



**Working Professional Doctor of Pharmacy
Distance Learning Degree Program**

**STUDENT/FACULTY HANDBOOK
2017 - 2018 Academic Year**

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INTRODUCTION

Message from the Dean

On behalf of the faculty and staff, I would like to welcome you to the University of Florida College of Pharmacy. We look forward to working with you and helping you attain your career goals in pharmacy.

As you may know, you are one of the most highly regarded student body groups among all colleges of pharmacy in the United States. We are pleased that you have chosen this college to pursue your pharmacy education, and we are committed to ensuring that you have a positive and rewarding academic experience.

The College of Pharmacy mission is to prepare you to be the most competent practitioner possible. As professionals, you are responsible for providing safe, rational and cost-effective drug therapy. Your college faculty intend to make sure that you are ready for this responsibility.

When you have completed the professional curriculum, you will have acquired the knowledge and skills you need to function as an effective problem-solver, communicator, leader and innovator. Your knowledge of medication use will be enhanced by a compassionate attitude, as you will have learned to listen to your patients and to understand the special needs and problems faced by those in your care.

As you pursue your academic career, you will be accessing the most current and useful body of drug knowledge, and you will be empowered to learn those clinical and administrative skills that will ensure a highly successful pharmacy career.

In addition, you will be interacting with some of the nation's most distinguished pharmaceutical scientists and the most widely recognized pharmacy researchers and clinicians. Our faculty is committed to the discovery of new drugs and new information to enhance the use of medications to treat disease. The faculty's dedication to scholarship contributes to your education, as well as to the advancement of science and the profession.

Because we want your pharmacy education to be a rewarding personal experience, we encourage you to participate in college activities and to become involved with the professional organizations that serve your chosen field.

Good luck to all of you for the coming academic year. We are proud of the hard work and achievements that have brought you to the door of the College of Pharmacy. And we will be even more pleased and proud when you have earned your degree.

Your success is the standard by which we measure the performance of the faculty and programs in this College of Pharmacy. We wish you all the best.

Julie Johnson, Pharm.D.
Distinguished Professor and Dean, College of Pharmacy

Mission and Goals

The University of Florida College of Pharmacy promotes the health and welfare of the people of Florida and the nation by preparing graduates in pharmacy to take independent, professional responsibility for the outcome of drug therapy in patients. Graduates have the scientific and cultural background necessary to assume leadership roles in the profession and the community.

The College promotes and fosters graduate education in the pharmaceutical and clinical sciences. The College educates students to be distinguished contributors to pharmacy and related disciplines.

The Faculty gives its members the opportunity and encouragement to develop fully as teachers and scholars.

The College supports and develops quality research programs which serve to advance the knowledge and skills of pharmacists and the associated scientific community.

The College provides leadership for the continuing professional growth and development of pharmacy, both in Florida and nationally.

The College cooperates in a service capacity with other institutions in the provision of specialty advanced training, as well as with the state and the profession in areas where the College Faculty possess unique expertise.

The College provides opportunities to practicing pharmacists to maintain and enhance their competencies for professional practice.

Accreditation

The University Of Florida College Of Pharmacy's Doctor of Pharmacy degree program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810. (Phone 312-664-3575; Fax 312-664-4652 web site www.acpe-accredit.org). Accreditation standards are available at the web site for ACPE and in the Office for Student Affairs.

Students who have complaints about the College's ability to meet accreditation standards or adhere to policies and procedures of ACPE may inform the Associate Dean for Curricular Affairs and Accreditation by letter. Students may make an appointment to meet with members of the College administration to discuss their complaints. Such complaints will be investigated and a response prepared by administration of the College within two weeks of receipt of the complaint. Students may directly contact ACPE with a complaint if they are not satisfied with the response by College administration. A record of written complaints about the College's compliance with ACPE accreditation standards or policies and procedures, each step in the procedure for review, the response by administration, and the outcome, except otherwise prohibited by state or federal law, will be maintained for ACPE to review.

Tuition and Fees

For the latest tuition and fee information, please refer to this website <https://cop-main.sites.medinfo.ufl.edu/files/2010/12/2014-15-WPPD-Tuition-and-UF-Fees.pdf>

Financial Aid

Information about UF Financial Aid is available at the UF Financial Affairs web site www.sfa.ufl.edu.

POLICIES REGARDING THE PROFESSIONAL CURRICULUM

Educational Program

The University of Florida College of Pharmacy is a member of the American Association of Colleges of Pharmacy. Its professional program is accredited by the American Council on Pharmaceutical Education.

The professional program is designed to provide the necessary education and clinical training for students to develop into competent health professionals who are capable of providing both distributive and patient-oriented pharmaceutical services in community pharmacies, hospitals, clinics, and extended health care facilities. Additionally, the program has sufficient flexibility to accommodate students who are interested in administrative services, graduate study, and research.

The curriculum for the Doctor of Pharmacy program is outlined on the following pages. The College of Pharmacy reserves the right to modify the curriculum so long as the time for completion of the respective programs remains unchanged. It should be noted that the student is responsible for completing no less than the total units specified in the catalog for the pharmacy degree, even if certain previously required courses have been phased out and are no longer offered.

Core Performance Standards for Pharmacy School Admission

Candidates for the Doctor of Pharmacy degree must be able to perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. Individuals are encouraged to discuss their disabilities with the Associate Dean for Student Affairs and consider technological and other facilitating mechanisms needed in order to train and function effectively as a pharmacist. The UF College of Pharmacy is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** A candidate must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team.
- **Sensory/Motor:** A candidate must have sufficient motor function to elicit information from patients by physical touching patients, e.g., assessing range of motion of a joint, blood pressure readings, taking a pulse reading. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g., first aid treatments, cardiopulmonary resuscitation. A candidate must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions,

e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- **Intellectual** (Conceptual, Integrative, and Quantitative Abilities): A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information. A candidate must be fully alert and attentive at all times in clinical settings.
- **Behavioral/Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Educational Philosophy

To empower students to be caring medication therapy experts and effective members of the interprofessional team, we provide a strong educational foundation in the biomedical, pharmaceutical, social and administrative, and clinical sciences. We deliver an organized, sequential curriculum that instills an evidence-based approach to problem-solving and fosters the development and integration of knowledge, skills, attitudes, and values required in the profession. The use of online, face-to-face, and independent learning activities requires students to assume responsibility for their own learning. Because contemporary learning occurs in multiple settings, we optimize the use of effective technology to connect learners in both synchronous and asynchronous environments. Students have diverse learning styles, and they need to apply what they learn within the actual context of practice. Therefore, we employ a variety of instructional methods such as didactic lectures, assignments, and application-based practice laboratories. We maximize student engagement through sound instructional design, and we emphasize social interaction and communication with peers, faculty, and staff to enhance the learning experience across the curriculum. We view the curriculum as a tool to develop professionals who embrace the concept of lifelong learning and who are committed to the advancement of pharmacy practice.

Statements about Curriculum

Students are bound by the WPPD curriculum which is in effect when they become classified as a Pharmacy student in the professional program. If it becomes impossible for a student to pursue the prescribed curriculum because of subsequent curriculum changes, he/she must petition the Curriculum Committee to substitute equivalent courses. Course equivalence will be determined by the Curriculum Committee.

Core Curriculum

Students must complete all required courses listed for Doctor of Pharmacy (WPPD) curriculum in order to be eligible for the degree.

Transfer Credits

Due to the integrated nature of the WPPD curriculum, it is unlikely that transfer credit or waivers for prior learning or experience would be approved. However, students may submit a petition for acceptance of transfer credit or course waivers by providing detailed information regarding their coursework or prior experience. Petitions would be reviewed on a case by case basis.

College of Pharmacy Outcomes

Domain 1 – Foundational Knowledge

1.1. Learner (Learner) - Develop, integrate, and apply knowledge from the foundational disciplines (i.e., **pharmaceutical, social/behavioral/administrative**, and **clinical sciences**) to evaluate the scientific literature, explain drug action, assess and solve therapeutic problems, and advance population health and **patient-centered care**.

Domain 2 – Essentials for Practice and Care

2.1. Patient-centered care (Caregiver) - Provide **patient-centered care** as the medication expert (collect and interpret evidence, prioritize patient needs, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

2.4. Population-based care (Provider) - Discuss how **population-based care** influences **patient-centered care** and influences the development of practice guidelines and evidence-based best practices.

Domain 3 - Approach to Practice and Care

3.1. Problem Solving (Problem Solver) – Identify and assess problems; explore and prioritize potential strategies; and design, implement, and evaluate the most viable solution.

3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

3.3. Patient Advocacy (Advocate) - Assure that patients' best interests are represented.

3.4. Interprofessional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

3.5. Social & Cultural Sensitivity (Includer) - Recognize **social determinants of health** in order to diminish disparities and inequities in access to quality care.

3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Domain 4 – Personal and Professional Development

4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, attitudes, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

4.3. Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

4.4. Professionalism (Professional) - Exhibit behaviors and values (e.g., UF PHARMD CORES) that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Description of the WPPD Curriculum

Learning Environments

- Individual – Asynchronous streaming lectures, textbooks, articles, course manual
- Virtual – Online course website, collaborative synchronized web-based meetings, message boards, discussion groups
- Professional Workplace – Case studies, research, clinical practice assessments
- Small Group – Interaction sessions by region

1 Introductory Course: 6 Credits

PHA 5629: Foundations of Pharmacy Care***

8 Body System Courses: 6 Credits Each

PHA 5591: Circulatory Disorders
PHA 5592: Cardiac Disorders
PHA 5593: Kidney Disorders
PHA 5594: Women's Health and Endocrine & Hematologic Disorders
PHA 5595: Respiratory Disorders
PHA 5596: Gastrointestinal Disorders
PHA 5597: Protective and Structural System Disorders
PHA 5598: Neurological and Psychiatric Disorders

3 Clinical Courses: 3 Credits Each

PHA 5566: Practice Experiences I (Semester 3)
PHA 5567: Practice Experiences II (Semester 6)
PHA 5568: Practice Experiences III (Semester 9)

Course Offerings

WPPD body system courses are offered on an 8 semester rotation. Missing a semester will result in delay of program completion.

*** PHA 5629 Foundations of Pharmaceutical Care is offered every semester

Course Descriptions

PHA 5629: Foundations of Pharmacy Care.

Credits: 6; Prereq: Working Professional Pharm.D. student. This course will serve as an orientation to the Working Professional Pharm.D. program. It will provide the student with the foundation, principles and skills necessary for providing pharmacy care to patients. The course will include an introduction to the policies and procedures and operation of the eight body-system pharmacy care courses in the program. Students will become familiar with problem-solving skills necessary for designing, recommending, and monitoring patient-specific pharmacotherapy. The course will also include introductory modules on pharmacokinetics, literature evaluation, drug information, and other clinical topics.

PHA 5591: Circulatory Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with circulatory disorders. Topics include conditions such as hypertension, lipid disorders, and cerebral vascular thrombosis as well as anticoagulation.

PHA 5592: Cardiac Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with cardiac arrhythmias, congestive heart failure, angina pectoris and myocardial infarctions.

PHA 5593: Kidney Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with renal disorders. Topics include conditions such as acute and chronic glomerulonephritis, urinary tract infections, nephrotic syndrome, drug-induced renal disorders, renal failure/renal transplantation and dosing drugs in renally impaired patients.

PHA 5594: Women's Health and Endocrine & Hematologic Disorders

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with endocrine disorders. Topics include conditions such as diabetes mellitus and thyroid disorders. Breast cancer, gynecological malignancies, contraception, and other women's health issues are also covered in this course. In addition, hematological conditions, including various anemias and leukemias are included.

PHA 5595: Respiratory Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with respiratory disorders. Topics include conditions such as asthma, chronic obstructive pulmonary disease, pneumonias, lung cancer and drug-induced pulmonary disorders.

PHA 5596: Gastrointestinal Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with digestive disorders. Topics include conditions such as peptic ulcer disease, gastrointestinal reflux disease, stress ulcerations, drug-induced peptic ulcer disease, inflammatory bowel disease, alcoholic cirrhosis and dosing drugs in hepatically impaired patients. Evaluation of drug interactions and concepts of nutrition support are also included in this course.

****PHA 5597: Protective and Structural System Disorders.** ** PHA 5597 is offered out of sequence. It is offered after PHA 5598.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with protective system disorders. Topics include conditions involving the immune system, HIV / AIDS, sexually transmitted diseases, and dermatological disorders.

