Student Handbook

2017-2018
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### 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.
COLLEGE VISION AND MISSION

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.

INTRODUCTION

This handbook is designed to provide College of Pharmacy students with information and answers to questions concerning Collegiate and University policies.

PLEASE READ THIS HANDBOOK CAREFULLY. Many of your concerns and questions are addressed in this handbook. Students are ENCOURAGED to contact the OFFICE OF ACADEMIC AFFAIRS, 127 PHARMACY with any additional questions, concerns or suggestions.

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Dean, Donald E. Letendre
Executive Associate Dean, Gary Milavetz
Administrative Services Specialist, Jennifer M. Barnes
Administrative Services Specialist, Mary Ann Cull
Administrative Services Specialist, Bradley P. Gilchrist
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Human Resources Coordinator, Brenda L. Zobeck
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Educational Technology Coordinator, Peter Yohe

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Instructional Services Specialist, Vernon K. Duba
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Secretary, Teresa J. Ahrens

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Assistant Dean for Assessment and Curriculum, Mary E. Ray
Quality & Operational Improvement Coordinator, Lisa R. DuBrava

Associate Dean for Research and Graduate Education, Michael W. Duffel
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Research Support Administrator, Philip J. Forbes
Research Support Coordinator, William H. Perry
Associate Dean, University of Iowa Hospitals and Clinics, Michael J. Brownlee
Assistant Dean, Veterans Affairs Medical Center, Traviss A. Tubbs

Chair, Department of Pharmaceutical Sciences and Experimental Therapeutics, Robert J. Kerns
Head, Division of Pharmaceutics and Translational Therapeutics, Aliasger K. Salem
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Secretary, Denise L. Davis
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Head, Division of Applied Clinical Science, TBD
Director, Professional Experience Program, Susan S. Vos
Academic Clinical Program Management Coordinator, Jacqueline Thompson-Oster
Director, Community Pharmacy Residency Program, Stevie R. Veach
Associate Director & Coordinator Advanced Pharmacy Practice Experiences, Jennifer L. Seyfer
Assistant Director & Coordinator Introductory Pharmacy Practice Experiences, Colleen A. Gross-Advani
Administrative Services Coordinator, Laura B. Umlah
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<td>335-8837</td>
<td>S413 PHAR</td>
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<tr>
<td>Walsh, Kelly</td>
<td>335-8832</td>
<td>306 PHAR</td>
</tr>
<tr>
<td>Wells, Mick</td>
<td>335-8674</td>
<td>G18 PHAR</td>
</tr>
<tr>
<td>Weetman, David</td>
<td>356-2577</td>
<td>CC101 GH</td>
</tr>
<tr>
<td>Wiedenfeld, Sara</td>
<td>712-294-5022</td>
<td>Siouxland Medical Ed – Sioux City</td>
</tr>
<tr>
<td>Wise, William</td>
<td>335-8779</td>
<td>118 PHAR</td>
</tr>
<tr>
<td>Witr, Matthew</td>
<td>335-8763</td>
<td>S515 PHAR</td>
</tr>
<tr>
<td>Woodiwick, Julia</td>
<td>335-8794</td>
<td>118 PHAR</td>
</tr>
<tr>
<td>Wurster, Dale Eric</td>
<td>335-2137</td>
<td>308 PHAR</td>
</tr>
<tr>
<td>Yohe, Peter</td>
<td>335-8649</td>
<td>133A PHAR</td>
</tr>
<tr>
<td>Zobeck, Brenda</td>
<td>384-2863</td>
<td>118 PHAR</td>
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</table>
### First Pre-Professional Year

<table>
<thead>
<tr>
<th>Course</th>
<th>S.H.</th>
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<tbody>
<tr>
<td>PHAR:1030 Rhetoric *</td>
<td>4</td>
<td>CHEM:1120 Principles of Chemistry II</td>
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</tr>
<tr>
<td>CHEM:1110 Principles of Chemistry I</td>
<td>4</td>
<td>PHYS:1400 Physics I Needed**</td>
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<tr>
<td>MATH:1460 Calculus for Biological Sciences</td>
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<td>BIOL:1411 Foundations of Biology</td>
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<td>STAT:1020 Statistics</td>
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*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 s.h. of general education electives are required for admission, 20 s.h. of general education electives are required for degree. Electives may be taken during summer session.

---

### Second Pre-Professional Year

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CHEM:2210 Organic Chemistry I</td>
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<td>CHEM:2220 Organic Chemistry II</td>
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<tr>
<td>ACB:3110 Human Anatomy</td>
<td>3</td>
<td>HHP:3500 Human Physiology</td>
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<tr>
<td>BIOL:1412 Diversity of Form &amp; Function</td>
<td>4</td>
<td>MICR:3112 Microbiology</td>
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<tr>
<td>ECON:1100 Microeconomics</td>
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<td>BIOC:3110 Biochemistry</td>
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### Fourth Professional Year

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<tr>
<th>Summer</th>
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<tbody>
<tr>
<td>Advanced Practice Experiences</td>
<td>12 s.h.</td>
<td>Advanced Practice Experiences</td>
</tr>
</tbody>
</table>

Professional Electives must be completed prior to APPEs. A minimum of 6 s.h. is required.

This information is subject to change, it is the applicant’s responsibility to check with the Office of Academic Affairs for the most current information. They can be reached at 319-335-8795 or pharmacy-academic-affairs@uiowa.edu.

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The University of Iowa College of Pharmacy
Pharm.D. CURRICULUM SUMMARY Students Admitted Prior to Fall 2015

First Pre-Professional Year

<table>
<thead>
<tr>
<th>Course</th>
<th>S.H.</th>
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<tbody>
<tr>
<td>RHET:1030 Rhetoric 10:3*</td>
<td>(4)</td>
<td>RHET:1030 Rhetoric 10:3*</td>
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<tr>
<td>CHEM:1110 Principles of Chemistry I 4:11</td>
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<td>CHEM:1120 Principles of Chemistry II 4:12</td>
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<tr>
<td>MATH:1460 Calculus for Biological Sciences 22M:16</td>
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<td>BIOL:1411 Foundations of Biology (2:31)</td>
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<tr>
<td>PHYS:1400 Physics 29:8 If Needed**</td>
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<td>General Education Electives</td>
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<tr>
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<td></td>
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</table>

**Students will complete PHAR:8200 IPPE II Community 46:002 and PHAR: 8206 IPPE II Hospital 46:008 during the summer before, winter break of and/or the summer after the P2 year.

SECOND Pre-Professional Year

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>AQB:2110 Human Anatomy 60:110</td>
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<td>HHP:3500 Human Physiology 27:130</td>
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<td><strong>Principles of Biology II (2:11) changing to</strong> MIRC:3112 Microbiology 81:112</td>
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<tr>
<td>ECON:1100 Microeconomics 6E:1</td>
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<td>STAT:1010 Statistics &amp; Society 22S:002</td>
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*RHET:1030 Rhetoric 10:3 may be taken either semester of the first pre-professional year
**One year of high school physics or PHYS:1400 Physics 29:8 must be completed with a laboratory
***Principles of Biology II changing to BIOL:1412 Diversity of Form & Function 2:32

General Education Electives: 20 s.h. are required for degree. Electives may be taken during summer session.

FIRST PROFESSIONAL YEAR

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHAR:8101 Pharmacy Practice Lab I 46:050</td>
<td>2</td>
<td>PHAR:8102 Pharmacy Practice Lab II 46:051</td>
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<tr>
<td>PATH:8133 Introduction to Human Pathology 69:133</td>
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<td>MICR:3112 Microbiology 81:112</td>
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<tr>
<td>PHAR:8103 Fundamentals of Evaluating Clinical Research 46:103</td>
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SECOND PROFESSIONAL YEAR

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<tr>
<td>PHAR:8240 Introduction to Therapeutics 46:149</td>
<td>2</td>
<td>PHAR:8242 Therapeutics-Respiratory 46:155</td>
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<tr>
<td>PCOL:8181 Pharmacy Practice II 71:181</td>
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<td>PHAR:8201 Clinical Practice Skills I 46:106</td>
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<tr>
<td>PHAR:8200 Intro to Community Pharmacy Practice 46:002**</td>
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<td>PHAR:8206 Intro to Hospital Pharmacy Practice 46:008**</td>
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THIRD PROFESSIONAL YEAR

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<tr>
<td>PHAR:8305 Pharmacy Practice Lab V 46:118</td>
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<td>PHAR:8306 Pharmacy Practice Lab VI 46:119</td>
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<tr>
<td>PHAR:8341 Therapeutics-Immunology, Hematology 46:159</td>
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<td>PHAR:8343 Therapeutics-Infectious Disease 46:165</td>
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<tr>
<td>PHAR:8300 Intro to Clinical Pharmacy Practice 46:003*</td>
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<td>PHAR:8205 Student Pharmacist Professionalism 46:004***</td>
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FOURTH PROFESSIONAL YEAR

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<th>Course</th>
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<tbody>
<tr>
<td>Advanced Practice Experiences 12 s.h.</td>
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<td>Advanced Practice Experiences 18 s.h.</td>
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*Students must complete one semester of PHAR:8100 IPPE I 46:001 (during the P1 year) and PHAR:8300 IPPE III 46:003 (during the P3 year), either fall or spring as assigned.**

**Students will complete PHAR:8200 IPPE II Community 46:002 and PHAR: 8206 IPPE II Hospital 46:008 during the summer before, winter break of and/or the summer after the P2 year.

