



College of Pharmacy

Real world. Real excellence. Real impact.

Student Handbook 2019-2020

This handbook provides College of Pharmacy Doctor of Pharmacy students with information and answers to questions concerning Collegiate and University policies.

Students are encouraged to contact the Office of Professional Education, 127 PHAR with any additional questions, concerns or suggestions.

Nondiscrimination Statement

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Equal Opportunity and Diversity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705 (voice), 319-335-0697 (TDD), diversity@uiowa.edu

TABLE OF CONTENTS

<i>College Mission and Vision</i>	4
<i>College of Pharmacy Leadership and Administrative Units</i>	4
<i>College of Pharmacy Faculty and Staff Directory</i>	5
<i>Pharm.D. Curriculum</i>	6
Summary	6
Courses.....	7
General Education Electives.....	7
Professional Electives	7
<i>Collegiate Policies</i>	8
Absences	8
Absence to Attend Professional Event	8
Academic Distinction and Recognition.....	9
Academic Probation and Dismissal Policy	9
Adding/Dropping Courses.....	10
Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Requirements.....	10
Calculation of Pharmacy Grade Point Average (GPA)	10
Code of Conduct	10
Complaint Policies and Procedures:	10
Criminal Background Check	13
Duplication	13
Electronic Course Evaluation Policy	13
Examination Administration Policy	13
Grade Reports.....	13
Graduation	14
Guided Independent Study	14
Health Insurance Requirements	14
Health Screening Requirements.....	14
Incomplete (I)	15
Internship	15
Liability Insurance.....	16
Licensure.....	16
Maximum Semester Schedule	16
Midterm Delinquencies	16
Patient Care Practicum Compliance Requirements	16
Pharmacy Student Educational Activities outside the United States	17
Policies and Regulations Affecting Students.....	18
Professional Experience Program	18
Professional Experience Program – Transportation Requirements.....	18
Second-Grade Only Option	18
Student Disabilities Accommodations and Services Policy	18
Substance Abuse Policy	19
Technical Standards.....	19
Transfer of Course Credit	20
Waiver or Substitution of Required Courses	21
Withdrawal of Registration.....	21
<i>Who do I ask for information?</i>	22
<i>Academic Support Services</i>	25
Speaking Center.....	25
Tutoring.....	25

Writing Center	25
University Student Services	26
International Programs	26
Office of the Registrar.....	26
Student Disability Services	26
Student Health.....	26
Student Wellness	26
Student Legal Services.....	26
University Counseling Service	27
Appendix A: Compliances for PharmD Students	28
Appendix B: Student Code of Conduct	30
Examples of Code of Conduct Violations.....	35
Standards of Professional Decorum	36
Examples of appropriate and inappropriate attire	38
Appendix C: Exam Administration Policy.....	39
Appendix D: The Substance Abuse Policy	42

College Mission and Vision

Our Vision: We are driven to be a preeminent college of pharmacy in the world. Our world begins in Iowa.

Our Mission: To excel in educating the next generation of leaders in pharmacy practice and pharmaceutical sciences.

College of Pharmacy Leadership and Administrative Units

Dean's Office

Dean, Donald E. Letendre

Executive Associate Dean, Gary Milavetz

Building Coordinator, Bradley P. Gilchrist

Assistant to the Dean & Executive Associate Dean, Julia A. Woodiwiss

Director, Human Resources, Brenda Dodge

Human Resources Coordinator, Brenda L. Zobeck

Director of Finance, William B. Wise

Associate Dean, University of Iowa Hospitals and Clinics, Michael J. Brownlee

Assistant Dean, Veterans Affairs Health Care System, Traviss A. Tubbs

Office of Professional Education

Associate Dean of Student Affairs, Susan S. Vos

Associate Dean of Academic Affairs, Mary E. Ray

Instructional Services Specialist, Vernon K. Duba

Director of Admissions, Lauren Garcia-Pastorek

Director of Student Services, Patricia A. McCormick

PharmD Academic Manager, Rita E. Schneider

Administrative Services Coordinator, Sarah Kayser

Assessment Coordinator, Lisa R. DuBrava

Data Analyst, Zachary Shepherd

External Relations

Director, External Relations Communication/Constituent, Barbara L. Kelley

Director, External Relations Communication/Constituent, Thomas R. Temple

Communications Coordinator, Kristina E. G. Andino

Alumni Relations Specialist, Kayla Sanders

Administrative Services Coordinator, Holly J. Lauer

Information Technology

Director, Information Technology, Greg C. Schwartz

Educational Technology Coordinator, Peter Yohe

IT Support Consultant, Melissa Lawrence

Senior Systems Administrator, Justin Hess

Graduate Program Office

Associate Dean for Research and Graduate Education, Michael W. Duffel
Administrative Services Coordinator, Lois J. Baker
Research Support Administrator, Philip J. Forbes
Research Support Coordinator, William H. Perry

Departments

Chair, Department of Pharmaceutical Sciences and Experimental Therapeutics, Robert J. Kerns
Head, Division of Pharmaceutics and Translational Therapeutics, Aliasger K. Salem
Administrative Services Coordinator, Debra Goodwin
Head, Division of Medicinal and Natural Products Chemistry, Jonathan A. Doorn
Administrative Services Specialist, Kellie L. Waechter
Secretary, Kelly M. Walsh

Chair, Department of Pharmacy Practice and Science, Jay D. Currie
Administrative Services Specialist, Laura B. Umlah
Administrative Services Coordinator, Beth Watson
Head, Division of Health Services Research, William R. Doucette
Head, Division of Applied Clinical Science, James D. Hoehns
Director of Student Pharmacist International Activities, Jeanine Abrons
Director, Community Pharmacy Residency Program, Stevie R. Veach
Director of Student Pharmacist International Activities, Jeanine Abrons
Director, Professional Experience Program, Jennifer Seyfer
Academic Clinical Program Management Coordinator, Jacqueline Thompson-Oster
Assistant Director & Coordinator IPPE, Colleen Gross-Advani
Administrative Services Coordinator, David Lam-Lu

College of Pharmacy Faculty and Staff Directory

To find up-to-date contact information for all faculty and staff at the College of Pharmacy, please use the online directory:

<https://pharmacy.uiowa.edu/directory>

Pharm.D. Curriculum

Summary

First Pre-Professional Year			
Fall		Spring	
Course	SH	Course	SH
RHET:1030 Rhetoric *	4	CHEM:1120 Principles of Chemistry II	4
CHEM:1110 Principles of Chemistry I	4	PHYS:1400 Physics If Needed**	4
MATH:1460 Calculus for Biological Sciences	4	BIOL:1411 Foundations of Biology	4
STAT:1020 Statistics	3	General Education Electives	3-6
General Education Electives	0-3		
Total	15-18	Total	15-18
Second Pre-Professional Year			
Course	SH	Course	SH
CHEM:2210 Organic Chemistry I	3	CHEM:2220 Organic Chemistry II	3
ACB:3110 Human Anatomy	3	HHP:3500 Human Physiology	3
BIOL:1412 Diversity of Form & Function	4	MICR:3112 Microbiology	4
Microeconomics	4	BIOC:3110 Biochemistry	3
General Education Electives	4	General Education Electives	3
Total	14-18	Total	13-16
<i>*RHET:1030 Rhetoric may be taken either semester of the first pre-professional year; **One year of high school physics or PHYS:1400 Physics must be completed with a laboratory; A total of 12 SH of general education electives are required for admission, 20 SH of general education electives are required for degree.</i>			
First Professional Year (P1 Year)			
Course	SH	Course	SH
PHAR:8130 Foundations of Pharmacy Practice I	4	PHAR:8133 IPPE Career Exploration*	1
PHAR:8131 Engagement: Professional Skills and Values	1	PHAR:8140 Foundations of Pharmacy Practice II	4
PHAR:8133 IPPE: Career Exploration*	1	PHAR:8141 Discovery I: Introduction and Background	2
PHAR:8134 Foundations of Health Services	3	PHAR:8142 Foundations of Health, Wellness and Disease	3
PHAR:8135 Health Information Retrieval & Informatics	3	PHAR:8146 Foundations of Pharmaceutical Sciences III	2
PHAR:8136 Foundations of Pharmaceutical Sciences I	3	PHAR:8147 Foundations of Pharmaceutical Science IV	3
PHAR:8137 Foundations of Pharmaceutical Sciences II	2	Professional Electives	0-2
Total	16-17	Total	14-17
Second Professional Year (P2 Year)			
Course	SH	Course	SH
PHAR:8207 IPPE Community*	0-3	PHAR:8207 IPPE Community*	0-3
PHAR:8209 IPPE Hospital*	0-3	PHAR:8209 IPPE Hospital*	0-3
PHAR:8250 Applications Pharmacy Practice I	1	PHAR:8260 IP: Cardiovascular	4
PHAR:8251 IP: Dermatology & Sensory	3	PHAR:8261 IP: Neurology & Psychiatry	4
PHAR:8252 IP: Musculoskeletal	3	PHAR:8263 IP: Infectious Diseases	4
PHAR:8253 IP: Genitourinary & Reproductive	3	PHAR:8264 Discovery III: Data Collection and Results	1
PHAR:8254 IP: Endocrine	3	PHAR:8265 IP: Applications of Pharmacy Practice II	1
PHAR:8255 Discovery II: Design and Methods	1	Professional Electives (0-2)	0-2
Professional Electives	0-2		
Total	14-22	Total	14-22
Third Professional Year (P3 Year)			
Course	SH	Course	SH
PHAR:8301 IPPE Clinical	1	PHAR:8132 Continuing Professional Development	1
PHAR:8370 IP: Respiratory and Allergy	3	PHAR:8377 IP: Capstone	3
PHAR:8372 IP: Gastroenterology & Nutrition	3	PHAR:8378 Pharmacy Law and Ethics	2
PHAR:8373 IP: Renal, Fluids & Electrolytes	2	PHAR:8379 APPE Preparation	1
PHAR:8371 IP: Hematology and Oncology	2	PHAR:8387 Capstone: Skills Based Assessment	1
PHAR:8374 Applications Pharmacy Practice III	1	PHAR:94XX Advanced Practice Experiences	6-12
PHAR:8375 Advanced Topics in Health Services	2	Professional Electives	0-6
PHAR:8376 Discovery IV: Presentation of Results	1		
Professional Electives	0-2		
Total	15-17	Total	14-20
Fourth Professional Year (P4 Year)			
Summer/Fall/Spring			SH
PHAR:94XX Advanced Pharmacy Practice Experiences			48
PHAR:8380: Learning Portfolio			1
SH=Semester Hours; IPPE=Introductory Pharmacy Practice Experiences; IP = Integrated Pharmacotherapy; APPE = Advanced Pharmacy Practice Experiences; Professional Electives (a minimum of 6 SH) must be completed prior to APPEs.			
*may be registered in fall P2, spring P2, fall P3. Completed summer before or after P2 year, or during P2 winter break.			
This information is subject to change, it is the student's responsibility to check with the Office of Professional Education for the most current information.			