PHA 5598: Neurological and Psychiatric Disorders.

Credits: 6; Prereq: Working Professional Pharm.D. student. The concepts of pharmacy care are applied in an integrated manner with the pertinent biomedical, pharmaceutical and clinical sciences for patients with psychiatric disorders. Topics include conditions such as Alzheimer's disease, dementia, substance abuse, Attention Deficit Hyperactivity Disorder, schizophrenia, anxiety, and affective disorders.

PHA 5566: Practice Experiences I

Credits: 3; Prereq: 3rd Semester Working Professional Pharm.D. student. Completion of Year 1 CPAs and CPI Requirements.

PHA 5567: Practice Experiences II

Credits: 3; Prereq: 6th Semester Working Professional Pharm.D. student. Completion of Year 2 CPAs, CPI and PC Paper Requirements.

PHA 5568: Practice Experiences III

Credits: 3; Prereq: 9th Semester Working Professional Pharm.D. student. Completion of Year 3 CPAs and PC Paper Requirements.

Continuing Education

WPPD Pharmacy Care Courses (PHA5629 and PHA5591-PHA5598) are approved by the University of Florida, College of Pharmacy, for 30 hours of continuing pharmacy education (8 hours are considered "live" CE credit). Students earning passing grades in these courses may receive continuing education credit through the college's Office of Continuing Education for an additional fee.

Clinical Requirements

Pharmacy students entering the WPPD program must comply with pre-clinical requirements established by the College of Pharmacy and institutions that allow students access to patient care facilities. These requirements include but are not limited to the following items: up-to-date immunizations, up-to-date BLS certification, two-step TB skin test, background check inclusive of criminal background, physical exam, health insurance, malpractice insurance, HIPAA training, training on handling biological fluids, and drug screens. Pharmacy students must meet these requirements by the deadlines established by the WPPD program. The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requires institutions to consider students in clinical and practical training as the same as employees. Hence, for accreditation purposes for healthcare organizations, students must meet the same requirements at the institution that are expected of employees. The College of Pharmacy may be asked to provide an attestation that these requirements have been met in order for a student to access clinical or practical training at selected healthcare organizations.

A criminal background check is required for each pharmacy student upon entry into WPPD program to meet the standards established by the Joint Commission on Accreditation of Healthcare Organizations (JACHO). Other background checks are also required involving social security number verification, employment record, and presence on state and national exclusion lists. Periodic drug screens are required by selected hospitals. Blood titers for immunity against selected diseases may be required by some hospitals. An up-to-date TB skin test or chest x-ray is required.

Access to Patients

All WPPD students are required to have access to patients and patient medical information. This access is imperative for completing clinical requirements as well as basic course assignments, including case presentations, throughout the curriculum.

Each semester, students will be required to "work-up" and present "real" patients in small group meetings. Because of this, students must be able to obtain the following patient medical data: laboratory results, procedure results, physician notes, nursing notes, medication profile, medical history, etc. In addition, students must be able to personally interview patients and communicate with physicians and other health professionals.

Students must also have access to patients with a variety of diseases and disorders, including those relating to the circulatory, cardiac, renal, endocrine, respiratory, gastrointestinal, psychiatric and protective systems. Students working within a general hospital or clinic usually have sufficient access. Those working in a specialized facility, such as a cancer center, pediatric hospital or long-term care facility may be limited in their patient base. Community-based or retail pharmacists, and those working in industry, consulting or non-patient-care settings may have limited or insufficient access. Students lacking adequate access to patients are required to establish a relationship with a hospital, physician office or other clinical setting.

Students should not rely on the use of family or friends as example patients for coursework.

Access to patients must be secured before applying to the WPPD Program. An affiliation agreement between the person/location granting patient access and the University of Florida must be secured within the first semester.

Clinical Practice Assessments

Traditional clinical clerkships and rotations have been replaced by Clinical Practice Assessments (CPAs) that are fully integrated into each aspect of the WPPD program. CPAs allow WPPD students the flexibility of remaining a full-time working professional while completing clinical and experiential requirements of the program.

CPAs are specific tasks that “advanced practitioners” are expected to be able to perform, including participating as an inter-professional team member, developing pharmaceutical care plans, and performing patient assessments. Successful completion of CPAs is based on demonstrating competency rather than completing the activities for a pre-established amount of time. Students must meet pre-established criteria and demonstrate consistency when performing each CPA.

International students must complete required CPAs on US soil. Specific requirements for completion of Year 1, 2, and 3 CPAs are described in detail in the student CPA manual.

Affiliation Agreements

For any place where students are accessing patient medical records, such as for case presentations, homework assignments, and CPAs involving patient care, there must be an affiliation agreement between the practice site and the University of Florida. This is a legally binding document that establishes expectations and assures the student a patient care learning experience. This agreement must be secured before a student begins completing case presentations and CPAs.

Students are responsible for identifying their own affiliated site and preceptors. WPPD approval is required before beginning CPAs and case presentations.

New students are advised to secure at least one site/affiliation agreement during their first semester in order to ensure timely completion of CPAs and case presentations. The Foundations of Pharmacy Care course includes guidelines and instructions for obtaining preceptors and sites.

Preceptors

Clinical Practice Assessments are generally accomplished under the direction of a preceptor – an advanced practitioner who can share practical experience and provide personal training, mentorship, and supervision. Preceptors are responsible for determining a student’s competency according to pre-established criteria.

The majority of CPAs require a preceptor that has a Pharm.D. and advanced clinical practice experience. A minimum of two preceptors is required. WPPD approval of all preceptors is required before a student may begin completing CPAs. Specific preceptor requirements are described in detail in the student CPA manual. Please consult the CPA manual for more information on the WPPD clinical structure and requirements.

Basic Life Support (BLS) Certification

All pharmacy students must be basic life support (BLS) certified upon enrollment in the College of Pharmacy. This may be accomplished through a certification program by the American Red Cross. BLS certification must be maintained while a student is in the College of Pharmacy

Health Insurance

Pharmacy students are required to have health insurance. One option to consider is the University sponsored health insurance. For more information, go to the insurance company's website. Enrollment may be arranged within the first 30 days of a semester. The policy year begins on August 14 and terminates on the same date the next year. Other policies may be available specifically for international students. It is the student's responsibility to know the benefits and limitations of a selected plan.

Students may prefer to continue with a health insurance plan already in effect for their family, or they may want to obtain a new policy of their own. Keep in mind that some plans do not cover services in geographical areas other than the home city.

Cost of this insurance is assumed by the student. All UF students enrolled in a degree seeking program are eligible to enroll in the Student Injury and Student Insurance Plan. Please contact the Student Health Care Center for additional information regarding insurance plans and providers.

Live Group (Regional/Remote) Meeting Attendance

All students taking their 2nd through 9th semester courses are required to attend either 3 Regional Sessions or 1 weekend-long Remote Session each semester. Attendance at all live group meetings is mandatory. Absence will affect course grade.

Regional Absence Make-up Process

Purpose statement:

Class sessions are an important and integral aspect of the Working Professional Doctor of Pharmacy degree experience. Missing a class compromises the student's ability to fully benefit from the experiential activities afforded by these sessions. Since there are only three group meetings, it is highly unlikely a student can fully make-up the valuable lessons learned through activities such as participation in homework review, case study discussion, workshops, and other professional interactions provided by these sessions. As such, the University of Florida highly discourages missing a class meeting.

I. Criteria

- A. Student may be allowed to make-up all or part of missed assignments if there is an unplanned emergency such as a family death or major illness. At the discretion of the facilitator and course coordinator, appropriate documentation of the occurrence may be required.
- B. Facilitators should notify the course coordinator immediately if a student misses, or is expected to miss, any session.
- C. If the student has a conflict with a session, every effort should be made to resolve the conflict so that the student attends the assigned session. In the event this is not possible, students may be allowed to turn in assignments prior to the assigned session. At the discretion of the facilitator and course coordinator, appropriate documentation may be required. Since most assignments are the basis of class discussion, which the student will miss, complete credit for assignments cannot be assured even when the homework is turned-in ahead of time.
- D. Students should notify their facilitator as soon as they become aware of the conflict so that all options for turning in or making up the assignments can be adequately explored. Should students wait until the last minute, some options may not be available.

II. Process

- A. Students should contact facilitators with conflicts and facilitators should develop a plan based on the guidelines below. If there is concern regarding the validity of the conflict or should the facilitator desire assistance developing the plan, the course coordinator may be contacted for assistance.

- B. Every attempt should be made to resolve the conflict so that the student can attend the scheduled session. If the student will be traveling, participation in a session other-than the student's own group should be considered.
- C. If it is not possible to resolve the conflict and there is enough advance notice, arrange the assignment schedule so that any cases/presentations etc are not assigned for the session to be missed (this is not rearranging, but initial scheduling of the case).
 - 1. If initial scheduling is not possible then the scheduled cases/presentations may be moved to another session, class time permitting which is at the discretion of the facilitator.
 - 2. If it is not possible to schedule cases/presentations during a session, the facilitator may arrange for the student to present to them at another time. This is not required, is solely at the discretion of the facilitator, and partly based on the activities of the day and time constraints.
- D. Cases not presented as arranged in item C, homework and any workshops with assignments should be submitted prior to the session for planned absences and at an agreed upon time shortly after class if unplanned.
- E. If the student is missing the midterm then they are to take the exam as close to the scheduled time as possible using a proctor who can be the facilitator or one approved by the facilitator. The proctor should not be a coworker, employer, or student in the WPPD program. The student must sign and return an academic honesty statement along with the midterm exam. The exam should be scheduled prior to the exam date if the absence is known in advance. In the event of an unplanned absence the exam should be scheduled as soon as possible after the assigned date.
- F. Once a draft plan has been developed it must be forwarded to the course coordinator for approval. All absence plans must be approved by the course coordinator.
- G. Once the plan has been approved, the facilitator sends the final plan to the student. The student is required to acknowledge and agree to the plan either by email or in writing. Verbal agreement is not acceptable.
- H. Students may not miss more-than one session in any given semester.
- I. The Assistant Director for academic affairs (Dr. Scott Troyer) should be notified of students with repeated missed sessions as this represents a possible academic concern.

III. Point Assignments

- A. If cases and presentations are not actually presented; the student forfeits the presentation points for the assignment.
- B. Participation points should be assigned utilizing the Participation Evaluation Form. The following applies:
 - 1. No points should be given for numbers 1-Present, 2-Punctual, 4-Class discussion, 5- Participates in workshops, 6-Questions/Comments appropriate, and 8- Pays attention if the session is missed. For students attending partial sessions, credit up to the % of class attended may be assigned. (Example - students attending a half day could receive no more than 5 points in each of these categories.)
 - 2. Full credit (10 points) is possible for 7-Accepts criticism, 9-Appropriate attitude, and 10- Out of class communication. These should be graded as normal.
 - 3. Credit possible for 3-Well prepared:
 - a. Up to full credit (10 points) may be assigned if the homework, workshop assignments, and cases are presented.
 - b. Up to 9 points may be assigned if the homework, workshop assignments, and cases are turned in according to schedule.
 - c. Up to 8 points may be assigned if the case and homework or workshop assignments are turned in according to schedule.
 - d. Up to 7 points may be assigned if only the case is turned in according to schedule.
 - e. No points should be given if case not turned in regardless of other assignments.
 - 4. For students missing the entire class session, a maximum of 40% for participation is possible if all assignments are completed and turned in.

Remote Model Absence Make-up Process

Purpose statement:

Class sessions / conference calls are an important and integral aspect of the Working Professional Doctor of Pharmacy degree experience. Missing a class / call compromises the student's ability to fully benefit from the experiential activities afforded by these sessions. Since there is only one live group meeting, a student cannot fully make-up the valuable lessons learned through activities such as participation in homework review, case study discussion, workshops, and other professional interactions provided by this session. As such, students cannot miss the remote weekend. In addition students cannot miss more than 2 conference calls that are not made up.

I. Criteria

- A. Student may be allowed to make-up all or part of a missed call if there is an unplanned emergency such as a family death or major illness. At the discretion of the facilitator and course coordinator, appropriate documentation of the occurrence may be required.
- B. In order to make-up the call students will need to attend another call that week.