***PHAR:8205 Student Pharmacist Professionalism 46:004 requires students to complete 32 hours of supervised service-learning and leadership/professional learning activities during their P1-P3 years.

Professional Electives may be acquired only during the four professional years, including summer session. A total of 12 s.h. is required.

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PHAR:8130 Foundations of Pharmacy Practice 1
4 s.h.
Introduction to contemporary pharmacy practice; small-group discussion, application of core concepts through active hands-on learning approaches; for first-year pharmacists. Prerequisite: P1 standing

PHAR:8131 Engagement: Professional Skills and Values
1 s.h.
Opportunity for student engagement in the College of Pharmacy prior to Professionalism Ceremony: development as a responsible partner in learning process by nurturing collaboration, leadership, service, compassion, self-development, and social enrichment among students, faculty, and staff. Prerequisite: P1 standing

PHAR:8132 Continuing Professional Development
1 s.h.
Engagement with profession of pharmacy and community through service and leadership activities, reflection; use of Continuous Professional Development Cycle (CPD) approach to learning. P3 Spring – 1st week of classes.

PHAR:8133 Introduction to Pharmacy Practice Experience: Career Exploration
1 s.h.
Experience shadowing a pharmacist for six hours in four different pharmacy practice settings for a total of 24 hours; settings include practice areas and rotation types required for P4 Advanced Pharmacy Practice Experience (APPE) sites in community pharmacy, hospital pharmacy, ambulatory care/family practice, acute care medicine, and other elective practice settings; work with faculty mentor. Prerequisite: P1 standing

PHAR:8134 Foundations of Health Services
3 s.h.
Foundation issues for pharmacist practice related to social, cultural, behavioral, economic, and organization design components of pharmacy care. Prerequisite: P1 Standing

PHAR:8135 Health Information Retrieval and Informatics
3 s.h.
Introduction and overview of health care information retrieval, organization, and dissemination; retrieval and organization of health information from pharmacy and medical primary and tertiary literature using secondary resources; knowledge and skills to manage, analyze, and legally share information in electronic health records, pharmacy information systems, and automated systems. Prerequisite: P1 standing

PHAR:8136 Foundations of Pharmaceutical Sciences I
3 s.h.
Introduction and overview of foundations of pharmaceutical sciences. Prerequisite: P1 Standing

PHAR:8137 Foundations of Pharmaceutical Sciences II
2 s.h.
Introduction and overview of foundations of pharmaceutical sciences. Prerequisite: P1 standing

PHAR:8140 Foundations of Pharmacy Practice II
4 s.h.
Introduction to contemporary pharmacy practice for first-year student pharmacists; classroom methods include small group discussion-based and active hands-on learning approaches where students will apply core concepts.

PHAR:8141 Discovery I: Introduction and Background
3 s.h.
Create and disseminate new knowledge related to pharmacy or health care; broadly-based scholarly effort with topics ranging from patient case studies, literature reviews, and analysis of pharmacy practice problems or basic research.

PHAR:8142 Foundations of Health, Wellness & Disease
2 s.h.
Overview of the basic processes of good health and practices that promote wellness; emphasis on the mechanistic causes of human disease.

PHAR:8146 Foundations of Pharmaceutical Sciences III
2 s.h.
Continuation of PHAR:8137

PHAR:8147 Foundations of Pharmaceutical Sciences IV
3 s.h.
Continuation of PHAR:8146

PHAR:8207 IPPE Community
3 s.h.
Exposure for student pharmacists to the provision of care in a community pharmacy setting; activities focus on those experiences related to the community pharmacy environment, medication distribution, special products and populations, and related professional activities; delivered in set time blocks over winter break and during the summer session before or after the P2 year.
PHAR:8208 IPPE Hospital 80
Exposure for student pharmacists to the provision of care in a hospital setting; activities focus on those experiences related to the hospital pharmacy environment, medication distribution, special products and populations, and related professional activities.

PHAR:8250 Applications of Pharmacy Practice I
1 s.h.
Expands on skills and concepts taught in the foundations of pharmacy practice course series and includes skills relevant to the disease states in the specific aligned component courses; taught using a variety of classroom methods including small-group, discussion-based, and active hands-on learning approaches where students will apply core concepts.

PHAR:8251 IP: Dermatology & Sensory
3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8252 IP: Musculoskeletal
3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8253 IP: Genitourinary and Reproductive
3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8254 IP: Endocrine
3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8255 Discovery II: Design and Methods
1 s.h.
Create and disseminate new knowledge related to pharmacy or health care with emphasis on design methods and data collection.

PHAR:8260 IP: Cardiovascular and Hematology
4 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8261 IP: Neurology and Psychiatry
4 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8263 IP: Infectious Diseases
4 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8264 Discovery III: Data Collection and Results
1 s.h.
Create and disseminate new knowledge related to pharmacy or health care with emphasis on data collection and results.

PHAR:8265 Applications of Pharmacy Practice II
1 s.h.
Expands on skills and concepts taught in the foundations of pharmacy practice course series and includes skills relevant to the disease states in the specific integrated pharmacotherapy courses; taught using a variety of classroom methods including small group, discussion-based, and active hands-on learning approaches where students apply core concepts.

PHAR:8266 IPPE Clinical
1 s.h.
This third IPPE clinical is completed as an introduction to the Advanced Pharmacy Practice Experiences (APPE) to which student pharmacists are exposed during their P4 year; the IPPE clinical involves a P3 student observing and participating with a P4 student currently on an APPE rotation.

PHAR:8270 IP: Respiratory and Allergy
3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8271 IP: Hematology and Oncology
2 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.
PHAR:8372 IP: Gastroenterology and Nutrition 3 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8373 IP: Renal, Fluids and Electrolytes 2 s.h.
Key elements of the science and practice of pharmacy presented in an integrated manner focused on particular organ systems or disease states.

PHAR:8374 Applications of Pharmacy Practice III 1 s.h.
Expands on skills and concepts taught in the foundations of pharmacy practice course series and includes skills relevant to the disease states in the specific aligned component courses; taught using a variety of classroom methods including small group, discussion-based, and active hands-on learning approaches where students apply core concepts.

PHAR:8375 Advanced Topics in Health Services 2 s.h.
Exploration of advanced topics in health service.

PHAR:8376 Professional-Discovery III: Presentation of Results 1 s.h.
Dissemination and presentation of new knowledge related to pharmacy or health care with emphasis on design methods and data collection.

PHAR:8377 Integrated Pharmacotherapy: Capstone 3 s.h.

PHAR:8378 Pharmacy Law and Ethics 2 s.h.

PHAR:8379 Advanced Pharmacy Practice Experiences Preparation 1 s.h.

PHAR:8387 Capstone: Skills-Based Assessment 1 s.h.

Advanced Pharmacy Practice Experiences

PHAR:9401 Ambulatory Care Rotation 6 s.h.
Clinical experience in providing pharmaceutical care in outpatient clinic settings.

PHAR:9402 Elective: Ambulatory Care Rotation 6 s.h.
Clinical experience providing pharmaceutical care in specialty outpatient settings.

PHAR:9403 Elective Nuclear Pharmacy Rotation 6 s.h.
Practical experience in the handling and clinical use of radiopharmaceuticals.

PHAR:9404 Community Pharmaceutical Care Rotation 6 s.h.
Clinical experience in the community setting; emphasis on deliver of pharmaceutical care.

PHAR:9405 Elective Hospice & Palliative Care Rotation 6 s.h.
Clinical experience providing pharmacotherapy for end-of-life care.

PHAR:9406 Elective Drug Information Rotation 6 s.h.
Practice experience applying drug information knowledge to service and research projects.

PHAR:9407 Elective: Family Medicine Rotation 6 s.h.
Clinical practice experience applying primary care therapeutics in family medicine practice settings.

PHAR:9408 Elective: Hematology/Oncology Rotation 6 s.h.
Drug therapy management of oncology patients and patients with hematologic malignancies, aplastic anemia, sickle cell disease, hemophilia.

PHAR:9409 Elective: Home Health Care Rotation 6 s.h.
Clinical experience in the team approach to health care delivery, including total parenteral nutrition, chemotherapy, intravenous antibiotics, lab analysis, hospice care, and pain management.
PHAR:9410 **Hospital Pharmacy Rotation**  
6 s.h.  
Instruction and practical experience in various components of hospital pharmacy; emphasis on hospital organization, inpatient and outpatient services, IV additives, unit dose, clinical services.

