

# STUDENT HANDBOOK

## 2021-2022

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This Handbook provides University of Iowa College of Pharmacy (UICOP) Doctor of Pharmacy (PharmD) students with information and answers to questions concerning Collegiate and University policies.

Students are encouraged to contact the Office of Professional Education in 231 CPB with any additional questions, concerns, or suggestions.

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## **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.

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](mailto:diversity@uiowa.edu).

# Faculty and Staff Directory

Access the UICOP in the online directory at: <https://pharmacy.uiowa.edu/people>.

## Leadership and Administrative Units

### Dean's Office

Dean, Donald E. Letendre  
Building Coordinator, Bradley P. Gilchrist  
Assistant to the Deans, Julia A. Woodiwiss  
Director, Human Resources, Brenda Dodge  
Human Resources Coordinator, Brenda L. Zobeck

Executive Associate Dean, Gary Milavetz  
Director of Finance, William B. Wise  
Associate Dean, UIHC, Michael J. Brownlee  
Assistant Dean, VA Health Care System, Travis A. Tubbs

### Office of Professional Education

Associate Dean of Student Affairs, Susan S. Vos  
Director of Student Services, Patricia A. McCormick  
Instructional Services Specialist, Vernon K. Duba  
Director of Admissions, Liz Davis  
Admissions Counselor, Maddie Funk

Associate Dean of Academic Affairs, Mary E. Ray  
Assessment and Accreditation Manager, Lisa R. DuBrava  
PharmD Academic Manager, Rita E. Schneider  
Administrative Services Coordinator, John Mathias

### External Relations

Director, External Relations, Barbara L. Kelley  
Director, External Relations, Thomas R. Temple  
Communications Coordinator, Kristina E. Gleeson

Alumni Relations Specialist, Kayla Sanders  
Administrative Services Coordinator, Holly J. Lauer

### Information Technology

Educational Technology Coordinator, Peter Yohe  
Senior Systems Administrator, Justin Hess

IT Support Consultant, Melissa Lawrence

### Graduate Program Office

Associate Dean for Research and Grad Ed, David Roman  
Administrative Services Coordinator, Lois J. Baker

Research Support Administrator, Philip J. Forbes  
Research Support Coordinator, William H. Perry

### Department of Pharmaceutical Sciences & Experimental Therapeutics

Chair, Jonathan Doorn  
Administrative Services Coordinator, Debra Goodwin

Administrative Services Specialist, Kellie L. Waechter

### Department of Pharmacy Practice & Science

Chair, Jay D. Currie  
Division of Health Services Research, William R. Doucette  
Division of Applied Clinical Science, James D. Hoehns  
Administrative Services Specialist, Laura B. Umlah  
Administrative Services Coordinator, Beth Watson  
Director of Student Pharmacist International Activities,  
Jeanine Abrons

Director, Community Pharmacy Residency, Stevie R. Veach  
Director, Professional Experience Program, Jennifer Seyfer  
Academic Clinical Coordinator, Jacqueline Thompson-Oster  
Assistant Director & Coordinator IPPE, Colleen Gross-Advani  
Administrative Services Coordinator, PEP, Jason Fuerst