Courses

To see the courses offered at the College of Pharmacy, please go to the general catalog website at <http://catalog.registrar.uiowa.edu/pharmacy/>

General Education Electives

What are General Education Electives?

Prior to being admitted to the College of Pharmacy, students take courses to fulfill The University of Iowa College of Pharmacy's pre-pharmacy requirements. These requirements include specific courses in chemistry, biology, microbiology, anatomy, rhetoric, physics, microeconomics, calculus, statistics, and physiology. Ideally, all students accepted for admission will have completed 20 SH of general electives by the time they begin the P1 year. However, a student who has satisfied as few as 12 SH of this requirement may enter the College. For graduation, 20 SH must be completed. General Education Electives are courses of the student's choice, usually in liberal arts educational departments. Courses in the humanities, social sciences, behavior sciences, etc. are acceptable. Additional math and science, activity-based classes, and vocational/technical classes are not accepted.

How do students know they have completed General Educational Electives?

Please contact the Director of Student Services, in the Office of Professional Education with questions regarding electives.

Professional Electives

Six semester hours of professional electives are required.

Definition of College of Pharmacy Professional Electives

The College of Pharmacy has a specified set of courses every student must take to graduate with a Doctor of Pharmacy degree. Additionally, all Doctor of Pharmacy students must take courses that enhance and expand professional and career goals, called "professional electives".

What is the purpose of Professional Electives?

Professional Electives allow students to pursue their own career interests while studying within the Doctor of Pharmacy degree program. Students may use these courses to concentrate in some area of interest and broaden their education. Professional Electives will allow students to choose course work that will prepare them for traditional and emerging areas of pharmacy practice.

Courses not accepted as Professional Electives

Courses that are experiential in nature, such as physical education, sports, and fine arts performance classes are generally not accepted. Permission to take these courses for professional elective credit may be petitioned with a statement of justification to the Director of Student Services in the Office of Professional Education.

Correspondence, Distance-Learning and Online Courses

Students may take correspondence, distance-learning and/or online courses offered by or transfer courses accepted by the University of Iowa to satisfy professional electives.

Collegiate Policies

Absences

Students are expected to observe a policy of consistent, timely attendance. It is the student's obligation to notify the instructor promptly of any absences. Students may be asked to provide documentation to verify reasons for absence using the — Explanatory Statement for Absence from Class form from the Office of the Registrar (available at: <https://registrar.uiowa.edu/absence-class>)

Policies regarding grading, excused absences, classroom behavior, missed exams, etc., are course specific and are determined by the course coordinator. Read the course syllabus and know exactly what is expected in each course. Any questions should be directed to the course coordinator.

It is the student's responsibility to notify the course coordinator if he/she will be absent from class or miss a scheduled examination for any reason. It is also the student's obligation to contact the instructor in order to make up any work which may have been missed during the absence. The course coordinator is responsible for deciding whether to excuse an absence and/or allow make up of assignments, quizzes, and/or examinations. If the student is unable to reach the instructor or the course coordinator, or the student will likely miss a number of classes, the Office of Professional Education may be contacted and will relay a message from the student to the coordinator. Students must still contact the coordinator directly when they are able.

[University policy](#) requires that students be allowed to make up examinations that have been missed due to illness, mandatory religious obligations, or other unavoidable circumstances or University activities. These would include religious holy days, attendance at a professional organization meeting, weather creating hazardous driving conditions for commuting.

Absence to Attend Professional Event

Participation in local, state and national pharmacy organizations is encouraged and supported by the College. An excused absence from class is given for attendance at important meetings of these organizations. Such absences have the potential to cause considerable disruption to classes that employ active learning strategies because the class experience can be difficult or impossible to make up.

It is the student's responsibility to contact all course coordinators at the beginning of the semester to attend a professional meeting. This contact is required to receive an excused absence. The student is responsible for completing any assigned work and exams. If the work is not completed, or the course coordinator was not contacted in a timely manner, credit will not be assigned. The course coordinator will determine the

circumstances under which the make-up will be offered. It is the responsibility of the student to meet these parameters to receive credit.

A Student Meeting Dates calendar (available at: <http://pharmacy.uiowa.edu/studentresources>) will be published annually to assist students and faculty in planning for the semester. Class absences for professional events not identified on the calendar must be requested at the beginning of the semester and may be excused at the course coordinator's discretion. Attendance at national meetings may be excused for a maximum of three days. However, students are encouraged to limit absences for professional events to no more than three days per semester.

For Advanced and Introductory Pharmacy Practice Experiences (IPPE and APPE), refer to separate absence policies in the Student Manual for Experiential Education.

Academic Distinction and Recognition

The University recognizes high scholastic achievement by awarding degrees "with distinction" (3.5 GPA), "with high distinction" (3.75 GPA), and "with highest distinction" (4.0 GPA). Distinction is based on the pharmacy cumulative grade point averages and recognized accordingly. This determination is based on grades earned through the end of the P3 year. The final year is graded pass/fail.

Academic Probation and Dismissal Policy

The grade report of each student in the College is evaluated after each regular semester. Any student with a semester, pharmacy, and/or total cumulative grade point average (GPA) below 2.0 will be placed on academic probation. Additionally, a student who receives a grade of F in any course will be placed on academic probation.

Although some probationary action typically precedes dismissal, a student may be dismissed for an extremely poor semester (i.e., a pharmacy grade point average of 1.75 or less).

The Pharmacy grade point average (GPA) is computed from the grades earned in all of the required courses with the exception of general education and/or professional electives a student has completed while enrolled in the College of Pharmacy. If a student takes a required course at another institution while enrolled in the College of Pharmacy, the grade earned from that course is not computed in the Pharmacy GPA. Students on academic probation are encouraged to seek academic help from their course instructor, academic advisor, or faculty mentor.

Students are returned to good academic standing (removed from probation) when their semester, Pharmacy, and total cumulative GPAs are at least 2.0.

A student who is placed on academic probation and who does not earn a Pharmacy GPA of at least 2.0 in the following semester is dismissed from the College. A student who is placed on probation and earns at least a 2.0 semester pharmacy grade point average in

the next semester, but still is not in good academic standing, may be given one additional semester to return to good academic standing. A student who is dismissed from the College may appeal that decision to the Academic Performance Committee.

In order to graduate, a student must have completed the necessary courses and have Pharmacy, semester, and total cumulative grade point averages of at least 2.0.

Students dismissed from the College for poor scholarship may petition the Associate Dean of Student Affairs and the Associate Dean of Academic Affairs for permission to reenroll after an interval of at least two regular semesters. The petition must state specific reasons why it is reasonable to expect that his/her academic performance will improve and must also include a plan for returning to good academic standing. A student permitted to reenroll under provisions of this paragraph may be dismissed at any time if his/her academic record is unsatisfactory.

Adding/Dropping Courses

In order to add or drop a class after the semester has begun, please see the Director of Student Services in Room 127.

Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Requirements

All pharmacy students must be certified in Basic Life Support (BLS) through a training program designated for health care providers that includes hands-on training. Furthermore, training must include infant, child & adult Cardiopulmonary Resuscitation (CPR). The first part of the training may have an online portion, but the remaining part must have a hands-on component. The training should be completed with the American Heart Association or the American Red Cross.

This certification must be achieved before the first semester in the program and must be kept current until completion of the program. Please refer to the ongoing ICON course, "Compliance - Class of 20XX" for more information. Also, see Appendix A for a full list of Annual Compliances for all PharmD students.

Calculation of Pharmacy Grade Point Average (GPA)

The Pharmacy GPA is computed from the grades earned in all of the required courses with the exception of general education and/or professional electives a student has completed while enrolled in the College of Pharmacy.

Code of Conduct

All students are required to adhere to The University of Iowa College of Pharmacy Standards of Conduct and Professional Decorum (See Appendix B).

Complaint Policies and Procedures:

Any person may file a formal complaint to The University of Iowa College of Pharmacy regarding its Doctor of Pharmacy Program. Complaints may include, but are not limited to, admissions policies, inappropriate faculty or student

conduct, inequities in grading, and/or failure to comply with collegiate policy. It is the responsibility of the Associate Dean of Student Affairs to manage and provide responses to formal complaints about the Doctor of Pharmacy Program. Records of such complaints are kept in locked files according to ACPE standards including how each complaint was resolved.

The College of Pharmacy encourages persons with complaints about the Doctor of Pharmacy educational program to seek informal resolution of their complaints prior to initiating a formal process.

The complaint policy is available at <https://pharmacy.uiowa.edu/complaint-policy>. Complaints must be submitted to the attention of the Associate Dean for Student Affairs, 127 PHAR, College of Pharmacy, The University of Iowa, Iowa City, IA 52242.

Procedure for Informal Complaints:

1. Attempt to resolve the issue with the faculty member directly.
2. If the complaint is not resolved, the student should go to the course coordinator, if applicable.
3. If the complaint is still not resolved, the matter should be taken to the appropriate division head or department chair.
4. If the complaint is still not resolved, the student may take the matter to the Associate Dean of Student Affairs or the Associate Dean of Academic Affairs in the College of Pharmacy.
5. If the complaint is still not resolved, the student may take the matter to the Dean of the College.

Procedures for Formal Complaints:

1. To initiate a formal complaint, one must provide a written, signed and dated statement and provide full contact information of the person submitting the complaint. If this is a student complaint related to a course or faculty action, a statement of actions taken, per collegiate policy, to informally resolve the complaint must be included.
2. Complaint forms are available in Room 127 PHAR (Office of Professional Education). Complaints must be submitted to the Attention of the Associate Dean of Student Affairs, 127 PHAR, College of Pharmacy, The University of Iowa, Iowa City, IA 52242.
3. Formal complaints will be reviewed upon receipt by the Associate Dean or designated Office of Professional Education staff member and referred to the appropriate collegiate committee or administrative office within the College or University for information, advice and/or response. Complaints may require

meetings or hearings with the complaining party or other members of the collegiate or university community. The person submitting the complaint will receive a response or update on its status within 60 days. All effort will be made to provide timely responses to time sensitive complaints.

4. Outcomes of complaints that result in decisions by College of Pharmacy Committees may be appealed to the College of Pharmacy Associate Dean of Student Affairs. Complaint actions or decisions by the Associate Dean of Student Affairs may be appealed to the Dean of the College of Pharmacy. University related complaints may be appealed through the University of Iowa policies and procedures. Members of the University community may also seek advice on complaints from the Office of the Ombudsperson (C108 Seashore Hall, 335-3608.)

The [Office of the Ombudsperson](#), 319-335-3608, responds to problems and disputes brought forward by all members of the University community--students, staff, and faculty--that appear irresolvable through existing channels. Before consulting the ombudsperson, ordinarily, an attempt should be made to resolve problems by following the process described above.