PHAR:9411 **Elective: Long Term Care Rotation**  
6 s.h.  
Practice in consulting and providing services to varied long-term patient care environments.

PHAR:9412 **Elective: Managed Care Rotation**  
6 s.h.  
Practice experience in providing pharmaceutical care or pharmacy-related services in a managed care organization.

PHAR:9413 **Acute Care Medicine Rotation**  
6 s.h.  
Clinical experience applying therapeutic skills for the pharmacotherapeutic management of patients on general medicine or specialty inpatient areas.

PHAR:9414 **Elective: Neurology Rotation**  
6 s.h.  
Clinical experience in the pharmacotherapeutic and pathophysiologic considerations of neurological disorders.

PHAR:9415 **Elective: Pediatrics Rotation**  
6 s.h.  
Clinical experience in drug therapy management of general and specialty pediatric patients.

PHAR:9416 **Elective: Pharmacy Rotation**  
6 s.h.  
Selected practice experiences in various pharmacy practice settings.

PHAR:9417 **Elective: Psychiatry Rotation**  
6 s.h.  
Clinical experience in the rational use of psychiatric drugs in treatment of psychiatric disorders.

PHAR:9418 **Elective: Research Rotation**  
6 s.h.  
Practice experience in basic pharmaceutical or clinical research; proposal, study design, data collection and analysis, presentation of the results.

PHAR:9419 **Elective: Surgery Rotation**  
6 s.h.  
Clinical experience in drug therapy management on a surgery unit.

PHAR:9420 **Elective: Pharmacy Practice Underserved Population Rotation**  
6 s.h.  
Opportunity to learn the best practices for pharmaceutical management; approaches to enhance access to and appropriate use of medicines in underserved and resource-limited environments.

PHAR:9421 **Elective: Community Management Rotation**  
6 s.h.  
Practice exposure to community pharmacy operations and management at the store, district, or corporate level.

PHAR:9422 **Elective: Compounding/Complementary Alternative Medicine Rotation**  
6 s.h.  
Clinical work in a community setting with focus on team approach; experience developing extemporaneous compounds to optimize patient care and/or integrating traditional and nontraditional medicine.

PHAR:9423 **Elective: Critical Care Medicine Rotation**  
6 s.h.  
Practice experience providing pharmaceutical services to intensive care unit patients.

PHAR:9424 **Elective: Emergency Medicine Rotation**  
6 s.h.  
Clinical experience providing pharmaceutical care for patients treated in the emergency department.

PHAR:9425 **Elective: Hospital Management Rotation**  
6 s.h.  
Practice experience in hospital pharmacy operations and management.

PHAR:9426 **Elective: Infectious Disease Rotation**  
6 s.h.  
Clinical experience providing pharmacotherapeutic management of patients receiving antimicrobial medications.

PHAR:9427 **Elective: Medication Use Evaluation Rotation**  
6 s.h.  
Practical experience in drug use evaluation to improve patient outcomes.

PHAR:9428 **Elective: Pharmacy Industry Rotation**  
6 s.h.  
Practice experience with a pharmacy regulatory body.
PHAR:9429 Elective: Pharmacy Regulatory Rotation
Pharmacy experience with a pharmacy regulatory body. 6 s.h.

PHAR:9430 Elective: Professional Association Rotation
Practice experience in professional association management environment at the state or national level. 6 s.h.

PHAR:9431 Elective: Veterinary Pharmacy Rotation
Practice experience in managing drug therapy for animals. 6 s.h.

PHAR:9432 Elective Advanced Community Pharmacy Rotation
Community pharmacy experience emphasizing patient-centered care. 6 s.h.

PHAR:9433 Elective: Academic Rotation
Practice experience delivering pharmacy education with a College of Pharmacy faculty member. 6 s.h.

PHAR:9434 Elective International Pharmacy Rotation
Practice experiences in pharmacy practice outside the United States. 6 s.h.

PHAR:9435 Administrative Bye Rotation
6 s.h.

Electives in the Pharmacy Curriculum Pre-2015

Students must complete 20 semester hours (s.h.) of general education electives and 12 s.h. of professional electives to meet degree requirements for students admitted prior to fall 2015.

PHAR:3740 End-of-Life Care for Adults and Families
End-of-life issues in care of adults, older adults, and their families. Prerequisites: 96:135 and 96:136, or R.N. student standing, or consent of instructor. 2-4 s.h.

PHAR:4740 Materials In Drug & Gene Delivery
Different types of materials used in drug and gene delivery including synthetic and natural polymers (poly lactic-co-glycolic acid and chitosan respectively); different forms of delivery systems including (but not limited to) liposomes, micelles, biodegradable nanoparticles, nondegradable nanoparticles, and solid porous scaffolds; applications of these material based delivery systems from targeted chemotherapy to bone regeneration to vaccination applications. 3 s.h.

PHAR:8702 Dean's Pharmacy Forum
Contemporary issues in pharmacy practice, pharmacy education, and health care. P3 standing 2 s.h.

PHAR:8706 Pharmacy Projects
Basic and applied research problems of pharmaceutical interest. 1-3 s.h.

PHAR:8708 Substance Abuse
Themes and concepts in substance abuse and treatment; stimulants, depressants, alcohol, opiates, hallucinogens, steroids; drug abuse prevention and treatment, including dual diagnosis, from cradle to the grave. 2 s.h.

PHAR:8712 Nonprescription Pharmacotherapy
Introduction to nonprescription medications; development of patient assessment and consultation skills; understanding of pharmacist's role in patient self-care. P3 standing 2 s.h.

PHAR:8715 Health Disparities and Cultural Competence
Characteristics, causes, and effects of health disparities in the U.S. health care system; foundation for development of knowledge, attitudes, and skills required of culturally competent health care providers; definitions and models of cultural competence, characteristics of culturally effective practitioners and workplaces; health disparities among specific populations, evidence of cultural competence as a remedy; taking a culturally appropriate history; working with interpreters, legal and professional imperatives for cultural competence. P2 or P3 standing 2-3 s.h.

PHAR:8717 Ambulatory Care Pharmacy
Additional experience in the practice of clinical pharmacy; focus on key therapeutic areas where ambulatory care clinical pharmacists currently have a significant impact improving patient care, including anticoagulation management, hyperlipidemia management, and diabetes management; opportunity to develop expertise in clinical decision making, improve problem solving abilities, and continued development in writing and oral presentation skills. P3 standing 2 s.h.
PHAR:8718 Special Topics in Acute Care 2 s.h.
Pharmacology for common but varied acute care medicine topics; review of disorder, therapeutic goals, treatment plans, patient counseling, monitoring patient outcomes; lecture or case-based classes; acute and chronic renal failure; peritoneal and hemodialysis; diabetic ketoacidosis; rabies; shock, vasopressors, fluids; ACLS; deep venous thrombosis, stress ulcer prophylaxis; burns; sedation, neuromuscular blockage; opioids; multiple sclerosis. P3 standing

PHAR:8719 Pediatric Therapeutics 2 s.h.
Discussion of issues and problems in pediatric pharmacotherapy; clinical practicum. P3 standing

PHAR:8721 Leadership & Political Advocacy 1 s.h.
This course focuses on contemporary issues and leadership in pharmacy related to advocacy and positive change-making in the profession. P1 - P3 standing.

PHAR:8722 Current Topics in Health Policy 2 s.h.
Legislative process and broad range of current issues in health policy; general-and-pharmacy specific health policy topics at state and federal levels.

PHAR:8723 Infectious Diseases for Acute Care Practice 1 s.h.
This course will discuss topics in antimicrobial treatment of infectious diseases (ID) beyond those in the required pharmacy curriculum, including topics covered in the ID Therapeutics Course (046:165). Students will learn through lecture, case discussion, class participation and by presenting a summary of an uncommon organism or antimicrobial agent. Topics include advanced principles in ID treatment as well as management of specific infections and infections in high-risk treatment groups. P3 standing

PHAR:8724 Hospital Pharmacy Practice Management Elective 2 s.h.
Organizational structure of pharmacy departments in hospitals and health care systems, models for delivery of pharmaceutical care; pharmacy's role in drug-policy decision making; provision of drug information; clinical and distributive pharmacy services; control of pharmacy and pharmacy costs; use of information technology and automation for service delivery; supervisory management; quality improvement. P3 standing

PHAR:8725 Career Pathways in Pharmacy 1 s.h.
Career preparation through writing, speaking, reading, and listening; writing resumes, curriculum vitae, cover letters; interviewing techniques; electronic portfolios; web-based career information; guest speakers from pharmacy associations, major chains; workshop approach. Prerequisite: P3 standing

PHAR:8788 International Perspectives: Xicotepec 3 s.h.
Introduction to providing service to a community in a less developed country; student projects intended to improve community life in Xicotepec. P3 and consent of instructor

PHAR:8790 Topics in Community Pharmacy Management 2 s.h.
Focus on building practical knowledge and understanding of business principles.