# Quick Reference Guide

Advising, Educational	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Adding/Dropping Courses	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Address Changes	Registrar's Service Center 17 CH   319-384-4300  Registrar's Office 1 JH   319-335-0238  MyUI <a href="https://myui.uiowa.edu/my-ui/home.page">https://myui.uiowa.edu/my-ui/home.page</a> (you will need your Hawk ID and password to log in)  Office of Professional Education 231 CPB   319-335-8795   <a href="mailto:pharmacy-ope@uiowa.edu">pharmacy-ope@uiowa.edu</a>
Code of Conduct	Dean Ray <a href="mailto:mary-ray@uiowa.edu">mary-ray@uiowa.edu</a> Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a> Any Honor Council member
Complaints	Dean Ray <a href="mailto:mary-ray@uiowa.edu">mary-ray@uiowa.edu</a> Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a> Anyone in Office of Professional Education ( <a href="mailto:pharmacy-ope@uiowa.edu">pharmacy-ope@uiowa.edu</a> )
Compliance Requirements	Rita Schneider <a href="mailto:rita-schneider@uiowa.edu">rita-schneider@uiowa.edu</a>
Commencement/Graduation	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a> Registrar's Office 1 JH   319-335-0296 <a href="https://registrar.uiowa.edu/commencement">https://registrar.uiowa.edu/commencement</a>
Computer Help and Information	UICOP Help Desk 261 CPB   319-335-8649   <a href="mailto:pharmacy-helpdesk@uiowa.edu">pharmacy-helpdesk@uiowa.edu</a>  ITS Help Desk 2800 UCC or 2nd Floor IMU 384-4357   <a href="mailto:its-helpdesk@uiowa.edu">its-helpdesk@uiowa.edu</a>
Counseling	University Counseling Service 3223 Westlawn   319-335-7294   <a href="https://counseling.uiowa.edu">https://counseling.uiowa.edu</a>
Disabilities, Student Disability Services	Student Disability Services 319-335-1462   <a href="https://sds.studentlife.uiowa.edu">https://sds.studentlife.uiowa.edu</a>  Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Drug Screening	If a drug screenign is required for IPPE or APPE, please contact student Health and send results to Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a>
eValue	Colleen Gross-Advani <a href="mailto:colleen-gross-advani@uiowa.edu">colleen-gross-advani@uiowa.edu</a>
Exemplify/ExamSoft	UICOP Help Desk 261 CPB   319-335-8649   <a href="mailto:pharmacy-helpdesk@uiowa.edu">pharmacy-helpdesk@uiowa.edu</a>  ExamSoft Support 866-429-8889, ext 1   <a href="https://examsoft.com/contact#support">https://examsoft.com/contact#support</a>
Events Approval (student organizations)	Campus Lab submission John Mathias <a href="mailto:john-mathias@uiowa.edu">john-mathias@uiowa.edu</a>  Center for Student Involvement & Leadership 145 IMU   319-335-3059   <a href="https://csil.uiowa.edu">https://csil.uiowa.edu</a>   <a href="mailto:osl@uiowa.edu">osl@uiowa.edu</a>
Faculty Mentor Program	Vern Duba <a href="mailto:vernon-duba@uiowa.edu">vernon-duba@uiowa.edu</a>

## Quick Reference Guide (continued)

Graduation Analysis	Julie Fell, Director, Enrollment Systems, Registrar's Office 1 JH   319-335-0228 Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Graduation Requirements	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Hours Change (Add/Drop)	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
International Activities	Jeanine Abrons <a href="mailto:jeanine-abrons@uiowa.edu">jeanine-abrons@uiowa.edu</a>
MyUI Questions/Information	Registrar's Service Center 17 CALH   319-384-4300
	Office of Professional Education 231 CPB   3169-335- 8795 MyUI <a href="https://myui.uiowa.edu/my-ui/home_page">https://myui.uiowa.edu/my-ui/home_page</a>
Lost and Found	Office of Professional Education 231 CPB   <a href="mailto:pharmacy-ope@uiowa.edu">pharmacy-ope@uiowa.edu</a>
	Department of Public Safety 809 UCC   319-384-2797   <a href="mailto:lost@uiowa.edu">lost@uiowa.edu</a> <a href="https://uiowa.edu/homepage/lost-and-found">https://uiowa.edu/homepage/lost-and-found</a>
Name Changes	John Mathias, Office of Professional Education
	Registrar's Service Center 17 CALH   319-384-4300   <a href="https://registrar.uiowa.edu/addressname-changes">https://registrar.uiowa.edu/addressname-changes</a>
Notary Public	John Mathias <a href="mailto:john-mathias@uiowa.edu">john-mathias@uiowa.edu</a>
Policies and Regulations	Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a>
	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a> Associate Vice President and Dean of Students, 135 IMU (335-1162)
Probation, Academic	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Reasonable Academic Progress Information/Appeals	Office of Student Financial Aid 208 CALH   319-335-1445   <a href="http://financialaid.uiowa.edu">http://financialaid.uiowa.edu</a>
	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Registration Problems	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
	Registration Center 30 CALH   319-335-0241
Reinstatement (extenuating circumstances)	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a> Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a>
Second-Grade-Only Option	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Student Activities	John Mathias <a href="mailto:john-mathias@uiowa.edu">john-mathias@uiowa.edu</a>
	Dean Vos <a href="mailto:susan-vos@uiowa.edu">susan-vos@uiowa.edu</a>
Student Organizations	Center for Student Involvement & Leadership 145 IMU   319-335- 3059   <a href="https://csil.uiowa.edu">https://csil.uiowa.edu</a>
Tutors or Academic Support	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>
Verification Letter Request	John Mathias <a href="mailto:john-mathias@uiowa.edu">john-mathias@uiowa.edu</a>
Withdrawal of Registration	Patricia McCormick <a href="mailto:patricia-mccormick@uiowa.edu">patricia-mccormick@uiowa.edu</a>