A student who is dissatisfied with the outcome of either a formal or informal complaint with the College, may file a complaint with [the Office of Equal Opportunity and Diversity](#), 202 Jessup Hall, 319-335-0705.

Complaints to ACPE:

A complaint about an unresolved issue pertaining to Accreditation Council for Pharmacy Education (ACPE) accreditation of the Pharm.D. program can be submitted directly to ACPE:

Accreditation Council for Pharmacy Education
135 S. LaSalle Street, Suite 4100 Chicago, Illinois 60603-4810
Phone: (312) 664-3575 • Fax: (866) 228-2631 • info@acpe-accredit.org
<http://www.acpe-accredit.org/students/complaints.asp>

Complaints regarding Sexual Harassment:

If your complaint involves sexual harassment, you need not follow these procedures. The University policy on sexual harassment and consensual relationships in the instructional context can be found in "[Policies and Regulations Affecting Students](#)" available at the Campus Information Center, Iowa Memorial Union, and the Office of Equal Opportunity and Diversity, 202 Jessup Hall, 335-0705

Students are encouraged to make full use of the counseling services available through the University. These cover the full range of academic, personal, financial, health or marital difficulties and will usually be handled informally without going into the student's record, unless it involves an official action or academic matter.

Criminal Background Check

All students are required to have a criminal background check that is included in the application process. Students may receive a copy of their report online up to one year after the completion date through their individual **Certiphi Screening, Inc.** account. After one year, contact Vern Duba in the Office of Professional Education to obtain a copy of the original report. You may also obtain subsequent background checks from **Certiphi**, if necessary, for experiential placement by contacting Vern Duba in the Office of Professional Education. All subsequent checks are at the student's expense. The number to contact for those requests is 319-335-8795.

Duplication

Duplication occurs when you: (a) take the same course more than once or (b) take a course that duplicated the content of a satisfactorily completed course. Hours earned by duplication do not count toward the total number of hours for degree. Grades for both courses, however, are used in computing the overall cumulative grade point average.

Electronic Course Evaluation Policy

Students are expected to complete online course and instructor evaluations as part of their professional commitment to The University of Iowa College of Pharmacy. Student feedback on teaching performance provides important information for assessment and improvement of instruction.

Students are responsible for completing course and instructor evaluations for all of their courses using web-based evaluation forms administered through E*Value.

Email notice is delivered to students when evaluations are open and available for completion. Course evaluations are to be completed at the end of the course meeting period. Instructor evaluations are to be completed at the end of the instructor's teaching sequence in the course.

Evaluations are designed to be brief with a limited number of questions, but do provide opportunity for written comments about both courses and instructors.

Individual responses to course and instructor evaluations are confidential and anonymous.

Examination Administration Policy

All students must abide by the Examination Administration Policy found in Appendix C. This student section is part of a larger, faculty approved policy that also includes course coordinator and proctor responsibilities. It has been shortened for handbook purposes for items pertinent only to students.

Grade Reports

You can access your grade report through MyUI, on any computer at <http://myui.uiowa.edu>.

Graduation

Graduation from the College requires that a student successfully complete all required courses including 20 SH of general education electives and 12 SH of professional electives for students admitted prior to fall 2015. The Pharmacy GPA and the total cumulative GPA must be at least 2.00.

Guided Independent Study

Pharmacy students may enroll in general education courses offered through distance education. The University of Iowa Distance and Online Education offers Online and Guided Independent Study courses. If a student fails a course taken in residence at The University of Iowa he/she may not make up the work by taking that course through distance education. A student on academic probation may not register for a distance education course. The maximum number of hours that may be earned through distance education study is nine (9).

Health Insurance Requirements

All pharmacy students must have hospitalization and health insurance. This may be provided through a personal policy or through one of two available student health insurance plans (SHIP and UIGRADCare) available through The University of Iowa for a fee. For more information on available plans go to:

<https://hr.uiowa.edu/benefits/benefits-overview/ui-students-insurance>. To access Student Health Insurance Enrollment Forms go to:

<https://hr.uiowa.edu/benefits/benefits-overview/ui-students-insurance> and select “Graduate Students and Health Science Majors Student Plan Enrollment Form (pdf)”, or go to: MyUI “Student Insurance” listed under “Student Life Management” on the “Student Information” page. Also, see Appendix A for a full list of Annual Compliances for all PharmD students.

Health Screening Requirements

All students must meet all Health Screening Requirements in order to register for classes each semester. Also, see Appendix A for a full list of Annual Compliances for all PharmD students.

In order to detect and prevent communicable diseases that can be transmitted to patients, health personnel, faculty and students, all entering pharmacy students must provide entrance health screening, which may be done by your own physician or at [The University of Iowa Student Health Services](#). This includes:

- Medical History Form - The provision of a medical history.
- Required Immunizations
 - MMR (measles, mumps, rubella): (2) vaccines or positive antibody titres (blood tests) of all three diseases.
 - Hepatitis B: (3) vaccine series, completed at appropriate intervals, followed by a positive antibody titer at least 4 weeks after the third vaccine. The titer is REQUIRED, even if the series was completed as a child. If the titer is negative (and this is not uncommon), follow the algorithm in this section of the website that explains the sequence of

boosters and re-checking the titer. Get this process started early, in case you need boosters and additional titers.

- Varicella (chicken pox): (2) vaccines or positive antibody titer. If you had varicella as a child, you must have a titer to document immunity.
- Tetanus/diphtheria/pertussis: (1) Td (tetanus/diphtheria) at least every 10 years. Must have documentation of (1) Tdap (tetanus, diphtheria, pertussis) booster.
- Recommended Immunizations
 - Influenza: many rotation sites and hospitals require this annually. You will be required to report your status of influenza vaccination annually.
 - Meningitis: if initial vaccination was given before age 16, a booster is recommended.
 - Hepatitis A: (2) vaccine series.
 - HPV (human papilloma virus): (3) vaccine series for males and females up to age 26.
- TB (Tuberculosis) screening. A two-step TB skin test (TST) or the blood test for TB antibodies (Interferon Gamma Release Assay- IGRA) is required at the start of your program. A TST or IGRA is also required annually. Review the Two-Step TST Protocol instructions in this section of the website. Those with a history of a positive TST or IGRA must provide a copy of the Chest X-ray report. If treated for latent TB infection (LTBI), provide medication information and treatment dates. Students with a history of a positive TST or IGRA are required to complete a TB symptom assessment annually, in lieu of annual testing. The [TB Assessment Form](#) is on the UI Student Health Website.

Incomplete (I)

An incomplete allows you more time to finish a course. Not all instructors grant incompletes. Incompletes may be granted if the unfinished portion of your work is small, the reasons for the unfinished work are acceptable to your instructor, and your standing in the course is satisfactory. The maximum time allowed for finishing the “Incomplete” is the end of the following full semester (i.e., fall or spring semester). At that time, the “Incomplete” (I) will become a failing grade (F) on the transcript.

Internship

The pharmacy board in almost every state requires a certain number of hours of internship for licensure. This internship is usually spent in a community or hospital pharmacy, under the supervision of a licensed preceptor.

The Iowa Board of Pharmacy requires each candidate for licensure to complete 1500 hours of internship. Our academic program is recognized for providing all of the 1500 hours for an Iowa Pharmacist License. Other states may require that some portion of the required hours be satisfied through internship in a licensed community or hospital pharmacy. You will become a licensed intern in Iowa at the beginning of the P1 year.

Please see <https://pharmacy.iowa.gov/licensureregistration/pharmacist-interns> for detailed information regarding internship requirements. Should you need to complete

a practice experience or wish to pursue employment in another state, you will be required to obtain an internship license in that state. Please contact the Associate Dean of Student Affairs if a “Dean’s Letter” is needed to obtain an intern license.

Liability Insurance

All pharmacy students must carry professional liability insurance. The College of Pharmacy provides professional liability insurance to all student pharmacists as long as they are registered for classes and are in good standing within the College. Coverage is obtained for a minimum of \$1,000,000 per occurrence, \$3,000,000 aggregate. The cost of satisfying this requirement is paid by the College of Pharmacy. Please refer to the ongoing ICON course, “Compliance-Class of 20XX” for more information and to obtain the document for proof of coverage. Also, see Appendix A for a full list of Annual Compliances for all PharmD students.

Licensure

Students who have been convicted of a felony may not be able to obtain a license to practice pharmacy. A student must be able to secure an Iowa internship license to continue enrollment in The University of Iowa College of Pharmacy. If this is a concern, please contact the Iowa Board of Pharmacy or appropriate Board office.

Maximum Semester Schedule

A course schedule of more than 18 semester hours (including independent study) for a semester or 12 semester hours for a summer session requires approval of the Associate Dean of Student Affairs.

Midterm Delinquencies

Students earning midterm course marks of "D" or "F" are notified around the 10th week of class concerning their delinquencies. Copies are also sent to your academic advisor. Delinquency reports are not sent for courses that meet less than the standard 15 weeks.

Patient Care Practicum Compliance Requirements

All students must complete required health screenings, immunizations, and online compliance trainings prior to the start of IPPE and APPE. Please refer to the ongoing ICON course, “Compliance-Class of 20XX” for more information. Also, see Appendix A for a full list of Annual Compliances for all PharmD students.

The University of Iowa online trainings can be completed in the Compliance and Qualifications system. To begin, go to <https://compliance.hr.uiowa.edu> and login with your HawkID and password. Click on Enroll in Courses, search for a course, and select View Course. From there you can enroll in and complete each course. In order to successfully complete a course, you must score at least 80% on each quiz. You may retake quizzes if necessary. If you experience technical problems, contact the ITS Help Desk at its-helpdesk@uiowa.edu or (319) 384-HELP (4357).

Required Courses:

- H00373: Cultural Diversity and Limited English Proficiency Plan (*once*)
- H01156: Data Privacy (*annually*)
- H00447: HIPAA Training (*once*), then H00441: Fraud, Waste, and Abuse (*annually thereafter*)
- H00403: New Hire Orientation: Students and Part-Time Staff (*once*)
- H00448: Patient and Staff Rights and Responsibilities (*once*)
- H02037: Safety/Infection Control (Initial) (*once*), then: H02038: Safety/Infection Control (Renewal) (*annually*)
- H00446: Domestic Violence (*every 5 years*)

As of July 1, 2019, Mandatory Reporter Training courses are administered by the Iowa Department of Human Services (DHS), as legislated by the State of Iowa, and must be completed at <https://dhs.iowa.gov/child-welfare/mandatoryreporter>. As of that date, all incoming P1 students are required to take the following two new online Mandatory Reporter Training courses. Students who previously completed the University of Iowa Compliances & Qualifications training course H00461 Child and Dependent Adult Abuse Training meet the Iowa DHS requirement. According to the legislation, all valid Mandatory Reporter Training certificates issued prior to July 1, 2019, remain effective for five years. Any students who did complete H00461 prior to July 1, 2019, are required to complete the two new Iowa DHS online Mandatory Reporter Training courses.