PHAR:8792 Spanish for the Pharmacy Professional 2 s.h.
This course is designed to provide intermediate professional Spanish communication skills specifically for Pharmacy. The skills gained in this course are intended to facilitate basic pharmacy related conversations.

PHAR:8793 Introduction to Global Health Studies 1 s.h.
Overview of topics pertaining to international health and cultural diversity in relation to pharmacy and global health; preparation for student pharmacists to become health care practitioners who optimize the health of patients and society; inspires students to advance the profession by fostering collaboration, global and public health leadership, professionalism and civic engagement; introduction and discussion of important topics in global health, focusing specifically on care of the underserved in a global context.

PHAR:8794 Emergency Medicine and Toxicology 2 s.h.
Pharmacology in the world of emergency medicine and toxicology; students learn through lecture, case discussion, class participation, and evaluation of evidence-based medicine literature in emergency medicine and toxicology. P3 standing

PHAR:8797 Ethics & Spirituality in Healthcare 3 s.h.
This case-based course examines ethical issues in caring for patients with serious illness and explores suffering, spirituality, death and dying. Prerequisite: P2 or P3 standing
General Education Electives

What are General Education Electives?
Prior to being admitted to the University of Iowa, 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, statistics, and physiology. These requirements are usually met in general classes 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 Education Electives?
Please contact the Director of Student Services, in the Office of Academic Affairs with questions regarding electives.

Professional Electives

*For students entering 2015 and after, 6 s.h. 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. These professional enhancement courses are 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 coursework that will prepare them for traditional and emerging areas of pharmacy practice.

When do students take Professional Electives?
These courses must coincide with your pharmacy education and therefore can be taken only after a student has enrolled in the College of Pharmacy. Courses taken before enrolling in the College of Pharmacy, even if a student has a prior degree, will not be accepted as Professional Electives. Students may also take professional electives during their -bye or vacation period in the last academic year. Required Professional Elective hours must be met before the student can begin Advanced Pharmacy Practice Experiences.

Suggested Professional Elective Credit Hours by Semester (Pre-2015)

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Where do Students take Professional Electives (Pre-2015)?
It is expected that some of the Professional Electives will be courses taught in the College of Pharmacy, while others may be taught outside the College. Currently, students may take courses in any of the University of Iowa Colleges and any other higher education institution from which the University of Iowa accepts transfer credits. Vocational credit is not accepted.

Limited Experiential Courses 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 Academic Affairs.
Correspondence, Distance-Learning and Online Courses
Students may take correspondence, distance-learning and/or online courses to satisfy Professional electives, as long as they are recognized as courses in the University or can be accepted for transfer.

Advanced Pharmacy Practice Experience Electives

What are Advanced Practice Experience Electives?
During the final year of the Doctor of Pharmacy curriculum, students gain experience in various pharmacy practice areas. These are referred to as Advanced Practice Experiences. Required rotations and elective rotations are selected by students from a menu of options.

Can a student use an Advanced Practice Experience as a Professional Elective?
Yes. During the Advanced Practice Experience year each student has a —bye or vacation period and may select an advanced practice experience elective as a professional elective during this time.

COLLEGIATE POLICIES

Absences
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.

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 ClassI form from the Office of the Registrar at
http://registrar.uiowa.edu/absence-class

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 be likely to miss a number of classes, the Office of Academic Affairs may be contacted and they will relay a message from a student to the coordinator. Students must still contact the coordinator directly when they are able.

University regulations require 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

Excused 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 will be the student’s responsibility to contact all instructors one week before class is missed 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 instructor was not contacted before the event, credit will not be assigned. If class work must be made up the instructor may identify a time and the circumstances under which the make-up will be offered. It is the responsibility of the student to meet these parameters to receive credit.
Excused absences will be approved for all meetings that appear on the Student Meeting Dates calendar http://pharmacy.uiowa.edu/students/resources that is prepared and available before each academic year. Attendance at national meetings may be excused for a maximum of three days. Class absences for professional events not identified on the calendar must be requested one week in advance and may be excused at the instructors’ discretion. Refer to separate absence policies in the course syllabi for Advanced Pharmacy Practice Experiences and Introductory Practice Experiences.

Students are encouraged to limit absences for professional events to no more than three days per semester.

**Academic Distinction and Recognition**
The University recognizes high scholastic achievement by awarding degrees "with distinction", "with high distinction", and "with highest distinction". 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 and any student with a semester, pharmacy, and/or total cumulative grade point average (GPA) below 2.0 will be placed on academic probation. A student who receives a grade of -FI 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. Poor semester is defined as 1.75 or below. The pharmacy grade point average 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 doesn’t earn a pharmacy grade point average 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 for Professional Education 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**
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 (CPR) Requirements**
All pharmacy students must have training in basic life support, including infant, child & adult CPR. This must be achieved before the first semester in the program and must be kept current until completion of the program.

**Calculation of Pharmacy Grade Point Average**
The pharmacy grade point average is computed with the required pharmacy classes (excluding general and professional electives) that are taken while enrolled in the College of Pharmacy.
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.”

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 healthcare 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 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.

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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 Life, 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.

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.
   - Cheating is also defined as aiding or abetting another through willful collaboration when such collaboration has not been authorized.

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.”
   - 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.

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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.⁴

6. Inappropriate Use of Technology Resources
   - Students should use technology consistent with values, behavioral standards, laws, ethics and University policy⁵ in their educational and research pursuits.
   - Manipulation of technology in violation of license agreements, for personal gain, or in furtherance of questionable ethical behavior is a violation of the Code of Conduct.

7. 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.

8. Other Violations
   - Any behavior by a student that goes against the Oath of a Pharmacist could be considered a violation of the Code of Conduct.

ARTICLE 4. ADMINISTRATION OF THE CODE OF CONDUCT ⁶

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 for Professional Education.

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 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 for Professional Education to appoint Honor Council alternates.

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⁶ Procedures for the Honor Council were adapted from the University of Iowa Carver College of Medicine with permission.
The Associate Dean for Professional Education 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”). All complaints must be submitted in writing addressed to the Honor Council, and will include a description of the violation and the names of the person(s) involved. To prevent frivolous reports, the initial report cannot be made anonymously; however, a reporter’s identity will be protected whenever possible. The complaint may be submitted in one of the following ways:

1. A complaint may be submitted to any Honor Council member directly. In this case, the identity of the reporter will be made known to the full Honor Council. The Honor Council also abides by strict confidentiality practices and shall not discuss matters outside of Council meetings; or
2. A student’s complaint may be submitted to the Associate Dean for Professional Education who, at the reporter’s request, will share details of the complaint with the Honor Council in an anonymous fashion.

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 for Professional Education will investigate the complaint. The Associate Dean for Professional Education will present his/her 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 Dean for Professional Education. 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 Dean for Professional Education 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 for Professional Education.

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 for Professional Education 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 Dean for Professional Education, 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 Dean for Professional Education. Direct access to these files will be limited to the Honor Council chairperson, vice chairperson, and the Associate Dean for Professional Education. 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 Dean for Professional Education. 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 Dean for Professional Education 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
Addendum
Examples of Code of Conduct
Violations 2017

Cheating
Examples can include, but are not limited to:
- Taking an exam/completing an assignment for someone or having someone do so for you.
- Copying from another student’s examination;
- Allowing another student to copy from his or her examination;
- Utilizing unauthorized materials during an examination or assignment such as writing on one’s hand, computer, or desk, use of formula sheets, or access of electronic resources;
- Collaborating on any assignment or exam which requires independent work;
- Writing a paper or completing an assignment for another person;
- Sharing exam questions or answers or providing guidance regarding specifically covered content with another student before a make-up exam;
- Taking, acquiring, distributing, or using test materials by any means including photographing/copying, voice recording, or intentional compilation from memory without faculty permission.
- Communicating regarding examination content during emergency evacuation or other delay in resuming exam

“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:
- A “test bank” cannot be restricted to only students in one particular organization and must be available to any student in the class.
- 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.

Appearance of Cheating: Students should be cautious of behaviors that give the appearance of cheating, such as:
- Looking at another student’s examination (wandering eyes)
- Failure to make reasonable efforts to protect one’s own work from view by others
- Appearing to hide view of materials and surroundings from the view of the proctor
- Talking during the examination period
- Accessing a cellphone or other communication device
- Intentionally failing to follow proctor instructions and requests

Inappropriate Use of Technology Resources
Examples can include, but are not limited to:
- Attempting to disable or tamper with the security features of electronic testing software
- Sharing exam password(s)
- Reverse engineering exam encryption or attempting to do so
- Accessing other materials aside from the exam itself during examination
- Hacking/attempting to hack secure IT systems or software for any reason.
Falsification and Fabrication

Examples can include, but are not limited to:
- Falsification of clinical information, academic records, attendance reports, assignments, health records, or admissions information;
- Taking an examination for another student;
- Manufacturing data to support research;
- Forging signatures;
- Making a false accusation against a student to the Honor Council.