II. Process

- A. Students should contact facilitators with conflicts and should arrange to attend another call that week if missing the call is unavoidable.
- B. Every attempt should be made to resolve the conflict so that the student can attend the scheduled call.
- C. The Student is expected to make up the presentation per facilitator assignment on a future conference call. In the event that the student cannot make up the missed call. The presentation may be submitted in a timely fashion for grading as directed by the facilitator. This applies only to excused missed calls.

III. Point Assignments

- A. Ten participation points are assigned to the experiential weekend. Five points are assigned to the conference calls.
- B. If the student can't attend another call that week, and the cases / presentations are not actually presented; the student forfeits the presentation points for the assignment but the assignment may be turned in for grading if the absence is excused.
- C. One participation point (out of 15 for course) will be deducted for each call missed and not made up. Students cannot miss more than 2 calls.
- D. Assignments turned in but not presented due to an excused missed call may be graded per usual, but presentation points will not be given.

UF Computer Policy

Access to and on-going use of a computer will be required for all students to complete their degree program successfully. The University of Florida expects each student to acquire computer hardware and software appropriate to his/her degree program. Competency in the basic use of a computer is a requirement for graduation. Class assignments may require use of a computer, academic advising and registration can be done by computer and official university correspondence is often sent by e-mail.

While the University offers limited access to computers through its computer labs, most students will be expected to purchase or lease a computer that is capable of network connection to the internet, graphical access to the World Wide Web, and productivity functions such as word processing and spreadsheet calculation. Individual colleges will define specific configurations required for their curricula. The College of Pharmacy requires a laptop computer for all pharmacy students. Cost of a computer will be included in financial aid considerations.

College of Pharmacy WPPD Student Computer Requirements

Requirements for incoming WPPD Students

Information about computer requirements may be accessed at:

<http://it.pharmacy.ufl.edu/student/requirements/wppd-req/>

Gatorlink E-mail and Accounts

Official University and College business email will be communicated to students using the University Gatorlink email account (see UF Office [365 Email](#) Address). That is, official mail will be sent exclusively to GatorlinkUserName@ufl.edu. The required email address recorded for all students will be the Gatorlink address. This is the email address displayed in the online phonebook. Students should not forward their mail to other mail services.

Students can obtain a GatorLink account at <http://www.gatorlink.ufl.edu/> or by calling 352-392-HELP.

The College regrets that it cannot answer questions from individual students about GatorLink accounts. We suggest you call the UF help desk at 352-392-HELP. Furthermore, we cannot answer questions or do repairs on your laptop.

Important Links

WPPD Homepage:

<http://pharmacy.ufl.edu/education/doctor-of-pharmacy-degree-pharmd/working-professional-pharmd-wppd/>

Primary Information Portal for the WPPD Program

- Academic Calendar, Withdrawal Policy, WPPD Course Registration
- Textbook Information, Remote Site Schedule, PC Project Information
- Graduation Information

PharmAcademic: <https://www.pharmacademic.com/>

- Requesting CPAs
- Uploading CPA documentation
- Preceptor and Site Evaluation

e-Learning: <http://elearning.ufl.edu/>

WPPD Online Course Website

- Online Courses
- CPA Information
- Student Resource Center

UF's Student Information Portal: <http://one.ufl.edu>

Transcripts, Course Schedules, Registration, Emergency Contact Information, Grades, Financial Aid Information

Gatorlink Email: www.outlook.ufl.edu

University of Florida email account login portal

Health Science Center Libraries: <http://www.library.health.ufl.edu/>

University of Florida Health Science Center Library Homepage

- Electronic Journals, Databases and Books, Interlibrary Loans, Library Resources Tutorials

WPPD Program Library Guide: <http://libguides.library.health.ufl.edu/WPPD>

WPPD Program-specific Library Tutorials and Information

UF Computing Help Desk: <http://helpdesk.ufl.edu/>

- Gatorlink SetUp, E-Learning and ISIS Support, UF Software, Turn-It-In Support

UF Registrar: <http://www.registrar.ufl.edu/>

Homepage of the University Registrar

- Transcripts Ordering, Proof of Enrollment, Commencement Information

UF Bookstore: <http://www.bkstr.com/>

Gatorzone: <http://www.gatorzone.com/>

The Official Website of the Florida Gators

- UF Sports Information, Schedules, Merchandise, Tickets and Multimedia

PROFESSIONAL STANDARDS FOR GRADUATION

Progression in the Professional Degree - Professional Behaviors

Students are expected to abide by the University of Florida Student Conduct Code and the Pledge of Professionalism established by the College of Pharmacy. The University of Florida's Honor Code is included in the Student Conduct code. Students also must fulfill the Core Performance Standards for pharmacy students. The above codes and the affective, cognitive, and psychomotor standards as described in the Student-Faculty Handbook must be met in order for a pharmacy student to meet the professional standards for graduation and to fulfill the mission statements of the College of Pharmacy and the University of Florida.

Students who are held accountable for violations of the Student Conduct Code for the University of Florida may be given a letter of reprimand, placed on conduct probation, suspended for period of time, required to acquire professional evaluation and counseling or other medical care, required to complete community service, or expelled. Accountability for sexual harassment, academic dishonesty, violation of HIPPA or privacy regulations, chemical impairment, violation of state and federal laws, etc. may delay or permanently prohibit progression in the PharmD curriculum. Due process review for charges of violations of the Student Conduct Code is stated in the University brochure on Student Rights and Responsibilities. The College's Professionalism Committee, Academic and Professional Standards Committee and the Health Center Student Conduct Standards Committee may review and make decisions on misconduct behaviors of students per College and University policy.

ACADEMIC PERFORMANCE STANDARDS

Academic Performance and Advising

Academic Probation and Dismissal

University Probation

A student with less than a 2.00 overall grade point average shall be placed on scholarship probation. Such probation will continue until the deficit is satisfied.

University Dismissal

A student with 15 or greater grade point deficits below a C average (2.00) shall be dismissed from the University. Upon readmission the student must achieve conditions for probationary status in order to remain at the University of Florida.

Academic Policies for the College of Pharmacy

Please note that as of summer semester 2009, the University of Florida converted to a minus grade system. For the purposes of defining a grade less than C, a C minus grade is included in this definition.

Thus, grades of C-, D+, D, D-, E, and I or N grades being calculated as an E grade in the GPA are counted as grades less than C.

College of Pharmacy students are subject to University regulations which pertain to overall grade point deficits (scholarship probation and dismissal for academic reasons). In addition, students must make normal academic progress in the WPPD curriculum.

A student with a grade point deficit of 10 or less points below a C average in WPPD courses shall be placed on College probation. The student shall be permitted one semester immediately following notification of probation to eliminate the grade point deficit and return to a C average in required pharmacy courses. Failure to do so shall mean dismissal from the College of Pharmacy. A student on academic probation who wishes to withdraw from a course must first submit a petition to the Academic and Professional Standards Committee.

A student who has been dismissed or has withdrawn from the College of Pharmacy and subsequently readmitted will be subject to the current curriculum and regulations on probation and dismissal.

A student who has a grade point deficit of 10.5 or more points below a C average in WPPD courses shall be dismissed from the College of Pharmacy.

A student who is placed on academic probation for a second time must make up the grade point deficit points below a C average by the end of the probationary semester. A student shall not be placed on academic probation for a third time but shall be dismissed from the College of Pharmacy.

A student will not be allowed to graduate until the conditions of academic or conduct probation have been satisfied.

A student must repeat all WPPD courses in which an E grade was received. All repeat course work must be completed with a satisfactory grade prior to consideration for graduation.

A student who has completed the WPPD curriculum but who does not attain a minimum 2.00 grade point average shall not be considered for the Doctor of Pharmacy degree.

Practice Experiences Course Policies:

Students will be registered for Practice Experiences (PE) courses during their 3rd, 6th, and 9th semesters in the program. Students must satisfactorily complete the 1st year CPAs and CPI outline/ plan for year 1 to receive a grade of Satisfactory in the Practice Experiences I course, PHA5666. Students must satisfactorily complete the 2nd year CPAs and Capstone Paper Outline to receive a Satisfactory grade in the Practice Experiences II course, PHA5667. And, students must satisfactorily complete the 3rd year CPAs and Capstone Paper to receive a Satisfactory grade in the Practice Experiences III course, PHA5668.

Students failing to receive a "Satisfactory" grade in PHA5666, PHA5667, or PHA5668 must repeat the course the next semester they are enrolled in a WPPD course. Failure to receive a "Satisfactory" grade after the second attempt at PHA5666, PHA5667, or PHA5668 will result in the discontinuation of enrollment in Pharmaceutical Care coursework. A petition may be submitted to repeat PHA5666, PHA5667, or PHA5668 a third time to complete the CPA and CPI/ Capstone Paper requirements. Failure to complete the requirements after the third attempt at PHA5666, PHA5667, or PHA5668 may result in dismissal from the program for unsatisfactory academic progress.

Academic Policies for Progression in the WPPD Program:

Students must satisfactorily complete at least one WPPD course per year to maintain satisfactory progress toward their degree. Failure to maintain adequate progress can be a basis for dismissal from the WPPD Program.

Students have a maximum of seven years from their initial enrollment to complete the degree requirements for the Doctor of Pharmacy degree through the WPPD Program. Coursework or clinical work falling outside of the seven year time limit will not count toward meeting the student's degree requirements and must be repeated to be eligible for graduation. Students returning to the program after a prolonged absence (due to illness, etc...) must petition for re-admission, meet current degree requirements, and any course or clinical work falling outside of the seven year time limit must be satisfactorily repeated in order to meet degree requirements.

Students failing to enroll for two consecutive semesters must re-apply to the WPPD Program and the University of Florida. If readmitted, the student will be subject to the current curriculum and regulations on probation and dismissal.

Petitions - Appeals - Academic and Professional Standards Committee

All requests for waiver of academic regulations must be submitted in writing to the Academic and Professional Standards Committee. In many instances, the petition must be accompanied by written documents such as a letter from a physician or clinical psychologist or agency such as the Professional Recovery Network or copies of medical records. Failure to provide such documentation may constitute grounds for denial of a petition. The WPPD Director of Student and Academic Affairs can direct students in the proper procedure. An appeal from a committee decision shall be treated as a new petition with the provision that the student must submit further evidence of increased hardship or changed conditions for the appeal to be considered.

Academic and Professional Standards Committee

Each student is responsible for submitting his/her own petition. The Academic and Professional Standards Committee of the College of Pharmacy will act on all petitions concerning internal matters within the College of Pharmacy. The University Senate Committee on Student Petitions acts on all other matter (e.g., petitions for retroactive medical withdrawal). Students may seek guidance from the Director of Student and Academic Affairs in all matters concerning petitions. The Dean may review appeals on the decisions of the Academic and Professional Standards Committee.

Petition Procedures

If a student does not meet the academic standards of the College of Pharmacy, he/she may petition the Academic and Professional Standards Committee for an exception to the policy. The Academic and Professional Standards Committee meets on an as needed basis and regularly meets at the end of a semester to review petitions.

Students who desire to petition the Academic and Professional Standards Committee must submit a petition. The Director of Student and Academic Affairs can direct you on how to file the petition.

Students have the option of appearing before the Academic and Professional Standards Committee to present the petition and answer questions. The time frame for a meeting with the Academic and Professional Standards Committee is usually about 10 to 15 minutes but can be longer as necessary. If a student does not want to appear before the Committee, the petition can be considered without the student present. Students who plan to petition will be given an estimate of the time frame for them to be present to meet with the Academic and Professional Standards Committee.

The Academic and Professional Standards Committee makes a decision after reviewing the student's academic record, any other pertinent information presented by the students, e.g., physician reports, counselor's recommendations, etc., and the circumstances stated in the student's petition. Each petition is considered on its own merits.

The student is officially informed of the decision by letter from the Associate Dean for Student Affairs. If the petition is approved, a revised plan of study and terms of agreement for the conditions of academic

probation are prepared for the student. The student has five days to agree to the terms by signing the agreement and returning it to the Associate Dean for Student Affairs. If a petition for readmission or continuation in the College of Pharmacy is denied, the student may meet with the Associate Dean for Student Affairs to discuss options regarding their educational plans.