# PharmD Curriculum Summary

## First Professional Year (P1)

P1 Fall		
Course		SH
PHAR:8131	Engagement: Professional Skills and Values	2
PHAR:8134	Foundations of Health Services	3
PHAR:8136	Foundations of Pharmaceutical Sciences	6
PHAR:8130	Foundations of Pharmacy Practice I	4
PHAR:8152	Fundamentals of Compounding	1
PHAR:8135	Health Information Retrieval & Informatics	3
PHAR:8133	IPPE Career Exploration (fall or spring)	1
PHAR:8132	Continuing Professional Development	--
	Professional Electives	
Total Required Hours		19-20

P1 Spring		
Course		SH
PHAR:8151	Discovery I: Introduction and Background	3
PHAR:8149	Foundations of Pharmacology & Toxicology	3
PHAR:8140	Foundations of Pharmacy Practice II	4
PHAR:8150	Health, Wellness and Disease	2
PHAR:8153	IP: Dermatology & Sensory	2
PHAR:8133	IPPE Career Exploration (fall or spring)	1
PHAR:8148	Pharmacokinetics & Dose Optimization	2
PHAR:8132	Continuing Professional Development	--
	Professional Electives	
Total Required Hours		16-17

## Second Professional Year (P2)

P2 Fall		
Course		SH
PHAR:8250	Applications of Pharmacy Practice I	1
PHAR:8252	IP: Musculoskeletal	4
PHAR:8253	IP: Genitourinary & Reproductive	3
PHAR:8254	IP: Endocrine	3
PHAR:8255	DiscoveryII: Design & Methods	1
PHAR:8207	IPPE Community	3
PHAR:8209	IPPE Hospital	3
PHAR:8132	Continuing Professional Development	--
	Professional Electives	
Total Required Hours		12-18

P2 Spring		
Course		SH
PHAR:8260	IP: Cardiovascular	4
PHAR:8261	IP: Neurology & Psychiatry	4
PHAR:8263	IP: Infectious Diseases	4
PHAR:8264	Discovery III: Data Collection & Results	1
PHAR:8265	Applications of Pharmacy Practice II	1
PHAR:8207	IPPE Community	3
PHAR:8209	IPPE Hospital	3
PHAR:8132	Continuing Professional Development	--
	Professional Electives	
Total Required Hours		14-20

## Third Professional Year (P3)

P3 Fall		
Course		SH
PHAR:8301	IPPE Clinical	1
PHAR:8370	IP: Respiratory & Allergy	3
PHAR:8371	IP: Oncology & Hematology	3
PHAR:8372	IP: Gastroenterology & Nutrition	3
PHAR:8373	IP: Renal, Fluids and Electrolytes	2
PHAR:8374	Applications of Pharmacy Practice II	1
PHAR:8375	Advanced Topics in Health Services	2
PHAR:8376	Discovery IV: Presentation of Results	1
PHAR:8132	Continuing Professional Development	--
	Professional Electives	
Total Required Hours		12-18

P3 Spring		
Course		SH
PHAR:8132	Continuing Professional Development	1
PHAR:8377	IP: Capstone	4
PHAR:8378	Pharmacy Law & Ethics	2
PHAR:8379	APPE Preparation	1
	Professional Electives or APPE	4-6
Total Required Hours		12*

\*Students must take a minimum of 12 semester hours

## Fourth Professional Year (P4)

P4 Summer	
Course	SH
Advanced Pharmacy Practice Experiences	12

P4 Fall	
Course	SH
Advanced Pharmacy Practice Experiences	18

P4 Spring	
Course	SH
Advanced Pharmacy Practice Experiences	18

# 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/>

## Elective Courses

### General Education Electives

Ideally, all students accepted for admission will have completed 20 SH of general electives by the time they begin the P1 year. A student who has satisfied as few as 12 SH of this requirement may enter the College; however, 20 SH must be completed before graduation. General education electives are courses of the student's choice, usually in liberal arts educational departments (i.e. 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. General education electives may not double count toward professional elective requirements.

