and Synthesis:** the ability to identify, analyze, synthesize and apply relevant information in both independent professional and health care team contexts that are increasingly realistic throughout each stage of education and culminate in practice settings.
4. **Professional Conduct:** the ability to demonstrate responsible professional and ethical behavior as well as compassion, integrity, and respect for College of Pharmacy faculty and staff, class peers, preceptors, patients and for the privacy of health care information.

Because the College of Pharmacy is committed to providing equitable opportunities to all students, including those with disabilities, reasonable accommodations will be provided in accordance with University guidelines and applicable law. Any PharmD student wishing to request accommodations based on a disability is required to register through the [Office of Student Life – Disability Services \(SLDS\)](#). In the event that a student is not able to fulfill these standards with or without reasonable accommodations, the student will be ineligible for admission or continued enrollment in the program.

APPENDIX E: PHARMD 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 these technological requirements:

1. Wireless Connectivity
2. 4-hour battery life
 - Consider bringing a supplemental battery pack to charge between classes.
3. System Requirements for Windows laptops
 - Operating System: Windows 10 or Windows 11 versions that are both genuine and supported by Microsoft
 - Windows 10S, 11S, and RT are not supported
 - CPU: Non-ARM based processor (Intel or AMD x64) supported by Windows
 - RAM: 4GB or higher (8GB or higher recommended)
 - Hard Drive: highest recommended for the operating system (10 GB or higher available space recommended)
 - Webcam (no virtual cameras or phones as cameras)
 - Microphone (no headphones or virtual mics)
 - Integrated speakers
 - Screen Resolution: 1280x768 or higher
 - It is recommended that multiple web browsers be installed, including the most recent version of Chrome, Firefox, Edge, and Respondus Lockdown Browser.
4. System Requirements for MacOS laptops
 - Operating System: MacOS Monterey (12.x), Ventura (13.x), or Sonoma (14.x) versions that are both genuine and supported by Apple
 - CPU: Intel or M1 processor
 - RAM: 4GB or higher (8GB or higher recommended)
 - Hard Drive: 10 GB or higher available space
 - Webcam (no virtual cameras or phones as cameras)
 - Microphone (no headphones or virtual mics)
 - Integrated speakers
 - Screen Resolution: 1280x768 or higher
 - It is recommended that multiple web browsers be installed, including the most recent version of Chrome, Safari, and Respondus Lockdown Browser.

Linux computers, iPads, Android tablets, and Chromebooks have not been able to meet the technical requirements for some of the college's learning tools. Students who choose to use one of these devices must also have a supported Windows or MacOS device.

Students should have a stable high-speed internet connection at home.

STUDENT SUPPORT RESOURCES

- Instructions for determining the capabilities of your device: [Windows](#) | [MacOS](#).
- [Tech Hub](#) is the official technology store of The Ohio State University and provides exclusive pricing for students as well as support for devices.
- The [BuckeyeBar](#) at Thompson Library provides in-person support for students' technology.
- Below are links to the system requirements for some of the educational systems used in the College of Pharmacy:
 - [Carmen Canvas](#)
 - [ExamSoft](#)
 - [Proctorio](#)
 - [EchoVideo](#)
 - [EchoExam](#)
 - [Respondus LockDown Browser](#)
 - [HonorLock](#)
 - TextHelp ([Windows](#) | [MacOS](#))

APPENDIX F: SUBSTANCE USE AND IMPAIRMENT POLICY

BACKGROUND

The College of Pharmacy (COP) is committed to the health and wellbeing of patients and of students. As part of this commitment, the COP complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol, illicit drugs and/or prescription medications. Students who are impaired by substances endanger patients, themselves, faculty and staff, and other students. The purpose of this policy is to establish a process to facilitate identification and management of student impairment due to substance use with the aim of protecting patients, students, and faculty.

Substance use and impairment shall be defined as:

- The use or possession of any drug in a manner prohibited by law or by applicable regulatory agencies; and
- The use of alcohol or any legal drug or other substance in such a way that the user's judgement and/or performance is compromised.

POLICY

All students must adhere to [The Ohio State University Code of Student Conduct](#). When a student is suspected of substance use or impairment, safety of patients, others, and the student is faculty's primary concern followed by fair-minded treatment of the involved student. Any faculty member, COP staff member, student, and/or clinical/practicum site staff may report behaviors suggestive of impairment.

College of Pharmacy students are prohibited from engaging in the use of legal substances which lead to impairment during practice or the use of illegal substances that can affect their judgment/performance. Testing for designated substances will occur per the requirements of the program and/or clinical/practicum agencies.

There are circumstances in which students may need to take over-the-counter (OTC) or prescribed medications that may impair their judgment, performance, and/or behavior. As such, all students are responsible for being aware of the effect these medications may have on their judgment, performance, and/or behavior. If it is likely that the student's clinical/practicum performance could be affected by OTC/prescribed medication, the student should initiate contact with the [Office of Student Life Disability Services](#) (SLDS) for consultation.

Students are encouraged to voluntarily request referral for treatment before their substance use leads to academic or conduct problems as described in the Code of Student Conduct (3335-23-04 Prohibited Conduct) and College of Pharmacy Professional Standards. The College administration reserves the right to test a student for substances at any time that a student is suspected of impairment or substance use as outlined in the "For Cause" section of this policy.

Whether a student self-reports a substance use issue or is found to have used a substance through other means, such as, but not limited to, drug testing, the student will be referred to the applicable

assistant/associate dean for a discussion of program progression issues and review of resources. Academic progression issues will also be reviewed by the Undergraduate and/or Graduate Studies Committee/s as applicable.

