



*...because the discovery and delivery of effective medicines enhance and extend life*

# **Pharmacy Student Handbook 2016-2017**

version 08/19//2016



# TABLE OF CONTENTS

## Foreword

1) Introduction	3
2) The Pharm D Degree	4

## Matriculation Policies

3) Technical Standards	5
4) Background Checks	5
5) Pre-Pharmacy Course Transfer Policy	5
6) Professional Course Transfer Policy	5
7) Documentation of Immunization Status	5
8) Communicable Infectious Diseases Policy	6

## Facility Policies

9) Access to Health Care Services	6
10) Emergency Evacuation Plan	6
11) Inclement Weather Plan	6
12) Food in the Classrooms	6
13) Filming, Recording, and Commercial Note-Taking Policy	7
14) Recorded Lecture Policy	7

## Academic Policies

15) Curriculum and Academic Programs (BSPS, PharmD, electives, business minor, combined MBA or MSCR degrees)	7
16) Student Evaluation of Teaching Policy	10
17) Experiential Education	10
18) Late or Missing Assignments	12
19) Scholastic Standing	12
20) Student Grievance Policy & Procedure	13
21) Class Attendance	14
22) Examination and Study Materials	14
23) Examination Date Policy	14
24) Student Performance Assessment	14
25) Required Activities Not Affiliated with Didactic or Experiential Coursework	14
26) Course Handouts	15
27) Educational Technology Requirements (iPad, iOS Applications)	15
28) Dress While a Student in the School of Pharmacy	16
29) Professional Meeting Attendance	16
30) Course Withdrawal Procedures	16
31) Class Disruptions	16
32) Classroom Visitor and Seating Policy	17
33) Criminal Background Check and Random Drug Screening Procedures	18
34) Honor Code	21
35) Academic, Professional, and Scholarly Misconduct	22
36) Campus Transfer	22
37) Requests for Temporary Attendance at an Alternative Campus	23

## Student Services

38) Financial Assistance for Pharmacy Students	23
39) Academic Advising & Career Counseling	24
40) Tutoring	24
41) Minority Support	24
42) Summer Employment Opportunities	24
43) Job Placement	24
44) Students with Confirmed or Suspected Chemical Dependence or Impairment	25
45) Student Council	25
46) Class Officer Election Protocol	25
47) Accommodation of Individuals with Disabilities	26

# Foreword

## 1) Introduction

This handbook is not to be construed as a contract. It is meant to provide guidance and information about the School of Pharmacy at The University of Kansas. The information provided in this document is subject to change at any time without notice. Revised versions of this document will be provided via e-mail.

The University of Kansas School of Pharmacy is fully accredited by the Accreditation Council for Pharmacy Education (ACPE). In 2014, ACPE granted the School of Pharmacy a maximum accreditation cycle of 8 years effective through June 30, 2022. During the 2021-2022 academic year the program will complete the ACPE re-accreditation process.

The School has articulated a statement of distinction, which is as follows: "... because the discovery and delivery of effective medicines enhance and extend life."

The mission of the school is: "The University of Kansas School of Pharmacy provides exceptional educational opportunities for professional, graduate, and postgraduate students. Through exemplary curricula and programs, the school encourages the advancement of patient-centered care to enhance health. The school maintains a leadership role in developing innovative technologies and pharmaceuticals and conducting drug therapy related research inclusive of basic, clinical, and administrative sciences for the state, nation, and world."

The vision of the school is: "The University of Kansas School of Pharmacy will improve the health of our state, its residents, and the world through excellence in didactic, experiential, and interprofessional education, basic and applied research, service, and the advancement of all aspects of patient-centered care."

The SOP's educational philosophy was created by the curriculum committee to reflect the ideals outlined in our mission and vision statements. The following educational philosophy succinctly outlines the major categories of learning outcomes and the teaching and assessment methods used to ensure our students achieve the learning outcomes:

"Upon completion of the PharmD program at KU, our students will have a strong foundation in science and will be practice-ready for team-based care. They will have the knowledge, skills, and attitudes needed to deliver patient-centered care as interprofessional team members, and will contribute to the advancement of the profession of pharmacy. Our graduates are proficient at translating basic science knowledge into clinical applications; providing comprehensive pharmacist-delivered patient-centered care; managing resources and systems effectively and efficiently; and providing population-based health care. To promote attainment of these goals a variety of educational strategies are used, including traditional classroom instruction, case studies, laboratory exercises, reflective writing, standardized patient assessment, small group discussion, and practice-based experiences. Our faculty routinely explore novel teaching methods to further advance the effectiveness of our curriculum. Through these educational strategies, students acquire a strong foundation in biomedical, pharmaceutical, social, behavioral, administrative, and clinical science principles and possess the ability to integrate and apply learned information within our program and in interprofessional learning environments. As students progress through the curriculum, they transition from being a dependent learner to an active, self-directed, lifelong learner.

Following completion of the Doctor of Pharmacy program students will possess the educational outcomes articulated by the Center for the Advancement of Pharmacy Education (CAPE outcomes). These are available for review at <http://www.aacp.org/resources/education/cape/Pages/default.aspx> Per CAPE, "the outcomes were purposefully constructed around 4 broad domains to guide the academy in educating pharmacists who possess: 1) foundational knowledge that is integrated throughout pharmacy curricula, 2) essentials for practicing pharmacy and delivering patient-centered care, 3) effective approaches to practice and care, and 4) the ability to develop personally and professionally."

The following represents the educational, research, service and clinical practice goals of the School of Pharmacy. Achievement of these goals is accomplished through the specific initiatives outlined in our strategic plan. Goal attainment is routinely assessed and evaluated by key stakeholders of our program, including administration, faculty, staff, students, alumni, and other relevant constituents.

Educational goals:

- Attract strong candidates to our professional, graduate, and postdoctoral programs.
- Excellence in didactic, experiential, and interprofessional education as evident by our professional students' proficiency in the CAPE outcomes.
- Our PharmD graduates are capable of delivering care as interprofessional team members, and contributing to the advancement of the profession of pharmacy through advanced pharmacy practice, organizational involvement, and in select career paths, provide scholarly contributions to the profession.

Research goals:

- Our faculty maintain a leadership role in developing innovative technologies and pharmaceuticals, and conducting research inclusive of the basic, clinical, and administrative sciences.
- Given the global impact and importance of our faculty's research, we strive to be consistently ranked among the top schools of pharmacy that receive federal research funding.

Service goals:

- Our faculty serve the residents of the State of Kansas and the nation by:
  - educating future pharmacists and researchers
  - making innovative discoveries to improve health
  - sharing expertise with the pharmaceutical and health-care industries
- Our students and faculty contribute to local, state, and national professional organizations and committees.

Clinical practice goals:

- Our pharmacy practice faculty enhance the practice of pharmacy through advanced patient care models, involvement with professional organizations, and advocacy for the profession of pharmacy.

## 2) The PharmD Degree

The Doctor of Pharmacy (PharmD) degree is an undergraduate professional degree and is awarded after the successful completion of 208 academic hours. Sixty-eight hours are transferred into the professional program from either the KU College of Liberal Arts and Sciences or an accredited school. The final 140 hours are completed in the School of Pharmacy upon acceptance. After students complete their second professional year (P2), which requires a minimum of 132 credit hours, students are awarded the Bachelor of Science in Pharmaceutical Studies (BSPS). Students are required to take the Pharmacy Curriculum Outcomes Assessment (PCOA) during their third professional year (P3) year. Following successful completion of all required hours the School of Pharmacy awards students the Doctor of Pharmacy (PharmD) degree. Students who receive their PharmD degree are eligible to take the North American Pharmacy License Examination (NAPLEX) and the Multistate Jurisprudence Examination (MJPE) for licensure. The faculty adopts the policies on academic standards on recommendation from the Academic Standing, Curriculum, Assessment, and Admission committees. Students are given a copy of the policies at the initial orientation. Additional degree information is available in the catalog of the University (<http://catalog.ku.edu/pharmacy/>) and School of Pharmacy website [www.pharmacy.ku.edu](http://www.pharmacy.ku.edu)

## **Matriculation Policies**

### **3) Technical Standards**

The School of Pharmacy, as part of the University of Kansas, is committed to the principle of equal opportunity. The University of Kansas prohibits discrimination on the basis of disability. Because the Doctor of Pharmacy (PharmD) degree signifies that the holder has successfully completed a required field of study and has met the requirements for licensure as a pharmacist prepared for entry into the practice of pharmacy, it follows that graduates must have the basic and essential knowledge, skills, and behaviors to enter practice in all areas of the profession. The PharmD degree is a broad, undifferentiated degree attesting to the acquisition of general knowledge in all fields of pharmacy. The degree holder is expected to possess the basic and essential skills requisite for the practice of pharmacy. The School's technical standards of pharmacy education and practice identify the essential skills and abilities required for admission, retention and graduation of candidates. Therefore, after acceptance, and before matriculation, into the School of Pharmacy, all individuals offered admission to the Doctor of Pharmacy program will be asked to verify that they can meet the technical standards with or without accommodation(s). Students who believe themselves unable to meet these standards or who wish to request accommodations to meet the required standards must notify the Senior Associate Dean for Administration. The technical standards are available here:

[https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/KU\\_PharmD\\_Technical\\_Standards.pdf](https://pharmacy.drupal.ku.edu/sites/pharmacy.drupal.ku.edu/files/docs/KU_PharmD_Technical_Standards.pdf)

### **4) Background Checks & Pharmacy Student Intern Registration**

All students must be registered as a pharmacy student intern in good standing with the Kansas State Board of Pharmacy and provide a background check, free of convictions/events defined by the School of Pharmacy as potentially exclusionary, before beginning classes in the School and yearly thereafter. Students will be instructed by the school on how to complete this process. Matriculation into the School of Pharmacy and the opportunity to continue in and complete the program are dependent on compliance with this requirement. Ordering of the background check and insuring its receipt by the School of Pharmacy is the responsibility of the student. Exclusionary events may include but are not limited to: 1) any drug or alcohol-related violation or conviction, 2) any sex crime, 3) any misdemeanor or felony conviction, 4) suspension or revocation of pharmacy student intern license by the State Board of Pharmacy.