### 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

A minimum of six semester hours of professional electives are required to begin APPE, as well as a graduation requirement.

### Definition of UICOP Professional Electives

Professional electives are courses that enhance and expand a student's own professional and career goals beyond that of the required Doctor of Pharmacy curriculum. 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.

### P3 Spring Semester

Students must enroll in a minimum of 12 SH during the P3 spring semester. This typically includes 8 hours of required coursework plus a minimum of 4 SH of professional electives (i.e., PHAR:xxxx or other approved electives) or 1-2 APPE (i.e., PHAR:9400 courses).

### 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 they 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.

### Absences for Religious Holy Days

The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See [Operations Manual 8.2 Absences for Religious Holy Days](#) for additional information.

### 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.

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 Progression Policy

The Student Success and Progression Committee oversees PharmD student progression, student success plans, and academic probation throughout the PharmD program. The policy is available at: [https://pharmacy.uiowa.edu/student/pharmd\\_resources/policies/academic\\_progression](https://pharmacy.uiowa.edu/student/pharmd_resources/policies/academic_progression).

## Accommodations for Students with Disabilities

The University is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student's ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through [Student Disability Services](#) (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated. The LOA will specify what reasonable course accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the [SDS website](#).

The UICOP accommodates qualified students with disabilities. Please follow the steps below to Request 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.

Contact your Accommodations Coordinator or Patricia McCormick if you are having difficulty receiving an academic accommodation.

## Adding/Dropping Courses

In order to add or drop a class after the semester has begun, please see the Director of Student Services in 231 CPB.

## Basic Life Support (BLS)

All students must remain compliant with [Iowa Law](#) regarding Basic Life Support (BLS) at all times while in the program. According to Iowa Law, students must be certified in “basic cardiac life support through a training program designated for health care providers that includes hands-on training.”

This certification must be achieved before the first semester in the PharmD 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 [Patient Care Practicum Compliance Requirements](#) for a full list of Annual Compliances for all PharmD students.

Each year in August, students must show proof of BLS certification for Healthcare providers with hands-on training valid through the next academic year. If BLS certification expires before the end of the academic year, under special circumstances, students may be granted an exception to renew their BLS later in the academic year. If BLS certification lapses at any time, the student will be subject to removal from practice experience site(s).

BLS training must be designated for **health care providers** and **include hands-on training**. Approved BLS training options include:

- American Heart Association (AHA) Basic Life Support (BLS)—full classroom course (preferred)
- American Heart Association (AHA) HeartCode BLS—blended learning course--online with a hands-on skills session (preferred)
- American Red Cross BLS for Healthcare Provider—full classroom course
- American Red Cross BLS for Healthcare Provider—blended learning course

Students must also be compliant with any other state’s law(s) while practicing at an experiential site(s) in that state.

### Where can I find AHA BLS training?

- UIHC [Emergency Medical Services Learning Resources Center \(EMSLRC\)](#) is a good place to start for the American Heart Association (AHA) Basic Life Support (BLS) for "health care providers" with "hands-on training"; their contact information is [emslrc@uiowa.edu](mailto:emslrc@uiowa.edu) or 319-356-2597.
- [American Heart Association \(AHA\) Basic Life Support \(BLS\)](#) (full classroom course)
- American Heart Association (AHA) [HeartCode BLS](#) (blended learning course--online with a hands-on skills session)
- [American Red Cross Basic Life Support \(BLS\) for Healthcare Providers](#)

## Basic Needs and Support for Students

Student Care & Assistance provides assistance to University of Iowa students experiencing a variety of crisis and emergency situations, including but not limited to medical issues, family emergencies, unexpected challenges, and sourcing basic needs such as food and shelter. More information on the resources related to basic needs can be found at: <https://basicneeds.uiowa.edu/resources/>. Students are encouraged to contact Student Care & Assistance in the Office of the Dean of Students (Room 135 IMU, [dos-assistance@uiowa.edu](mailto:dos-assistance@uiowa.edu), or 319-335-1162) for support and assistance with resources.