Please understand that the approach by the Academic and Professional Standards Committee consists of learning what is going on in a student's life that has adversely affected academic performance so that appropriate interventions may be considered. Those interventions include, but are not limited, to continuation under academic probation, recommending a retroactive medical withdrawal, referral for counseling, and dismissal to give a student time away from the College to gain stability in their life circumstances. At the same time, the Academic and Professional Standards Committee is charged with upholding the standards of the College of Pharmacy and serving as a door keeper to the profession of pharmacy.

Academic Honors

Requirements are as follows:

Cum laude: GPA in WPPD courses upon graduation must be 3.50 and higher.

Magna cum laude:

Successful completion of the Capstone Paper with a "Very Good" or "Excellent" evaluation rating; and your graduation must be on-time with a GPA in WPPD courses between 3.6 and 3.79

Summa cum laude:

Successful completion of the Capstone Paper with a "Very Good" or "Excellent" evaluation rating; and your graduation must be on-time with a GPA in WPPD courses at 3.80 or higher.

Grades

The Office of the University Registrar records student grades. The information below is reproduced from the University Registrar's web site at <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>.

The word "credit" refers to one semester hour, generally representing one hour per week of lecture or two or more hours per week of laboratory work.

Passing Grades and Grade Points Prior to Summer A 2009

Letter Grade	A	B+	B	C+	C	D+	D	E	WF	I	NG	S-U
Grade Points	4	3.5	3	2.5	2	1.5	1	0	0	0	0	0

Passing Grades and Grade Points Effective Summer A 2009

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0.67	0	0	0	0	0

Note: The degree-granting college may require a minimum grade of C in particular courses.

Passing, Non-Punitive and Failing Grades

Non-Punitive Grades and Symbols – Zero Grade Points; Not Counted in GPA

W = Withdrew

U = Unsatisfactory

H = Deferred grade assigned only in approved sequential courses or correspondence study

N* = No grade reported

I* = Incomplete

Failing Grades – Zero Grade Points; Counted in GPA

E = Failure

WF = Withdrew failing

NG = No grade reported

I = Incomplete

I*, N* and I, NG Grades

I* or N* grades recorded on the student record indicate the non-punitive initial-term receipt of an I or NG. A grade of I* or N* is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average. However, if the I* or N* has not been changed by the end of the next term for which the student is enrolled and receives grades, it will be counted as a failing grade and used in computation of the grade point average.

For purposes of determining grade point average after the initial receipt of an I* or N* grade, the three summer terms are considered collectively as a single term. I* and N* grades are not assigned to graduating students; they receive failing grades of I or NG.

An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, been unable to complete course requirements before the end of the term because of extenuating circumstances, and obtained agreement from the instructor and arranged for resolution of the incomplete grade. Instructors are not required to assign incomplete grades.

If make-up work requires classroom attendance in a subsequent term, the students should not register for the course again. Instead, the student must audit the course and pay course fees.

If the make-up work does not require classroom attendance, the instructor and student should decide on an appropriate plan and deadline for completing the course.

When the course is completed, the instructor will submit a change of grade to the Office of the University Registrar. **These procedures cannot be used to repeat a course for a different grade.** An "I" grade should not be assigned to a student who never attended class; instead, instructors may assign a failing grade or no grade at all, which will result in assignment of N*.

Satisfactory/Unsatisfactory Grades

Satisfactory /Unsatisfactory grades do not carry grade point values and are not computed in the grade point average, but the grades do become part of the academic record.

Students should note that other academic institutions or agencies may interpret a grade of U as a failing grade in their grade point average computation.

Grade Point Averages and Deficits

The term "average," as used in any University regulation, refers to the grade point average for work completed at the University of Florida. Grades received at other institutions are NOT averaged with grades received at the University of Florida for the purpose of meeting University average requirements. Other agencies and honorary societies will compute averages in accordance with their own standards and policies.

Averages are determined by computing the ratio of grade points to semester hours attempted.

A grade point deficit is defined as the number of grade points below a "C" average on hours attempted at the University of Florida. If the grade point average is less than 2.0, there is a grade point deficit.

Only grades higher than "C" will lower a deficit. Every credit of "C+" earned removes 0.33 points from a deficit (a "C+" in a three-credit course removes 0.99 deficit points); every credit of "B" removes 1 deficit point; and every credit of "A" removes 2 deficit points.

Computation of a grade point deficit is dependent upon first calculating the grade point average. Multiply the total UF hours carried for a grade by 2 (for 2.0 GPA) and subtract the total grade points earned to determine the deficit.

SAMPLE CALCULATION

	<u>Credits</u>	<u>Grades</u>	<u>Grade Points</u>
PHA 5541	4	C	8.00
PHA 5100	3	C-	5.01
PHA 5560C	3	D+	4.50
PHA 5727	4	C	8.00
PHA 5433	1	D+	1.50
PHA 5237	1	C	2.00
PHA 5941C	<u>1</u>	C	<u>2.0</u>
	17		29.01

$$17 \text{ credits} \times 2 = 34 \quad 34 - 29.01 = 4.99 \text{ deficit points}$$
$$\text{Grade point average} = 32/17 = 1.706$$

Reporting Grades

A student's right to privacy is protected by Florida Statute and the federal Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley Amendment. Student academic information is confidential. Any academic record with a student's name or social security number or UF identification number must be protected. Student numbers are considered identifiable even when names are removed. Student grades cannot be posted by a social security or student identification number. Instructors must ensure student confidentiality when posting grades.

Grades submitted on time are available after 6PM the Tuesday following commencement. Students can access ISIS at <http://www.isis.ufl.edu>.

Concerns about Evaluation of Performance

Students with concerns about their evaluation may not appeal for grade changes unless there is an allegation of unfairness or where a grade penalty has been imposed without proper authority. (See *UF Student Guide on handling grievances*.) If a student has a grievance regarding their evaluation in a course, he/she should follow these procedures:

1. Discuss the situation with their facilitator and follow the examination review policy.
2. If this discussion does not result in a satisfactory resolution, the student should discuss the situation with the course coordinator.
3. The student may also discuss the situation with the Regional Director or Director of the WPPD Program.

4. Beyond the above procedure, the student may discuss the situation with the Dean of the College of Pharmacy and then, if necessary, the University Ombudsman in the Office for Academic Affairs in Tigert Hall.

Student-Faculty Relations Regarding Course Management

Students should communicate general concerns about the conduct of a course to the course coordinator. The student may meet with the Director of the WPPD Program if the outcome of the meeting with the meeting with the Course Coordinator is unsatisfactory. Students who have individual concerns associated with a course (e.g., grading, personal interaction with faculty, illness, personal problems, etc.) may meet with the Course Coordinator.

Guidelines for Examinations

At the beginning of each course, faculty should:

- Inform students of the examination schedule.
- Inform students of the type of examination formats (multiple choice, true/false, short answer, essay, etc.)
- Inform students of the make-up test policy, if applicable..
- Explain the policy on dishonesty in examinations.

Test Implementation

Faculty should create test questions based on the stated objectives of the lectures and course.

Faculty should create two or more forms of an examination for large class sizes.

Faculty should arrange for examination proctors for the course.

Exam Format

All examinations will be mostly in case study format so that an evaluation of the student is made not just on his/her ability to recall facts, but more importantly, the ability to apply information to improve, monitor, and evaluate pharmaceutical patient care outcomes.

Exam Review Policy and Process

Exam Posting

- 1- Exam Grades will be posted to Sakai by the facilitators as soon as permissible.
- 2- Students will be notified of grade posting by the facilitator.
- 3- Exam1 will be returned in session 2 and exam 2 will be returned in session 3 for regional model students. Exams 2 and 3 for remote model students and the final for students in both models will be returned at the next class session.

Exam Review

- 1- Students have 1 week from the date of posting the exam grade on Sakai to request a copy of the graded exam.
- 2- Students have 1 week from the time of receipt of the exam to request clarifications.
- 3- Facilitators will review and provide judgment on the requested clarifications.

Exam Challenges

- 1- In the event that the student is not satisfied with the facilitator's judgment a written appeal can be made.
- 2- The students have 1 week from the time of receipt of judgment to appeal. Appeals are sent to the facilitator who will forward to the course coordinator.
- 3- Written appeals must to include the following:

- a- The question number
 - b- An evidence based rationale for why the student feels their response is accurate.
 - c- Literature citations.
- 4- The exam will be re-graded, in full, by a third party. The grader will assess the supporting data when grading the appealed portions of the exam. Note: the score of a fully re-graded exam may increase, decrease, or stay the same.
- 5- The re-graded score will be considered final.

Exam Rescheduling

1. Examinations may be changed from the scheduled dates provided that the change does not conflict with any University of Florida or College of Pharmacy policies.
2. Examination date changes proposed by the students as a group require the unanimous approval of the students and faculty involved.

Make-up Exam Policy

Make-up examinations will only be administered under the most EXTREME circumstances and only if the student has an excused absence. Contact your facilitator for more information.

Policy on Old Quizzes and Assignments

Course coordinators are not required to provide copies of old exams or assignments.

CAREER DEVELOPMENT

Pharmacy Residency Training Program

Pharmacy residencies are post-graduate training programs designed to give the pharmacist intensive experience in pharmacy practice. A variety of types of residencies exist including general hospital, general clinical, specialty clinical, ambulatory care, and community pharmacy. While most residency programs are hospital-based and accredited by ASHP, the American College of Apothecaries and APhA have developed community-based programs. It is important to emphasize that residencies are practice oriented while fellowships are research oriented.

A pharmacy residency should be considered by any student interested in clinical pharmacy practice. In most instances, a general clinical residency is most appropriate for a student just graduating from the college. Specialty residencies are most appropriate for those with previous residencies or other clinical experience. ASHP-accredited specialty residency programs are available in the areas of administration, adult internal medicine, ambulatory care, clinical pharmacokinetics, drug information, geriatrics, nutritional support, oncology, pediatrics, and psychopharmacy.

Most ASHP-accredited residencies participate in a nationwide matching program. The deadline for applying to the matching program can be obtained by contacting the Director of Experiential Programs. Residency rankings must be submitted to ASHP by February. Students, especially third and fourth year students, interested in residency programs are strongly encouraged to attend the Residency showcase program at the ASHP Clinical Midyear Meeting.

Information about the ASHP Resident Matching Program is located at this site:

<https://natmatch.com/ashprmp/>

Information about the Pharmacy Online Residency Centralized Application Service (PhORCAS) is located at this site: <http://ashp.org/PHORCAS>

STUDENT RIGHTS AND RESPONSIBILITIES

University of Florida Honor Code

In the Fall of 1995, the University of Florida student body voted to enact a student honor code:

HONOR CODE

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Student Conduct

Each student is urged to read and become familiar with the University of Florida Student Conduct Code. A conviction for a violation under the Code may result in a penalty which can range from severe reprimand to imposition of penalty hours, suspension, or expulsion.

The Academic and Professional Standards Committee establishes the conditions under which a suspended student may be readmitted.

Student Conduct in the Classroom

The College of Pharmacy has a Student Conduct Policy that specifies expected behaviors of pharmacy students as they pursue professional studies. Administration, faculty, and students share the responsibility to maintain appropriate student conduct in the classroom.

Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes a professor in making a presentation or conducting class will not be tolerated.

Disruptive behavior includes, but is not limited to, talking too loudly, reading non-class related materials, eating in class, and passing notes.

Disruptive student behavior may be dealt with entirely within the confines of the faculty-student relationship. Faculty have the authority to: (1) identify students who are disruptive, (2) instruct students to refrain from disruptive behavior, (3) assign students to specific seats in a classroom to prevent disruptive behavior, and (4) require that disruptive students leave the classroom. Faculty who assign a student to a specific seat due to disruptive behavior, or who require that a student leave the classroom, may inform the Associate Dean for Student Affairs that this action has occurred. If the Associate Dean for Student Affairs is informed of such an incident, then a letter of reprimand will be sent to the student. As a condition of returning to attend subsequent classes, faculty may require that a student who is told to leave class due to disruptive behavior obtain permission from the Associate Dean for Student Affairs. Students who defy a professor's instruction regarding seating or instruction to leave the classroom will be referred to the Office for Student and Conflict Resolution for misconduct proceedings.

Faculty members are not the only parties responsible for professional behavior in the classroom. Students or faculty may refer complaints regarding disruptive classroom behavior to the Associate Dean for Student Affairs and to the Professionalism Committee. All such complaints must identify students who are disruptive in class and describe the nature of the disruptive activity.