Failing to Respect Confidentiality

Examples can include, but are not limited to:
- Knowingly releasing confidential information;
- Accessing patient records without justification;
- Sharing confidential practice site information.

Educational Environment Civility

Examples can include, but are not limited to:
- Unprofessional dress at a practice site on a recurring basis;
- 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."
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 for Professional Education.
   c. 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.

Part 3: Enforcement 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
Addendum

Examples of appropriate and inappropriate attire 2013

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-shirts;
   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-shirts 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.

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 Certiphy Screening, Inc. account. After one year, contact Vern Duba in the Office of Academic Affairs to obtain a copy of the original report. You may also obtain subsequent background checks from Certiphy if necessary for experiential placement by contacting Vern Duba in the Office of Academic Affairs. 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 on-line 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 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 on both courses and instructors.

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

Examination 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.

IV. Technology Issues

1. Students should follow the procedures outlined below when experiencing technology issues such as the following:
   a. Unable to download examination file or device failure after downloading examination file but prior to the examination start time.
      i. Report the issue to the Course Coordinator prior to the start of the examination
      ii. Bring device and charging cord to the Pharmacy Helpdesk prior to the start of the examination to ensure a diagnosis and appropriate support measures are taken to enable the student to take the examination as scheduled.
   b. Device freezes/fails during an examination
      i. Bring device to the proctor at the front of the room
      ii. Restart the device (proctor will note amount of time needed for restart).
      iii. If unable to restart and resume the examination, leave the device at the front of the room and obtain a paper copy of the examination.
      iv. Take the device and charging cable to the IT Helpdesk to ensure a diagnosis and appropriate support measures are taken immediately following completion of the examination.

V. Academic Dishonesty

1. Students are expected to adhere to the Code of Conduct. In reference to examinations and examination review sessions, the Code of Conduct specifically speaks to violations of classroom civility, cheating (including aiding and abetting of cheating), and the inappropriate use of technology resources.

2. Students should be cautious of behaviors that give the appearance of cheating (e.g. talking during exams, wandering eyes) and should take measures to protect their own work. Individual penalties may be applied for possession of items deemed as evidence of cheating or those construed as intended for that purpose.

3. Violations of the Code of Conduct will be referred to the Honor Council.

4. Proctors may move students during the examination to avoid or suspend possible instances of cheating. If a widespread breach of the Code of Conduct is suspected, particularly in the case of emergency matters/evacuation, the proctor and/or Course coordinator may cancel the remainder of the examination and reschedule a new exam at a later date.

5. Students who witness or become aware of acts of academic dishonesty during an examination or examination review session should report the concern as soon as possible. The student should:
   a. alert a proctor if at all possible so that the proctor may assess the situation.
   b. record the events witnessed in writing and have the proctor informed as soon as possible following the act for their own records.
   c. report the situation with records to the Honor Council or Associate Dean for Professional Education as the Code of Conduct outlines.

VI. Interruptions during an Examination

1. If a fire alarm or other emergency condition occurs during an examination, either paper or computer-based, students will immediately cease taking the examination and evacuate the building. All materials should be turned over and left on the desk. Laptops should be closed.

2. Students may be asked to evacuate to a specific location. Students are to remain in full view of the proctors where they can hear the all clear announcement.

3. Students may not discuss the examination with any other person or access any materials including electronic devices. The Code of Conduct will be in effect, and students should monitor themselves and others to ensure compliance.

4. After the fire alarm or other cause of interruption has ended, students will return to their assigned seat immediately and if possible, resume the examination when announced by the proctor to do so. Students returning later than 10 minutes following the “all clear” signal may be excluded from continuing the examination.

5. The proctor will resume the examination adding additional time equal to that lost during the interruption, if time permits. Students returning late will not receive additional time above that given to all students.

6. In the event of a prolonged interruption of 15 min without a foreseeable resolution, the examination should be cancelled and rescheduled for a different date.
7. If a breach of the Code of Conduct is suspected, the proctor and/or Course coordinator may cancel the remainder of the examination and reschedule a new exam at a later date.

VII. Penalties
1. Missing exam without proper excuse (unexcused absence) - 30% deduction from student’s earned exam score
2. Late for exam (> 15 min) without proper justification of unavoidable delay - 30% deduction from student’s earned exam score
3. Failure to meet technology requirement (without IT prior approval) - 10% deduction from student’s earned exam score
4. Possession of restricted items:
   Item will be confiscated until exam is concluded (kept if evidence of academic dishonesty)

<table>
<thead>
<tr>
<th>Restricted Items: Level of Infraction</th>
<th>Examples</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor (no apparent intention of academic dishonesty)</td>
<td>Food/drink, pen, tissues</td>
<td>10% deduction from student’s earned exam score</td>
</tr>
<tr>
<td>Intermediate (some concern regarding possibility for academic dishonesty)</td>
<td>Watches, personal calculator</td>
<td>30% deduction from student’s earned exam score</td>
</tr>
<tr>
<td>Major (high likelihood of or evidence of academic dishonesty)</td>
<td>Cell phone/2-way communication device, written resource, cheat sheet Also: Early/Late exam access/submission without authorization</td>
<td>Exam score of 0% and report to Honor Council</td>
</tr>
</tbody>
</table>

5. Students may be reported to the Honor Council for repeat offenses.
6. Students may be subject to additional penalties imposed by the Honor Council in keeping with the Code of Conduct and University Policy.

Annual Assessments
The P1-P3 Knowledge Examinations and other independent Collegiate Assessments will follow the above policy. Jurisdiction for all aspects of these assessments falls to the Collegiate Assessment Committee and enforced by the Assistant Dean for Assessment and Curriculum. The PCOA (Pharmacy Curriculum Outcomes Assessment is administered by the National Association of Boards of Pharmacy).

Financial Aid
Financial aid is intended to assist students in financing their education when family and personal resources are not adequate to meet their total educational cost. Financial aid consists of scholarships, grants, loans and part-time employment. The University of Iowa makes every effort to assist students with limited financial resources in obtaining needed funds. For further information The Office of Student Financial Aid can be reached at http://financialaid.uiowa.edu. For more detailed information visit http://pharmacy.uiowa.edu/scholarship-opportunities

Full-Time and Half-Time Standards for Financial Aid
The following standards for determining full-time and half-time enrollment status apply to all students at the University of Iowa College of Pharmacy for purposes related to financial aid.

Consistent with long-standing College practice, and other colleges at the University of Iowa, a student is considered in full-time status if enrolled in a minimum of 12 credit hours during a fall or spring semester.

Half-time enrollment during those semesters consists of enrollment in a minimum of six credit hours consistent with long-standing College practice, and practices among many other colleges at the University of Iowa, a student is considered in full-time status if enrolled in six credit hours. Half-time enrollment during the summer consists of enrollment in a minimum of three credit hours. If a student enrolls in both summer sessions, the credits are cumulated for purposes of determining full-time or half-time status.
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 s.h. of general education electives and 12 s.h. of professional electives for students admitted prior to fall 2015. The pharmacy grade point average and the total cumulative grade point average must be at least 2.00.

Guided Independent Study
Pharmacy students may enroll in general education courses offered through distance education. The Division of Continuing Education offers On Line 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 Screening Requirements
All pharmacy students must have hospitalization and health insurance. This may be provided through a personal policy or through plans available through The University of Iowa.

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. (2) doses of each of the single component vaccines are acceptable. The first MMR must be given after the first birthday to be valid, and the MMR vaccines must be at least 28 days apart. For health science students, there is no age exemption for MMR.
  - Hepatitis B: (3) vaccine series, completed at the appropriate intervals, followed by antibody titre 4-8 weeks after third vaccine. The titre is REQUIRED, even if series was completed as a child. If antibody titre is negative, follow algorithm form on website for boosters and re-checking titre.
  - Varicella (chicken pox): (2) vaccines or positive antibody titre. Currently accept report of disease history. This will no longer be accepted starting fall 2016. If you had varicella as a child, you must have a titre to document immunity.
  - Tetanus/diphtheria/pertussis: (1) Td (tetanus/diphtheria) at least every 10 years. Starting fall 2016, must have documentation of (1) Tdap (tetanus, diphtheria, pertussis) vaccine.
  - Recommended Immunizations
    - Meningitis: if initial vaccination was given before age 16, a booster is recommended.
    - Influenza: many rotation sites and hospitals require this annually.
    - Hepatitis A: (2) vaccine series.
    - HPV (human papilloma virus): (3) vaccine series for males and females up to age 26.
  - A two-step TB skin test (TST) is required; a blood test- IGRA (Interferon Gamma Release Assay- Quantiferon Gold or T- Spot) is an alternative. If you have never had any TB skin testing, the two-step TST is done as follows: The first test is placed, and results are read in 48-72 hrs. The second test is placed at least 7 days after the reading of the first test, and read at 48-72 hrs. Send documentation of both tests, and include placement date, reading date, result and mm induration.
    - If you have documentation of (1) negative TST in the past 12 months, or documentation of (2) negative TSTs in your past, you need one more TST to meet the two-step requirement. The Registrar program is checking for the presence of (2) TSTs within the same year.