## Classroom Expectations

Students are expected to comply with University policies regarding appropriate classroom behaviors outlined in the [Code of Student Life](#). While students have the right to express themselves and participate freely in class, it is expected that students will behave with the same level of courtesy and respect in the virtual class setting (whether asynchronous or synchronous) as they would in an in-person classroom. Failure to follow behavior expectations as outlined in the [Code of Student Life](#) may be addressed by the instructor and may also result in discipline under the [Code of StudentLife](#) policies governing E.5 Disruptive Behavior or E.6 Failure to Comply with University Directive.

## Code of Conduct

All students are required to adhere to The UICOP Standards of Conduct, found at [https://pharmacy.uiowa.edu/student/pharm\\_resources/policies/code\\_of\\_conduct](https://pharmacy.uiowa.edu/student/pharm_resources/policies/code_of_conduct).

## Committees: PharmD Students on Collegiate Committees

Each fall, the UICOP will appoint students on a one-year term to the following collegiate committees:

- PharmD Admissions Committee
- Assessment Committee
- PharmD Curriculum Committee
- Diversity, Equity, and Inclusion Committee

Faculty and staff in the Office of Professional Education will appoint students on these committees each year based on their application, previous committee appointment and active involvement in any previous committee assignments. When making appointments, OPE will consider a variety of factors so that committee representation is diverse and represents the student body whenever possible.

## Complaint or Concern Procedures:

Any person may file a formal complaint to The UICOP regarding its Doctor of Pharmacy Program. Depending on the nature of the complaint or concern, there may be a different process to follow. All complaints and concerns are taken seriously, handled confidentially, and will be investigated. Depending on the nature of the complaint or concern, it may have to be elevated to the appropriate office of the university to investigate.

If you do not know where to go, please reach out to the Associate Dean for Student Affairs or anyone in the Office of Professional Education.

### **Code of Conduct, Professionalism, or Academic Misconduct Concerns**

Students can report concerns related to the Code of Conduct, Professionalism, or Academic Misconduct to the Associate Dean for Student Affairs, the Associate Dean of Academic Affairs, or any member of the Honor Council.

### **Diversity, Equity, and/or Inclusion Concerns**

Students with concerns related to diversity, equity, and/or inclusion, can contact [Equal Opportunity and Diversity \(EOD\)](#). Students can report a concern through their website at: <https://diversity.uiowa.edu/report-concern>.

## Grading Concerns

If the complaint or concern is regarding grading, please see the Grade Reconsideration/Appeal Policy for guidance or contact the Associate Dean of Academic Affairs. The policy is available on the UICOP website at [https://pharmacy.uiowa.edu/student/pharmd\\_resources/policies/grade\\_appeal](https://pharmacy.uiowa.edu/student/pharmd_resources/policies/grade_appeal).

## PharmD Curriculum Concerns

Students with concerns related to the PharmD curriculum can contact the Associate Dean of Academic Affairs.

## Sexual Harassment Concerns

Students with concerns related to sexual harassment can report their concern to an academic or administrative officer, to the [Office of the Sexual Misconduct Response Coordinator](#) (319-335-6200), or to the [Office of Equal Opportunity and Diversity](#) (319-335-0705).

## Other Doctor of Pharmacy Program Concerns

For other complaints or concerns regarding the Doctor of Pharmacy program:

All persons are encouraged to seek informal resolution of complaints or concerns prior to initiating a formal process below. The complaint policy is available at <https://pharmacy.uiowa.edu/complaint-policy>.

### Procedure for Informal Complaints or concerns:

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 in the College.
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 231 CPB (Office of Professional Education). Complaints must be submitted to the Attention of the Associate Dean of Student Affairs, 231 CPB, 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 complainant 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 UICOP Committees may be appealed to the UICOP 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.)

If you are not satisfied with following the process above, 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.