The Professionalism Committee will investigate all such complaints. This investigation may include interviews with students and faculty in attendance at class. If the Professionalism Committee concludes that the student has been disruptive in class, then a warning letter will be sent to the student. If the

student is involved with a second disruptive classroom incident, the Professionalism Committee may refer this situation to the Academic and Professional Standards Committee for review. One consequence for disruptive behavior requires the student to sit in an assigned seat. The student may also be referred to the Office for Student Conduct and Conflict Resolution for misconduct proceedings if he or she does not sit in the assigned seat, does not attend class as required, or engages in further disruptive behavior as confirmed by investigation by the Committee on Professionalism.

If at any time, the Associate Dean for Student Affairs learns that student conduct in the classroom poses a threat to the health or welfare of any student, faculty, or staff, the Associate Dean for Student Affairs has the authority to immediately take action as is necessary to protect the health or welfare of those involved.

The faculty's expectations for academic and personal integrity are very high for students enrolled in the College of Pharmacy. Violations of academic honesty are very serious breaches of expected professional behavior. The College is committed to promoting a sense of professionalism and a desire to adhere to the highest ethical standards and to any laws that pertain to the pharmacy profession. Students must adhere to the highest standards of professional conduct, avoiding not only impropriety, but even the appearance of impropriety. The standard for conduct and behavior for students in the professional degree programs is the Code of Ethics approved by the American Pharmaceutical Association (APhA), the Student Conduct Code for the University of Florida and the College of Pharmacy, and the Pledge of Professionalism established by the College of Pharmacy.

The College's Student Conduct Code expects and requires professional pharmacy students to exhibit certain attributes in the cognitive, affective, and psychomotor domains that are necessary for completion of the requirements for a professional degree in pharmacy.

The College of Pharmacy Student Conduct Code has been formulated through discussions by student representatives on the Student Council, Department Chairpersons, and College Administrators. This document has been endorsed by the faculty of the College of Pharmacy and the Student Council of the College of Pharmacy.

The student Conduct Code contains the following elements.

Cognitive Standards

Management of problems that arise in this area are handled by the Academic and Professional Standards Committee of the College. A summary of the significant standards are reproduced for this document.

Satisfactory Academic Standing: All students must maintain at least a 2.00 average (C average) on a 4.00 scale in required pharmacy course work and receive no more than 3 grades less than a C in required pharmacy courses to be considered in satisfactory academic standing in the College of Pharmacy.

Academic Requirements for Graduation: WPPD Students must complete 63 semester credits for the Doctor of Pharmacy degree in the College of Pharmacy with at least a 2.00 grade point average.

In order to graduate, Pharmacy students who have made an E in a WPPD course must have retaken this course and received at least a D grade, even if they have attained a 2.00 grade point average.

Academic Probation: Students with cumulative grade point averages below a 2.00 in required pharmacy course work will be placed on academic probation for one semester. The student must attain a 2.00 cumulative grade point average in required pharmacy courses at the end of the probationary semester or he/she will be dismissed from the College of Pharmacy. Students may petition the Academic and Professional Standards Committee for an extended semester of academic probation.

Academic Dismissal: Students with cumulative grade point averages below a 2.00 in required pharmacy course work as defined by a cumulative grade point deficit of 10.5 or greater will be dismissed from the

College of Pharmacy. Students who do not meet the requirements of their academic probation will be dismissed from the College of Pharmacy. Students who have been placed on academic probation for the third time will be dismissed from the College of Pharmacy. Students may petition the Academic and Professional Standards Committee for extended probation or for readmission to the College of Pharmacy.

Affective Expectations

Affective expectations encompass ethical, behavioral, and emotional considerations that reflect the way that pharmacy students should act while undergoing professional education and training. Specific behaviors expected of pharmacy students are described below. These behaviors are consistent with meeting the professional standards for meeting graduation requirements and meeting the mission statements for the UF College of Pharmacy and the University of Florida. Other types of behavioral violations of the University's Student Conduct Code are listed later in this document under the section on Violations and Sanctions.

- Cooperate with the orderly conduct of classes. Students should respect their peer's right to learn. This expectation includes, but is not limited to, the following types of behaviors: refrain from conversations while the instructor is making a presentation; do not gather materials to leave the class until the professor has completed his/her remarks; be on time for the class; do not leave the class during lecture unless a reasonable circumstance prescribes this action (e.g., illness); refrain from making disrespectful sounds during lecture (e.g., hissing); refrain from distracting activities during class (e.g. reading a newspaper, eating, drinking beverages, etc.)
- Respect faculty, staff, and peers with appropriate, and courteous communications in verbal, written, and electronic communication formats (e.g., address faculty by their professional title either doctor or professor, refrain from profane messages or comments, utilize appropriate English language in email messages or other written assignments using approved grammar and spelling, refrain from gossip, etc.).
- Treat faculty, staff, and students with respect. The student body, faculty, and staff are a diverse group. Respect for and understanding of individuals from diverse racial, ethnic, and cultural backgrounds is a part of a college education. Prejudices against individuals of other races, ethnic, or cultural backgrounds will not be tolerated in the College of Pharmacy.
- Faculty and staff work to provide a quality educational program for pharmacy students. Misunderstandings, changes in curriculum, and mistakes in administrative aspects of the program will occur from time to time. Students are expected to display mature judgment and abide by the reasonable decisions communicated by faculty and staff. Profane language or disrespectful behavior by students will not be tolerated. Appropriate mechanisms exist to communicate student concerns about the operation of the College through faculty advisors, College administrators, and student representatives on committees.
- Avoid actions that reflect poorly on the College of Pharmacy or the profession of pharmacy. Specific examples of poor judgment and behavior that adversely reflect on the individual pharmacy student, the College of Pharmacy, and the profession include: theft, vandalism or inappropriate access to personal property (offices, desks, computers, or other College, University, or student property), violation of HIPPA or privacy regulations, acts of physical violence, aggression, and sexual harassment against patients, students, faculty, or staff; and involvement with drug diversion and illicit drug use. The Chemical Impairment Policy for Pharmacy Students is included in this handbook.
- Maintain professional confidentiality. Pharmacy students are obligated to respect all confidences revealed to them such as patient conditions, medical and pharmaceutical records, economic information, fee payments, and any privileged information from committees on which a student is a member.

- Adhere to appropriate dress. Attire and personal grooming are expected such that they do not distract from nor compromise the professional integrity of the University of Florida College of Pharmacy or the pharmacy profession. Students are expected to abide by course dress requirements (e.g., white lab coats in APPE's and laboratories, pharmacy logo shirts for Practicum courses).
- Adhere to the academic honesty standards of the College of Pharmacy and the University. Academic honesty standards maintain and preserve the moral character and integrity vital to academic pursuits and the practice of pharmacy. The Academic Honesty Guidelines are printed in this handbook. Violations of the Academic Honesty Guidelines include, but are not limited to, the items listed below:

Taking information - copying graded homework (including lab) assignments from another person; copying a computer program or any graded assignment written by someone else; working together on a take-home test or homework assignment when not specifically permitted by the instructor; looking at another student's paper during an examination; looking at text or lecture notes during an examination when not permitted.

Plagiarism - quoting text or other works on an exam, term paper, or homework without citation; presenting someone else's work as your own; handing in a paper purchased from a term paper service; retyping another student's paper in your name and handing it in; copying homework answers from your text to hand in for a grade.

Conspiracy - planning with one or more fellow students to commit any form of academic dishonesty together.

Tendering information - giving your work to another to be copied; giving someone answers to examination questions when the exam is being given; informing another person in a later section about the questions that appear on an exam you have taken; giving or selling a paper to another student.

Giving false information - lying to a professor to increase your grades or to attain special consideration in the grading process (e.g., lying about the reasons for wanting to take a make-up examination in order to have more time to study or find out the answers to the questions on the exam from those who took it at the regularly scheduled time).

Bribery - offering, giving, receiving, or soliciting money or any item or service to a teacher or any other person so as to gain academic advantage for yourself or another.

Students must cooperate with faculty, staff, and administrators in addressing problems in any of the above mentioned areas. Pharmacy students enjoy the rights and privileges that accrue with membership in the University and College community and are subject to the responsibilities which accompany that membership. One of those responsibilities is to report academic dishonesty or other violations of the Student Conduct Code to the facilitator or course coordinator for a course or another appropriate official (Director of Student and Academic Affairs for the WPPD Program or Associate Dean for Student Affairs). Students have the responsibility to tell the truth about matters of academic dishonesty or misconduct committed by themselves or by other pharmacy students.

Psychomotor and Learning Expectations

Psychomotor expectations relate to the ability to meet the physical demands of the pharmacy curriculum. Physically impaired students and students with learning disabilities such as hearing impairment, visual impairment, dyslexia or other specific disabilities such as sensory deficits or sensory-motor coordination problems should cooperate with faculty and staff in addressing these problems in order to meet academic standards. Students with physical disabilities are encouraged to register with the Disability Resource Center.

Leaves of Absence

A student may need to take a leave of absence for a number of reasons including, but not limited to, illness, call to military service, bereavement, pregnancy, child care, and rehabilitation. A student should provide advanced notice to the Assistant Director of the WPPD Program if they must take a leave of absence. The College of Pharmacy requires the cooperation of the student in determining conditions for re-entry to the professional curriculum (e.g., letters from physicians attesting to satisfactory health or acceptance of a change in course offering due to curriculum modifications since the leave of absence). A petition to the Academic and Professional Standards Committee is required for re-admission to the UF College of Pharmacy after a leave of absence or suspension or medical withdrawal or dismissal.

The College of Pharmacy may initiate procedures to require a student to take a leave of absence if in the judgment of faculty members, administrators, and health care professionals this action is taken in the best interest of the student and society. The Office for Student Affairs will be notified if a student's performance in the College is believed to require an evaluation by a health professional (e.g., a psychiatrist or other physician). The student will be informed of the concern and asked to be evaluated. If the student refuses to be evaluated, the student's progress in course work (didactic or experiential) can be suspended pending a hearing arranged by the Office of Student Conduct and Conflict Resolution (see section on suspension under Violations and Sanctions in this document). In cases in which an evaluation of the student's mental and /or physical health indicate drug impairment or psychological problems or other health problems that pose a risk to fellow students, faculty, staff, or patients, the College of Pharmacy, through the Office of Student Conduct and Conflict Resolution, can require a leave of absence until the student's rehabilitation is documented by an expert in the care of the student. Upon readmission to the College of Pharmacy, the student must meet conditions specified either by the Academic and Professional Standards Committee or the Dean (e.g., signing a contract for maintenance health program with provisions that specify conditions for continued satisfactory standing in the College of Pharmacy).

University of Florida Student Conduct Code Violations, Sanctions, and Procedures

The expectations within the Student Conduct Code of the College of Pharmacy are in agreement with the broader, more detailed Student Conduct Code of the University of Florida. Pharmacy students who allegedly violate the College's Student Conduct Code will abide by the University's policies and procedures for handling such cases.

This section describes the process for addressing allegations and violations of the University's Student Conduct Code and also sanctions for specific offenses. Detailed information on students' rights under the University's Student Conduct Code is described in the University of Florida Student Guide. A summary of the significant points with regard to students' rights, procedures for due process, and sanctions for violations of the University's Student Conduct Code is presented below.

Student Rights

The Office of Student Conduct and Conflict Resolution is responsible for handling cases of misconduct that violate the Student Conduct Code. The Health Center Student Conduct Standards Committee is responsible for handling cases involving alleged academic dishonesty and HIPPA violations by pharmacy students. The Health Center Student Conduct Standards Committee makes recommendations on guilt or innocence and penalties to the University's Dean of Student Services.

The Office of Student Conduct and Conflict Resolution will furnish to students charged with an offense the rules of procedure which shall insure basic procedural fairness including, but not limited to:

- The right to be notified in writing of the charges against him/her with sufficient detail and time to prepare for the hearing;
- The right to a prompt hearing before an appropriate official committee or court;
- The right to know the nature and source of the evidence which will be used against him/her;
- The right to present evidence on his/her behalf;

- The right to freedom against compulsory self-incrimination; and
- The right to appear with an advisor at the hearing.