### **5) Pre-Pharmacy Course Transfer Policy**

The pre-pharmacy curriculum requirements may be completed at any accredited institution in the United States. In addition, coursework completed at non-accredited institutions may be accepted upon concurrent approval of the University of Kansas Registrar and the School of Pharmacy Academic Standing and Curriculum Committees. Pre-pharmacy course credit, however, is only considered and may be awarded when course credit hours are reflected on an official institution transcript. For specific course requirements see the Curriculum and Academic Programs section.

### **6) Professional Pharmacy Course Transfer Policy**

The University of Kansas typically does not accept transfer students from other professional programs. Professional courses completed at a non-accredited institution are not transferable for credit towards the Doctor of Pharmacy degree requirements at the University of Kansas. In exceptional cases, student transfers from accredited schools of pharmacy are considered on an individual basis by the Admissions Committee of the School. The Academic Standing and Curriculum Committees then evaluates all requests for transfer credit of professional courses. In the rare instance when a transfer student is admitted, a minimum of 90 credit hours of professional courses must be completed at the University of Kansas School of Pharmacy to be eligible for the Doctor of Pharmacy degree.

### **7) Documentation of Health & Liability Insurance, CPR, and Immunizations**

Each year students must show proof of health and professional liability insurance coverage. Prior to enrollment in the first Introductory Pharmacy Practice Experience students must also be trained in CPR. In addition, they must provide documentation of immunity or vaccination against the following vaccine preventable diseases: 1) Measles, Mumps, and Rubella, 2) Hepatitis B (with titer), 3) Tuberculin (PPD Skin Test) or Quantiferon Gold, 4) Varicella, 5) Tetanus/diphtheria, and 6) Influenza vaccine should be received in the fall semester of each academic year.

Documentation of all immunizations and insurance must be presented to and recorded by the Immunization Coordinator on students respective campus in the required timeframe to prevent being administratively withdrawn from all professional courses. Students on the Lawrence campus should present all documentation to Cathy Thrasher, RPh located in Watkins Memorial Health Center, who serves as the Immunization Coordinator. Students on the Wichita campus should present all documentation to the School of Pharmacy Immunization Coordinator, Lisa Christinat, RN, at the KU Wichita Center for Health Care Adult Medicine Clinic.

## 8) Communicable Infectious Diseases Policy

Communicable infectious diseases are common and may present a threat to students, faculty, and patients. Examples include blood borne transmitted disease such as hepatitis B [HBV], hepatitis C [HCV], human immune-deficiency disease [HIV; AIDS]; airborne transmitted disease such as tuberculosis [TB], measles, varicella; droplet transmitted disease such as influenza, pertussis, mumps; and contact transmitted disease (e.g., methicillin-resistant *Staphylococcus aureus* [MRSA]). This contact may expose the students to infectious pathogens, and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and others. The School of Pharmacy has adopted a policy in order to help protect the health and safety of its students, as well as that of patients and others. In order to participate in the School's educational program, it is essential that students not expose other students, faculty, patients, or others with whom they come in contact in their educational program to communicable infectious diseases. Please see the full policy available at: <https://documents.ku.edu/policies/Pharmacy/InfectiousCommunicableDiseasesPolicy.pdf>

## Facility Policies

### 9) Access to Health Care Services

Students on the Lawrence campus have access to healthcare services at Watkins Memorial Health Center. For more information on available services, including counseling see the student health services web site at <http://www.studenthealth.ku.edu>

Students on the Wichita campus have access to healthcare services at the KU Wichita Center for Health Care Adult Medicine Clinic located at 8533 E. 32<sup>nd</sup> St. North, Wichita, KS 67226. For more information on available services see the Adult Medicine Clinic web site at <http://wichita.kumc.edu/mpa/ku-wichita-clinics/adult-medicine.html>

### 10) Emergency Evacuation Plan

The safety of faculty, staff and students is of the utmost concern and faculty are instructed to be mindful of this in all emergency situations. For the complete policy on emergency responses see the web sites listed below. Students assigned to the Lawrence campus may access emergency procedures for fire, chemical spills, and bomb threats in the Deans office. Students assigned to the Wichita campus may access emergency procedures by accessing <http://wichita.kumc.edu/facilities-management/safety.html>

### 11) Inclement weather

The University determines whether or not to close the Lawrence campus. University Relations will notify the KU information center and regional media, and a message will be placed on the inclement weather line (864-SNOW) and the KU Information Center line (864-3506). You may obtain information from the above phone numbers or [www.ku.edu](http://www.ku.edu) or listen to radio stations KANU 91.5 FM, KLWN 1320 AM, KLZR 105.9 FM, KJHK 90.7 FM. Courses offered on the KUMC campus will have a separate cancellation policy outlined in the specific course syllabus.

In the event of inclement weather in the Wichita area Associate Dean Emerson, in consultation with the Dean and Facilities Director of the School of Medicine-Wichita will determine implementation of the inclement weather procedure by 6:30 a.m. Wichita-based pharmacy students should refer to <http://wichita.kumc.edu/facilities-management/policies-and-forms/forms/policy---inclement-weather.html> for inclement weather information. The Wichita Campus will use the RAVE Alert Messaging System for emergency notification to faculty, staff, employees, residents, and students. Contact the KUSM-W Facilities & Security Office with questions about registering for the RAVE Alert Messaging System. The Department of Public Affairs will also report delayed openings of the school or curtailment of school operations to Wichita television channels 3, 10, and 12 and radio stations KFDI FM 101.3 and KLIO AM 1070. Alert messages will also be posted on the school website home page at [wichita.kumc.edu](http://wichita.kumc.edu) Students can also access the KUSM-W inclement weather hotline (293-3888) to hear instructions concerning the schools status.

### 12) Food in the Classrooms

Student food and drinks are allowed in the Mortar and Pestle Café area, the Pharmacy Student Lounge, and the Conference Rooms in the Deans Suite and Department of Pharmacy Practice on the Lawrence campus. Only bottled water is allowed in any of the classrooms, conference rooms, library, drug information, basement and other areas in the School of Pharmacy building. This policy is applicable at all times including when use of these facilities is for scheduled lectures, student organization events and any and all other activities without prior approval from the Deans office.



On the Wichita campus, student food and drinks are allowed in the Pharmacy Student Lounge, student study rooms and the White Coat Canteen. Only bottled water in sealed containers is allowed in any of the classrooms and conference rooms.

All activities in which food and drink is desired in a classroom, conference room or other food restricted area must be submitted for prior approval to the Deans office on the respective campus. With prior permission from the Deans office food and drinks may be allowed in other rooms of the building. In those cases the individuals using the room are responsible for cleanup or costs incurred for cleaning or damage repair.

### **13) Filming, Recording, and Commercial Note-Taking Policy**

Course materials prepared by an instructor and the content of all lectures, review sessions and course related meetings are the joint property of the instructor and the University of Kansas School of Pharmacy. Photography and video/audio recording of or during lectures, review sessions, and other School functions, without the written consent of the instructor is prohibited. Upon written request, the instructor may grant permission for students to audiotape lectures, on the condition that these audiotapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructor, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course. The School of Pharmacy reserves the right to videotape students during any lecture, project, quiz, exam, or other activities associated with the School of Pharmacy.

Pursuant to the University of Kansas' [Policy on Commercial Note-Taking Ventures](#), commercial note-taking is not permitted in School of Pharmacy courses, unless a course coordinator grants a student written approval. Lecture notes and course materials may be taken for personal use, for the purpose of mastering the course material, and may not be sold to any person or entity in any form. Any student engaged in or contributing to the commercial exchange of notes or course materials will be subject to discipline, including academic misconduct charges, in accordance with University policy. Please note: note-taking provided by a student volunteer for a student with a disability, as a reasonable accommodation under the ADA, is not the same as commercial note-taking and is not covered under this policy.

### **14) Recorded Lecture Policy**

To support an equitable educational experience for our students attending classes on a distance campus, and to maintain compliance with our school's accreditation standards the School of Pharmacy mandates that all lecture content delivered between campuses via video-conferencing be recorded and stored on the University's network storage. The recorded lecture content should be made available to students in the event the intercampus connection were compromised (e.g. secondary to technical failure) or students on the campus receiving the video-conferenced lecture content were unable to attend class due to inclement weather, natural disaster, or other University approved absences. The provision of the recorded lecture material for reasons not specified above and the method in which the recorded lecture is delivered to students remains the responsibility and joint decision of the course coordinator and the instructor providing each specific lecture. Course coordinators are encouraged to specify their use policies regarding recorded lecture content in their syllabus. This policy does not guarantee student access to the recorded lectures. Unless otherwise requested by the course coordinator, the recorded lecture content will be stored on the University's network storage for one year in duration, after which the content may be permanently deleted by either the instructor or the school's information technology staff. Prior to deletion, information technology staff must contact the course coordinator for approval to delete content. If they so choose, an instructor may delete the recorded lecture content at any timeframe after they confirm the lecture was successfully transmitted to all relevant campuses and that a University approved absence was not in effect. This policy does not apply to self-initiated recorded content, such as faculty-initiated podcasts that were created outside the direction or supervision of the University or School. Such content remains the instructor's intellectual property and its use is left to the discretion of the individual faculty member.

## **Academic Policies**

### **15) Curriculum and Academic Programs**

**Doctor of Pharmacy (Pharm.D.) Program:** The curriculum leading to the Doctor of Pharmacy Degree is comprised of 208-credit hours. Sixty-eight of these hours are transferred into the professional school and 140 are completed in the professional program. Courses are completed from each of the four departments while in the professional program. After

acceptance into the School of Pharmacy students completing the first 2 years of the Doctor of Pharmacy professional degree program (e.g. 3rd and 4th year of college) are awarded a Bachelor of Science in Pharmaceutical Studies (BSPS). This degree does not make a student eligible to practice pharmacy or take the NAPLEX or MPJE. Students are required to take the Pharmacy Curriculum Outcomes Assessment (PCOA) during their third professional year (P3) year. Students completing the remaining 5th and 6th professional years are awarded the Doctor of Pharmacy (Pharm.D.) degree. These degree programs are available to students on both the Lawrence and Wichita campuses. For a student to be eligible to participate in Advanced Pharmacy Practice Experience courses he/she must have successfully completed all courses with a passing grade and be in good standing in the School of Pharmacy. The curriculum of the School of Pharmacy is provided at: <http://pharmacy.ku.edu/academics>

### **Elective Didactic Courses:**

The professional curriculum includes four didactic hours of elective courses. For students matriculating into the program during or after 2014, one elective course (of at least one credit-hour) must be completed in one of the three basic science departments (Medicinal Chemistry, Pharmacology and Toxicology, Pharmaceutical Chemistry) and one elective must be completed in the Department of Pharmacy Practice. The remaining two elective courses may be completed in a School of Pharmacy department of the student's choice. Electives that involve faculty from multiple departments (designated PHAR) may not be substituted for a basic science elective but may count towards satisfying the Pharmacy Practice requirement. For students matriculating into the program prior to 2014, one elective course (of at least one credit-hour) must be completed from each department. Electives that involve faculty from multiple departments (labeled PHAR) may be substituted for any one of the established departments in the School of Pharmacy.