- [DHS Certificate](#): Mandatory Reporter: Child Abuse Training (*every 3 years*)
- [DHS Certificate](#): Mandatory Reporter: Dependent Adult Abuse Training (*every 3 years*)

Pharmacy Student Educational Activities outside the United States

Student pharmacists participating in any College of Pharmacy related educational activity that will occur outside the United States, in whole or in part, MUST contact the Director of Student Pharmacist International Activities to verify whether the activity is a College-sponsored or individual experience.

To be eligible for funding (e.g., need-based or other scholarships), students must be participating in a University-based experience and complete necessary paperwork and requirements. Need-based scholarships must be submitted to the University of Iowa Office of Study Abroad prior to each semester's deadline.

Students completing an APPE outside the US must attend an international APPE orientation, complete all necessary documentation, verify intent to pursue recommended immunizations (if applicable), and provide travel-related information that might be relevant from the University and/or the United States State Department.

International student pharmacy experiences are subject to cancellation in the instance of issuance of US State Department travel warning without advance notice. The College of Pharmacy is not responsible for expenses encountered due to cancellations, delays, etc. Students failing to comply with rotation requirements or local

laws may be asked to return home early at the student's expense and without credit. The College is not liable for any personal excursions or activities in which the student chooses to participate.

Policies and Regulations Affecting Students

The University annually publishes "Policies and Regulations Affecting Students." This document describes and defines such matters as the "Student Bill of Rights, University Policy on Human Rights, Code of Student Life, Policies Related to Students Rights and Responsibilities, Policy on Sexual Harassment and Policy Regarding the Use of Drugs." That document also describes "Judicial Procedure for Alleged Violations of the Code of Student Life." For more information, refer to

<https://dos.uiowa.edu/policies/student-bill-of-rights/>

Professional Experience Program

The Professional Experience program (PEP) is the practice experience component of the Doctor of Pharmacy curriculum. PEP consists of a number of Introductory Pharmacy Practice Experiences (IPPE) during didactic training and concludes with Advanced Pharmacy Practice Experiences (APPE). Please review the Student Manual for Experiential Education for policies, procedures, and dates related to IPPE and APPE courses (published annually, available on the E*Value homepage).

Grading for Introductory Pharmacy Practice Experiences is Pass-Fail. Grading for Advanced Pharmacy Practice Experiences is Honors-Pass-Fail.

Professional Experience Program – Transportation Requirements

Practice sites affiliated with the College of Pharmacy for both Introductory and Advanced Pharmacy Practice Experiences are located throughout the state of Iowa with a few located out of state. **The location of these sites will require the student to have access to transportation or to relocate in order to fulfill the requirements of the program.** Students should expect and plan to complete rotations outside of the Iowa City area. The expense of transportation and relocation is the responsibility of the student. Please note that if all rotation cycles for that semester are located outside the Iowa City/Cedar Rapids area, students will not be charged University fees for Arts & Cultural Events, Recreation, Student Activities, Student Services, Student Union or Health Fees.

Second-Grade Only Option

A student may repeat a course taken at the University of Iowa and have only the grade and credit of the second registration used in calculating total hours earned, the Iowa cumulative, total cumulative, and pharmacy grade point averages with written permission of the Associate Dean of Student Affairs. It is the student's responsibility to notify the Office of Professional Education if they seek this option.

Student Disabilities Accommodations and Services Policy

The University of Iowa College of Pharmacy accommodates qualified students with disabilities. The office of Student Disability Services (SDS) is responsible for verifying

the eligibility of students requesting accommodations on the basis of disability. A student who plans to request accommodations must disclose his or her disability to Student Disability Services by submitting a report that documents his or her disability and related needs along with a completed Student Disability Services application. Further information is available at <https://sds.studentlife.uiowa.edu/students>

Steps for Accommodations

- 1) Complete the SDS Application.
- 2) Provide documentation from your health care provider to SDS.
- 3) Once eligibility status confirmed you will be assigned an Accommodations Coordinator and invited to schedule an intake appointment to discuss services
- 4) Download your Letter of Accommodation (LOA) that you will provide to the instructor of each course, for which you will receive accommodations.
- 5) Work with each course coordinator and/or instructor to determine how the accommodation will be provided.
- 6) Contact your Accommodations Coordinator if you are having difficulty receiving an academic accommodation.

Substance Abuse Policy

Please see Appendix D for the Substance Abuse Policy.

Technical Standards

(Approved 17 October 2003, Faculty meeting)

One of the primary missions of the College of Pharmacy is to prepare outstanding pharmacists and pharmaceutical scientists to meet the health care needs of the state and society, and to enhance the delivery of essential pharmacy services for all citizens. The faculty of the College strive to deliver an education that will, through the graduates of the Doctor of Pharmacy Program, attain the highest levels of this goal.

Principles: The professional program leading to the Doctor of Pharmacy degree and eligibility for pharmacist licensure requires a certain level of cognitive, behavioral and technical skill and ability inherent in a professional education. These principles and standards hold for admission, progression, retention and completion of the program.

The primary role of the pharmacist is to provide safe and effective health care to the patients served. Patient safety must be considered in the selection and education of student pharmacists. As well, the College of Pharmacy has a responsibility to maintain as safe an environment as possible for its students and the practice settings in which they receive education.

Student pharmacists must reasonably contribute to a safe environment through their personal physical and mental health or social behavior. Students must complete the academic program in a reasonable length of time, must be able to acquire a pharmacist intern license after their first semester in the College and maintain the pharmacist intern license during their educational program and must be eligible for a pharmacist license after they complete the Doctor of Pharmacy program.

All students are expected to successfully fulfill the same core educational requirements. Reasonable education-related accommodations will be provided, where possible and within The University of Iowa guidelines. Students need to possess the skills and abilities, with or without accommodations that will allow successful fulfillment of the requirements necessary to complete the program. Students who graduate from the program are eligible to become pharmacists without restrictions on their practice; therefore, the curriculum requires students to successfully complete all core components of the program and does not allow students to take part in a limited set of required activities.

Observation: Observation necessitates the functional use of visual, auditory and somatic senses. Students must have the ability to observe and evaluate, in classrooms and patient care areas, demonstrations, experiments and patients, including performing physical assessments. Observation of the technical quality of pre-manufactured as well as compounded medications is essential.

Communication Skills: As appropriate for each stage of their education, student pharmacists must communicate effectively and efficiently in oral and written English; and have the proper use and recognition of nonverbal communication cues. They must be capable of completing professional communication activities in a timely manner.

Motor Skills: Student pharmacists must have the coordination of muscular movement with accommodation if necessary to undertake the preparation of all routine forms of medication orders, the use of diagnostic equipment for patient assessment, and the direct delivery of patient therapies.

Behavioral and Social Attributes: Student pharmacists must demonstrate professional and ethical demeanor appropriate to their educational level. Students must be able to function within the regulatory and institutional limits of the educational environment and modify behaviors based on criticism. Students must demonstrate compassion and integrity and a concern for others. This requires responsibility for personal action and emotional stability under the stressful conditions which may come from their professional education.

Individuals with questions or concerns about their ability to meet these standards are encouraged to contact the Associate Dean of Student Affairs.

Transfer of Course Credit

If a student desires to satisfy a course by taking it at another institution, permission must first be obtained from the Director of Student Services, 127 PHAR. Students must obtain this permission before they enroll in the course.

Waiver or Substitution of Required Courses

If a student can demonstrate that the substitution of one course for another required course, or waiver of a required course, is essential to his/her career objective, because a schedule conflict exists, or the added course constitutes an overload; then he/she may petition for permission for such substitution or waiver. Such a petition must be submitted to the Director of Student Services, 127 PHAR at least two months prior to the semester in which the proposed substitution is to be made.

Withdrawal of Registration

Students wishing to cancel their registration must obtain a Withdrawal Information Sheet from the Office of Professional Education or Office of the Registrar. The withdrawal does not take effect until the completed form has been returned to the [UI Service Center](#), 2700 University Capitol Centre (UCC). See <https://registrar.uiowa.edu/withdrawal-information>. Consult the Schedule of Courses, Director of Student Services, or the Registrar's Office if there are questions about adjustment of fees.

A student in good academic standing who withdraws his/her registration during a regular semester or summer session will not be permitted to enroll in future sessions without specific approval of the Associate Dean of Student Affairs.

Who do I ask for information?

- Academic Advisor/Major
 - Office of Professional Education, 127 PHAR
- Advising (educational)
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Adding/Dropping Courses
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Address Changes
 - Registrar's Service Center, 17 Calvin Hall (384-4300) Registrar's Office, 1 Jessup Hall (335-0238) <https://myui.uiowa.edu/my-ui/home.page> (you will need your Hawk ID and password to log in)
 - Office of Professional Education, 127 PHAR (335-8795)
- Canceling Registration
 - See Withdrawal of Registration
- Code of Conduct
 - Susan Vos, Associate Dean of Student Affairs
 - Mary Ray, Associate Dean of Academic Affairs
 - Any Honor Council member
- Complaints regarding any issue with PharmD Program
 - Susan Vos, Associate Dean of Student Affairs
- Compliance Requirements
 - Rita Schneider, PharmD Academic Manager
- Commencement
 - Patricia McCormick, Director of Student Services, Office of Professional Education, 127C PHAR (335-8795)
 - Registrar's Office, 1JH (335-0296)
 - <https://registrar.uiowa.edu/commencement>
- Computer Help and Information
 - ITS Help Desk, 2800 UCC or 2nd Floor IMU (384-4357), its-helpdesk@uiowa.edu
 - ITS Pharmacy Help Desk, 133A PHAR (335-8649), pharmacy-helpdesk@uiowa.edu
- Counseling
 - University Counseling Service 3223 Westlawn (335-7294) <https://counseling.uiowa.edu>
- Disabilities, Student Disability Services
 - <https://sds.studentlife.uiowa.edu>
 - Mark M. Harris, Ph.D., Director, 3015 Burge Hall (335-1462)
 - Michael Venzon, Assistant Director for Accessibility Services
 - Carly Armour, Accommodations Coordinator & Deaf/Hard of Hearing Services Coordinator
 - Vickie Houser, Accommodations Coordinator
 - Patricia McCormick, Director of Student Services, Office of Professional Education