A TST or IGRA is also required annually, after the two-step is completed initially.

Those with a history of a positive TST or IGRA must provide a copy of the CXR (Chest x-ray) report. If treated for LTBI (Latent TB Infection), provide medication treatment dates. Students with a history of a positive TST are also required to complete a symptom assessment initially and annually. The TB Assessment Form is on the Student Health Requirements & Forms page, in the Health Science Students section.
Students will not be able to register for classes if these requirements are not met.

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
- reasons for the unfinished work are acceptable to your instructor
- your standing in the course is satisfactory.

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. 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 http://pharmacy.iowa.gov/licensure/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 for Professional Education if a “Dean’s Letter” is needed to obtain an intern license.

Liability Insurance
All pharmacy students must carry liability insurance. The college makes every effort to obtain this insurance at nominal rates. Coverage should be obtained for $1,000,000 or $2,000,000 per occurrence. The cost of satisfying this requirement is paid by the College of Pharmacy.

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 for Professional Education.

Midterm Delinquencies
Students earning marks of “D” or “F” in courses are notified by mail 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 UIHC Compliance Requirements
All College of Pharmacy students, residents, and faculty required to complete patient care compliance training through the Compliance & Qualifications (C&Q) system. All students are required to complete these requirements regardless of IPPE/APPE location assignment. All courses are renewed yearly each August. Reminders will be sent by OAA.

- Log into the C&Q system http://compliance.hr.uiowa.edu using HawkID and password; click on My Trainings and then click on Enroll in Courses.
- Search for the module using the numbers listed after the module name below, for example, (H00386). Click on View Details; click on Enroll in Session.
- Complete the 12 listed courses each year:
  1. Active Shooter (H00386)
  2. Child and Dependent Adult Abuse Training (H00461)
  3. Cultural Diversity and Limited English Proficiency (H00373)
  4. Domestic Violence (H00446)
  5. Fire Extinguisher Safety Training (H00440)
  6. Fraud and Abuse / HIPAA Refresher (H00441)
  7. Hand Hygiene Training Hospital Wide (H00399)
  8. HIPAA Training (H00447)
9. Hospital Safety and Infection Control (H00439)
10. Patient & Staff Rights & Responsibilities (H00448)
11. Patient Confidentiality (HIPAA) & Internet Usage (H01026)
12. Sensitivity Training: Bariatric Center of Excellence (H00953)

- Open the courses and complete the 12 training courses. In C&Q go to My Training> My Courses> Past Courses, confirm that all completions are showing. Export to a single PDF listing all 12 courses (using the button on the screen) and send to teresa-jahrens@uiowa.edu or bring a paper copy to Office of Academic Affairs (OAA) in 127 PHAR.

Students and UIHC staff complete the same courses. C&Q delivers the most up-to-date version of each module. Students once employed by UIHC no longer have to complete the same trainings twice because the training record is tied to the HawkID. Be prepared to produce a copy for UIHC personnel and other IPPE/APPE sites.

Photographs
Senior photographs are taken on the mandatory P4 assessment day. These are for the class photo panel located in the hallway outside the Zopf auditoriums.

Policies and Regulations Affecting Students

Policy and Procedures for Formal Complaints Relating to the College of Pharmacy Doctor of Pharmacy Educational Program
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 for Professional Education to manage and provide responses to formal complaints about the Doctor of Pharmacy Program.

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.

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

Formal Complaints will be reviewed upon receipt by the Associate Dean or designated Office of Academic Affairs 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 meeting 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.

Completed complaint forms will be kept in a locked file.

Outcomes of complaints that result in decisions by College of Pharmacy Committees may be appealed to the College of Pharmacy Associate Dean for Professional Education. Complaint actions or decisions by the Associate Dean for Professional Education 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 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.

Please note that 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: (312) 664-4652 • info@acpe-accredit.org

If you wish to file a complaint, please e-mail: csinfo@acpe-accredit.org (regarding a professional degree program)

Policy on Pharmacy Student Educational Activities Outside The United States
Students participating in any College of Pharmacy related educational activity that will in whole or in part occur outside the United States MUST contact the University of Iowa Office of Study Abroad at least 15 weeks prior to the experience to obtain all necessary clearances, information on required or recommended immunizations (if applicable) and other travel related information that might be relevant from the University and/or the United States state department. Written evidence of complete compliance with all relevant university policies must then be presented to the Office of Academic Affairs no later than 5 weeks in advance of the intended departure date.

Professional Experience Program
The Professional Experience program (PEP) is the practice experience component of the Doctor of Pharmacy curriculum and consists of a number of Introductory Pharmacy Practice Experiences during the didactic training and concludes with the Advanced Pharmacy Practice Experiences. 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 outside 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, you will not be charged University fees for Arts & Cultural Events, Recreation, Student Activities, Student Services, Student Union or Health Fees.**

The details of the introductory and Advanced Pharmacy Practice Experiences are outlined in the syllabi and the Student Manual for Experiential Education. These documents are available in E'Value and are distributed to the students at the appropriate time in the curriculum. The syllabi are reviewed annually and changes made, as needed, for the improvement of the program.

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

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. It is the student’s responsibility to notify the Office of Academic Affairs if they seek this option.

Student Complaints Concerning Faculty Actions
If a dispute arises between a student and a faculty member, department or division, there may be confusion as to the best way for the student to resolve the problem.

If a student complaint concerning faculty actions cannot be resolved through the informal mechanisms available, the student may file a formal complaint which will be handled under the procedures established for dealing with the alleged violations as specified in Part III, Chapter 15.2 of the University Operations Manual, Professional Ethics and Academic Responsibility: Responsibilities to Students, http://www.uiowa.edu/~our/opmanual/iii/15.htm#152.
A copy of these formal procedures can be obtained from the Office of the Dean, the Office of Academic Affairs, the College of Liberal Arts and Sciences Academic Programs Office, the University Book Store and the Office of Equal Opportunity and Diversity, 202 Jessup Hall, 335-0705.

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” http://www.uiowa.edu/~our/opmanual/iv/02.htm available at the Campus Information Center, Iowa Memorial Union, and the Office of Equal Opportunity and Diversity, 202 Jessup Hall, 335-0705

The Office of the University Ombudsperson, C108 Seashore Hall, 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 procedures described below.

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.

A. Informal Academic Complaint Procedure
   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 for Professional Education 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.

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, 335-0705.

Questions about any of the procedures described above can be answered by program assistants in 116 Schaeffer Hall, 335-2633.

**Student Disabilities Accommodations and Services Policy**

The University of Iowa College of Pharmacy accommodates qualified students with disabilities when applicable. 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

Applying for accommodations is a five step process 1) Complete the SDS Application; 2) Provide documentation from your health care provider; 3) Once eligibility status confirmed you will be assigned an Accommodations Coordinator and invited to schedule an intake appointment to discuss services; 4) Each semester you will need to contact SDS to request your Letter of Accommodation (LOA) that you will provide to the instructor of each course, for which you will receive accommodations and work with the instructor to determine how the accommodation will be provided; 5) Contact your Accommodations Coordinator if you are having difficulty receiving an academic accommodation.
THE UNIVERSITY OF IOWA COLLEGE OF PHARMACY 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 UNIVERSITY OF IOWA AND UNIVERSITY OF IOWA COLLEGE OF PHARMACY 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 for Professional Education no later than five days after such event.

SUBSTANCE ABUSE POLICY OF THE COLLEGE OF PHARMACY

Education

The College of Pharmacy Office of Academic Affairs 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 for Professional Education. 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.

Technical Standards
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 premanufactured 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 for Professional Education. Approved 17 October 2003 Faculty meeting.

**Transfer of Course Credit**
If a student desires to satisfy a course by taking it at another institution, permission must first be obtained from Patricia McCormick, 127 PHAR. Students must obtain this permission before they enroll in the course.

**UI Pharmaceuticals**
In addition to the two academic departments, the College is home to UI Pharmaceuticals (UIP).

UIP is a drug research, development and production unit fully licensed by the Federal Food and Drug Administration (FDA) with recognized "good manufacturing processes" approved by the FDA.