**Minor in Business:** Students who have satisfied the KU Core general education requirements with AP credit or other means may elect to complete a minor in Business during their time at KU. To earn a business minor, students must complete six courses before the end of their pharmacy school career. The courses may be completed prior to entering the professional school or concurrent with the professional courses. Information on the business minor presented here is informational only and subject to change without notice. For official information refer to the business minor website at the following address <http://www.business.ku.edu/minor> *Business Minor Course Requirements:*

- ACCT 200 - Fundamentals of Accounting or ACCT 205 - Survey of Accounting
- IST 202 - Introduction to Information Systems or IST 205 - Survey of Information Systems
- MGMT 305 - Survey of Management or MGMT 310 - Organizational Behavior
- MKTG 305 - Survey of Marketing or MKTG 310 - Marketing
- FIN 305 - Survey of Finance (ACCT 205 is a prerequisite for FIN 305) or FIN 310 - Finance
- SCM 305 - Survey of Supply Chain Management or SCM 310 - Management Science and Operations Management

*Graduation:* When the student has declared the minor, completed the requirements, and applied for a degree with the Office of the Registrar, the student is cleared for the minor. Declaration of the minor can occur at anytime but students are encouraged to make this declaration early in their academic career. For logistic help in making this declaration, see (see: <http://www.business.ku.edu/degrees/business/minor/declare>) or contact the School of Pharmacy Deans office.

**Pharm.D./Masters in Business Administration Dual Degree Program:** Pharmacy students may also elect to apply for admission to the Doctor of Pharmacy/Master of Business Administration Dual Degree path at KU. The objective of this academic pathway is to allow students to earn an MBA from the School of Business while completing their Doctor of Pharmacy degree in the School of Pharmacy. The MBA coursework is completed in the evenings on the KU Edwards campus in Overland Park, KS. Most students earn the PharmD/MBA by extending their studies at least one calendar year. In unusual circumstances, students may be able to complete the PharmD program during the day and MBA program in the evenings over the four years of the professional program. Successful completion of the PharmD/MBA dual degree program will be dependent upon a high level of commitment from students accepted into the program. Students who wish to pursue the PharmD and MBA (via the dual degree program) must: 1) be admitted to the School of Pharmacy, 2) be approved by the School of Pharmacy as candidates for the dual degree program during the second professional year in Pharmacy School, 3) be accepted into the MBA program by the School of Business. Preference will be given to pharmacy students having previous experience in a pharmacy practice site or other business environment or who hold a baccalaureate degree. The Graduate Management Admissions Test (GMAT) is required for all applicants to the PharmD/MBA program. Current pharmacy students must declare their intent to seek admission to the dual degree program during their fall semester of their P2 year. The admissions committee may grant exceptions to this requirement in individual cases. All students in the program must complete a minimum of thirty-two credit hours of graduate coursework in business. The School of Business follows the Graduate Studies regulation in requiring a 3.0 cumulative grade point



average for all course work counted toward a master's degree. Following the completion of all requirements for the joint degree program, joint degree students will receive diplomas from both Schools concurrently. Pharmacy students who do not complete requirements for the MBA may still earn a PharmD degree when requirements for that degree are completed.

The PharmD/MBA curriculum requires completion of 32 credit hours including 24 credit hours of core courses and 8 advanced core courses which are offered via the working professional MBA program. Students will choose between a Marketing, Management or Finance Advanced Core (8 credits). Students choosing the combined degree option are exempt from the 10 credit hour certificate requirement. The working professional MBA curriculum is available at: <http://business.ku.edu/degrees/businessadmin/MBA/workingprof/overview>

Students that do not meet the MBA requirements at the time of graduation from Pharmacy School will be required to complete an additional 10 credit hours for a certificate program to be awarded the School of Business' working professionals MBA (not joint degree requirements). For additional information consult the School of Business section of the KU Graduate Catalog, the School of Pharmacy section of the Undergraduate Catalog, or contact the Associate Dean for Academic Affairs or the Senior Associate Dean, School of Pharmacy, or the Director of Masters Programs, School of Business.

### **Pharm.D./Masters of Science in Clinical Research Dual Degree Program:**

Each year, the Heartland Institute for Clinical and Translational Research invites P3 pharmacy students from the School of Pharmacy to apply for the Predoctoral Clinical & Translational Research TL1 Training Program. This program is designed to stimulate interest in clinical research careers for current medical, dental and pharmacy students by creating a dual-degree training track designed to provide the skills necessary to participate in clinical and translational research immediately upon entry into their clinical training. Trainees must take a leave of absence from their current academic program. For pharmacy students, this training program is completed following their P3 year, starting that summer, continues over the fall and spring semesters and the program is finished the following summer. Students complete PharmD rotations in their 5<sup>th</sup> year of the professional program (that is, it extends the professional program duration from 4 to 5 years).

Students must complete the following program requirements: 1) complete a Master of Science in Clinical Research (MS-CR), 2) actively engage in workshops and training opportunities designed to enhance your research skills, and 3) complete a mentored research project culminating in a published research article. TL1 eligibility requirements include United States citizen or non-citizen national, or have legal admission into the United States as a permanent citizen, currently enrolled in a MD, PharmD, DDS or DO at a Frontiers affiliated institution and completed the basic science program requirements, and a one-year commitment (leave of absence) from your current program (see Associate Dean Barnes) to complete the MS-CR coursework and participate exclusively in Frontiers sponsored or approved activities.

Application and Submission information:

*Step 1 - Identify a mentor:* One of the most important steps in applying to this program is to identify a research mentor. The CTREC and TL1 Program Directors require interested applicants to meet with them prior to submitting an application to discuss potential mentors. Trainees will receive help selecting a mentorship team that includes a clinician researcher and either a basic scientist or population/community health researcher. The mentor will have primary responsibility for working with the trainee on their research project. In addition to working on their MS-CR, the TL1 trainee will spend much of their year working on their mentored research project.

*Step 2 - Complete the Formal TL1 & MS-CR Applications:* (Deadline is typically in February)

Once you identify a mentor you will be asked to submit an application. Applicants should start developing their application proposal that must include:

- A Personal Statement with a description of their previous research experience and career objectives (This will be used for both the TL1 and MS-CR application).
- Undergraduate and Graduate Transcripts.
- A one-page abstract/proposal for a mentored research project.
- A CV for the applicant (used for both applications), and their mentor (NIH biosketch).
- Letters of Support (3)
  - Research Mentor Letter of Support describing how the trainee will be integrated into the mentor's currently funded research efforts and how the trainee will be able to actively participate in a research project such that

the trainee will be able to submit a first-authored publication at the end of their dedicated year of research training. This expectation of publication is directly related to the thesis expectation for the MS-CR.

- Letter of Support from the Dean of your current academic program.
- One additional Letter of Support.

Please visit <http://frontiersresearch.org/frontiers/TL1-training-program#overlay-context=clinical-doctoral-students> for program information and <http://www.kumc.edu/school-of-medicine/preventive-medicine-and-public-health/education-and-training/ms-cr.html> for additional MS-CR program information. Online applications open in mid-November. To complete the MS-CR on line application, visit <https://www.applyweb.com/apply/kumc/index.html> For additional information, please see Associate Dean Barnes. For the TL1 application please contact Laura Mussulman, MA, MPH, Project Director of the Frontiers Clinical and Translational Research Education Center, at 913-945-7835, or by email at [lmussulman@kumc.edu](mailto:lmussulman@kumc.edu)

*Returning to the School of Pharmacy:* Upon completion of the TL1 MSCR training, students complete PharmD rotations in the 5<sup>th</sup> year of the professional program. In the fall semester of their MSCR, students should contact the Assistant Dean for Experiential Education, Joe Heidrick, to coordinate their P4 rotation selections. In the summer just prior to rotation, students must reapply to the KU Lawrence campus, as a result of not being enrolled in classes on that campus for more than one semester.

### **16) Student Evaluation of Teaching Policy**

Student evaluation of teaching is 1) essential in maintaining excellent instruction in the PharmD program, 2) needed to modify course content and delivery methods, and 3) is an essential component of a professor's bid for tenure and/or promotion in academic rank within the University. In the past, evaluation response rates in many courses have been significantly below the minimum response rates needed to produce meaningful statistical results. Approximately, 60 students out of a class size of 170 must submit completed evaluations to ensure the evaluation results have adequate statistical precision and produce reasonable assessments of instruction. In an effort to increase students' response rates and concomitantly reduce the number of evaluation requests students receive; the Assessment Committee outlined the following student evaluation of teaching procedure for the PharmD program. Each course is assigned 60 students who are required to complete all instructor and course evaluations for that specific course. Based upon the number of courses and class size, in any given semester, students will likely be required to evaluate ~3 of their courses. The 60 students assigned for each course is determined by stratifying each class into quartiles based on academic performance (determined by cumulative GPA from the prior semester). Fifteen students are randomly selected from each quartile and are required to complete the evaluations for the course in the 2 weeks preceding finals (online evaluations will close on Sunday prior to finals). The online course evaluation system used by the school is able to determine which students have submitted a completed evaluation but cannot identify which evaluation belongs to a specific student. At the time of completion, the submitted evaluations are split from the required student ID number and the evaluations remain anonymous. Instructors are not informed which students were selected to evaluate their course. Students who fail to complete their assigned evaluations will not be permitted to participate in their upcoming IPPE/APPE rotations and will be dropped from any elective course in which they are enrolled in the following semester. While specific students will be assigned to each course, any student will have the option to evaluate any course in which they are enrolled. Instructors are asked to provide time in-class for the evaluations to be completed. The School's Director of Assessment, Millinda Fowles, is responsible for the student selection process and notifying the students of their assigned courses to evaluate.