- E*Value
 - Colleen Gross-Advani, Professional Experience Program
 - Lisa DuBrava, Office of Professional Education
- Events Approval (student organizations)
 - Campus Lab submission
 - Sarah Kayser, Office of Professional Education, 127B PHAR (335-8974)
 - Center for Student Involvement & Leadership, Room 145 IMU, (335-3059); <https://csil.uiowa.edu>; osl@uiowa.edu
- Faculty Mentor Program
 - Vern Duba, Instructional Services Specialist, Office of Professional Education
- Grading
 - Patricia McCormick, Director of Student Services, Office of Professional Education)
 - Records, Registrar's Office 1 Jessup Hall (335-1999)
- Graduation Analysis
 - Julie Fell, Director, Enrollment Systems, Registrar's Office, 1 JH (335-0228)
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Graduation Requirements
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Hours Change (Add/Drop)
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- International Activities
 - Jeanine Abrons, Director of Student Pharmacist International Activities
- MyUI Questions/Information
 - Registrar's Service Center, 17 CALH (384-4300) Office of Professional Education, 127 PHAR (335- 8795)
<https://myui.uiowa.edu/my-ui/home.page>
- Lost and Found
 - Office of Professional Education
 - 809 UCC (384-2797) lost@uiowa.edu;
<https://uiowa.edu/homepage/lost-and-found>
- Name Changes
 - Sarah Kayser, Office of Professional Education
 - Registrar's Service Center, 17 CALH (384-4300),
<https://registrar.uiowa.edu/addressname-changes>
- Notary Public
 - Debra Goodwin, Pharmaceuticals & Translational Therapeutics (335-8796)
- Registrar's Office, 1 JH (335-0238)
 - Registration Center, 30 CALH (335-0245)
- Policies and Regulations
 - Susan Vos, Associate Dean of Student Affairs

- Patricia McCormick, Director of Student Services, Office of Professional Education
 - Associate Vice President and Dean of Students, 135 IMU (335-1162)
- Probation (Academic)
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Reasonable Academic Progress Information/Appeals
 - Office of Student Financial Aid, 208 CALH (335-1445)
<http://financialaid.uiowa.edu>
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Registration Problems
 - Patricia McCormick, Director of Student Services, Office of Professional Education
 - Registration Center, 30 CALH (335-0241)
- Reinstatement (extenuating circumstances)
 - Office of Professional Education
- Second-Grade-Only Option
 - Patricia McCormick, Director of Student Services, Office of Professional Education
- Student Activities
 - Sarah Kayser, Office of Professional Education
- Student Organizations
 - Susan Vos, Associate Dean of Student Affairs
 - Center for Student Involvement & Leadership, 145 IMU (335- 3059)
<https://csil.uiowa.edu>
- Withdrawal of Registration
 - Patricia McCormick, Director of Student Services, Office of Professional Education

Academic Support Services

Speaking Center

412 English-Philosophy Building, (335-0205) <https://speakingcenter.uiowa.edu>

The Speaking Center helps students improve their public speaking, gain confidence in joining class discussion, and to improve basic conversational language skills. The Speaking Center staff provides one-on-one instruction for students who want to improve their speaking performance in Rhetoric classes or other domains of university life.

Students who sign up early in the semester can receive individualized instruction 30 minutes per week for an entire semester. Instruction depends on your individual needs and includes help with delivery techniques, methods of organizing material, strategies for effective presentations, options for preparing and practicing speeches, and methods of generating and using responses to speeches for further improvement.

Tutoring

The College of Pharmacy provides tutorial services to students free of charge. Individual or small group sessions are available. Referral is available through the Office of Professional Education. Contact Patricia McCormick for additional information.

Students are made aware of this service at orientation, academic advising and/or mentoring sessions, via faculty, as well as emails sent during the academic semesters. Mid-term semester grades are reviewed and students receiving a grade of D or lower are *strongly encouraged* to attend tutoring sessions.

Tutors are interested Doctor of Pharmacy and/or graduate students in the College of Pharmacy, who have successfully completed the course with a grade of B or better in the subject matter. Student tutors are encouraged to work closely with the course coordinators for assistance.

Students in need of additional academic assistance; study skills, test-taking strategies, time management, testing anxiety, etc. are referred to the University of Iowa Counseling Services.

Writing Center

110 English-Philosophy Building (335-0188) <https://writingcenter.uiowa.edu>

The Writing Center helps undergraduate and graduate students develop their writing abilities. Students enroll in a non-credit course in which they meet twice a week for individual conferences with a writing teacher.

University Student Services

The following are brief descriptions of some of the services available to you as a UI student.

International Programs

1111 UCC (353-2700) <https://international.uiowa.edu>

This office provides services to students from other countries as well as students from the US interested in studying abroad. Foreign student advisors advise foreign students, faculty and staff on matters such as immigration, personal and social concerns, budgeting and financial aid.

Office of the Registrar

1 Jessup Hall (335-0238) <https://registrar.uiowa.edu>

This office maintains permanent academic records for students and issues official transcripts. Other key functions include:

- organizing and supervising registration for classes;
- administering fee assessments and adjustments, withdrawals, and degree evaluations;
- determining residency status;
- interpreting policies and regulations;
- producing General Catalog & Schedule of Courses.

This office also prepares the Degree Evaluation Report (DELI) which is a document that helps students chart their progress towards a degree.

Student Disability Services

3015 Burge Hall (335-1462) <https://sds.studentlife.uiowa.edu>

Student Disability Services (SDS) coordinates support services to enhance the skills, performance, and personal development of students and staff members with disabilities.

Following are some of the services provided:

- academic, personal and career counseling
- tutoring, academic skills strategies, and services to accommodate special needs
- help in recruiting academic aides and personal care providers
- alternative exam service for students needing exam accommodations

Student Health

<https://studenthealth.uiowa.edu/>

Student Wellness

<https://studentwellness.uiowa.edu/>

Student Legal Services

G115 Iowa Memorial Union (335-3276)

<https://legal.studentlife.uiowa.edu>; student-legal@uiowa.edu

SLS offers legal representation and services to all currently enrolled UI students. SLS provides advice in the following areas:

- Consumer issues

- Contracts
- Criminal defense (PAULA, Public Intoxication, Possession, OWI)
- Debt collection disputes
- Family Law
- Driving and driver's license issues
- Visa and immigration issues
- Landlord/Tenant disputes
- Mediation, including Tenant/Tenant mediation services between University of Iowa Students
- Name changes
- Notarization of legal documents
- Power of Attorney
- Small claims actions

University Counseling Service

3223 Westlawn (335-7294) <https://counseling.uiowa.edu>

University Counseling Service offers counseling services to help students grow in self-understanding so that they may use their assets effectively and plan attainable goals for the future.

Students seek counseling on a voluntary basis and can receive career counseling, academic and study skills counseling, personal and interpersonal relationships counseling, marital counseling and group therapy.

Appendix A: Compliances for PharmD Students

All PharmD students must maintain the following in order to be in good academic standing at the College of Pharmacy:

- Background Check
 - Criminal Background Screening (Certiphi)
 - Iowa DHS: Authorization for Release of Child and Dependent Adult Abuse Information
- Registration as Interns in the state of Iowa and other appropriate states
- Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR) Certification
- Patient Care Practicum Training
 - UI Training (Compliance & Qualifications system)
 - Cultural Diversity and Limited English Proficiency Plan (once)
 - Data Privacy (annually)
 - HIPAA Training (once), then Fraud, Waste, and Abuse (annually thereafter)
 - New Hire Orientation: Students and Part-Time Staff (once)
 - Patient and Staff Rights and Responsibilities (once)
 - Safety/Infection Control (Initial) (once), then: Safety/Infection Control (Renewal) (annually)
 - Domestic Violence (every 5 years)
 - Iowa DHS
 - Mandatory Reporter: Child Abuse Training
 - Mandatory Reporter: Dependent Adult Abuse Training
- Professional Liability Insurance Coverage
- Health Insurance Coverage
- Health Screening and Immunization Requirements—These screenings and immunization protocols may require more than one step. See [University of Iowa Health & Wellness for Health Science Students](#) for more information.
 - Four-Year (Initial) Health Screening (*every 4 years*)
 - Health Screening Form: Complete this [form](#) once upon entry to your program. Can be signed by an RN, MD, DO, PA, ARNP.
 - MMR (Measles, Mumps, Rubella): (2) vaccines or positive antibody titers (blood tests) of all three diseases.
 - Hepatitis B: (3) vaccine series, completed at appropriate intervals, followed by a positive antibody titer at least 4 weeks after the third vaccine. The titer is REQUIRED, even if the series was completed as a child. If the titer is negative (and this is not uncommon), follow the algorithm in this section of the website that explains the sequence of boosters and re-checking the titer. Get this process started early, in case you need boosters and additional titers.
 - Varicella (chicken pox): (2) vaccines or a positive antibody titer. If you had varicella disease as a child, you will need a titer to confirm immunity.
 - Tetanus/diphtheria/pertussis: (1) tetanus/diphtheria (Td) vaccine at least every 10 years. Must have documentation of (1) tetanus/diphtheria/pertussis (Tdap) booster.

- TB (Tuberculosis) screening: A two-step TB skin test (TST) or the blood test for TB antibodies (Interferon Gamma Release Assay- IGRA) is required at the start of your program. A TST or IGRA is also required annually. Review the [Two-Step TST Protocol](#) instructions at the University of Iowa Student Health & Wellness website. Those with a history of a positive TST or IGRA must provide a copy of the Chest X-ray report. If treated for latent TB infection (LTBI), provide medication information and treatment dates. Students with a history of a positive TST or IGRA are required to complete a TB symptom assessment annually, in lieu of annual testing. The [TB Assessment Form](#) is found on the UI Student Health & Wellness website.
- Influenza vaccine: Required by the College of Pharmacy annually during the months of September through November 15 unless student provides Associate Dean of Student Affairs a medical reason for not receiving it.
- Influenza Vaccination (annually during the influenza season). These are provided free of charge at the College.

Appendix B: Student Code of Conduct

Article 1. Purpose, Definitions, and Scope

Healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, honesty, and integrity. The Code of Conduct requires students of The University of Iowa College of Pharmacy to abide by the tenets of respect, honesty, integrity, and professionalism. A pharmacist is characterized in *The Oath of a Pharmacist* as devoting “a lifetime of service to others through the profession of pharmacy.” This oath demands a pharmacist hold him/herself and colleagues to “the highest principles of our profession’s moral, ethical, and legal conduct.”¹

The purpose of the Code of Conduct is to:

1. Establish a set of expectations to guide students’ academic behavior as they develop in their role as health care professionals.
2. Promote awareness of moral, ethical, and legal conduct associated with the profession of pharmacy through proper education and a mutual understanding of expectations.
3. Promote a community of trust and an environment conducive to learning.
4. Instill lifelong principles of professionalism and a culture of academic integrity.

“Code of Conduct” is defined as the written document outlining the requirements of student conduct related to academic honesty and professional behavior. The Code of Conduct applies to students enrolled in the Doctor of Pharmacy Program.

“Honor Council” is defined as the student-led group responsible for administering the Code of Conduct. The Honor Council reports to the Associate Dean of Student Affairs and the Associate Dean of Academic Affairs (“the Associate Deans”) for Professional Education who will serve as the faculty advisor.