Violations

Violations of the Student Conduct Code for the University of Florida or the College of Pharmacy may result in immediate suspension. In the case of a pharmacy student violating the conduct code, upon the recommendation of the College of Pharmacy, the Director of Student Conduct and Conflict Resolution may determine that a student poses the danger of imminent and serious physical harm to himself/herself or to others at the University; or immediate supervision is necessary to protect the health, safety, and welfare of the student or others at the University. In such a situation, the Director of Student Conduct and Conflict Resolution, with approval of the Vice President for Student Affairs, may suspend the student pending a hearing. The hearing will take place within a reasonable time after notification of the suspension. This means that a pharmacy student in this situation would not be allowed to continue in didactic or experiential course work until they are cleared of the stated concerns regarding individual and societal protection.

The types of violations of the University's Student Conduct Code are listed in the University of Florida Student Guide. A summary of these violations is provided below.

- Furnishing false information to the University
- Forgery, alteration, or misuse of University documents
- Unauthorized use, taking, possession of, or destruction of public or private property on campus
- Actions or statements which amount to intimidation, harassment, or hazing
- Disorderly conduct
- Failure to comply with any University rule, including but not limited to, the Alcohol Beverage Rule and the Academic Honesty Guidelines
- Violations of housing, inter-residence hall association, and area government regulations
- Violation of conduct probation
- Illegal possession, use, or delivery of controlled substances as defined in Florida Statutes
- Possession or use of a firearm on the University campus except as specifically authorized in writing by the University
- Actions or conduct that interfere with enforcement of the Student Conduct Code
- Failure to appear before any of the disciplinary authorities and to testify as a witness when reasonably notified to do so
- Violations of any municipal ordinance, state law, rule promulgated by the Florida Board of Regents, or law of the United States
- Ticket scalping
- Possession or use of fireworks, explosives, dangerous chemicals, ammunition or weapons
- Actions which are committed with disregard of the possible harm to an individual or group
- Any actions, including those of a racial or sexual nature or involving racial or sexual activities, which are intimidating, harassing, coercive, or abusive to another person, or which invade the right to privacy of another person
- Any action without authorization from the University which results in access, use, modification, destruction, disclosure, or taking data, programs or supporting documents residing in or relating in any way to a computer, computer system, or computer network

Sanctions

A student adjudicated guilty of violations of the University's Student Conduct Code shall be subject to sanctions commensurate with the offense and any aggravating or mitigating circumstances.

- Reprimand - The student is given formal written notice and official recognition is taken of the offense committed.
- Conduct Probation - The student is not deemed in good standing and cannot represent the University on any athletic team other than intramural or hold office in any student organizations registered with the University.
- Suspension - The student is required to leave the University for a period of time.

- Expulsion - The student is permanently deprived of his/her opportunity to continue at the University in any status.
- Payment of Damages - The student is required to pay for damages to University property.
- Reduced or Failing Grade - The student is given a reduced or failing grade for the class in which the offense occurred (for violations of the Academic Honesty Guidelines), but only by the faculty member involved and upon recommendation thereto.
- Community Service, Counseling or other Appropriate Requirement - The student is required to complete a specified amount of community service, meet with a counselor for specified period of time and/or complete some other requirement considered appropriate by the hearing body based on the nature of the offense.

Appeals

Appeals may be made to the Director of Student Conduct and Conflict Resolution. The decision of the Director of Student Conduct and Conflict Resolution may be appealed to the Dean of Student Services. The decision of the Dean for Student Services may be appealed to the Vice President of Student Affairs.

All appeals must be made in writing to the appropriate official within five days after notice of last action taken unless otherwise agreed upon in writing by the appellant and the person to whom the appeal is directed.

Procedures

If a pharmacy student is charged with misconduct, the evidence should be presented to the Associate Dean for Student Affairs. If the student admits to the misconduct, the case will be referred to the Director of Student Conduct and Conflict Resolution for a hearing and decision on discipline. The College of Pharmacy through the Associate Dean for Student Affairs can make a recommendation to the Director of Student Conduct and Conflict Resolution on the type and severity of the discipline for misconduct. If the student does not agree that misconduct occurred, the Associate Dean for Student Affairs may refer the evidence for a review by the Director of Student Conduct and Conflict Resolution.

In cases of alleged academic dishonesty, the pharmacy student will be presented with the evidence for academic dishonesty by the professor of the course, usually in the faculty member's office. The student may have his faculty advisor present or another person if the student so chooses. If the student admits that he/she was responsible for the academic dishonesty and this is first offense, the faculty member and student will sign an adjudication form from the Office for Student Affairs. This form details the circumstances of the academic dishonesty case, clearly states that the student admits guilt, and specifies the academic penalty for the dishonesty. The adjudication form is forwarded to the Director of Student Conduct and Conflict Resolution for inclusion in the student's record. A copy is retained for the student's file in the Office for Student Affairs of the College of Pharmacy.

If the academic dishonesty incident is egregious, the matter may be referred to the Office for Student Conduct and Conflict Resolution for review by the Health Center Student Conduct Standards Committee without utilizing an adjudication form.

If the student has a prior conviction for academic dishonesty, the Director of Student Conduct and Conflict Resolution would be notified and the case will be referred directly to the Health Center Student Conduct Standards Committee for a hearing. If the student rejects the adjudication form and requests a hearing, the student signs the adjudication form for a referral to the Health Center Student Conduct Standards Committee. The student will be referred to the Director of Student Conduct and Conflict Resolution for counseling about student rights and procedures for the hearing before the Health Center Student Conduct Standards Committee. The Health Center Student Conduct Standards Committee is composed of several pharmacy faculty members, faculty members from another Health Center college, and students from other Health Center colleges. Up to three pharmacy students appointed by the Dean also serve on the Committee. Recommendations of the Committee are reviewed by the University's Dean for Student Services for final action. All information on charges and procedures are kept confidential within the College of Pharmacy and the University of Florida as permitted by the regulations of the University.

University Regulations

Pharmacy students are expected to follow all University and College of Pharmacy regulations which apply to them. Students should be knowledgeable about all official University and College of Pharmacy notices and rules. For further information on Student Responsibilities, please see the University of Florida Student Guide.

Computer – Acceptable Use Policy

Introduction

As part of its educational mission, the University of Florida acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and among the university community and the wider local, national, and world communities.

This policy applies to all users of university computing resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may govern specific computers, computer systems or networks provided or operated by specific units of the university. Consult the operators or managers of the specific computer, computer system, or network that you are interested in for further information.

Rights and Responsibilities

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations associated with those rights. The university supports a campus and computing environment open to the free expression of ideas, including unpopular points of view. However, the use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. Thus, legitimate use of a computer, computer system or network does not extend to whatever is technically possible.

General Rules

Users of university computing resources must comply with federal and state laws, university rules and policies, and the terms of applicable contracts including software licenses while using university computing resources. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Florida Computer Crimes Act, the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities; the university's Student Code of Conduct; the university's Sexual Harassment Policy. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks. Users with questions as to how the various laws, rules and resolutions may apply to a particular use of university computing resources should contact the Office of the General Counsel for more information.

Enforcement

Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, both within and outside the university. Violations may be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed by the Office of Student Conduct and Conflict Resolution. However, the university may temporarily suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the

integrity, security, or functionality of university or other computing resources or to protect the university from liability. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies.

E-Mail

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and list serves and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the University of Florida community. E-mail is also generally subject to the Florida Public Records Law to the same extent as it would be on paper.

Examples of Inappropriate Uses of E-mail

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the University of Florida. In general, e-mail shall not be used for the initiation or retransmission of:

- **Chain mail that misuses or disrupts resources** - E-mail sent repeatedly from user to user, with requests to send to others;
- **Harassing or hate-mail** - Any threatening or abusive e-mail sent to individuals or organizations that violates university rules and regulations or the Code of Student Conduct;
- **Virus hoaxes**;
- **Spamming or e-mail bombing attacks** - Intentional e-mail transmissions that disrupt normal e-mail service;
- **Junk mail** - Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it; and
- **False identification** - Any actions that defraud another or misrepresent or fail to accurately identify the sender.

Web Pages

Official university pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the university and are intended for the official business functions of the university. Each official homepage must use an address that ends in "ufl.edu" and be registered with the university's web administrator who will then include it as a link from the UF Web Sites page. The following information must be readily accessible on the main page:

- the name of the unit or group represented by the page;
- a means of contacting the person(s) responsible for maintaining the page content;
- the date of last revision;
- the university wordmark; and
- an active link to the UF homepage.

For more information on including the university's wordmark on a web page, please refer to UF's Graphical Standards Policy. To assist users in finding a wordmark suitable for a particular web site, the Office of University Relations and the UF Communications Network have put together a page of official web graphics.

Employee pages represent the individual in his or her primary role as a UF employee. Incidental personal information on employee pages is deemed acceptable so long as it does not interfere with the function or desired presentation of the unit, cause disruption of normal service, incur significant cost to the university or result in excessive use of resources. Faculty and staff who wish to publish substantial personal information not related to their University functions should use an Internet service provider rather than using university web resources.

Personal pages represent an individual as a private person and are permitted for students only.

Organizational and other pages. Organizational pages represent recognized organizations, clubs, associations, sororities, fraternities, workgroups and committees affiliated with the university.

Commercial Pages

Using UF web pages for personal gain is forbidden. Any private commercial use of UF web pages must be pre-approved pursuant to existing university policies and procedures regarding outside employment activities. The university may require pages involving commercial use to reside on a specific domain such as ufl.org or ufl.com. For advertising, web page authors should be familiar with the university's policies regarding Advertising and Donor Recognition on WWW.

External Links

UF accepts no responsibility for the content of pages or graphics that are linked from UF pages. However, web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where you have a personal monetary interest are likely to violate policies regarding advertising and commercial use and should be avoided.

Chemical Impairment Policy for Pharmacy Students

College of Pharmacy, University of Florida

Because pharmacists are trusted as the legal custodians of drugs, it is imperative that pharmacy students honor this special trust and do not abuse or illegally deal drugs.

The University Of Florida College Of Pharmacy is committed to instilling in its students, as part of their sense of professionalism, an understanding of an adherence to all laws pertaining to controlled substances. The College is also supportive of the efforts of chemically dependent students to become free of their dependency. In order to facilitate the recovery process the procedure for dealing with chemically dependent individuals involves active intervention and recovery contracts dictating treatment strategies and rehabilitation programs.

The Impaired Pharmacy Student Policy of the University Of Florida College Of Pharmacy is designed to identify and treat students suffering from chemical dependency, including alcohol, in a compassionate manner. It is the goal of this program to promote the safety and interests of patients, students, and faculty.

The College of Pharmacy adheres to the University of Florida Policy on Drug Use as stated below:

The possession and use of controlled drugs by members of the University of Florida Community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Trustees of the State of Florida, and the rules of the University of Florida, which include the Student Conduct Code. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Fla. Stat. (controlled substances and "designer drugs") unless dispensed and used pursuant to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances are prohibited unless authorized by law.

Under the Student Conduct Code, students at the University of Florida who possess, use, or deliver controlled substances and "designer drugs" not dispensed and used pursuant to prescription are subject to disciplinary action, up to and including expulsion from the University. Disciplinary action against a student under University rules does not preclude the possibility of criminal charges against that individual. Reversely, the filing of criminal charges does not preclude action by the University.

The University Of Florida College Of Pharmacy accepts the following statements regarding chemical impairment. The University of Florida College of Pharmacy:

- recognizes that chemical dependency (including alcoholism) is a disease that affects all of society.
- advocates referral of chemically impaired students to recovery programs in the state for appropriate evaluation and referral for treatment.
- accepts the need for cooperation with the State Board of Pharmacy wherever public safety may be endangered by impaired students.

- accepts responsibility for providing professional education concerning chemical dependency in entry level programs at the College.
- encourages research in chemical dependency in pharmacy.
- encourages College participation in public education and prevention programs concerning chemical dependency.
- accepts responsibility for the development and promotion of student wellness programs as a component of the student orientation process or entry level curriculum.

Goals

The goals of the Chemical Impairment Policy are:

1. To identify students who consistently exhibit unusual or inappropriate behavior that could be attributable to drug or alcohol misuse.
2. To offer assistance, for chemically impaired or co-dependent students as appropriate.
3. To provide assistance in a way that protects the rights of the impaired student to receive treatment in confidence.
4. To afford recovering students who are not legally restricted and are no longer chemically-impaired the opportunity to continue their pharmacy education.
5. To monitor the student's progress after rehabilitation to identify relapses.
6. To protect society from harm that impaired students may cause.
7. To provide educational leadership in the development of curriculum content on the issues of drug abuse and promotion of healthy lifestyles.

