

**The University of Oklahoma
College of Pharmacy
Student Handbook
2016-2017**

College of Pharmacy OUHSC
1110 North Stonewall Avenue
Oklahoma City, Oklahoma 73117

College of Pharmacy Schusterman Center
4502 E 41st Street
Tulsa, Oklahoma 74135

Contents

General Information.....	5
Telephone Numbers.....	5
Placing a call from a campus extension to another campus extension.....	5
Placing a call from a campus extension to an off-campus number.....	5
Physical Address.....	5
Mailing Address.....	5
Office of Equal Opportunity and Affirmative Action.....	5
Doctor of Pharmacy Curriculum.....	6
College of Pharmacy Faculty and Staff.....	7
Release of Student Information.....	7
Authorization Form to Release Educational Record Information.....	8
Disability Resource Center – Reasonable Accommodations.....	8
OneCard – Id Card.....	8
Lost and Found.....	9
Access to the College of Pharmacy.....	9
Security/Campus Police.....	9
OU Parking and Transportation Services (OUPTS).....	10
Notary Public.....	11
Tuition and Fees.....	11
Financial Assistance.....	12
Student Health Service.....	12
Immunization Requirements.....	13
Health Insurance/Professional Liability Insurance.....	13
Intern Licenses.....	13
NAPLEX - Pharmacist Licensure.....	14
Graduation/Commencement.....	14
Certification of Enrollment and Graduation.....	14
Protocols for Occupational Exposures.....	15
Environmental Health and Safety Office (EHSO).....	15
Information Technology Online Helpdesk.....	16
Academic Counseling Services.....	16
OUHSC Student Counseling Services.....	16
Enrollment and Degree Verification.....	17
Transcript Requests.....	17
Change in Name/Address.....	18

International Admissions	18
Veteran’s Benefits Certification and Advisement	18
Library.....	19
Study Rooms	19
COP Student Lounge and Computer Labs.....	19
COP Office Student Affairs	19
Football and Basketball Tickets.....	20
College of Pharmacy Student Organizations	20
Housing	20
Eating Facilities	21
Bookstore	21
Focus Federal Credit Union	21
Policies Concerning Students	22
Philosophy.....	22
Criminal Background Check/Drug Screening	22
Student Professional Behavior in an Academic Program Policy.....	22
Professional Codes, Classroom Behavior, and COP Dress Code.....	22
The Student Rights and Responsibilities Code Policy and Procedures	22
Use of University E-Mail and Information Systems.....	22
Severe Weather Policy	23
Tobacco and Firearms Policy.....	23
Travel Guidelines.....	23
Policy for Reimbursement	23
Policy for Campus Transfer/Reassignment	23
Policy for Attending Class on the Distance (Unassigned) Campus.....	24
Auditing Courses	24
Classroom Visitor Policy	25
Examination Policy and Guidelines.....	25
HSC Academic Policy	25
Academic Appeals Process.....	25
Grade Appeal – Academic Appeals Board.....	25
Academic Standing Policy	25
Academic Misconduct Code	25
Student Complaint Policy	25
Cancellation/Withdrawal Policy	26
Elective Courses.....	26
Dropping Course(s).....	26

Leave of Absence.....	27
Administrative Withdrawal.....	27
Withdrawal Procedures.....	27
Attendance	27
Sanctioned Excused Absences.....	27
Proper Procedure for Reporting Absences.....	28
College Adherence to ACPE Accreditation Standards.....	28
Use of University of Oklahoma Logo or Name or the College of Pharmacy Logo or Name	28
Technical Standards for Doctor of Pharmacy Program Admissions	28

General Information

Telephone Numbers

OKC: Main Number: (405) 271-6484
Student Affairs and Admissions: (405) 271-6598

Tulsa: Main Number: (918) 660-3570
Pharmacy Assistant: (918) 660-3001

Placing a call from a campus extension to another campus extension

OKC: Dial the five-digit extension number
(Four-digit extension numbers are preceded by “1”)

Tulsa: Dial the four-digit extension number

Placing a call from a campus extension to an off-campus number

Dial “9” before placing the call

Physical Address

The College of Pharmacy
University of Oklahoma Health Sciences Center
1110 N. Stonewall Ave.
Oklahoma City, OK 73117