**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 Patricia McCormick, 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 Academic Affairs or Office of the Registrar. The withdrawal does not take effect until the completed form has been returned to the Registrar's Office, 1 Jessup Hall. 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 for Professional Education.
WHOM TO SEE FOR WHAT

Academic Advisor/Major
Office of Academic Affairs, 127 PHAR (335-8795)

Adding/Dropping Courses
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)

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 Academic Affairs, 127 PHAR (335-8795)

Canceling Registration
See Withdrawal of Registration

Commencement
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)
Registrar’s Office, 1 JH (335-0296)
https://registrar.uiowa.edu/commencement

Computer Help and Information
ITS Help Desk, 2800 UCC or 2nd Floor IMU (384-4357)
lts-helpdesk@uiowa.edu
ITS Help Desk, 133A PHAR (335-8649)
pharmacy-helpdesk@uiowa.edu

Counseling (educational, personal)
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)
University Counseling Service 3223 Westlawn (335-7294)
https://counseling.uiowa.edu

Disabilities, Student Disability Services
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
https://sds.studentlife.uiowa.edu
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)

E*Value
Lisa DuBrava, Quality and Operational Improvement
Coordinator
Office of Assessment, Curriculum & Compliance,
SS53B PHAR (335-8695)

Events Approval (student organizations)
Richard Barajas, Director of Admissions,
Office of Academic Affairs, 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 Academic Affairs, 212 PHAR (335-8847)

Grade Changes (Special Report to the Registrar)
Grading Option Changes (P/F)
Patricia McCormick, Director of Student Services
Office of Academic Affairs, 127 PHAR (335-8795)
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 Academic Affairs, 127C PHAR (335-8795)

Graduation Requirements
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)

Grievances, Complaints, General Counseling for
Students
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)

Hours Change (Add/Drop)
Patricia McCormick, Director of Student Services,
Office of Academic Affairs, 127C PHAR (335-8795)

MyUI Questions/Information
Registrar’s Service Center, 17 CALH (384-4300)
Office of Academic Affairs, 127C PHAR (335-8795)
https://myui.uiowa.edu/my-ui/home.page

Lost and Found
Office of Academic Affairs, 127 PHAR (335-8795) 809 UCC (384-2797)
lost@uiowa.edu
https://uiowa.edu/homepage/lost-and-found

Major
Office of Academic Affairs, 127 PHAR (335-8795)
Undergraduate Admissions, 108 CALH (335-3847)

Name Changes
Registrar’s Service Center, 17 CALH (384-4300)
https://registrar.uiowa.edu/addressname-changes
Office of Academic Affairs, 127 PHAR (335-8795)

Notary Public
Teresa Ahrens, Secretary,
Office of Academic Affairs, 127C PHAR (335-8795)
Debra Goodwin, Pharmaceutics & Translational
Therapeutics (335-8796)
Registrar’s Office, 1 JH (335-0238)
Registration Center, 30 CALH (335-0245)

Pass-Fail, Pass-Non-pass Courses
Patricia McCormick, Director of Student Services
Office of Academic Affairs, 127C PHAR (335-8795)
ACADEMIC SUPPORT SERVICES

Learning Resource Center (LRC)
The Learning Resource Center (LRC) provides electronic access for all students to:

- Pharmacy Library from American Pharmacists Association (APhA)
- Clinical Pharmacology
- Facts & Comparisons eAnswers
- Lexicomp ONLINE

All are accessed on the web via the College of Pharmacy website at https://pharmacy.uiowa.edu/students/college-pharmacy-drug-information-databases. In addition to the electronic databases, the LRC has a collection of books for curriculum support. The books are stored in the PPL Lab (219 PHAR). The University Libraries is the college’s main information provider. Hardin Library for the Health Sciences provides health and medicine related information, reference librarians, and access to many electronic books, journals, and databases.

Contact Vern Duba in the Office of Academic Affairs if you have questions or need help finding drug information. He is in 212 PHAR or via email at vernon-duba@uiowa.edu.

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

**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 Academic Affairs. 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 by the OAA to the University of Iowa Counseling Services.

**University Libraries** [http://www.lib.uiowa.edu](http://www.lib.uiowa.edu)
University Libraries consists of the Main Library, Hardin Library for the Health Sciences and 11 departmental libraries. The system operates on an automated on-line catalog which contains more than one million records.

**Writing Center**
**110 English-Philosophy Building (335-0188) [https://writingcenter.uiowa.edu](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](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](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](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 Legal Services  
G115 Iowa Memorial Union (335-3276) [https://legal.studentlife.uiowa.edu](https://legal.studentlife.uiowa.edu) student-legal@uiowa.edu  
SLS offers legal representation and services to all currently enrolled UI students. SLS also sponsors a weekly free advice clinic where students can meet individually with an intern. Students who become clients pay a flat fee based on the rates offered by the local public defender. Students must also pay all court costs and filing fees resulting from the case.

Some of the issues SLS will provide assistance include:

- criminal defense for simple, serious, and aggravated misdemeanors
- landlord/tenant disputes
- small claims actions under $2000
- marriage dissolution - uncontested and no children
- adoptions - uncontested
- consumer problems

University Counseling Service  
3223 Westlawn (335-7294) [https://counseling.uiowa.edu](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.

STUDENT LIFE

Pharmacy Student Organizations  
Student organizations provide students with the opportunity to explore many different aspects of the profession of pharmacy in a collegial environment. All the organizations are involved in both College-wide and University-wide events relating to healthcare. In addition, the organizations provide the students with social opportunities which include health fairs, The College of Pharmacy Ball, freshman orientation, guest speakers, Poison Prevention Week, and National Pharmacy Week.

Academy of Managed Care Pharmacy (AMCP)  
Health care practitioners in the Academy of Managed Care Pharmacy design and implement drug benefits for more than 200 million Americans covered by health insurance. Drug benefits ensure broad access to needed medications and include programs and incentives that improve patient health while keeping costs under control. Managed care pharmacy helps to ensure that those drug benefits are delivered in a safe and cost-effective manner and that patients receive the most appropriate medications.

Faculty Advisor:  Julie Urmie

American College of Veterinary Pharmacists (ACVP)  
The American College of Veterinary Pharmacists was established in order to support the efforts of independent pharmacists in developing and strengthening the services they provide for veterinarians as well as strengthening the support services they provide for veterinarians – assisting them in meeting the needs of their practices.

Faculty Advisor:  Nicole Brogden

American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP)  
APhA-ASP is primarily a professional organization, dedicated to advancing pharmacy and providing community service, while furthering the careers of its members. The chapter’s activities include numerous community service events, such as Operation Immunization, Operation Diabetes, blood drives, and Katy’s Kids poison-prevention program. Numerous fundraising activities, Professionalism Nights with speakers, Iowa Pharmacy Association (IPA) events, a Patient Counseling Contest, and social events are some of their other activities.

International Pharmaceutical Students’ Federation (IPSF) resides within APhA-ASP. IPSF is a non-governmental, non-political, and non-religious organization and is the leading international advocacy organization of pharmacy students promoting improved public health through provision of information, education, networking, and a range of publication and professional activities.

Faculty Advisors:  William Doucette and Susan Vos
Christian Pharmacists Fellowship International (CPFI)
Promote fellowship among Christian Pharmacists, pharmacy students, and their friends and family through Bible study, prayer and worship. Encourage pharmacists and pharmacy students to share and present the gospel in their pharmacy practice or work.
Faculty Advisor: Ronald Herman

Iowa Pharmacy Association (IPA)
IPA offers student members a broad range of benefits including information and education, professional development opportunities, and effective advocacy on issues affecting the profession of pharmacy.

Kappa Psi Pharmaceutical Fraternity
Kappa Psi is the College of Pharmacy's social professional fraternity. Membership in the fraternity is open to all pharmacy students and serves as an avenue for meeting other students throughout all classes of the college. Kappa Psi does volunteering for Ronald McDonald House charities as well as other philanthropy events such as Dance Marathon. Throughout the year, the chapter is also involved in giving educational talks to junior high students on smoking prevention and holding hypertension screenings throughout the community. Members of Kappa Psi travel to Conclave at different chapters each semester, and hold various social events throughout the year.
Faculty Advisors: Deanna McDanel and Jeff Reist

National Community Pharmacists Association (NCPA)
NCPA Student Chapters offer pharmacy students a wide array of opportunities to broaden and enrich their educational experience, gain valuable, real world skills, and have some fun in the process. Hosting roundtable discussions, conducting health screenings, presenting expert speakers—whatever you and fellow chapter members can imagine, you can organize and implement. Networking, developing leadership, providing valuable public services, even earning cash awards for your school—NCPA Student Chapters are doing these things today.
Faculty Advisors: Stevie Veach and Randy McDonough

Pediatric Pharmacy Advocacy Group (PPAG)
The Pediatric Pharmacy Advocacy Group is an international, nonprofit, professional association representing the interests of pediatric pharmacists and their patients. With over 1,000 members, we are dedicated to improving medication therapy in children. Our sole purpose is to promote safe and effective medication use in children through communication, education, and research.

Pharmacy Student Ambassador Network (PSAN)
Members of the Pharmacy Student Ambassador Network (PSAN) serve as representatives of the College of Pharmacy to high school and college students. Members give tours of the College to visiting prospective students. The group is made up of volunteers from all years and offers many opportunities for participation.
Faculty Advisor: Richard Barajas.