### **17) Experiential Education**

Experiential learning is learning by doing. Experiential learning becomes experiential education when it is part of a structured program whereby the student applies what he or she has learned in the classroom to real-life situations. A significant portion (>30%) of the Doctor of Pharmacy curriculum is comprised of experiential education in the form of Pharmacy Practice Experiences (PPEs), commonly referred to as "rotations." The Accreditation Council for Pharmacy Education (ACPE), the accrediting body for schools and colleges of pharmacy in the United States, mandates the participation of student pharmacists in both Introductory and Advanced (Specialized) Pharmacy Practice Experiences as part of the professional program leading to the Doctor of Pharmacy degree. ACPE guidelines prescribe that Introductory Pharmacy Practice Experiences (IPPEs) begin early in the curriculum, involve actual practice experiences in both community and institutional settings, parallel and integrate with the didactic and laboratory course work and continue in a progressive manner leading to entry into the Advanced (Specialized) Pharmacy Practice Experiences (APPEs) offered in the final year of the curriculum. This experiential course should serve to expose the student to the practice of community pharmacy in either an independent pharmacy or a local, regional or national chain pharmacy in either a rural or urban

setting within the state of Kansas. All IPPEs are graded using the following competency-based grading scale: Satisfactory (S), Unsatisfactory (U), or Incomplete (I). All APPEs are graded using the following competency-based grading scale: Excellent (E), Satisfactory (S), Unsatisfactory (U), or Incomplete (I). The office of experiential education collaborates with preceptors to define the competencies used during grade assignments.

*Introductory Pharmacy Practice Experience (IPPE):* All Doctor of Pharmacy students will be required to participate in 2 IPPE rotations. The first will take place in the summer following the first year in a community pharmacy setting lasting 1 month (160 hours). The second IPPE rotation will take place in the summer following second year in an institutional or hospital setting lasting 1 month (160 hours). Introductory Pharmacy Practice Experiences are intended to provide early insight into the practice of pharmacy and help guide student's career choices. Students are assigned IPPE rotations after submitting a list of preferences. All students will be required to sign a Statement of Understanding which confirms the student knows he or she could be placed at a site anywhere in the state of Kansas; and in some cases Missouri or Oklahoma. If deemed necessary by the Assistant Dean/Director of Experiential Education, housing is provided by the school for remote IPPE rotations. **Failed IPPE rotations (i.e. an assigned grade of "U") must be retaken over the academic winter break. Both IPPE rotations must be passed to be eligible for APPE rotations.**

*Advanced Pharmacy Practice Experience (APPE):* The final year of the Doctor of Pharmacy program is spent participating in pharmacy practice experience rotations. These consist of one-month rotations (160 contact hours) in various health care settings. Such practice settings may include a variety of acute care, ambulatory care, managed care, and alternate practice sites. Each rotation provides an academically structured environment that enables the student to gain practical experience under the guidance of a practicing health care professional. Every student is required to complete nine one-month rotations. Each rotation begins the first weekday of the month and ends on the last weekday of the month. A grade will be assigned for each rotation. **Failure of two advanced practice experiential rotations (i.e. an assigned grade of "U") will result in a student's dismissal from the PharmD program.**

A student may not receive both academic credit and financial compensation for experiential rotations. Since academic credit is being earned by the student during their pharmacy practice experience rotations, they cannot receive financial compensation for them. Because the student does earn intern hours for these rotations as well as academic credit, they are expected to spend at least 40 hours per week at their rotation site.

Every effort will be made to ensure that pharmacy practice experience rotations are assigned in a fair and equitable manner. A number of factors are taken into account before rotation assignments are made. Consideration is given to student preferences, previous work history of the student, location of the site, as well as a student's future employment/residency plans. Care is also taken to ensure that the selected rotations provide a wide range of experiences for each student. Students may be required to travel throughout the state (e.g., Wichita, Hays, Garden City) or surrounding area to complete their pharmacy practice experience rotations. Students will receive notice of their assignments well in advance of the start of each rotation so they can make appropriate housing arrangements.

*Required Medical Records:* Before participating in the pharmacy practice experience rotations, each student must again show proof of current professional liability and health insurance and appropriate immunizations. This should be on record with the Immunization Coordinator from previous years but it is the student's responsibility to verify the information and present it to the Assistant Dean/Director of Experiential Education. In addition, students must produce another background check free of exclusionary events/convictions before entering the clerkship portions of the program.

*Clarification of Externship, Clerkship, and Internship:* Externship - is a term that has been used to describe an academically structured, experience-based training program that is regulated by the School of Pharmacy. Clerkship - is a term that has referred to an externship that is clinically oriented. In either case, the pharmacist preceptor's primary responsibility to the student is as a teacher. Academic credit is granted and no financial compensation to the student is allowed for work done during either an externship or a clerkship. "Pharmacy practice experience" has become the term used for what has previously been called "clerkship" or "externship". Internship - is not academically structured and the School of Pharmacy has no involvement with internship training. Internship training is under the jurisdiction of the Kansas State Board of Pharmacy. The student may receive financial compensation for the work they perform during their internship. The pharmacist preceptor's primary responsibility to the student when the student is employed is as an employer.

The Kansas State Board of Pharmacy requires 1500 hours of internship training under the supervision of a licensed pharmacist preceptor to be eligible for licensure to practice pharmacy in the State of Kansas. The actual 1760 contact hours of KU pharmacy practice experiences and internships are eligible to be counted toward this requirement. If you work in a pharmacy as an intern, it is recommended that you register these hours with the Board of Pharmacy. Some State Boards of Pharmacy will not accept the externship hours earned while a student as credit toward their total internship hour requirement for licensure. Both externship and internship hours are required in some states prior to licensure.

### **18) Late or Missing Assignments**

All activities, assignments, projects, or other work for a course in the curriculum are to be completed and turned in on time. Any such item that is turned in after the start of the class period it is due may be considered missing and as such assigned no points.

### **19) Scholastic Standing**

- *Academic Warning:* Academic warning notifications are distributed by the Deans office to students identified by faculty as being at academic risk. This process is subsequent to a judgment made by the faculty at any given time in the semester. These notifications are typically sent to students and their faculty advisors by mid-term. Students are encouraged to meet with the faculty of the course and their advisor to develop a plan to improve their performance.
- *Probation:* Students will be placed on academic probation if:
  - A student fails to attain a 2.5\* grade point average of professional coursework in any semester, or whose overall professional course grade-point average falls below 2.5\*.
  - A student falling below the minimum grade point average of 2.5\* will be required to develop and submit an individualized remediation plan to their Academic Faculty Advisor and the Chair of the Academic Standings committee, Senior Associate Dean Gene Hotchkiss.
  - A student fails an introductory or advanced pharmacy practice experience.
    - A student failing either an IPPE or APPE will be required to develop an individualized remediation plan with the Assistant Dean for Experiential Education and the Associate Deans for Administration and Academic Affairs.
  - A student fails to comply with programmatic requirements (such as those outlined in section 25 below) in a timely manner.
- *Suspension:* A student who fails or does not make timely progress in a course or courses while a student in the School of Pharmacy may be placed on suspension. Additionally, a student who fails to comply with the School conduct policy, or academic and/or programmatic requirements may be placed on suspension.
- *Dismissal:* Students will be dismissed from school if:
  - They fail to attain a 2.5\* grade-point-average in all courses or in professional courses for any semester while on probation.
  - They receive a grade of “F” in 40 percent or more of the courses taken during any semester (including semesters in which they are enrolled in only one course).
  - They fail an individual course twice.
  - They fail two advanced pharmacy practice experiences.
  - They are placed on probation or suspended for a second academic semester for failure to comply with programmatic requirements.

- *Petitions*: Students dismissed from the School for poor scholarship or poor performance during experiential education may file a written petition (e-mail petitions are not acceptable) with the Academic Standing Committee in the School of Pharmacy for reinstatement. The committee's decision is final. The committee will normally take one of the following actions:
  - The student will be allowed to enroll, often with stipulations and specific recommendations regarding strategies for restoring his or her good academic standing.
  - The committee may deny the petition in which case the dismissal becomes final.
- *Courses taken outside the School*: Students on probation or on special student status may take courses outside the School of Pharmacy, or at other institutions, in order to improve the grade point average or sustain progression through the program. Prior approval is required by the Academic Standing and Curriculum Committees as well as the course instructor (if the course involves replacement of a required course within the School's curriculum), and only courses that will count toward graduation will be honored.
- *Return to Good Standing*: Students will return to good standing when the overall pharmacy grade point average reaches 2.5\*. Students are required to be in good standing (i.e. GPA of 2.5\* or higher) to be eligible to enroll and participate in advanced pharmacy practice experiences.
 

**\*The minimum GPA is 2.5 for students matriculating in or after the fall of 2013. Students with matriculation dates prior to that have a minimum GPA of 2.25.**
- *Required Work in Residence*: Of the last 30 credit hours preceding graduation, students must enroll in at least 24 credit hours in the University of Kansas, School of Pharmacy.
- *Grade Appeal*: An appeal concerning the final grade in a course can be made by a student, based on improper application of the grading procedure provided in the syllabus for the course by the instructor. The process for an appeal is as follows:
  - The student will furnish a written request with documentation to the instructor, requesting that a grade change be made.
  - A meeting with the instructor will then be scheduled to discuss the requested change.
  - If further appeal is requested in writing, the department offering the course will meet with the student to resolve the issue, led by the chair of the department.
  - If further appeal is requested in writing, the School Academic Standing Committee will hear the student's case.
  - Final appeal may be made to the University Judicial Board. University Governance may be reached at [govern@ku.edu](mailto:govern@ku.edu) or (785) 864-5169.