The Code of Conduct encompasses all work submitted for any academic credit while enrolled in the College of Pharmacy. Additionally, the Code of Conduct includes any activity where a student is representing the College of Pharmacy. The Code of Conduct is intended to supplement the University of Iowa’s Code of Student Life.²

Article 2. The Affirmation of the Code of Conduct

At the beginning of each academic year, each student will be required to sign and date the following statement as a condition of enrollment in the College of Pharmacy:

“I affirm that I have read, understand, accept, and will uphold The University of Iowa College of Pharmacy’s Code of Conduct, The University of Iowa Code of Student Life³, and the Oath of the Pharmacist. If I violate the Code of Conduct, I recognize that I may receive sanctions that could include dismissal from the College of Pharmacy.”

All signed affirmations will be kept on file by the Office of Academic Affairs. Annually, each class will be presented information regarding the importance of the Code of Conduct and the role of the Honor Council at the College of Pharmacy. Honor Council members and the Dean of the College of Pharmacy or his/her designate will lead a mandatory, informational session.

Instructors are encouraged to provide reminders stating the Code of Conduct is in effect. Specifically, stating this on exams and homework is recommended, but not required. Instructors should clearly indicate when collaboration or use of resources is permitted on an assignment/exam. When collaboration or use of resources is not mentioned, it is understood that the assignment/exam is done on an individual basis.

¹ *Oath of a Pharmacist*. American Association of Colleges of Pharmacy. <http://www.aacp.org/resources/academicpolicies/studentaffairspolicies/Documents/OATHOFAPHARMACIST2008-09.pdf>. Accessed April 25, 2013.

² *Code of Student Life*. The University of Iowa. <http://dos.uiowa.edu/policy-list/current-policies-and-regulations-affecting-students-2012-2013-academic-year/student-responsibilities-6/code-of-student-life-2011-2012-academic-year/>. Accessed April 25, 2013.

³ *Code of Student Life*. The University of Iowa. <http://dos.uiowa.edu/policy-list/current-policies-and-regulations-affecting-students-2012-2013-academic-year/student-responsibilities-6/code-of-student-life-2011-2012-academic-year/>. Accessed April 25, 2013.

Article 3. Student Responsibilities

Violations of the Code of Conduct include, but are not limited to:

1. Cheating
 - Cheating is defined as a student who does not do his or her own work on an academic exercise or otherwise gains an unfair advantage over his or her colleagues.
2. Plagiarism
 - Defined by Webster's dictionary as "to steal and pass off words of another as one's own; to use another's production without crediting the source."⁴
 - Violations can be either intentional or unintentional plagiarism.
 - An unintentional violation can occur when a student is unaware of correct citation practices in the writing of a paper, project, or presentation. To avoid such unintentional plagiarism, students must familiarize themselves with the appropriate process for crediting sources.
3. Falsification and Fabrication
 - Fabrication is considered to be consciously manufacturing or manipulating information in a false manner.
 - Falsification is considered to be willfully providing false, misleading, or incomplete information.
4. Failing to Respect Confidentiality
 - Students will respect each patient's privacy and dignity and will maintain all patient information as confidential.
 - All Honor Council proceedings are strictly confidential. Any student who serves as an accuser, witness, or Honor Council member will not discuss any matters outside the Honor Council proceedings.
5. Discrimination
 - There will be no differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual.⁵
6. Educational Environment Civility
 - Any student who demonstrates a pattern of blatant disregard for the *Standards of Professional Decorum* is in violation of the Code of Conduct.
7. Other Violations
 1. Any behavior by a student that goes against the Oath of a Pharmacist could be considered a violation of the Code of Conduct. ⁶

Article 4. Administration of the Code of Conduct ⁷

Students, faculty, and staff are integral components of the Code of Conduct and should work together to promote a community of trust. The Code of Conduct is administered by the Honor Council. The Honor Council receives complaints of violations, investigates such violations, holds formal hearings, votes to (1) "dismiss the case" or (2) issue a "finding of a violation" and makes recommendation for sanctions to the Associate Dean of Student Affairs and Associate Dean of Academic Affairs.

Composition of the Honor Council

The Honor Council will consist of 12 student members. Each College of Pharmacy class will elect 3 representatives from their respective class.

The term of office for the first, second, and third year students will be from September 1 to August 31. The term of office for fourth year pharmacy students will be from September 1 until graduation. Elections

⁴ "Plagiarism". *Merriam-Webster.com*. Merriam-Webster, 2012. February 18, 2012.

⁵ *Operations Manual*. The University Of Iowa. <http://www.uiowa.edu/~our/opmanual/ii/03.htm>. Accessed on April 25, 2013.

⁶ The Oath of a Pharmacist. The American Association of Colleges of Pharmacy.

<http://www.aacp.org/resources/academicpolicies/studentaffairspolicies/Documents/OATHOFAPHARMACIST2008-09.pdf>. Accessed on April 25, 2013.

⁷ *Procedures for the Honor Council* were adapted from the University of Iowa Carver College of Medicine with permission.

are to occur in the spring for second, third and fourth year students and during the first weeks of the fall semester for first year students. Elections shall be planned and supervised by the Student Leadership Council.

The term of student members of the Honor Council shall be one year, but may be renewed by re-election. To be eligible to serve on the Honor Council:

1. Student members must be enrolled in the College of Pharmacy for the class they are representing;
2. Student members must be in good academic standing, and;
3. Student members must have no previous violations of the Code of Conduct.

An Honor Council member will excuse him/herself from any hearing in which there is a real or perceived conflict of interest. If a quorum is not met due to multiple conflicts of interest, then the Honor Council will consult the Associate Dean of Student Affairs to appoint Honor Council alternates.

The Associate Dean of Student Affairs and the Associate Dean of Academic Affairs will serve as an ex-officio, non-voting member of the Honor Council. At the first meeting of the term, the members of the Honor Council will elect a student to serve as chairperson, one as vice-chairperson, and one as secretary for the Honor Council. The chairperson will preside at the meeting. If the chairperson is unable to preside, the vice-chairperson will preside at the meeting.

Reporting a Violation

Any person (i.e. student, faculty, instructor, staff, or preceptor) can report a “complaint of a violation” (i.e. “complaint”) to any Honor Council member or the Associate Dean of Student Affairs or the Associate Dean’s designee. All complaints will be submitted in writing to the Honor Council and will include a description of the complaint and the names of the person(s) involved. No anonymous accusations will be accepted.

The Honor Council will also act in an advisory role by welcoming questions or concerns which will support the community of trust. Frivolous, egregiously unsubstantiated, or harassing accusations may of themselves constitute Code of Conduct violations and subject the accuser to penalty.

Honor Council Procedures

When a complaint is received the Associate Dean of Student Affairs and the Associate Dean of Academic Affairs (“the Associate Deans”) will investigate the complaint. The Associate Deans will present their findings to the Honor Council. The Honor Council will then vote to either:

1. “Hold a formal hearing;”
2. “Dismiss the complaint.”

If the Honor Council votes to “dismiss the complaint”, the accused student will be notified by the Associate Deans. At this point, no further action will be taken by the Honor Council regarding the dismissed complaint.

If the Honor Council votes to “hold a formal hearing,” the accused student will be notified and be given a minimum of 10 business days’ notice of the date and time of the Honor Council formal hearing. The date and time of the hearing shall not be in conflict with religious practices of the accused student. The accused student will have access to the written accusation and a copy of the procedures that will be followed during the hearing.

The Honor Council will hear the allegation and the accused student’s position. If the accused requests, other persons may appear before the Honor Council to speak on his/her behalf. However, the accused does not have the right to have legal representation at the hearing. The Associate Deans will attend all hearings, but will not vote.

Any person invited to Honor Council proceedings by virtue of his or her presence is bound by the Honor

Council confidentiality standards. The Honor Council reserves the right to hear the case in the absence of the accused if she/he fails to appear. There is no obligation to tell the accuser the outcome of the hearing.

After the hearing, the Honor Council will vote to

1. "Dismiss the case,"
2. Issue a "finding of a violation" and make a recommendation for sanctions to the Associate Dean of Student Affairs and Associate Dean of Academic Affairs.

A quorum is defined by nine student members of the Honor Council with at least one Honor Council member from each class present at the hearing. Hearings may be held by teleconference / videoconference to accommodate students who are not in Iowa City. A majority vote will suffice for all decisions with one exception: to "issue a finding of a violation" of the Code of Conduct requires two-thirds vote of the quorum. Thus, when nine members are present, six must vote to recommend that a student has committed a violation; when ten or eleven members are present, seven votes are required.

ABSOLUTE CONFIDENTIALITY WILL BE MAINTAINED DURING ALL PHASES OF PROCEEDINGS AND REGARDING ANY ACTIONS OR PROCEEDINGS OF THE HONOR COUNCIL. The maintenance of confidentiality includes conversations outside official Honor Council proceedings with any Honor Council members regarding Code of Conduct issues, and also encompasses any person invited to observe or participate in any Honor Council proceeding. All participants in Honor Council proceedings will maintain confidentiality. Violation of confidentiality is in itself a Code of Conduct offense.

Council Appeals Process

Any student who wishes to appeal the verdict and recommended sanction of the Honor Council may file a written request for reconsideration of his/her case with the Associate Dean of Student Affairs within 10 business days of an Honor Council decision. The Dean may ask the Honor Council to revisit the case or deny the appeal. Acceptable grounds for appeal may include: procedural mishandling, inappropriate action, or new evidence. If a student wishes to appeal the recommendation of the Associate Deans, then a student may file a written request for reconsideration of his/her case with the Dean of the College of Pharmacy within ten (10) business days of the re-consideration.

Past Cases

Cases where a "finding of a violation" is issued will be documented and stored in a confidential manner by the Associate Deans. Direct access to these files will be limited to the Honor Council chairperson, vice chairperson, and the Associate Deans. An individual student will have access to his/her record, if requested. Past cases will be reviewed in the event of similar, impending cases. They will serve as a potential resource in determining appropriate sanctions. When a student graduates, any Honor Council file will be de-identified and retained in a file for historical precedence. If acquitted, all associated documents, evidence, and council recordings will be destroyed within four weeks of acquittal.

Reporting of Honor Council Activities

Due to the confidentiality of all Honor Council proceedings, the College of Pharmacy community is unaware of any activity unless specifically involved in the hearing. In order to promote awareness of the Code of Conduct and the Honor Council, de-identified data will be presented on an annual basis to faculty and students. This report will include the number of complaints, number of hearings, verdicts and sanctions imposed. No names will be used in this report.