Phi Delta Chi (PDC)
Phi Delta Chi develops leaders to advance the profession of pharmacy. A lifelong experience, promotes scholastic, professional and social growth in its Brothers. Brothers strive to provide quality services to their patients, thereby advancing health. The Nu Chapter at The University of Iowa College of Pharmacy has a particular interest in professional and non-professional service events, with the goal of concentrating on rural health services.
Faculty Advisors: Dena Dillon and Jill Kauer

Phi Lambda Sigma National Pharmacy Leadership Society (PLS)
Phi Lambda Sigma, also known as the National Pharmacy Leadership Society, promotes the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Members are selected as early as the spring semester of their first professional year. The University of Iowa chapter of Phi Lambda Sigma participates in many annual events at the College of Pharmacy.

These events include the chili cook-off in the fall, the pie bake-off in the spring, as well as softball and basketball tournaments for students and faculty.
Faculty Advisors: Stuart Pitman and Laura Knockel
Professional Outreach and Development Societies (PODS)
Professional Outreach and Development Societies (PODS) are a vertical expansion of the pharmacy classes creating an opportunity for P1, P2, P3, and P4 students to interact along with graduate students, faculty, preceptors, staff, residents, alumni, and practitioners. Each PharmD student is randomly allocated into one of the four Learning Communities of PODS. The PODS Communities are named for a few of the college’s formative leaders. Each community is paired with a learning community in the Carver College of Medicine (CCOM) for networking and philanthropy. PODS are an exciting way to promote fellowship, professionalism, service and learning while complementing student council and student organizations. The extent of your participation in your community is voluntary, but the PODS are designed to build a network of relationships to last far beyond pharmacy school.

Interim Advisor: Barbara Kelley

The Rho Chi Society
The Rho Chi Society is a national pharmacy academic honor society recognizing outstanding scholarship by P3, P4, graduate and post-graduate pharmacy students. Members of Rho Chi are in the top 20% of their academic class, have a cumulative GPA of 3.0 or higher, and display qualities of leadership and outstanding conduct. Rho Chi holds an initiation banquet each year in the spring to honor incoming members. The society participates in fundraisers each year. The chapter is also very involved with the University of Iowa Mobile Clinic, the goal of which is to provide healthcare to underserved populations in the Iowa City/Cedar Rapids Area.

Faculty Advisor: Ronald Herman

Students for Interprofessional Education (SIPE)
SIPE’s organizational vision is to create “Better Teams for Better Care. Interprofessional education (IPE) is leading the way that health professions students are learning to work together in order to best meet the needs of patients in interdisciplinary practice environments. University of Iowa healthcare students have the opportunity to become active contributors to and leaders in IPE learning through SIPE. SIPE is a University of Iowa student organization approved by the Center for Student Involvement and Leadership

Student National Pharmaceutical Association (SNPhA)
The Student National Pharmaceutical Association (SNPhA) was founded in 1972 as the student affiliate of the National Pharmaceutical Association (NPhA). SNPhA is an education and service association of pharmacy students and high school affiliate members concerned about pharmacy, health care issues, and the need for greater minority representation in pharmacy and other health professions. During the past few years, the University of Iowa SNPhA chapter has been involved in a number of activities that promote pharmacy and community health including Operation Immunization, Walk for Diabetes, National Poison Prevention Week, health fairs, and UI Human Rights Week.

Faculty Advisor: Christine Catney

University of Iowa American College of Clinical Pharmacy (UI-ACCP)
This professional and scientific society provides leadership, education, advocacy and resources enabling clinical pharmacists to achieve excellence in practice and research. Work to expose members to the field of clinical pharmacy through the support and promotion of research, outreach, service and education.

Faculty Advisor: Erika Ernst

University of Iowa - Pain Management, Substance Use Disorder, Palliative Care (UI-PSP)
UI-PSP is an organization dedicated to educating students, faculty, and other health care professionals about policies and issues associated with pain management, palliative care, and substance use disorders. We provide services and outreach programs to strengthen and educate our community, peers, and patients in those areas of interest.

Faculty Advisors: Jennifer Seyfer and Jeff Reist

University of Iowa Student Society of Health-Systems Pharmacists (UI-SSHP)
UI-SHP is the University of Iowa’s chapter of the American Society of Health-System Pharmacists. It is an organization for pharmacy students that are interested in learning more about opportunities in the pharmacy profession, such as residency programs and fellowships. UI-SHP activities include sponsoring an evening of improving CV and resume writing open to all pharmacy students, a residency night to learn about the programs available in Iowa, rotation information night, where P4’s share their experiences with the P3 students, an etiquette dinner, and UIHC pharmacy tours.

Faculty Advisor: David Weetman
LEISURE AND SOCIALIZING

Though your workload in the classroom may seem overwhelming, leisure and socializing are important in your life. The University campus and the Iowa City area offers a full spectrum of social events with something for everyone’s tastes. Whether it’s socializing with friends in your residence hall, catching a movie at a local theater or listening to the "Battle of the Bands" at the University's Riverfest celebration, there are plenty of things you can do with your free time.

Arts, Music and Entertainment [https://hancher.uiowa.edu](https://hancher.uiowa.edu)
The University of Iowa is known for bringing some of the most famous and respected performing artists and lecturers to Iowa City. Hancher Auditorium, seated nearly 2,700 people and has been the site for many performances by world- famous acts. Hancher Auditorium and most of the Arts Campus was severely damaged by the summer 2008 flood and Hancher continued to present artists in a variety of venues. The new Hancher facility opened its doors to the public on September 9, 2016.

Cambus [https://transportation.uiowa.edu/cambus](https://transportation.uiowa.edu/cambus)
Cambus is the free campus bus system which provides several routes to take you just about anywhere you need to go on the campus. The Red and Blue routes run around the entire campus at 10-minute intervals with stops at the residence halls, athletic facilities, the Pentacrest, University Hospital and Clinics and Hancher, among others. Other routes serve different parts of the campus. Iowa City Transit is the city bus service which can take you anywhere you need to go in the Iowa City/Coralville area and all of its bus lines run past the Old Capitol Center downtown. There is a small fee for the Iowa City/Coralville buses. Discount passes for students are available.

Indoor and Outdoor Recreation Programs [https://recserv.uiowa.edu](https://recserv.uiowa.edu)
Several outdoor activities including backpacking, rock climbing, kayaking, caving, rafting and cross-country skiing are available. The MacBride Nature Recreation Area is located about 15 miles north of Iowa City with trails for hiking and cross-country skiing, Lake MacBride for sailing and areas for picnics and camping. The University also offers 22 different sports clubs as well as a full slate of intramural sports for individual or team competition. More information can be found at Recreational Services, 216 Fieldhouse, 335-9293.

Iowa's Greek System [http://uiowafsl.com](http://uiowafsl.com)
Iowa's Greek community consists of 35 fraternities and sororities, including seven traditionally African-American and Hispanic/Latino houses. Formal Recruitment, held the week before fall semester starts, gives students the opportunity to meet members of the individual chapters to decide which may be of interest. An Informal Recruitment occurs in the Spring semester.

Iowa Memorial Union (IMU) [https://imu.uiowa.edu](https://imu.uiowa.edu)
The IMU is referred to as the "Heart of Campus Life" and that definition applies literally as well as figuratively. It is located in the center of the campus, right on the Iowa River at the corner of Madison and Jefferson streets, and it houses many different student activities and organizations.

The Campus Information Center, centrally located on the 1st Floor, is a great place to get information about both on- and off-campus activities. The University Book Store (currently located in the University Capitol Centre) stocks textbooks, school supplies, electronics equipment as well as a variety of Iowa clothing and souvenirs. The University Box Office is a Ticketmaster location and sells tickets to the IMU's Bijou Theater as well as most area concert events. The Office of Student Legal Services offers free counseling to all students on legal matters. The IMU also has a hotel, several eating spots, ATM a branch of the University of Iowa Community Credit Union, and a computer lab.
Multicultural Student Organizations
The Center for Student Involvement & Leadership in the IMU lists more than 50 multicultural student organizations that offer professional, social and cultural events [https://csil.uiowa.edu](https://csil.uiowa.edu). Some examples include the Black Student Union (BSU), Black Graduate and Professional Students (B-GAPS), American Indian Student Association (AISA), and the Asian American Coalition at the U of I. The Student National Pharmaceutical Association (SNPhA) is a student organization for pharmacy and pre-pharmacy students concerned about serving underserved populations and minority representation in the profession of pharmacy. In addition to multicultural student organizations, four Cultural and Resource centers exist on campus and they have become a focal point of cultural enrichment and diversity, academic development, and personal growth. They are: the Afro-American Cultural Center (AACC), the Asian Pacific American Cultural Center (APACC), the Latino Native American Cultural Center (LNACC) and the Lesbian, Gay, Bisexual, Transgender Resource Center (LGBTRC). The four centers are all located on or near Melrose Avenue, very close to the Pharmacy Building.

Religious Opportunities
Nearly every faith is represented by at least one church or organization in the Iowa City area. In addition, there are 45 other student and local religious organizations representing other faiths. The Campus Information Center in the IMU has a listing of all religious organizations in Iowa City and Coralville.