### **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  
190 S. LaSalle Street, Suite 2850 Chicago, Illinois 60603-3499  
Phone: (312) 664-3575 • Fax: (866) 228-2631 • [info@acpe-accredit.org](mailto:info@acpe-accredit.org)  
<https://www.acpe-accredit.org/complaints/>

## **Compliances and Requirements for Students:**

All PharmD students must maintain the following in order to be in good academic standing at the UICOP. These compliances and requirements are subject to change based on guidelines, Board of Pharmacy rules, and Board of Regents requirements:

1. [Background Check](#)
  - a. Criminal Background Screening (Certiphi)
  - b. Iowa DHS: Authorization for Release of Child and Dependent Adult Abuse Information
2. [Registration as Interns in the state of Iowa and other appropriate states](#)
3. [Basic Life Support \(BLS\) / Cardiopulmonary Resuscitation \(CPR\) Certification](#)
4. [Patient Care Practicum Training](#)
  - a. UI Training (Compliance & Qualifications system)
5. [Iowa DHS](#)
  - a. Mandatory Reporter: Child Abuse Training
  - b. Mandatory Reporter: Dependent Adult Abuse Training
6. [Professional Liability Insurance Coverage](#)
7. [Health Insurance Coverage](#)
8. [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. Found here: <https://studenthealth.uiowa.edu/info/student-requirements-and-forms/>

## **Criminal Background Check**

All students are required to have a CBC that is included as part 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. Note that experiential education sites may need verification of completion date, a copy of the original report, and/or a new CBC. It is recommended P1 students download a copy of the report and save it to a secure location in print or digital format. After one year of the original report, contact Vern Duba in the Office of Professional Education to verify completion date, receive a digital copy, or obtain instructions for ordering a new CBC from Certiphi. All subsequent checks are at the student's expense. The number to contact for those requests is 319-335-8847 or email to [vernon-duba@uiowa.edu](mailto:vernon-duba@uiowa.edu).

## **Course and Instructor Feedback**

Student feedback on teaching performance provides important information for assessment and improvement of instruction. Students are expected to complete online course and instructor feedback requests as part of their

professional commitment to the UICOP through web-based forms (eValue). Email notice is delivered to students when evaluations are open and available for completion at the end of the course meeting period. Course and instructor feedback forms provide opportunity for general “scaled” feedback written comments about both courses and instructors.

Individual responses to course and instructor evaluations are **not anonymous but are confidential**. No attempt will be made to identify a student unless comments are *blatantly* unprofessional.

## Drug Screening

If a practice site requires a drug screen, students are responsible for following this requirement. Students can get a drug screening through student health. The results should be emailed to Dean Vos ([susan-vos@uiowa.edu](mailto:susan-vos@uiowa.edu)).

## Duplication of Courses

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 degree requirements. Grades for both courses, however, are used in computing the overall cumulative grade point average. However, students may take the same APPE course more than once if at a different practice site, as the content at each practice site is different.

## Examination Policy

All students must abide by the PharmD Student Examination Policy. The policy is available on the UICOP website at: [https://pharmacy.uiowa.edu/student/pharmd\\_resources/policies/exam\\_policy](https://pharmacy.uiowa.edu/student/pharmd_resources/policies/exam_policy).

## Free Speech and Expression

The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. For information on the university’s policies on free speech and academic freedom, see <https://freespeech.uiowa.edu>.

## Grade Reconsideration and Course Grade Appeal

Students may request grading reconsideration for an assignment, quiz or examination question, or other assessment. Students may also appeal a course grade with appropriate justification. Information can be found on the UICOP website at: [https://pharmacy.uiowa.edu/student/pharmd\\_resources/policies/grade\\_appeal](https://pharmacy.uiowa.edu/student/pharmd_resources/policies/grade_appeal).

## Grade Reports

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

## Grading

Grades used by the college are defined by registrar (<https://registrar.uiowa.edu/grading-system>)

Grade	GPA Point Value	Interpretation
A+	4.33	Excellent
A	4.00	
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Fair
C	2.00	
C-	1.67	
D+	1.33	Weak, but passing
D	1.00	
D-	0.67	
H (Honors)	No value	Excellent
P (Pass)	No value	Good
F (Fail)	0.00	Failure
I (Incomplete)	No value	Use only when: <ul style="list-style-type: none"><li>the unfinished part of the student's work is small</li><li>the work is unfinished for reasons acceptable to the instructor (illness, accident or other circumstances beyond the student's control)</li><li>the student's standing in the course is satisfactory.</li></ul>
<i>Note: Will convert to Fail after 1 semester.</i>		
W (Withdraw)	No value	Withdraw from program, may return
=	Value associated with Grade as above	Changed Grade

## Graduation

Graduation from the College requires that a student successfully complete all required courses including 20 SH of general education electives and 6 SH of professional electives for students. The Pharmacy GPA and the total cumulative GPA must be at least 2.00.