At the point that a substance use issue or impairment is validated, the student will be administratively suspended and unable to participate in any College of Pharmacy practice experiences (IPPE and APPE). The appropriate dean will determine whether continued College of Pharmacy classroom attendance will be allowed.

A student on mandatory academic suspension for substance use/impairment may be considered for reactivation in the program by submitting a petition to the Academic Integrity and Progression committee. (AIPC)

A second validated instance of impaired practice will result in dismissal from the College of Pharmacy.

The College of Pharmacy shall maintain the toxicology reports in a manner that ensures the confidentiality of the results and complies with applicable state and federal requirements.

PROCEDURES

Where a faculty, staff member, or preceptor suspects that a student is under the influence or impaired, the following procedures should be taken:

1. Immediate actions.
2. Reasonable Suspicion and “for cause” drug/alcohol toxicology testing.

When faculty, staff, or preceptor believes that a student is using or is under the influence of drugs or alcohol in class or during practice, the p observing the behaviors will initiate, in consultation with the course lead^[1], the “Reasonable Suspicion Checklist”(Appendix A).

If, based on personal observations as documented on the checklist confirms, that reasonable suspicion for substance impairment (e.g. drugs and/or alcohol) exists, the faculty of record and/or the course lead will contact the appropriate assistant/associate dean who will review and determine if “for cause” testing is needed.

“For cause” testing is initiated by the designated administrator after verbal communication with the student, witnesses (e.g., other OSU faculty, students, or preceptor) and based on the completed Reasonable Suspicion Testing Checklist data that are submitted by the faculty member/s (Appendix A).

Once testing is ordered, it must be completed within two hours or as feasible based on-site location, but within 24 hours. Ordered testing for reasonable suspicion may not be appealed. Failure to complete testing in a timely manner may result in a presumption of positive toxicology result and academic suspension.

If the drug screen is positive or if the student does not complete the required testing within the specified time period, the College of Pharmacy is required to report students who hold licensure (e.g., intern licensure or other licensures) to the appropriate regulatory agency/agencies.

TESTING PROCEDURE

Costs for substance tests are the responsibility of the student. To ensure the safety of the student and public, students suspected of impairment will not be allowed to operate a motor vehicle and will be responsible for any transportation costs.

When testing “for cause,” the following substances will be tested through urine toxicology, blood toxicology, or “breathalyzer” testing as appropriate for the substance(s) of concern:

- THC (tetrahydrocannabinol)
- Cocaine and metabolites
- Amphetamine/Methamphetamine
- Benzodiazepines
- Opiates
- Methadone
- Barbiturates
- PCP (phencyclidine)
- Alcohol
- Any other substance(s) deemed necessary to test

FOLLOW UP ACTIONS

Test results

The Medical Review Officer (MRO) will receive all toxicology reports from the laboratory. The MRO will review lab reports and interpret test results. The MRO will report final toxicology results to the Associate Dean for Academic Affairs or their designee. The Associate Dean for Academic Affairs will inform the applicable members of the College of Pharmacy administrative leadership team of the results of the testing on a need-to-know basis.

RECORDS DISPOSITION

Incident documentation is stored in a firewall-secure, password protected electronic folder on a College of Pharmacy server accessible only by the Associate Dean for Academic Affairs and Educational Innovation and his/her designees. Incident records are stored separately from student academic records and are retained as consistent with [OSU Records Management Policy](#).

[1] If the course lead is not available, the course faculty or faculty of record will initiate the reasonable suspicion checklist and notify the applicable assistant/associate dean directly.

REFERENCES

American Association for College of Pharmacy. (1998). Policy and guidelines for prevention and management of substance abuse in the nursing education community.

The Ohio State University. (2018). *Drug-free workplace policy 7.30*. Retrieved from <https://hr.osu.edu/public/documents/policy/resources/730rstprocess.pdf>

The Ohio State University. (2018). *OSU records management policy*. Retrieved from <https://library.osu.edu/osu-records-management/policy>.

The Ohio State University. (2016). *Student conduct*. Retrieved from <https://studentconduct.osu.edu/>

APPENDIX G: ELECTIVE APPROVAL POLICY

As an important part of their curriculum PharmD students are required to complete at least 9 hours of professional elective course work from the Approved Course List prior to graduation. Elective course work must be taken while enrolled in the Doctor of Pharmacy program. Courses taken prior to matriculation into the PharmD program cannot be used to satisfy the professional elective requirement.

SUBMITTING COURSES FOR APPROVAL

Students will be given the opportunity to submit proposals to count a course not on the elective list twice a year in September and February by submitting their proposal through the [Qualtrics survey](#):

This survey will request the following documentation:

1. Course information, including department, course number, course title, credit hours and terms offered
2. A paragraph explaining how the course fulfills the professional elective requirements
3. An upload of the course syllabus

Upon submitting a completed proposal, the information will be provided to the PharmD Program Committee for review and approval. The student will be notified via email of the outcome of the Committee meeting.

REVIEW OF PROPOSED COURSES

Elective approvals will be reviewed twice a year, November and April, during the PharmD Program Committee meeting. Courses will be reviewed with the following criteria:

1. Rigor – Is the course appropriate for a graduate, professional program?
2. Relevance – Is the course relevant to the development of a professional pharmacy student?
3. Redundancy – Does this course unnecessarily repeat a substantial amount of content already covered in the required professional curriculum?