Reporting

A College of Pharmacy Committee on Impaired Pharmacy Students (CIPS) composed of three pharmacy students, three faculty members, and one practicing pharmacist will screen reports of chemically-impaired students. The members of this Committee shall be appointed by the Dean of the College of Pharmacy. The Committee will attempt to insure that confidentiality is maintained for both the reporting source and the suspected chemically-impaired individual to the extent permitted by law and University of Florida and Board of Trustees rules, policies, and procedures.

Chemically-impaired students are encouraged to self-report problems with drug misuse to members of (CIPS). Faculty, staff, students, spouses, and significant others are encouraged to report suspected impaired students to the CIPS. All cases reported to the Committee on Impaired Pharmacy Students will be reviewed in confidence. The individual will receive an assigned code number for the initial review. A member or members will be responsible for discussing the circumstances of the case with the individual student to obtain further information for the Committee's review.

The Committee will refer cases it believes need further investigation to the Professional Resources Network (PRN) Program for evaluation and possible treatment. The Associate Dean for Student Affairs will be responsible for attending to the administrative details of this procedure (e.g., notification to the student personally and in writing of the referral, correspondence with the Director of PRN, communication with the Registrar about medical leave of absence, signing of the contract for evaluation by the PRN, etc.).

Once the student is referred for treatment he or she must sign a contract with the College of Pharmacy regarding details of participation in the recovery program and criteria for readmission to the College of Pharmacy.

A file separate from the student file in the Office for Student Affairs will be kept on the chemically-impaired student.

The Board of Pharmacy will be informed by the Director of the PRN of the name of a student placed in the treatment program. The internship license will be suspended until such time as the student successfully completes the program and is permitted to resume studies at the College of Pharmacy. The College of Pharmacy will contact the Board of Pharmacy and inform them the student has been suspended.

Intervention

Reports of suspected cases of substance abuse will be screened by a College of Pharmacy CIPS. The assigned code numbers will be used to insure anonymity.

If the Committee believes that the case warrants an investigation by the PRN, the student will be asked to voluntarily attend an evaluation session with officials of the PRN.

If a suspected student does not voluntarily attend an evaluation session, then the Committee will refer the case to Student Conduct and Conflict Resolution for possible disciplinary proceedings which could result in a sanction requiring evaluation by the PRN. This does not preclude other sanctions by Student Conduct and Conflict Resolution such as probation, suspension, and expulsion. Violations of the University of Florida Code of Conduct may result in immediate suspension. If in the determination of the Director of Student Conduct and Conflict Resolution, the student poses a significant danger of imminent and serious physical harm to himself/herself or to others at the University; or immediate suspension is necessary to protect the health safety, or welfare, of the student or others at the University, the Director of Student Conduct and Conflict Resolution, with approval of the Vice President for Student Affairs may suspend the student pending a hearing before the appropriate hearing body.

In addition, a student believed to be chemically impaired will not be allowed to participate in Introductory or Advanced Pharmacy Practice Experiences until the status of the student has been determined by PRN.

An intervention program for treatment will be carried out after initial reports of suspected impairment are confirmed.

Urine and/or blood samples may be required at the discretion of the physician in the above program.

Treatment

Intervention will be supervised and monitored through the PRN. However, another program approved by the College of Pharmacy may be used by the impaired pharmacy student for treatment and rehabilitation.

The expense for this program will be the responsibility of the impaired student.

The impaired student will be granted a medical leave of absence from the College of Pharmacy for the purpose of completing Phase I (Evaluation) and Phase II (Rehabilitation) of the PRN.

The impaired pharmacy student must sign a contract describing the treatment plan, the responsibility of the student, and consequences of successful and unsuccessful completion of the program. A copy of the Contract will be sent to the Associate Dean for Student Affairs for the College of Pharmacy and kept in the separate file for the student. Such a contract should include the following:

- length of the treatment program (inpatient and outpatient)
- length and type of aftercare program
- mandatory participation in an appropriate support group
- periodic reports from aftercare therapist, employers and support group network
- mandatory announced and unannounced urine and/or blood analyses
- conditions under which the student may return to the College of Pharmacy
- assurance of confidentiality
- notification of clinical preceptors in clerkships regarding the status of the student in the rehabilitation program.

The pharmacy student must have a letter of certification from the Director of the PRN attesting to a successful rehabilitation and a readiness to resume studies for a degree in pharmacy before he or she will be allowed to resume studies at the College of Pharmacy. If the letter of certification is not provided within 12 months, the student shall be deemed no longer in the College of Pharmacy. In addition, the Academic and Professional Standards Committee must review the status of the student prior to granting permission for resumption of pharmacy studies.

The pharmacy student must have a letter of certification of rehabilitation before entering any of the introductory or advanced pharmacy practice experience courses.

A follow-up program through the PRN will be initiated once a formerly impaired student is readmitted to the College of Pharmacy. The student will adhere to all prescribed outpatient treatment programs inclusive of psychiatric evaluation and counseling that may be a requirement in the rehabilitation contract. A report from an appropriate medical authority (e.g., psychiatrist, physician, clinical psychologist) on the student's progress will be sent to the Associate Dean for Student Affairs after each semester is completed or at any time at the discretion of the Associate Dean for Student Affairs. Random samples of urine and/or blood may be requested at the discretion of the supervising physician.

The student in a rehabilitation program is encouraged to inform pharmacists who serve as employers or preceptors in experiential training about his/her impairment prior to beginning employment or educational activities.

The College of Pharmacy's Office for Student Affairs will notify clinical preceptors for clerkships regarding the status as a participant in the rehabilitation program.

If an impaired student is charged with noncompliance with the rehabilitation contract with the College of Pharmacy, he or she will be given a hearing before the Academic and Professional Standards Committee. This Committee will make a recommendation to the Dean regarding the status of the student in the College of Pharmacy. The student may be dismissed from the College of Pharmacy by the Dean for failure to adhere to the rehabilitation contract.

Records pertaining specifically to the impairment situation of a student who has successfully completed contractual terms will be maintained pursuant to University records retention policies.

Related Issues

Participation in a recovery program does not make the chemically-impaired pharmacy student immune to legal proceedings for criminal acts involving drug misuse, or illegal use.

The academic standing of a chemically-impaired pharmacy student will not change while the student is on a leave of absence for therapy. If the student is academically ineligible to continue in the pharmacy curriculum, participation in the rehabilitation program will not preclude administrative action for dismissal from the College of Pharmacy for academic reasons.

Likewise, participation in the rehabilitation program will not preclude disciplinary action on other grounds (e.g., misconduct, illegal drug use) by Student Conduct and Conflict Resolution for the University of Florida.

Impaired pharmacy students undergoing a rehabilitation program will not be allowed to participate in experiential components of the educational program until permission is granted by the College of Pharmacy through the Academic and Professional Standards Committee after review of assurances from officials associated with the Office of Student Conduct and Conflict Resolution if applicable, physician, counselors, and PRN, that the student is ready to resume this part of the pharmacy curriculum.

Confidentiality of Student Records

The University of Florida assures the confidentiality of student educational records in accordance with State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974, known as FERPA or the Buckley Amendment.

Directory information is that information which can be released to the public on any student. It is limited to: name, gender, class, college, and major; dates of attendance; degree(s) earned; honors and awards received; local and permanent addresses; telephone number; participation in officially recognized activities and sports; and the weight and height of members of athletics teams.

Currently enrolled students who wish to withhold information in these categories should complete a "Restriction of Directory Information" form available through the Office of the University Registrar.

Students have the right to review their educational records for information and to determine accuracy. A photo I.D. or other equivalent documentation or personal recognition by the custodian of record will be required before access is granted. Parents of dependent students, as defined by the Internal Revenue Service, have the same rights upon presentation of proof of the student's dependent status.

Immunization Policy

Please see immunization instructions and requirements through this link on the [website](#). The immunization form can be accessed [here](#).

Instructor and Course Evaluation

Introduction

The goal for conducting teacher/course evaluations is to obtain information that can be used to improve the content of a course, strengthen the teaching ability of faculty members, enhance management of courses, and provide a method for faculty peers and Departmental Chairs to assess teaching effectiveness by faculty members.

Student evaluations of faculty as teachers and coordinators of courses are valued by individual faculty, Department Chairs, administrators, and the Tenure and Promotion Committee. Data from these evaluations must be reliably obtained to insure a representative sample of completed forms. Furthermore, students must have an understanding of the importance of these data and how it is used to evaluate faculty and courses. With proper understanding and motivation, the evaluations completed by students will have a higher probability of depicting valid information about our faculty's efforts as teachers.

These data are viewed as a very important aspect regarding decisions about faculty development activities, teaching awards, salary enhancement, academic promotion, and granting tenure. Therefore, the acquisition of these data must be performed in a very serious and consistent manner to insure reliability and validity.

Students must evaluate a faculty member's teaching abilities and capabilities as a course manager without fear of recrimination. Anonymity of responses to faculty must be insured.

Evaluations of selected teachers and courses will be done by a computer on-line method as established by policies and procedures in the College of Pharmacy.

State University System Policies

The Board of Regents has established the following policies for student assessment of instruction (SUSSAI).

- All courses taught by a faculty member during the academic year, including those taught by adjuncts and graduate assistants, are to be assessed using the items on the SUSSAI forms.
- There is no blanket exclusion for graduate courses.
- The following courses may be excluded:
 - a-Courses such as independent study, internships, practica, thesis and dissertation supervision.
 - b-Courses where the number enrolled is less than or equal to 10.
- If a course is taught by more than one instructor, each instructor must be evaluated separately.
- The evaluation is to be administered during the final three weeks of scheduled instruction. (Note: A reasonable exception to this policy would be for team taught courses in which faculty could be evaluated

after they complete a substantial block of teaching within the course. This would allow better feedback from students due to the closer timing to the teacher's performance and abilities.)

- Students must complete the instructor evaluation using the computer on-line forms by the appropriate deadline.
- Completed evaluations for a college must be completed by the date assigned at the beginning of each semester.
- Questions 1-7 and 10 will be analyzed and copies placed on the University web site for public view.
- The results of the entire evaluation will be reported to the academic deans, department chairs, and the faculty member.

Policies and Procedures in the College of Pharmacy

1. Faculty are required to be evaluated by students each semester in which they teach. Students will complete forms approved by the University of Florida to evaluate teaching effectiveness of faculty.
2. Departments may conduct more frequent course evaluations utilizing forms approved by the department faculty.
3. Each course master will be responsible for setting the dates for evaluations. These dates should be listed in the course syllabi for that department. Department Chairs should make sure that each faculty member has complied with setting evaluation dates in the course syllabus.
4. The faculty member who is being evaluated should not speak to the class prior to the evaluation in an attempt to influence the students' opinion.
5. The faculty member being evaluated will not see the results of the students' evaluations until final grades have been reported to the Registrar's Office.
6. Students are encouraged to make constructive criticism/remarks on the comment section. Students should not make any profane or disrespectful remarks about faculty members. Professional behavior in providing feedback to faculty is the normative expectation and standard in the College of Pharmacy.
7. A faculty member may be evaluated without his/her permission upon approval by the Department Chair.
8. Students' evaluations of faculty and courses will be sent to the UF Office for Academic Affairs for statistical summaries.

UNIVERSITY POLICIES

Disability

All support services provided to and for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support service coordinators at the Disability Resource Center and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service. The web site for further information is www.dso.ufl.edu.

Harassment

It is the policy of The University of Florida to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment. The web site for more information is www.hr.url.edu/eo/sexharassment.htm.

Scope

This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors or contractors.

Definition

Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
- The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting

Sexual harassment may take the form of unwelcome verbal or physical actions which create a hostile, demeaning, offensive, or intimidating behavior of a sexual nature. **A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator or supervisor. The Office of Human Resource Services investigates all complaints. Incidents should be reported as soon as possible after the time of their occurrence.** Reports of sexual harassment can be reported to the Dean's Office. A report is filed with the Student Conduct and Conflict Resolution if misconduct seems to have occurred. Students who have experienced sexual harassment or who have friends who have been harassed may find it helpful to discuss the situation with someone. Confidential counseling services are available at the University Counseling Center in 301 Peabody Hall and at Student Mental Health Service and the Sexual Assault Recovery Service in the Student Health Care Center. Staff in the Office for Student Services, 202 Peabody Hall, has been designated to assist students who have complaints or questions about sexually offensive behavior by faculty, staff, and students.