## **20) Student Grievance Policy and Procedure**

The student grievance policy delineates the process for submission of a written complaint with respect to student rights to due process and the correlating appeal protocol. The policy is written in accord with the Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations regarding establishment of policy to address grievances arising within the KU SOP. The policy can be found here:

[https://documents.ku.edu/policies/Pharmacy/grievance\\_procedure\\_pharmacy.pdf](https://documents.ku.edu/policies/Pharmacy/grievance_procedure_pharmacy.pdf)

**The Accreditation Council for Pharmacy Education (ACPE) will evaluate complaints applicable to their accreditation standards. Complaints can be submitted as a written letter to the following address:**

Accreditation Council for Pharmacy Education  
 135 S. LaSalle Street, Suite 4100  
 Chicago, IL 60603-4810  
 Phone: 312-664-3575, Fax: 312-664-4652  
 Email: [info@acpe-accredit.org](mailto:info@acpe-accredit.org)  
<https://www.acpe-accredit.org/>

## **21) Class Attendance**

Individual departments and their course instructors may provide additional guidelines on class attendance. Unless otherwise stated, attendance is required although excused absences for attending meetings (see below), illness or deaths in the family may be honored by individual instructors. Any student missing more than 15% of the scheduled meeting sessions of a class will be deemed to have excessive absences. Excessive unexcused absences from any class may result in the administrative withdrawal of the student from that class, at the discretion of the instructor. Students should note that an expectation of students in the professional program is that class attendance and school activities are to be the top priority for all students. Absences for work, work-related activities, or recreational travel, as a few examples, are not acceptable.

## **22) Examination and Study Materials**

The evaluation of student performance shall be based upon examinations, written papers, class participation, standardized patient assessment and other requirements as the instructor in each course may determine. Information about the basis for evaluating students' performance and about the requirements that students must fulfill should be made available to students, preferably in writing, within the first two weeks of class. Students who are not in class when such information is provided are responsible for obtaining and knowing it. Students are also responsible for being aware of subsequent announcements about course content and changes to grading policies. This information should not be considered a contract; the information may be revised as the course progresses, provided students are given timely notice of such revisions. Individual departments and their course instructors will provide information in the course syllabus on appropriate study materials to be used in preparing for examinations. Instructor's course notes and examinations are copyright materials. Only the faculty have exclusive rights to reproduce, distribute, and display their work. The only materials authorized as study guides for an examination or a quiz will be those materials distributed in class, by e-mail, other means by the instructor, or those specifically posted by the instructor in Blackboard for their respective course.

## **23) Examination Date Policy**

Prior to the start of the semester, course coordinators provide their proposed exam dates to the Associate Dean for Academic Affairs. This information is compiled and returned to all the course coordinators. If possible, the course coordinators attempt to reschedule exams prior to the start of the semester for specific days or weeks with a concerning number of exams. Examinations and quizzes during the semester are set by the individual course coordinators and are generally provided to the students in the course syllabus. Unannounced quizzes or similar assessments are permissible. During the semester, regular examination and quiz dates may be moved with timely notice at the sole discretion of the instructor. The instructor may consider requests for moving an exam from a student or group of students, however, the instructor is the sole authority in setting the test date. Examinations in multiple courses may occur in the same week and this alone may not be sufficient to compel a faculty member to change an exam date. All final examinations will be administered at the time, date, and in the room(s) specified. Final examination dates are published by the Deans Office and are not subject to relocation at either a student's or an instructor's request unless specifically approved by the School of Pharmacy Scheduling Committee.

## **24) Student Performance Assessment**

Students will be assessed using standardized patients and/or simulated manikins. Students must successfully pass performance assessment exams to remain in good standing. Students who do not pass (score at or above threshold) will be required to meet with the Performance Assessment Coordinator, Assistant Dean for Experiential Education, Associate Dean for Academic Affairs, and the Senior Associate Dean to establish a formal written plan of remediation. If deficiencies are not successfully remediated within the timeline established, the student will be dismissed from the program. Students have the right to appeal their remediation plan or dismissal from the program.

## **25) Required Activities Not Affiliated with Didactic or Experiential Coursework**

Attainment of a professional degree requires completion of certifications (e.g. immunizations, CPR, etc), activities (e.g. interprofessional education, co-curricular requirements, attendance at the PharmD seminar, PCOA, etc), and other assignments (e.g. evaluations of teaching, etc) that may not be affiliated with a traditional academic course or experience. Throughout the curriculum, students will be required to participate in professional development, educational, and assessment activities. These activities may take place outside of officially scheduled class times or in locations outside of the School of Pharmacy's facilities (including at KUMC in Kansas City, KS).

- *PharmD Seminar*: To facilitate the communication of important information, provide professional development, and encourage co-curricular involvement, the School of Pharmacy requires that students protect the noon-hour each Thursday for a PharmD seminar. Example seminar topics include information about interprofessional education,



experiential education, assessment and feedback meetings, graduation instructions, advising, peer mentoring, and many other topics that arise over the academic year. The seminar schedule will be provided at the start of each academic semester but is subject to change with reasonable notice. On average, students should expect to attend a seminar twice a month during the academic year. P1 students will initially meet weekly in the Fall semester. To encourage participation, student attendance of the seminars may be documented. Those students falling below 85% attendance during a given semester will not be permitted to participate in their upcoming IPPE/APPE rotations and will be dropped from any elective course in which they are enrolled in the following semester.

- *Interprofessional Education (IPE) Program:* Students will be required to participate in interprofessional educational activities each academic year whereby pharmacy students interact with other health profession students in simulations, lectures, and other training programs at various locations and times of day. The mission of the School of Pharmacy's IPE program is: "to transform the quality of patient care through interprofessional team-based education, practice, and research." The IPE program's vision is that "pharmacists will provide patient-centered care and research within an interprofessional team to help achieve the Triple Aim (improved quality of care, improved patient experience, and reduced cost) of healthcare." The IPE program's strategic goals are for student to: 1) acquire knowledge, skills, and favorable attitudes toward interprofessional team-based care; b) apply knowledge, skills, and favorable attitudes in a variety of interprofessional patient-care contexts; and c) demonstrate competency of knowledge, skills, and favorable attitudes toward interprofessional team-based care upon graduation.
- *Co-Curriculum:* The goal of the co-curriculum is to provide students with learning activities and experiences that occur outside of the classroom in order to supplement the didactic curriculum. Specifically, co-curricular activities will allow students to apply the programmatic learning outcomes of interprofessional collaboration, cultural sensitivity, self-awareness, leadership, innovation and entrepreneurship, and professionalism. Students will be required to complete a total of 15 units (as assigned by the co-curriculum committee) each academic year. At least one unit must be completed in each of the six aforementioned learning outcomes. Students will reflect on each experience in their portfolios and with their faculty advisor. Those students failing to meet requirements will not be permitted to participate in their upcoming IPPE/APPE rotations and will be dropped from any elective course in which they are enrolled in the following semester.

As outlined in the scholastic standings policies above, the above are programmatic requirements; as such students who fail to comply with these requirements are subject to being placed on academic probation. Continued non-compliance with these programmatic requirements would be defined as: repeated noncompliance in a given semester, or in more than one semester, and is grounds for dismissal from the PharmD program. We request that students remain flexible with regards to their schedule and willingness to provide personal transportation to various locations and facilities to participate in these excellent training opportunities. Timely attention to such programmatic requirements is of utmost importance.

## **26) Course Handouts**

Faculty may, but are not required to, provide notes for a lecture or course. If course notes are to be provided they may be in paper format or electronic format at the discretion of the faculty member. If a member of the faculty decides to distribute notes or supporting materials in paper format it is the responsibility of that faculty member to print and/or distribute them. Students are provided with access to a copier and paper in order to print class related handouts and make copies as needed. Personal use of the copier/paper is prohibited. A reasonable monthly copy/print quota is provided to each student. Use is regulated and monitored by the school administration.

## **27) Educational Technology Requirements (iPad, iOS Applications)**

All students entering KU School of Pharmacy's PharmD program are required to own an iPad or iPad mini (capable of running the most current iOS), as well as select accessories and applications. Recent curricular changes now require students to use iPads in the classroom and during experiential rotations. Faculty members are increasingly incorporating iPads and other technology in the classroom. End-of-the-year assessment data shows that the mobility of iPads allow students to study at any time or place and to have all their lecture notes and other educational resources organized in a single lightweight device. Current students use their iPads in a wide variety of ways, including downloading and annotating lecture notes, listening to podcast or recorded lectures, participating in audience response polling during lectures, reading eBooks and online textbooks, communicating via approved video chatting apps with students or faculty on our various campuses, and completing activities in the six semesters of pharmacy skills laboratory. iPads are also used to administer quizzes and exams in a secure testing environment on the iPad. Our senior (P4) students benefit from the iPad by having mobile access to electronic medical records as well as their lecture notes and drug information software

while on rotation. Students are provided detailed instructions and a list of device and application requirements over the summer prior to P1 matriculation.

**Students who already own an iPad** are not required to purchase another one, but they must ensure that the device meets the above specifications and has the required applications loaded prior to orientation. **Students who need to purchase an iPad** may do so at any retailer of their choice. The School of Pharmacy provides a volume-based purchase discount through the Tech Shop in the KU Bookstore. If you have technical questions regarding the iPad and/or applications please contact our School of Pharmacy's Systems Specialists, Colby Qualls ([colby\\_qualls@ku.edu](mailto:colby_qualls@ku.edu)) or Quinn Tulley ([q473t510@ku.edu](mailto:q473t510@ku.edu)). If you have questions about how the iPad is used throughout the curriculum please contact Associate Dean, Brian Barnes at [bbarnes@ku.edu](mailto:bbarnes@ku.edu)

### **28) Dress While a Student in the School of Pharmacy**

It is recommended that students adhere to a business casual dress code at all times while in classes or on school sanctioned activities. Unless authorized by a school administrator, white coats are to be worn at all times when on professional activities sanctioned by the school.

### **29) Professional Meeting Attendance and Student Travel Policy**

The School of Pharmacy promotes and encourages the professionalism of all of its students in part through providing specific opportunities and support for students to attend local, regional, and national meetings. The following travel policies apply to all students in the School of Pharmacy:

- Students in the 1st semester of their P1 year are not allowed to attend out-of-state meetings with the School's support.
- Students in any of the classes (e.g., second semester P1, P2, P3, or P4 years) may attend meetings with the School's support under the following conditions:
  - The student is attending a School of Pharmacy approved meeting (i.e., typically those represented in the School by the student organizations). Prior to each semester the Deans office will make available to instructors a list of dates of professional meetings. Instructors will be asked by the Deans office to avoid examinations on those dates if at all possible during the semester. The Deans office will also specify for the instructors which classes (e.g., second semester P1, P2, P3, or P4) will be appropriately involved and in which meetings.
  - The student's organization approves of the travel.
  - The student has a significant role in the meeting such as the presenter of a paper, as an officer in the organization, will be interviewing for residencies, positions in the profession (P4 only), or participating in meetings with significant student programming.
  - The student is not on probation, has an overall GPA of 2.5 or greater, and is not averaging a "C" grade or lower in any currently enrolled course, and has not been sanctioned for academic or professional misconduct.
  - The student will not miss an examination.