Article 5. Sanctions

When a "finding of a violation" occurs, the Honor Council will recommend sanctions to the Associate Deans. Sanction recommendations will be made on a case-by-case basis. If a sanction involves any aspect of grading or assessment of performance in a course, the course coordinator must approve. Examples of sanctions that can be recommended to the Associate Deans include, but are not limited to:

1. Written or verbal warning;
2. Task participation (e.g. writing a letter of apology, reflection essays);
3. Loss of privileges (e.g. stepping down from leadership position);

4. Grade adjustment in coordination with the course coordinator;
5. Recommendation for counseling (e.g. attending remediation courses at the writing center);
6. Recommendation that the student re-completes the assignment in coordination with the course coordinator;
7. Probation for a specified duration – noted on the student's record such that if a second violation occurs within a specified time period the penalty will be more severe;
8. Suspension from the College of Pharmacy.

Article 6. Modifying the Code of Conduct

Any changes in the Code of Conduct will require majority approval by the Student Leadership Council.

Approved by a vote of the Student Leadership Council on April 4, 2013

Approved by a vote of the Faculty on May 13, 2013

Examples of Code of Conduct Violations

1. Cheating
 - i. Copying from another student's examination;
 - ii. Allowing another student to copy from his or her examination;
 - iii. Utilizing unauthorized materials during an examination or assignment such as writing on one's hand or desk;
 - iv. Collaborating on any assignment or exam which requires independent work;
 - v. Writing a paper or completing an assignment for another person;
 - vi. Sharing exam questions or answers with another student before a make-up exam;
 - vii. Taking, acquiring, or using test materials without faculty permission.
 1. "Test Banks" (i.e. files of old exams) can be a useful study aid, but should comply with the following standards in order to not be considered cheating:
 2. A "test bank" cannot be restricted to only students in one particular organization and must be available to any student in the class.
 3. If an instructor or professor gives permission, then an exam can be housed in a "test bank." For example, if an instructor or professor gives an exam back to the student to keep, then the exam can be kept in a "test bank" as a future study aid.
2. Falsification and Fabrication
 - i. Falsification of clinical information, academic records, attendance reports, assignments, health records, or admissions information;
 - ii. Taking an examination for another student;
 - iii. Manufacturing data to support research;
 - iv. Forging signatures;
 - v. Making a false accusation against a student to the Honor Council.
3. Failing to Respect Confidentiality
 - i. Knowingly releasing confidential information;
 - ii. Accessing patient records without justification;
 - iii. Sharing confidential practice site information.
4. Educational Environment Civility
 - i. Unprofessional dress at a practice site on a recurring basis;
 - ii. A pattern of disruptive behavior in the classroom.

Any behavior by a student that goes against the Oath of a Pharmacist could be considered a violation of the Code of Conduct. The Oath of a Pharmacist reads:

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- *I will consider the welfare of humanity and relief of suffering my primary concerns.*
- *I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.*
- *I will respect and protect all personal and health information entrusted to me.*
- *I will accept the lifelong obligation to improve my professional knowledge and competence.*
- *I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.*
- *I will embrace and advocate changes that improve patient care.*
- *I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."⁸

⁸ The Oath of a Pharmacist. The American Association of Colleges of Pharmacy. <http://www.aacp.org/resources/academicpolicies/studentaffairspolicies/Documents/OATHOFAPHARMACIST2008-09.pdf>. Accessed on July 31, 2012

Standards of Professional Decorum

In all environments, student pharmacists must convey a professional presence which is portrayed in the way they dress or carry themselves. This professional presence should instill confidence and trust with patients, healthcare colleagues, faculty and other students. Certain standards should be upheld in the classroom, lab and professional practice experiences in order to facilitate professional behaviors and professional socialization.

The following standards for attire apply to all students enrolled in The University of Iowa College of Pharmacy Doctor of Pharmacy program.

**In the event of a discrepancy between these standards and a course manual or syllabus, the latter shall supersede this standard.*

Standards apply when one is represented as a University of Iowa Student Pharmacist. This includes in the Classroom, in Pharmacy Practice Laboratory (PPL), and during participation in Pharmacy Practice Experiences, Patient Care Settings and Public interactions.

1. Attire:
 - a. Dressy casual is recommended except when professional dress is required. In general, dressy casual means looking neat and put together.
 - b. Professional dress including a clean, pressed lab coat is required in most professional settings such as Advance Pharmacy Practice Experience (APPE), Introductory Pharmacy Practice Experience (IPPE), and PPL settings.
 - c. Clothing must be neat, clean and free from offending odors.
 - d. Exceptions:
 - i. After Hours and Weekend Attire:
 1. When studying at the College of Pharmacy Building after hours, which are defined as after 5:00pm on weekdays, more comfortable attire is acceptable. However, care should be taken not to wear clothing that might be deemed inappropriate.
 2. Students should also be aware when special events or interviews are taking place at the College of Pharmacy and dress accordingly.
 - ii. Any religious or medical condition that prohibits adherence should be discussed with the Associate Dean of Student Affairs.
 - e. Certain APPE, IPPE, PPL, or public activities may require additional dress standards, such as wearing protective uniforms or scrubs, or wearing specific College of Pharmacy attire.
 - f. Hats or caps, unless worn for religious or medical purpose are not permitted.
2. Grooming/Personal Hygiene:
 - a. Student pharmacists must be physically clean, well groomed, and take steps to prevent and/or address offensive odors such as body odor, tobacco smoke, etc.
 - b. Student pharmacists should avoid excessive use of fragrances and chemicals that may be offensive, cause allergic, or other adverse reactions.
 - c. Hairstyle and/or hair color, including facial hair, should not cause unwarranted distraction.
3. Civility:
 - a. The professional program is designed for learning and interaction with classmates, instructors, and faculty. Students should refrain from any disruptive behavior in any class or professional setting at all times.
 - b. Electronic Device Use:
 - i. Electronic device use is permitted only if it pertains to classroom activity.
 - ii. All personal electronic devices must be set to silent-mode.
 - iii. Electronic device for personal use is not allowed in PPL or practice settings.
 - iv. Personal electronic device use is distracting to others in the classroom and should be reserved for use outside the classroom.

- c. Classroom Attendance:
 - i. Students should make every effort to attend all classes, arrive on time, and stay until dismissed by the instructor or professor.
 - ii. Students are expected to arrive on time for professional commitments, such as events hosted by student organizations and health care screening events.
 - iii. In the event of an emergency or illness, the student shall make every effort to promptly notify the professor, instructor, or preceptor.
- 4. Identification:
 - a. In certain settings pharmacists are required to wear identification badges at all times while in these settings. This includes PPL. Site specific identification may be required.
 - b. The ID badge must be worn above the waist. Pins and awards are to be attached to clothing or a lanyard, not the ID badge.
- 5. Jewelry/Adornments:
 - a. The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the patient, to self or to another person.
 - b. Tattoos and body art with wording or images that may be perceived as offensive to a reasonable person should be covered while in lab or at practice site.
 - c. Hands and nails should be clean and well-manicured. Artificial nails are not permitted due to infectious disease concerns.
- 6. Further specific standards for Decorum and Conduct may be defined for Professional settings.

Enforcement of Standards:

- 1) The Standards of Decorum are intended to be self-regulated.
- 2) Students in violation of the above standards may be dismissed from classes, PPL or practice sites and requested to comply with the standards set forth in this document.
- 3) A pattern of blatant violation of any of the above standards constitutes a Code of Conduct violation and may result in disciplinary action.

Approved by a vote of the Student Leadership Council on April 4, 2013

Approved by a vote of the Faculty on May 13, 2013

Examples of appropriate and inappropriate attire

Examples of dressy casual styled clothing includes, but is not limited to: “a collared shirt, cotton trousers, skirt or casual dress, blazer or casual jacket, turtlenecks and mock turtlenecks, denim trousers in good condition (e.g. not “ragged” blue jeans).

Examples of Items **not** considered as dressy casual dress:

- i. Hats or caps, unless worn for religious or medical purpose;
- ii. Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients or others;
- iii. Mini-skirts or mini-shorts;
- iv. Revealing clothes of any kind, such as tank tops, halter tops, low-cut neck-line, bare-midriff, see-through, or excessively tight shirts or low-cut waist-line pants;
- v. Any clothing that could be perceived as sexually provocative to a reasonable person.

Professional styled clothing is required in all PPL, pharmacy practice settings and public interactions. Examples include: dresses or skirts of appropriate length, non-denim tailored slacks, appropriate shirt or blouse, collared dress shirt with necktie, professional styled footwear. Denim jean pants in colors other than blue are acceptable if they are clean, and in good condition with no holes, ragged hems, or patches.

Examples of Items **not** permitted as professional dress:

- vi. Hats or caps, unless worn for religious or medical purpose;
- vii. Shirts or other apparel with images, wording or logos that may be perceived as offensive to patients or others;
- viii. Mini-skirts or mini-shorts and in most settings, shorts;
- ix. Blue jeans are not permitted in practice experience settings;
- x. Exercise or workout clothing such as, sweatpants, sweatshirts, T-shirts with large or inappropriate logos, spandex;
- xi. Revealing clothes of any kind, such as tank tops, halter tops, low-cut neck-line, bare-midriff, see-through, or excessively tight shirts or low-cut waist-line pants;
- xii. Any clothing that could be perceived as sexually provocative to a reasonable person;
- xiii. Slippers and open-toed footwear including sandals and flip-flops.

Appendix C: Exam Administration Policy

Note: This student section is part of a larger, faculty approved policy that also includes course coordinator and proctor responsibilities. It has been shortened for handbook purposes for items pertinent only to students.

Purpose

The College's Technical Standards state that student pharmacists must demonstrate compassion, integrity, and a concern for others. This requires a professional and ethical demeanor appropriate to educational level, responsibility for personal actions, and emotional stability under stressful conditions that may come from their professional education.

This examination policy was designed with these standards in mind and with input from both faculty and students. The policy's purpose is to provide expectations for student conduct related to examinations and ensure examinations given at the College of Pharmacy are adequately and consistently administered and supervised to minimize opportunities for dishonesty. Aside from maintaining academic integrity, examination procedures prepare the student for the stringent expectations of the professional licensure process.

Students should be empowered to uphold the highest degree of academic integrity and to expect the same of their classmates. It is understood that not every possible scenario regarding academic integrity can be covered within a policy; therefore, the College and its faculty may take reasonable measures to enforce the spirit of this policy in keeping with the expectations of society and the profession of pharmacy.

Scope

This policy is in effect for all examinations given within REQUIRED coursework, as well as all other required independent examination assessments (e.g. Knowledge Exams) within the Doctor of Pharmacy program. If examinations are given within elective courses, adoption of this policy is recommended and encouraged.

Student Responsibilities

I. Technology Requirements

1. Students must possess a computing device and accessories that meet the specifications outlined in the COP Technology Requirements for their cohort. Failure to comply with the cohort requirements may result in a penalty (see *Penalties*).
2. Students must install and maintain a current version of the electronic testing software application on any device that will be used during a proctored exam, as directed by the College.
3. Students should be familiar with their laptop, testing software, and instructions prior to downloading an examination.
4. Students are expected to:
 - a. use an approved device that is virus free.
 - b. have an A/C power cord available AND a fully charged battery (at least 2 hours) for cases in which there is a power disruption during the examination OR an electrical outlet is not near the student's assigned seat.
 - c. use a privacy screen if included in the cohort's technology requirements. Those without the requirement are still strongly encouraged to use one.
 - d. ensure that the internal clock is set to the correct date and time (CST/CDT).