## 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. More information about available plans can be found at:

<https://hr.uiowa.edu/benefits/benefits-overview/ui-students-insurance>. Student Health Insurance Enrollment Forms can be accessed at: <https://hr.uiowa.edu/benefits/benefits-overview-and-enrollment/benefits-offered-group/ui-student-insurance/grad-students> or in MyUI under "Student Insurance" (listed under "Student Life Management" on the "Student Information" page).

# Health Screening Requirements

All students must meet all Health Screening Requirements to register for classes each semester. It is the student's responsibility to remain compliant at all times in accordance with UI Student Health while in the PharmD program. If students are not compliant, it may impact participation in IPPEs and APPEs.

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](#). **These requirements are subject to change.**

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.

## 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 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 go to the [Iowa Board of Pharmacy website for 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 John Mathias if a “Dean’s Letter” is needed to obtain an intern license.

## Liability Insurance

All pharmacy students must carry professional liability insurance. The UICOP provides professional liability insurance to all student pharmacists as long as they are registered for classes and are in good standing within the College.

This policy covers students when they are acting on behalf of the University as part of their coursework. This policy does not cover students working in a pharmacy outside their coursework. 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 UICOP. Please refer to the ongoing ICON course, “Compliance-Class of 20XX” for more information and to obtain the document for proof of coverage.

## Licensure/Registration as Intern with the Iowa Board of Pharmacy

The Iowa Administrative Code provides that registration is required of all students enrolled in Iowa colleges of pharmacy upon commencement of the first professional year in the college of pharmacy. IAC 657—4.6 (155A).

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/registration to continue enrollment in the UICOP. If this is a concern, please contact the Iowa Board of Pharmacy or appropriate Board office.

## Maximum Credits Per Semester

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 from the Director of Student Services.

## Mental Health

Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at <http://counseling.uiowa.edu>. Find out more about UI mental health services at: <http://mentalhealth.uiowa.edu>.

## Patient Care Practicum Compliance Requirements

It is the student's responsibility to complete and keep current all required health screenings, immunizations, and online compliance trainings upon to entry into the College and prior to the start of IPPE and APPE. Please refer to the ongoing ICON course, "Compliance-Class of 20XX" for more information.

### University of Iowa Compliances

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](mailto:its-helpdesk@uiowa.edu) or (319) 384-HELP (4357).

#### Required Compliance and Qualification (CQ) 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*)

### State of Iowa Compliances

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>. All incoming P1 students are required to take the following two 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 not complete H00461 prior to July 1, 2019, are required to complete the two new Iowa DHS online Mandatory Reporter Training courses.

[DHS \(Department of Human Services\) Certificate](#): Mandatory Reporter: Child Abuse Training (*every 3 years*)

#### Required Iowa DHS Mandatory Reporter Training Courses

- DS 168 Dependent Adult Abuse Training (*every 3 years*)
- DS 169 Child Abuse Training (*every 3 years*)

## Pharmacy Student Educational Activities outside the United States

Student pharmacists participating in any UICOP 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 UICOP 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.

## Professional Experience Program (PEP)

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.

### Transportation Requirements for PEP

Practice sites affiliated with the UICOP 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.

## Remediation Policy and Procedure

Remediation is intended to provide students an opportunity to demonstrate competency in a required didactic course while minimizing disruption to progression. The policy is available on the UICOP website at: [https://pharmacy.uiowa.edu/student/pharmd\\_resources/policies/remediation](https://pharmacy.uiowa.edu/student/pharmd_resources/policies/remediation).

## Satisfactory Academic Progress (SAP) for Receipt of Federal Financial Aid

Students must maintain satisfactory academic progress for receipt of financial aid. If any of the stated criteria aren't met, students will need to appeal to receive financial aid. A representative of the Office of Student Financial Aid will contact student(s) if they are not maintaining SAP.