### **30) Course Withdrawal Procedures**

Pharmacy students shall consult with the Senior Associate Dean or Associate Deans for Academic Affairs or the Wichita Campus before dropping any courses to obtain a signature on the course withdrawal form. The procedure for dropping a course can be found on the University Registrar's web site.

### **31) Class Disruptions**

*Fire alarms and evacuations:* In the event of a fire alarm or building evacuation during an examination, students are instructed to place their exam face down on their desk and leave the classroom and building by the nearest exit. Students completing exams that are administered via ExamSoft should exit the exam and bring their iPad with them. Instructors will lock the classroom as they follow the students out of the classroom. When the all clear is given to re-enter the building, students will not be allowed back in the classroom until the instructor has entered and collected all of the exams. If there is time remaining in the class period or alternatively, in the next meeting of the class, the instructor will provide instructions on how the examination material will be covered in another exam and at a later time.

*Disruptions by students during class periods:* The scope and content of each course (including all materials used and presented) in the School of Pharmacy is defined by the instructor in consultation with, the curriculum committee, the responsible department and the Dean. While the orderly exchange of ideas, including questions and discussions prompted by lectures, discussion sessions and laboratories, is viewed as a normal part of the educational environment, the instructor

has the right to limit the scope and duration of these interactions. Students who engage in disruptive behavior, including persistent refusal to observe boundaries defined by the instructor regarding inappropriate talking, discussions, and questions in the classroom or laboratory may be subject to discipline for non-academic misconduct (disruption of teaching) or academic misconduct, as defined in the Code of Student Rights and Responsibilities (CSRR), Article 22, Section C (<http://www.vpss.ku.edu/rights.shtml>), and the University Senate Rules and Regulations (<https://documents.ku.edu/policies/governance/USRR.htm>). Section 6 Article 2 of USRR also defines potential sanctions for these types of infractions.

*Disruptions during final exam week:* In the final exam period of each semester, the School of Pharmacy's Deans office staff will provide information for emergency scheduling should a fire alarm or building evacuation occur during an examination period. Instructors will be notified by the Deans office in advance of the final exam and tell the students before the exam where they should gather to be able to quickly move to the classroom in the event of an alarm. Students are not to discuss the examination while in transit to the alternate examination room. Once in the alternate classroom, the instructor will re-administer the examination. (Generally, if there is an evacuation or bomb threat prior to your final exam period, members of the University Police may also meet instructors and students at the classroom door or building entrance to re-direct you and your students to alternate classrooms.)

*Inclement Weather or Threats and Class and Final Exam Schedules:* The School of Pharmacy is required to have contingency plans should classes or final Exams be disrupted by severe weather conditions as well as power outages, building damage, bomb threats, etc. Unless the University of Kansas is officially closed in Lawrence or Wichita, instructors in the School of Pharmacy will expect all students to be present for their scheduled classes, examinations and quizzes, and final exams each semester. Please note that the University of Kansas has closed for winter weather only rarely since 1972 (<https://publicaffairs.ku.edu/resources/weather>). All P1, P2, and P3 students, please make sure that you make any and all preparations and arrangements necessary, in advance, to avoid being absent or late for classes, examinations and quizzes in any class, and final exams during weather events that may arise. Official University of Kansas closing information will be announced through standard alert procedures (i.e., local radio, media, text messages, etc.). If the University of Kansas closes at any time, including during the upcoming finals week, the P1, P2, and P3 students and faculty course coordinators will receive an e-mail from the Pharmacy Deans Office with specific instructions on rescheduling that may be necessary. The Lawrence Deans Office will always be in communication with the Wichita Deans Office and the Deans Office on the respective campuses will be the points of contact for students, staff, and faculty for information should conditions arise to necessitate schedule changes or adjustments under any contingencies and as they might arise in either Lawrence or Wichita. As a reminder for P4 students on APPE rotations, and any students who may be on IPPE rotations, is that an official closing of any of the University of Kansas campuses is not an excuse to not show up at your rotation site. Students individually are responsible for checking with your preceptor for instructions on what to do in the event of inclement weather or other threats. Finally, note that Final Exams are never cancelled because of emergency evacuations for reasons of power outages, building damage, bomb threats, etc. Public Safety personnel will be at the building sites in the event of an evacuation and will provide directions to faculty and students to another classroom so that Final Exams can continue. In that event, Lawrence and Wichita Deans at each respective campus site will also be present at the front door of the Pharmacy buildings to meet students and faculty with alternative exam site information."

### **32) Classroom Visitor and Seating Policy**

Classroom visitors (children, family, friends, etc) may disrupt the learning environment. As a result, only students paying tuition, faculty, and school administration may enter a classroom while class is in session. Special permission for exceptions requires authorization by school administration. Unless otherwise stated by a Dean or an instructor, the entire center back row of seating in classrooms 2020 and 3020 on the Lawrence campus, and classrooms 2304 and 2315 on the Wichita campus, are reserved for administrative use during Pharmacy classes and to accommodate observation by approved visitors.

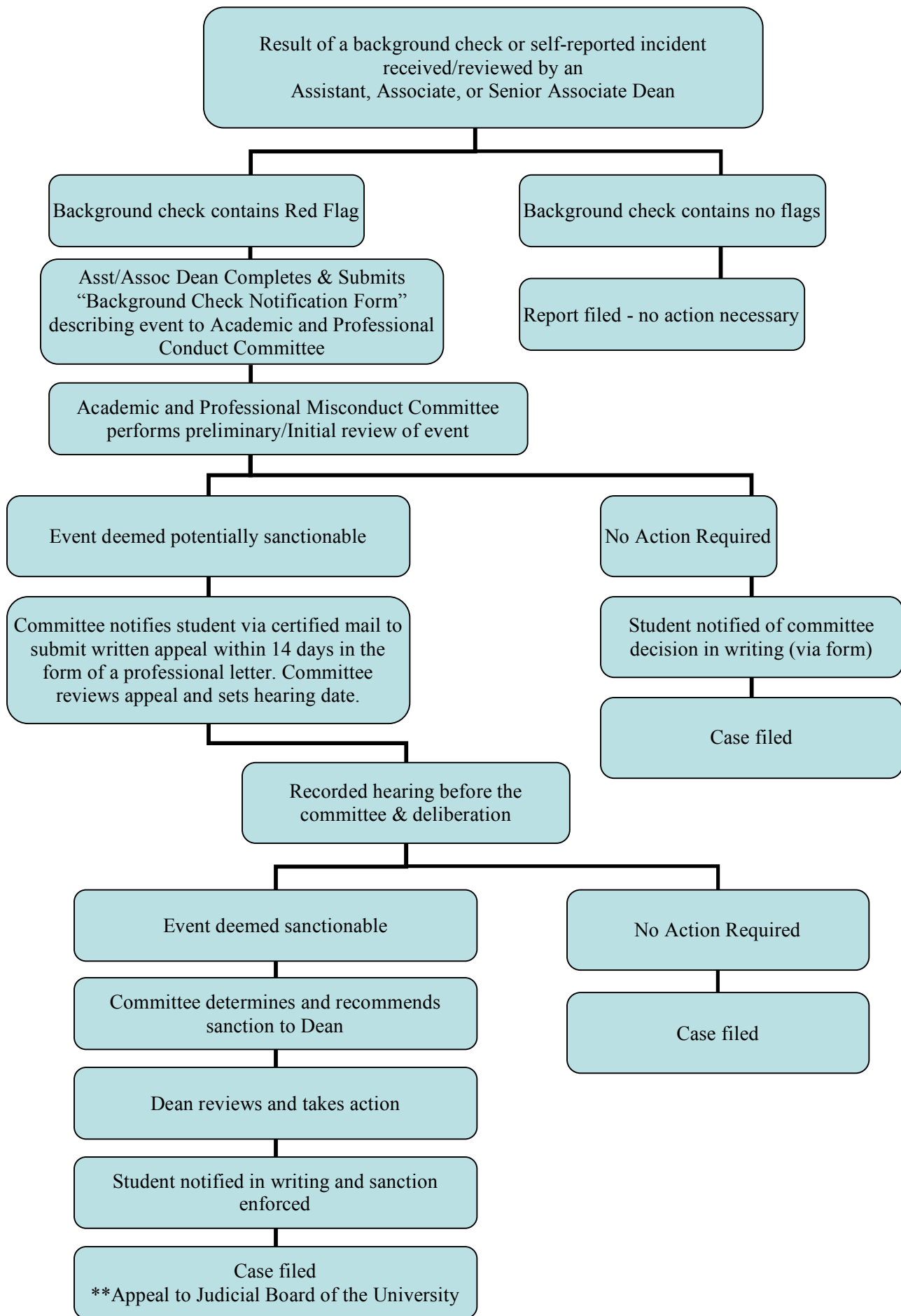
### 33) Criminal Background Check Procedures:

The Academic and Professional Misconduct committee is responsible for the evaluation of any student background check that contains a potential exclusionary event. It is strongly encouraged that if you have any prior or pending incidents or issues of concerns that may or may not be reflected in a background check, but that may potentially preclude your ability to be a licensed pharmacist or pharmacy student intern, that you self-report such incidents in written detail, submitted to the attention of the Senior Associate Dean in the School of Pharmacy. A potential exclusionary event is any action or event that may exclude the student from matriculating or progressing in the School of Pharmacy. Examples of exclusionary and non-exclusionary events include, but are not limited to, the following:

- Exclusionary events include but are not limited to:
  - Any drug or alcohol-related violation or conviction
  - Any sex crime
  - Any misdemeanor or felony conviction
- Examples of events not considered exclusionary:
  - Non-felony moving violations that do not include alcohol or controlled substances
  - Legal change of name

The committee will be notified of any flagged offense and will subsequently determine if it is potentially exclusionary. This initial screening step will occur prior to student notification. If an event is flagged on a background check the following will occur:

- *Step One:* When a background check is received that contains a flagged event an Associate Dean or the Assistant Dean/Director for Experiential Programs will review and report the event to the Academic and Professional Misconduct Committee via the reporting form contained in this policy. The committee will determine if no further action is required or if the event is sanctionable.
- *Step Two:* If the event is deemed sanctionable the student will be notified via a copy of the Background Check Notification Form, hand delivered or delivered via certified mail. This form will contain a date of the hearing and will be within 14 days of notification if possible. Students must prepare a written appeal and submit it at least 3 days before the scheduled hearing. The appeal must clearly identify why the flag or potentially exclusionary event should not preclude them from matriculating or progressing in the School of Pharmacy. Actions may include: 1) No action required and matriculation in good standing, 2) Censure, 3) Matriculation into or progression in School of Pharmacy on probation, 4) suspension, and 5) Admission Reversal or Expulsion.
- *Step Three:* The committee will convene to hear the request within 14 class-days of receiving the event appeal from the student. The results of this hearing will be submitted in writing to the Dean of the School of Pharmacy for action.
- *Step Four:* Appeals of the decision of the Dean are made to the Judicial Board of the University.