Hazing

It is a violation of Florida state law, Board of Trustees policy and University of Florida policy for students to engage in any activity that may be described as hazing. Hazing is a broad term encompassing any action or activity that does not contribute to the positive development of a person; or that inflicts or intends to

cause mental or physical harm or anxieties; or that may demean, degrade or disgrace any person regardless of location, intent or consent of participants. In addition, hazing can be defined as any action or situation which intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of the University of Florida. The University believes that any activity that promotes a class system within organizations is inappropriate. Subservience in any form is unacceptable. Subsequently, activities which facilitate inappropriate levels of authority over students may be deemed as hazing and will not be allowed.

Any student organization found to have violated this policy may face loss of recognition as a student organization. Further, any student found to be involved in any hazing activity will face disciplinary action, and is subject to a maximum sanction of expulsion or suspension from the University. Students, as well as their respective organizations, are also subject to civil and criminal action as it relates to the state law prohibiting hazing. For more information, contact the Office for Student Services or refer to Florida Statute 240.252. For further information please access <http://regulations/ufl.edu/chatper4/40161/pdf>.

Official Policy Regarding the use of Social Networking Sites

The administration of the College of Pharmacy recognizes that social networking websites and applications including, but not limited to, Facebook, MySpace, Twitter are an important and timely means of communication. However, students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statues and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University.

The following actions are strictly forbidden:

- You may not report the personal health information of other individuals, be they friends, relatives, or actual patients. Removal of an individual’s name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of Florida College of Pharmacy.
- You may not represent yourself as another person.
- You may not utilize websites and/or applications in a manner that interferes with your work commitments.

In addition to the absolute prohibitions outlined above, the following actions are strongly encouraged:

- Use of privacy settings to limit the unknown or unwanted access to your profile or application.
- If you choose to list an email address on a social networking site, use a personal email address (not your ufl.edu address) as your primary means of identification.

In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the pharmacy profession, the College of Pharmacy and the University of Florida.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.

- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

When using these social networking sites, students are strongly encouraged to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. A site such as YouTube, of course, is completely open to the public. Moreover, once an item is posted on a network site, it may not be easily removed. Future employers (residency or fellowship program directors, representatives of pharmacy employers) may review these network sites when considering potential candidates for employment. You certainly want these individuals to have positive opinion of you.

Policy on the use of Alcoholic Beverages

The College of Pharmacy adheres to the University's Policy on the Use of Alcoholic Beverages by students and organizations. The policy can be found in the University of Florida Student Guide. A summary of this policy follows.

The sale, service, and consumption of alcoholic beverages on the University of Florida campus must be within the guidelines established by federal and state law and municipal and county ordinance. The sale, service, or consumption of alcoholic beverages is not allowed in classrooms, laboratories, offices, and outdoor areas of the campus.

Alcoholic beverages may not be served or consumed at social events held in conjunction with fraternity "rush" or any organized drive to recruit students on campus. Social events held by student groups that are open to the public and in which alcoholic beverages are sold and consumed are permitted only after permission is obtained from the Office for Student Services (student organizations, fraternities, and sororities) or the Director of Housing (residence halls, student groups) and only under applicable University rules.

Any student, student group, or employee of the University who is found to be in violation of the law or the University alcohol policy shall be subject to disciplinary action by the University.

Any group that holds a function at a location where consumption of alcoholic beverages is permitted shall abide by the following principles when conducting the function.

- a. The group holding the event must establish precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants.
- b. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). All alcoholic beverages to be served must be placed in such a manner and location so that access to them can be had only through the designated server(s).
- c. The only alcoholic beverages that may be possessed or consumed at the function are those alcoholic beverages served at the function, and the alcoholic beverages must be consumed within the designated area in which the function is being held.
- d. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- e. No social event shall include any form of drinking contest or any other activities which encourage the rapid and/or excessive consumption of alcohol at the event.
- f. Alcoholic beverages may not be served or consumed at any social event held in conjunction with fraternity rush or other organized drive to recruit students on campus.
- g. If the function is sponsored by a student group (or groups), the group(s) and event must be registered with the Office for Student Services (student

- organizations/fraternities/sororities) or the Housing Office (residence hall student groups) prior to the event.
- h. All announcements or advertisements including but not limited to flyers, banners, t-shirts, and newspaper and radio announcements concerning the function must note the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages and that proper identification must be presented in order to be served or sold alcoholic beverages. Promotional materials must not make reference to the amount of alcoholic beverages available at the event nor to any form of drinking contest.
 - i. A uniformed member of the University Police Department, or a substitute approved by the Chief of the University Police Department, must be present at all times during the function and be paid by the sponsoring group.
 - j. Advertising which promotes campus events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
 - k. Promotion of alcoholic beverage brands at sponsored events must not encourage any form of alcohol abuse nor should it place emphasis on quality and frequency of use.
 - l. Alcoholic beverages, including kegs or cases of beer, shall not be provided as awards to individual students or campus organizations.
 - m. A student adjudicated guilty of a violation of the Alcoholic Beverage Policy of the University shall be guilty of a violation of the Student Conduct Code and subject to sanctions which may include one or more of the following penalties as provided for in rule (C1-4.16(2)) of the Florida Administrative Code: reprimand, conduct probation, suspension or expulsion. Sanctions shall be commensurate with the offense and any aggravating and mitigating circumstances.

Affirmative Action/Equal Opportunity

The University of Florida and the College of Pharmacy are committed to equal opportunity for all students in all matters related to admissions, housing, public and health accommodations, and other programs and activities across the campus. Furthermore, eligibility for student jobs, clubs, and sports activities (with the exception of recognized fraternities and sororities and certain athletic teams) should be available to qualified individuals regardless of race, ethnicity, religion, national origin, gender, age, or disability.

The Value of Diversity

The College of Pharmacy, along with the University of Florida, strives to develop a climate and environment where the value of diversity among students, faculty, and staff is accepted, encouraged, and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, physical or mental ability, race, religion, sexual orientation, socioeconomic background, or unique individual style. The individual characteristics, talents, and contributions of all persons are valued and recognized.

HIV/AIDS Policy

The College of Pharmacy adheres to the State University System (SUS) Policy on AIDS (Acquired Immune Deficiency Syndrome). The following section adapts the statements in the SUS Policy on AIDS to situations and circumstances pertaining to the College of Pharmacy. A copy of the complete SUS Policy on AIDS is available in the Office for Student Affairs or in the University of Florida Student Guide.

It is the policy of the College of Pharmacy to balance the rights of individuals with AIDS with regards to education and employment with the rights of students and University employees to an environment in which they are protected from contracting the disease.

The College of Pharmacy will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and the latest information available. The University of Florida has established a committee which is responsible for acting upon and administering the SUS Policy on AIDS in specific cases. The College of Pharmacy will consult with the committee to consider individual occurrences of the disease and recommend appropriate action.

The University of Florida Committee on AIDS has designated an AIDS counselor on a request basis to answer questions and provide counseling with regard to the disease. Contact with the AIDS counselor is confidential. The location of the AIDS counselor and hours the available for counseling are included in the AIDS Policy.

Education

The University Committee on AIDS coordinates educational efforts to inform students and employees about the transmissibility of the disease and precautions that may be taken to prevent the spread of the disease. The College of Pharmacy will include information on AIDS in its Orientation program and within the curriculum.

General Guidelines

There is no evidence to indicate that Human Immunodeficiency Virus or Acquired Immune Deficiency Syndrome can be spread by casual contact. The evidence demonstrates that HIV requires direct passage through body fluids to cause infection. The greatest risk, therefore, lies in the use of contaminated syringes or exposure via intimate contact with an infected partner.

AIDS is included in the definition of a disabled person for purposes of state laws prohibiting discrimination in employment on the basis of disability, and the federal Rehabilitation Act of 1973 which prohibits discrimination against qualified individuals by employers and by those who provide services with the assistance of federal funding. Under federal law the College of Pharmacy is required to make reasonable accommodations for individuals with HIV/AIDS.

Under these regulations the College of Pharmacy may not deny admission to a person with HIV/AIDS because the individual has HIV/AIDS. Furthermore, the College of Pharmacy may not ask students applying for admission whether they are HIV positive or have AIDS, or require a serologic test for infection with HIV. If students with AIDS require special accommodations due to their illness, the College of Pharmacy may inquire about the disease after the student has been admitted. Records gathered by the College of Pharmacy about a student's medical condition are strictly confidential.

Students with AIDS must be offered the same opportunities and benefits offered all students. This requirement includes access to educational programs, counseling, health insurance, housing, employment opportunities, transportation, health care, and financial assistance.

Under the Rehabilitation Act of 1973 the College of Pharmacy is required to reasonably accommodate the special needs of students and employees with AIDS unless the College of Pharmacy can show that accommodation causes undue hardship. Generally, the accommodation does not produce an undue hardship unless funds must be expended to accommodate the individual.

Action Guidelines for Students

For the purpose of these guidelines, an infected individual means:

- a. an individual who is diagnosed as having AIDS
- b. an individual who is diagnosed as having AIDS Related Complex (ARC); or
- c. an individual who is determined to be HIV positive but has not yet developed the symptoms of AIDS or ARC.

Admission will not be denied to a qualified student solely on the grounds that the student has an infectious disease.

No student will be required to cease attending the College of Pharmacy solely on the basis of a diagnosis of infection. Such decisions will be made only after reasonable accommodations have been made and an examination of the

facts demonstrates that the student can no longer perform as required, or that the student presents a health risk to themselves or the College of Pharmacy or community. Infection of the central nervous system by the AIDS virus may lead to progressive neurological and cognitive dysfunction and consequent inability of the student to maintain his scholastic performance. Decisions regarding remedial or disciplinary action in such cases will take these facts into consideration.

Infectious Disease Prevention Recommendations

The risk of contracting Hepatitis B is greater than the risk of contracting HIV. Therefore, recommendations for the control of Hepatitis B infection will effectively prevent the spread of HIV via blood or blood contaminated items.

1. Sharp items (needles, scalpels, blades, and other sharp instruments) should be considered potentially infective and be handled with extreme care to prevent accidental injuries.
2. Disposable syringes and needles and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, students should wear gloves to handle these soiled items. Gowns, masks, and eye covers may also be required per instructions of the infectious disease control committee. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. In place of emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be used.
5. Pregnant students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, because the infant has an increased risk of infection through prenatal or perinatal transmission, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.
6. Students engaged in health care who are HIV positive or have AIDS and are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For students engaged in health care who are HIV positive or have AIDS, there is an increased danger from infection due to diseases they may come in contact with in a class or in the work place. Students with AIDS who have defective immunity are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g., tuberculosis or varicella). Students with HIV/AIDS will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and will be advised to continue to follow existing recommendations for infection control to minimize their risk of exposure to other infectious agents.
8. The physician of a student with HIV/AIDS and/or the University's Student Health Physician, the Associate Dean for Student Affairs for the College of Pharmacy, and the University Committee on AIDS will determine on an individual basis whether a student with AIDS or ARC can adequately and safely perform patient care duties and suggest changes in work assignment if indicated.
9. Students with AIDS who are infected neurologically who cannot control bodily secretions or who have open lesions will not be permitted to participate in health services. The determination of whether an AIDS infected student should be excluded from providing health care shall be made on a case-by-case basis by a team composed of the student's physician, the Associate Dean for Student Affairs of the College of Pharmacy, and the University Committee on AIDS.

Religious Holidays

The Board of Trustees policy statement governs university policy regarding observance of religious holidays:

- Students shall, upon notifying their instructor, be excused from class to observe a religious holy day of their faith.
- While student will be held responsible for material covered in their absence, each student shall be permitted a reasonable amount of time
- No significant test, class event, or University activity shall be scheduled on a major religious holiday.
- Professors and University administration shall in no way penalize students who are absent from academic or social activities because of religious observance.

The University of Florida urges faculty and administrators not to schedule exams or major events on evenings or days observed as holy days by a significant number of students. Students who ask to be excused from class for religious reasons will not be required to provide second-party certification. A student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.