II. Timing and Attendance at Examinations

1. Students requiring accommodations must self-identify to the course coordinator as outlined in the course syllabus.
2. Students are expected to be present for all examinations. All absences require appropriate documentation and course coordinator approval.

- a. Students missing an examination due to an EXCUSED absence will be permitted to take a make-up examination timed at the discretion of the Course Coordinator.
 - b. Students missing an examination due to an UNEXCUSED absence may be granted the privilege of taking a make-up examination; however, the student will receive a penalty to their exam score (see *Penalties*).
 - c. In any case where a delayed or makeup examination is necessary, a comparable but different examination may be given. Faculty may assess in a different format from the original exam (e.g. multiple choice may be replaced with essay questions).
3. Students must be on time for examinations. Students arriving more than 15 minutes late, without proper justification, will be subject to penalty (see *Penalties*). Student's arriving late must open the examination at the front of the room in the presence of the proctor before taking their assigned seat. Unless extenuating circumstances are cause for the delay and were unavoidable, they will receive no additional time.
 4. Examination start times will not be delayed due to a hardware or software problem with a student's laptop. Students encountering a technical issue during an exam should notify the proctor for instructions. See *Technology Issues*.
 5. Students are responsible for bringing their approved device to the examination room with the exam file already downloaded. Additional time will not be granted for downloading exam files when it was available prior to the exam session. **Loaner laptops and power cords ARE NOT available once the examination has started.**

III. Examination Procedures

1. Students may be asked for identification or sign an attendance log at any time.
2. Students are expected to maintain a decorum and demeanor consistent with accepted academic and professional standards at all times during examinations. Lack of professional decorum may result in dismissal from the exam, which will be considered an unexcused absence with associated penalty (see *Penalties*).
3. Students will be randomly seated during each examination. Students should refer to the posted seating assignments to determine their seat for each examination. Failure to sit in the proper assigned seat will be considered a lack of proper decorum and be subject to penalty.
4. Students are allowed ONLY the following items at their seat:
 - a. Approved computing device devoid of taped-on notes or markings that could be construed as "cheat sheets"
 - b. Power adapter
 - c. Standard (non-mechanical/non-refillable) #2 pencils
 - d. The following items provided by College if deemed necessary by Course coordinator:
 - i. Scratch paper
 - ii. Non-programmable calculator
5. Students must leave ALL personal items in student lockers or place at the front of the testing room if a locker is unavailable. Restricted items include everything not specifically mentioned in section 4 above. This includes, but is not limited to:
 - a. Food and drinks
 - b. Books, notes, study aids, etc. (unless specifically permitted by the Course Coordinator for each individual exam)
 - c. Mechanical/refillable pencils/pens/pencil cases
 - d. Bulky coats/hoodies (students are instead encouraged to dress in layers, ideally in sweaters/light jackets)
 - e. Hats/Caps (unless worn for religious purposes)
 - f. Watches (regardless of type)
 - g. Electronic devices
 - i. Activity tracking devices
 - ii. Cell phones
 - iii. Programmable/graphing calculators
 - iv. Any other devices capable of storing/transmitting/receiving information
6. Students may be asked to turn out pockets, remove jackets, change position, or provide other

means of assurance to demonstrate compliance with this policy. One's body should be void of writing in reference to exam content. All items are subject to inspection.

7. Proctors may confiscate restricted items until the exam is completed. Possession of restricted items will be considered a lack of proper decorum and be subject to penalty. Serious breaches (e.g. cheat sheet) will result in dismissal from the examination and review of circumstances for academic dishonesty (*see Penalties*).
8. If there is a need to communicate with a proctor, the student should raise his/her hand. Students should not leave their seats until their exam is completed unless requested by the proctor. A technology problem (*see Technology Issues*) may warrant the student coming to the front of the room.
 - a. Student inquiries related to interpretation or context of exam questions will NOT be answered by the proctors. Concerns with the question may be noted using the Question Feedback feature or, in the case of paper examinations, by notifying the proctor when turning in the examination.
 - b. Students witnessing suspected cheating should notify the proctor discreetly and immediately. *See Academic Dishonesty*.
9. Students will not be excused from the exam room without good reason. Those granted permission by the proctor, should turn over all papers or enable the "Hide Exam" function so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.
10. Students must turn in all materials provided (e.g. exam, answer sheet, scratch paper, equation sheets) prior to exiting the examination room.
11. When completing the exam, students must submit and have receipt of their uploaded exam confirmed by the proctor before leaving the exam room. Students who experience difficulty submitting their exam will be referred for technical assistance.
12. After submitting the exam, a student must leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.

Appendix D: The Substance Abuse Policy

Introduction

Student use of illegal drugs, misuse of prescription and non-prescription medications (as defined by law), and alcohol abuse is a matter of concern to The University of Iowa College of Pharmacy. The College of Pharmacy endeavors to protect and assist students by providing reliable information about the hazards of drugs and alcohol, identifying students at risk for substance use issues and assisting students in receiving substance abuse treatment when necessary. The College of Pharmacy also recognizes its obligation to patient safety and the integrity of student activities in clinical practice experiences and other College of Pharmacy associated events.

Objectives

The College of Pharmacy has a specific policy related to substance abuse by students. The objectives of this policy are to:

1. Observe state board of pharmacy administrative rules and state and federal laws.
2. Promote a campus free of illegal drug use.
3. Stress moderation, safety and individual accountability by those who choose to drink alcohol.
4. Provide an atmosphere free of coercion for those who choose not to drink alcohol.
5. Maintain a community where the effects of substance abuse are minimal and where problem behavior is eliminated.
6. Provide information and education on the health risks associated with drug and alcohol use and/or abuse.
7. Provide information and referral for confidential guidance and counseling for those with special needs related to substance abuse.
8. Protect patient safety and the integrity of educational practice settings.

Related Policies

1. The unlawful manufacture, distribution, dispensing, possession or use of drugs is prohibited at the University.
2. All students must report to class, or any other official University activity unimpaired and remain in a condition fit to perform. Reporting to class or other official University activities while impaired by drugs or alcohol or possession of drugs or alcohol is a violation of this policy and shall subject the student to the appropriate disciplinary and/or rehabilitative action.
3. As a condition of enrollment, every student must abide by the terms of this policy and will agree to a criminal background check that will identify any drug or alcohol related conviction. If during enrollment a drug or alcohol related arrest or conviction should occur, notice is to be given to the Associate Dean of Student Affairs no later than five days after such event.

Education

The College of Pharmacy Office of Professional Education will inform students about College policies and the issues surrounding substance abuse at various times during their academic program. These include, but are not limited to:

1. Promoting awareness of the negative impact of substance abuse and addiction in the helping professions, especially pharmacy.
2. Working with the College of Pharmacy to promote campus drug free policies and risk management at college sponsored activities. Provision of the policy to each new student with discussion by faculty and current students.
3. Documentation by student signature of their receipt of the College of Pharmacy Substance Abuse policy and acknowledgement of its expectation for a drug-free experiential learning environment.
4. Periodic discussions by faculty in relevant courses.

Student Substance Abuse

The College of Pharmacy shall abide by University policy and provide students with an opportunity to address substance abuse or dependence issues confidentially during any phase of their academic experience. The guiding philosophies of the following policy are first to protect patients from potential harm caused by impaired students in clinical practice experiences, and second to encourage the discovery and recovery of students with a substance use disorder.

1. The College of Pharmacy acknowledges and adopts the University of Iowa's policy regarding use of illegal drugs and alcohol. Copies of this policy may be found in the **Policies and Regulations Affecting Students**, <https://dos.uiowa.edu/policies/illegal-drugs-and-alcohol/>
2. The College of Pharmacy will collaborate with the Iowa Monitoring Program for Pharmacy Professionals (IMP3) to assist students with substance abuse issues. The College of Pharmacy has established a faculty/staff member to serve in the role of the IMP3 Collegiate Advocate who will serve as the liaison between the Iowa Board of Pharmacy and The University of Iowa College of Pharmacy.
3. The IMP3 Collegiate Advocate will work with students with potential substance abuse issues to assure student adherence with the College substance abuse policy.
4. When reasonable information is available of a potential substance abuse issue by a student, the student will be required to obtain a clinical assessment at UI Student Health, or other acceptable medical facility. Students refusing assessment may be dismissed from the College and reported to the Iowa Board of Pharmacy.
5. Students determined to have substance abuse issues, will be encouraged to self-report to the IMP3 program through the Iowa Board of Pharmacy Examiners. The IMP3 Collegiate Advocate will assist in this process.
6. Students self-reporting to the IMP3 program will provide the IMP3 Collegiate Advocate with a copy of the initial agreement within 5 days of execution. The

student will also present to the IMP3 Collegiate Advocate a copy of the contract within 5 days of execution. Students failing to provide the IMP3 Collegiate Advocate with a copy of the executed initial agreement and/or a copy of the executed contract within the defined timeframe will be reported to the Iowa Board of Pharmacy.

7. Students entering into and maintaining a contract with the IMP3 may continue their pharmacy education, with permission of the Associate Dean of Student Affairs. Students determined to have substance abuse issues who do not enter into a contract with the IMP3 or are noncompliant with terms of the contract will be dismissed from the College of Pharmacy.

Pharmacy Practice Experiences for Students under IMP3 Assistance

The Professional Experience Program (PEP) policy requires students under contract with the IMP3 to disclose elements of their situation to the PEP Liaison and to potential preceptors in a controlled and confidential manner. The College of Pharmacy will attempt to assure that preceptors maintain this confidentiality. The PEP office shall maintain a list of preceptors willing, with foreknowledge, to accept students under IMP3 assistance into their practice environment. The student will be provided the PEP policy and procedure by the PEP Liaison within 5 days of execution of the contract with the IMP3. The PEP Liaison and the IMP3 Collegiate Advocate will work with the student to select appropriate experiential placement for the duration of the student's academic career.

Drug Testing

The College shall not require random mandatory drug testing of students not under contract with the IMP3. The College of Pharmacy feels strongly that adherence to current policies and procedures should result in drug free environments and that random mandatory drug testing of members of the student body is an unnecessary invasion of student privacy.

Role of the IMP3

The Iowa Board of Pharmacy has developed the IMP3 program to assure appropriate and confidential treatment and monitoring of substance abuse issues within the pharmacy profession. The IMP3 program is a confidential resource established for the purpose of assisting and monitoring impaired pharmacy professionals whose dependency and/or disability is potentially threatening to professional performance and public safety. The school will utilize the IMP3 program to manage students deemed to have a substance abuse issue which requires treatment.