**SCHOOL OF PHARMACY  
BACKGROUND CHECK NOTIFICATION FORM**

Instructions: To be completed by an Associate Dean or Experiential Director in the School of Pharmacy

Student's Last Name	First	MI	KUID#
---------------------	-------	----	-------

\_\_\_\_\_ Date this form was completed

Refer to the attached Academic and Professional Conduct Policy of the School of Pharmacy.

Provide a brief description and date of the potential exclusionary event and attach a copy of the Background Check:

\_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date

\*\*\*\*The student's signature on this form is only for the purpose of acknowledging receipt of this sanction and is not an admission of guilt

Committee Screening Recommendation:

\_\_\_ 1) No action necessary at this time. Barring additional charges no sanctions necessary

\_\_\_ 2) Refer to committee for hearing.

\_\_\_\_\_ Date of Notification of Student \_\_\_\_\_ Date of Scheduled Hearing

Sanction Recommended to Dean of Pharmacy Pursuant to Committee Hearing:

\_\_\_ 1) No action is necessary at this time

\_\_\_ 2) Censure (please attach a copy of the note of censure)

\_\_\_ 3) Disciplinary Probation

\_\_\_ 4) Suspension from the School

\_\_\_ 5) Suspension from the University

\_\_\_ 6) Expulsion

\_\_\_ 7) Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Committee Chair \_\_\_\_\_ Date

This form will be maintained in the student record until graduation upon which time it will be destroyed form updated.



### 34) Honor Code (approved by student body spring 2014; endorsed by faculty fall 2014)

- Intent and Scope
  - The University of Kansas School of Pharmacy Student Honor Code and Honor Council System was developed by students to promote the ideals of honesty, integrity and professionalism. The purpose of the Student Honor Code is to provide a framework of professional expectations and responsibilities. The Honor Code promotes general and academic honesty, mutual trust between faculty and students, and prepares students to uphold the ideals of the pharmacy profession.
  - The Honor Code applies to the conduct of students of the University of Kansas School of Pharmacy when such conduct occurs on the premises of the Pharmacy School building or at any function or academic activity conducted by the Pharmacy School, or involves the use of a student's status or affiliation with the Pharmacy School or its property.
  - Each student accepts the Honor Code upon matriculation to the School of Pharmacy by affirming their agreement with the following statement:
    - “I hereby affirm that I have read, understood, and accept the provisions and stipulations of the University of Kansas School of Pharmacy Student Honor Code for academic integrity and professionalism”.
- Violations
  - Academic Misconduct
    - Cheating
      - It shall be a breach of the Honor Code to give, receive, or use unauthorized aid on any work that will be submitted for grading, including but not limited to: exams from previous years, relaying confidential information from Standardized Patient Encounters and laboratory materials, and unauthorized use of electronics or notes.
    - Plagiarism
      - It shall be a violation of the Honor Code to submit the work or ideas of another as your own for academic credit.
    - Professional Misconduct
      - School Relations
        - Facility Stewardship
          - Students shall respect classroom equipment. It shall be a violation of the Honor Code to vandalize or damage equipment including but not limited to: microphones, chairs, desks, carpet, etc.
          - Students shall respect study areas. It shall be a violation of the Honor Code to engage in the following activities including but not limited to: disruptive behavior, reserving rooms, leaving untidy, etc.
          - Students shall maintain the cleanliness and order of the kitchen, bathrooms and locker room.
        - Classroom Behavior
          - Students shall display professional conduct and respect to all faculty, staff and students.
      - Interprofessional and Public Relations
        - General Presentation
          - Students shall be mindful of their behavior and appearance when they can be identified as a University of Kansas Student Pharmacist.
      - Organizational Events
        - Students shall maintain professional conduct when interacting with patients or other healthcare professionals.
        - Students shall be dressed appropriately for the event attending based on dress code established by organizational leaders and peers.

- Honor Council
  - All student members of the Honor Council shall be duly elected by their classmates.
  - Students will be elected by a majority vote.
    - Members from each class will serve as part of the Honor Council as outlined below.
      - Annually at the end of the fall semester one student from of the P1 class will be voted onto the Honor Council by a majority vote of their class members.
      - Annually at the end of the spring semester one student from each of the P2 and P3 classes will be voted onto the Honor Council by a majority vote of their class members.
      - At any given time, with the exception of the beginning of the fall semester, the honor council will consist of three P3 students, two P2 students and one P1 student.
      - P4 members will only be engaged in issues regarding APPE rotations.
    - All student members will serve on the Honor Council through graduation unless they decline to serve or they are dismissed.
    - All Honor Council members must remain in good academic standing while serving on the council.
    - At the end of each year, one P2 will be voted upon to serve as the chair of the Honor Council for the following academic year. In the event that a student leaves the committee, their class shall select a replacement by majority vote.
    - There will be one non-voting Honor Council Advisor, either a faculty member or a Dean from within the School of Pharmacy appointed by the Dean of the School of Pharmacy before the beginning of each academic year.
    - Students will not be able to serve as members of the Honor Council and the Academic Misconduct Committee.
- Honor Code Review
  - At the end of each academic year, the Honor Council must review and update the Honor Code. At least 3/4 of the Honor Council needs to be in attendance along with the Honor Council Advisor.
  - The proposed changes must be voted upon by a majority vote of Honor Council members and along with a 2/3rd student body vote and a yes/no majority vote of the faculty.
  - All changes to the Honor Code must be announced to all students, faculty, and staff via hard copy or electronic copy.
- Case Liaison
  - The Chair of the Honor Council shall appoint a “Case Liaison” from among members of the Honor Council. The chair shall not serve as a case liaison.
  - The case liaison reviews the cases of the accused student and the accuser. They will organize meetings for the Honor Council and will provide the council with necessary materials to review the case thoroughly and formulate a recommendation.
  - After the recommendation of the council has been decided, the Case Liaison will give the recommendation of the Honor Council to the academic misconduct committee. The letter of recommendation will be recorded on the standardized form.
  - The Honor Council shall ensure that the confidentiality of each case is upheld.
- Academic Misconduct Committee
  - Refer to Section XXI of the Pharmacy Student Handbook for information regarding the composition and appointment to the academic misconduct committee.

### **35) Academic, Professional and Scholarly Misconduct**

The complete policy governing academic, professional and scholarly conduct for professional and graduate students in the School of Pharmacy can be found at the following address:

[https://documents.ku.edu/policies/Pharmacy/academic\\_and\\_professional\\_conduct\\_policy.pdf](https://documents.ku.edu/policies/Pharmacy/academic_and_professional_conduct_policy.pdf)

### **36) Request for Campus Reassignment Policy and Procedures**

The following describes the policies and procedures that will be implemented if a pharmacy student requests campus reassignment from the Lawrence Campus to the Wichita Campus or vice versa. Students in good standing enrolled in the KU School of Pharmacy may request campus reassignment in accordance with the following guidelines:

- Requests for campus reassignment must be submitted at least 60 days prior to the beginning of the semester in which the student desires to change campus locations.
- A student will ONLY be permitted to make an approved change in campus locations ONE time.

- Requests for campus reassignment will be considered on a case-by-case basis and approved only for instances considered reasonable and justifiable. If more students are seeking campus reassignment than capacity permits, academic performance in professional coursework will be the primary factor considered. However, in extenuating circumstances healthcare, military service and/or matters relating to family support will be considered as well.
- Requests for campus reassignment will be considered ONLY IF A SPACE IS OPEN AND AVAILABLE on the campus to which the student is seeking reassignment.
- The maximum number of students allowed per class will typically remain the same as the class size upon matriculation. However, modifications to the class size is at the Dean's discretion.
- Requests for a mutually agreed upon exchange of campus location between students will be considered.
- Requests for campus reassignment will be submitted to the Associate Dean for Administration using the Request for Campus Reassignment Form found in the Policy section of the School of Pharmacy website.
- Requests will be reviewed by a Campus Reassignment Committee consisting of the Associate Deans of the School of Pharmacy.
- Any student requesting campus reassignment may be required to meet with the Campus Reassignment Committee prior to the committee ruling on their request.
- Appeals to any Campus Reassignment Committee decision shall be made to the Dean of the School of Pharmacy.
- Any use of enticements or incentives in the form of money, goods or services between students to facilitate any campus reassignment request will be considered Professional Misconduct, and will result in the denial of any campus reassignment request by the student(s) and may result in academic disciplinary sanctions.

### **37) Requests for Temporary Attendance at an Alternative Campus**

Students enrolled in the KU School of Pharmacy may request to temporarily attend their didactic courses on a KU campus that is not their home campus in accordance with the following guidelines:

- Requests must be submitted at least 7 days prior to the date(s) the student would like to attend classes on the alternative campus. Exceptions to this deadline will be considered for emergency situations.
- Requests will be considered on a case-by-case basis and approved only for instances that include healthcare, military service and/or matters relating to family support.
- Requests will be considered ONLY IF A SPACE IS OPEN AND AVAILABLE on the campus to which the student is seeking temporary attendance.
- Requests must be submitted in writing to the Associate Dean for Administration using the Request for Temporary Attendance on a Distance Campus Form found in the Policy section of the KU School of Pharmacy website.