1. PharmD students must maintain a UI 2.00 GPA, checked via the Office of Student Financial Aid after spring semester grades post each year.
2. A 67% course completion rate (passing 67% of courses without failing, W or incomplete grades), checked via OSFA after spring semester grades post each year.
3. Not exceed a total of 225 professional credit hours (not including undergrad), checked via OSFA each semester after grades post

## 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.

## Sexual Harassment /Sexual Misconduct and Supportive Measures

The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The [Policy on Sexual Harassment and Sexual Misconduct](#) governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the [Title IX and Gender Equity Office](#) or to the [Department of Public Safety](#). Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by contacting the [Title IX and Gender Equity Office](#). Information about confidential resources can be found [here](#). Watch the [video](#) for an explanation of these resources.

## Sharing of Class Recordings

Some of the sessions the curriculum will be recorded or live-streamed. Such recordings/streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of state and federal law, including the Federal Education Rights and Privacy Act (FERPA).

## Student Data Use

Student data may be shared with College of Pharmacy personnel having a legitimate educational interest in supporting individual and collective student success. Most data are shared in a de-identified manner, with a limited number of personnel viewing individual data (e.g., the Student Success and Progression Committee, Admissions Committee).

## Student Travel Funds

### Goals:

1. To promote professional development of students through presenting research, and/or serving in leadership roles while experiencing the profession of pharmacy at state, regional, or national pharmacy professional development conferences or meetings.
2. To help decrease the financial burden of traveling to pharmacy professional development conferences or meetings.

### Policy and Procedures

1. Eligibility
  - a. Students enrolled in the first, second, third, or fourth year of the Doctor of Pharmacy Program at the University of Iowa College of Pharmacy are eligible for student travel funds.
  - b. First-year student pharmacists can receive up to **\$100 annually for one trip** to a state, regional, or national pharmacy professional conference or meeting. Remaining funds will be forfeited if not entirely used in the trip.

- c. Second-, third-, and fourth-year student pharmacists can receive up to **\$300 annually for one trip** to a state, regional, or national pharmacy professional conference or meeting if the following criteria are met. Remaining funds will be forfeited if not entirely used in the trip.
    - i. Student is presenting poster, podium or other presentation at the meeting.
    - ii. Student serves as a local executive committee member, or a state, regional or national officer for the organization.
  - d. The conference or meeting should be related to healthcare, pharmacy, research, or leadership and should promote the student's continuing professional development plan.
  - e. These funds are not available to be used if a meeting is held online or virtually.
  - f. Funds are available on a fiscal year basis (July 1 to June 30).
2. Students who receive student travel grants are not automatically excused from coursework. Prior to travel, students must receive approval from all course coordinators if they will be missing any class time, practice lab, or experiential courses.
  3. Funds can only be used for registration or travel-related expenses (e.g., airfare, hotels, meals, parking). Funds cannot be used for alcohol.
  4. Process:
    - a. The Student Travel Fund Request Form must be submitted at least one week prior to the dates of the conference or meeting. Receipts must be received within 2 weeks after the return date and completed through workflow within 120 days of travel.
    - b. The purpose and justification of the travel must be indicated on the request form to determine eligibility.
    - c. Faculty advisors must be aware of travel, but they are not required to approve the forms.

## Substance Abuse Policy

Please see the following site for the Substance Abuse Policy:

[https://pharmacy.uiowa.edu/students/pharmd\\_resources/policies/substance\\_abuse](https://pharmacy.uiowa.edu/students/pharmd_resources/policies/substance_abuse).

## Technical Standards

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. More information can be found on the UICOP website at:

[https://pharmacy.uiowa.edu/students/pharmd\\_resources/policies/technical\\_standards](https://pharmacy.uiowa.edu/students/pharmd_resources/policies/technical_standards).

## Technology Requirements

Students must acquire appropriate technology to participate in the Doctor of Pharmacy Curriculum. Requirements are available on the UICOP website at:

[https://pharmacy.uiowa.edu/student/pharmd\\_resources/requirements/technology/technology\\_requirements](https://pharmacy.uiowa.edu/student/pharmd_resources/requirements/technology/technology_requirements).

## University 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/>.

## 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 [Office of the Registrar's Withdrawal Information Website](#) for more details. 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.