All requests MUST be accompanied by documentation, in the form of an e-mail or written confirmation, from the instructor of each class in which the student is enrolled. Requests submitted without documented instructor approval will not be considered. Requests will be reviewed and determined by the Associate Dean for Administration in collaboration with the Associate Deans of the School of Pharmacy. The decision to grant or deny temporary attendance on the distance campus will be communicated to the requesting student by e-mail within 7 days of receipt of such request. Appeals to any decision of the Associate Deans shall be made to the Dean of the School of Pharmacy. Any offer or acceptance of enticements or incentives in the form of money, goods or services between students to facilitate any distance campus attendance request will be considered Professional Misconduct, and will result in the denial of any temporary attendance request by the student(s) and will result in academic disciplinary sanctions.

## **Student Services**

### **38) Financial Assistance for Pharmacy Students**

*University-Wide Scholarships:* The Office of Student Financial Aid, KU Visitor Center, The University of Kansas, 1502 Iowa St, Lawrence, Kansas, 66045, administers a large program of scholarships, loans, and part-time employment to benefit KU students. In recent years, about \$29 million in various forms of aid has been processed annually through the office, including about \$2 million annually in short-term loans. For information on resources available, prospective students should write to or visit this office. Many scholarships have application deadlines as early as March 1 of each year. The earlier an application is received the better the chance of obtaining a scholarship. More information can be found at: <http://affordability.ku.edu/financialaid>

*School of Pharmacy Financial Assistance:* The School of Pharmacy, in cooperation with the Office of Student Financial Aid, presents around 160 awards to pharmacy students totaling approximately \$350,000 annually. Applications are received in the Deans office in the spring semester. For an application for School of Pharmacy financial assistance see <http://pharmacy.ku.edu/financial-aid-form> This assistance is available to all pharmacy students (including new P1 students) More information can be found at: <http://pharmacy.ku.edu/financial-aid>

### **39) Professional Advising**

Traditionally, advising concentrates on course and undergraduate major selection. At the KU School of Pharmacy, advising focuses on developing a mutually beneficial relationship between students and professors with the primary goal of helping students gain the necessary skills, attitudes, beliefs, and experiences to be successful academically and professionally. Advising provides students the opportunity to learn from the SOP's faculty, outside of the classroom. Students are assigned a faculty advisor during the fall semester of their first year. Students will work with their advisors through the duration of the didactic curriculum. More information about the School's advising plan can be found at: <http://pharmacy.ku.edu/advising-roles>

### **40) Tutoring for Students in the Professional Program**

Tutoring is available for students in the school through the Rho Chi Scholastic Honor Society and/or through the tutoring services of the University. Tutoring services can also be arranged through the faculty, the Deans office or directly through the College of Liberal Arts and Sciences. Students on the Wichita campus should consult the Associate Dean for assistance in initiating tutoring services. More information can be found at: <http://pharmacy.ku.edu/tutoring>

### **41) Minority Support Service (Multicultural Scholars Program)**

The school offers a Minority Scholar program, directed by a faculty member in the School of Pharmacy. Under-represented minorities are encouraged to apply to the program. Limited financial assistance and academic support services are provided for qualifying student applicants. More information can be found at: <http://pharmacy.ku.edu/multicultural-pharmacy-scholars-program>

### **42) Summer Employment Opportunities**

There are many opportunities for pharmacy students to obtain employment in a variety of pharmacy related positions during the summer months. Information regarding many of these opportunities may be available in the Deans office and within the various departmental units of the School of Pharmacy. Announcement of the availability on many of these positions will be posted throughout the year and as they become available. There are also special informational sessions with students at various times during the academic year to discuss some of these employment programs. The Deans office feels that employment and experience in any pharmacy setting is useful in facilitating the learning process during pharmacy school. Some examples of the employment opportunities usually available are listed as follows:

#### *Independent Community Pharmacy Internships:*

Independent community pharmacies throughout Kansas actively seek and hire pharmacy students for both part-time employment during the academic year and full-time during the summer and semester breaks. The KU School of Pharmacy has established a cooperative relationship with the Kansas Independent Pharmacy Service Corporation to assist students in attaining employment in independent pharmacies. Positions are posted as they become available and some on-campus interviews will be conducted.

*Pharmacy Internships in Community Chain Pharmacies:* Many of the chain pharmacy operations have programs for summer employment, and part-time employment during the academic year, for pharmacy students within their pharmacies. These companies are on campus during both the fall and spring semesters to conduct employment interviews with P3 students. During these times, especially in the spring semester, many of these companies will announce that they also desire to interview P1 and P2 students for summer pharmacy student intern positions.

*Hospital Pharmacy Internships:* Many hospital pharmacies within the State of Kansas actively seek and hire pharmacy students for both part-time employment during the school year and full time positions during the summer. Positions are posted for student information, as they become available. Some on-campus interviews are held throughout the year.

### **43) Job Placement for Pharmacy Graduates**

While the student is responsible for seeking and securing employment, the school hosts a job fair each year to aid and support students in this effort. P4 students are exempt from rotations on the day of the job fair and are encouraged to

attend the function. Typically 40 to 60 employers attend the fair. The employer representatives in attendance have career pathway opportunities covering a broad scope of settings, including post-graduate residencies. The school, through the Deans office, provides assistance with the preparation of resumes, business cards, and an interview protocol.

#### **44) Students with Confirmed or Suspected Chemical Dependence or Impairment**

The School of Pharmacy works cooperatively with the Kansas State Board of Pharmacy, the Kansas Pharmacists Association and the Committee on Impaired Pharmacy Practice (CIPP) to ensure that any students with alcohol or substance abuse problems have access to professional help and counseling. Information about this program can be accessed via the Kansas Pharmacists Association web site at the following address: <http://www.ksrx.org/>.

Upon matriculation into the professional degree program, specifically during program interviews, students sign a letter attesting to their understanding that “students in the University of Kansas School of Pharmacy may be required to submit to random alcohol and/or drug screens as a condition of participation in required components of the curriculum and that positive testing of such screens may result in expulsion from the University of Kansas School of Pharmacy.”

Additionally, if the behavior of a student generates suspicion that they are potentially abusing drugs or alcohol students may be subjected to random mandatory screening, at the expense of the School of Pharmacy. Positive screening results or failure to comply with screening by the specified deadline is grounds for expulsion from the program.

#### **45) Student Advisory Council (STUCO)**

The Student Advisory Council is comprised of the P1, P2, P3, and P4 class Presidents, 3 Wichita Class Representatives, 3 Student Senate Representatives, and student organization Presidents from APhA-ASP, NCPA, PLS, SSHP, Kappa Epsilon, Kappa Psi, and Rho Chi. All 17 of the above members have voting rights at STUCO and at the School of Pharmacy Faculty meetings. All of the above individuals represent their class and organization members and meet monthly during the academic semesters with the Deans and Director of Assessment for the School of Pharmacy to discuss relevant issues. STUCO members are charged with bringing issues to the meeting on behalf of classmates and organization members. They should also be disseminating information from the monthly STUCO meeting to their respective classes and organizations.

#### **46) Class Officer Election Protocol**

The following protocol details the process to select the class officer positions, which include both class President, and Vice-President. The duration of the term is for the fall, spring, and the following summer semester.

*Eligibility:* Candidates must be a full time student in their respective class, must sustain a status of student in good standing for the duration of their elected term, and may be from the Lawrence or Wichita Campus.

*Position Responsibilities:* Represent respective class at the School of Pharmacy Student Advisory Council (STUCO) monthly meetings. Actively, and in a timely manner, seek and be responsive and available to represent and convey the concerns and issues of fellow classmates on each campus location, Lawrence and Wichita. Present issues of concern on behalf of the class at STUCO and to the administration of the School of Pharmacy. Convey information on program issues, concerns, and changes to fellow classmates on both campus locations regarding presentations and discussions per STUCO meeting discussions and information provided by the School administration or faculty with respect to a class they are teaching. Serve as a communication support liaison between faculty and class regarding class announcements and time or location changes. Represent respective class at official School of Pharmacy events on request of the Deans Office. The above responsibilities apply first to the Class President and secondly to the Class Vice-President when the Class President is unable to meet any of the above position responsibilities. Elected individuals who do not fulfill the above responsibilities may be removed from office at the discretion of the School of Pharmacy Administration.

*Nominations & Election Process for Positions of Class President and Vice-President:* Nominations can be made by any class member. Individuals can nominate themselves. Nominations for Class President shall be submitted prior to the date of the election. Nominations for Class Vice-President can be submitted prior to the date of the election as well as from the floor on the date of the election. Nominations shall provide a brief summary of candidate qualifications and statement of interest in being considered for the position of Class President (limited to 75 words). The nominations statement for each candidate will be made available to all class members via email. Nominees shall confirm by email to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) they accept the nomination for Class President.

***P1 Class Officer Elections:*** Nominations will be accepted during the first full week of class in the fall semester. Nominations are to be submitted to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) or delivered in writing to the Deans Office of the Lawrence or Wichita Campus. The students on the Wichita Campus will participate via teleconferencing. Students must be physically present on either campus to vote. The time and location of the election process will be made available to all students by email.

***P2, P3, P4 Class Officer Elections:*** Nominations are accepted during last full week of class in the spring semester of each academic year. Nominations are to be submitted to [pharmacy@ku.edu](mailto:pharmacy@ku.edu) or delivered in writing to the Deans Office of the Lawrence or Wichita Campus. Elections will be conducted during the last full week of class in the spring semester of each academic year. The time and location of the election process will be made available to all students by email.

On the day of the election, candidates will make a 2-minute presentation addressing their qualifications immediately preceding the election. School of Pharmacy administrators will preside over the election process. If the President and Vice-President elect are both students on the same Campus location (Lawrence or Wichita) then the class on the other campus will elect a student representative for their class to participate as their respective campus class representative on STUCO. This election, if required, should take place in a timely manner with nominations from the floor following the election of Class President.

#### **47) Accommodation of Individuals with Disabilities**

The University of Kansas and the School of Pharmacy are committed to seeing that all students have an equal opportunity to succeed. The School's technical standards of pharmacy education and practice are available in section 3 above. The Office of Disability Resources helps students identify and coordinate services for students with disabilities. They are present to help students whether their disability is physical, sensory, medical, psychological, or related to attention or learning. More information is available at their website: <http://disability.ku.edu/> To explore the services available contact the Office of Disability Resources, Academic Achievement & Access Center, Strong Hall, Room 22, 1450 Jayhawk Blvd. Lawrence, KS 66045-7535, Voice: (785) 864-2620, e-mail: [achieve@ku.edu](mailto:achieve@ku.edu)