The College of Pharmacy
Schusterman Center
4502 E. 41st Street
Tulsa, OK 74135-2512

Mailing Address

The College of Pharmacy
University of Oklahoma Health Sciences Center
P.O. Box 26901
Oklahoma City, OK 73126

The College of Pharmacy
Schusterman Center
4502 E 41st Street
Tulsa, OK 74135

Office of Equal Opportunity and Affirmative Action

OKC: 405-271-2110
Service Center Building, Rm. 113, 1100 N. Lindsay

Tulsa: 918-660-3480
Schusterman Academic Center, Rm. 1J29, 4502 E. 41st Street

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, 405-325-3546, BJM@ou.edu, or visit <http://www.ou.edu/eoo.html>

Doctor of Pharmacy Curriculum

ACADEMIC YEAR 2016-2017

FIRST PROFESSIONAL YEAR [P-1]

Fall Semester		Cr Hrs
7122	Pharmacy Practice I	2
7104	Biochemistry	4
7112	Pharmaceutical Mathematics	2
7456	Human Physiology	6
7614	Pharmaceutics I	4
Total Credit Hours		18

Spring Semester		Cr Hrs
7124	Pharmacy Practice II	4
7133	Principles of Drug Action I	3
7422	Principles of Drug Action II	2
7153	Pharmaceutical Immunology	3
7712	Drug Information Systems	2
7624	Pharmaceutics II	4
Total Credit Hours		18

SECOND PROFESSIONAL YEAR [P-2]

Fall Semester		Cr Hrs
7212	Pharmacy Practice III	2
7143	Pharmaceutical Biotechnology	3
7834	Pharmacokinetics	4
7704	Pharmacy and Health Care Mgmt I	4
7733	Clinical Communications	3
7813	Pharm. Care Health Module	3
Total Credit Hours		19

Spring Semester		Cr Hrs
7222	Pharmacy Practice IV	2
7713	Pharmacy and Health Care Mgmt II	3
7802	Patient Assessment	2
7824	Pharm. Care Cardiology	4
7833	Pharm. Care Respiratory and Renal	3
7891	Pharm. Care Dermatology	1
	*Elective(s)	2-4
Total Credit Hours		17-19

THIRD PROFESSIONAL YEAR [P-3]

Fall Semester		Cr Hrs
7313	Pharmacy Practice V	3
7732	Pharmacy Law and Ethics	2
7163	Biostatistics	3
7853	Pharm. Care Endocrinology	3
7862	Pharm. Care GI/Rheumatology	2
7873	Pharm. Care Infectious Diseases	3
	*Elective(s)	2-3
Total Credit Hours		18-19

Spring Semester		Cr Hrs
7323	Pharmacy Practice VI	3
7812	Drug Literature Evaluation	2
7512	Clinical Toxicology	2
7883	Pharm. Care Hematology/Oncology	3
7894	Pharm. Care Neurology/Psychiatry	4
7882	Nonprescription Products	2
	*Elective(s)	3-4
Total Credit Hours		19-20

FOURTH PROFESSIONAL YEAR [P-4]

Required Practicums		Cr Hrs
7010	Community Pharmacy Practice	4
7020	Hospital Pharmacy Practice	4
7004	Adult Medicine I Practice	4
7024	Ambulatory Care I Practice	4
7030	Ambulatory Care II Practice	4
7970	Seminar Pharmacy Practice	2
Total Credit Hours		22

Selective Practicums		Cr Hrs
	Selective	4
	Selective	4
	Selective	4
	Selective	4
Total Credit Hours		16

*Electives – 9 hours of elective courses are required in the Pharm.D. curriculum.

**Students have twelve months to complete a minimum of nine one-month practicums after completion of the three years of required professional courses. Each student will complete five required and four selective practicums. Selective practicums may be additional rotations in the required areas, as well as 7090 Research, 7094 Selective and/or other specialty areas as available. The order in which the practicums are scheduled is determined by the Assistant Dean for Experiential Education.

College of Pharmacy Faculty and Staff

For a current listing of faculty and staff, visit <http://pharmacy.ouhsc.edu/people/>

Release of Student Information

The Office of Admissions and Records provides annual notice of the Family Educational Rights and Privacy Act (FERPA) rights afforded to current students with respect to their educational records. FERPA permits the release of “directory information” about students without the student’s written consent. Directory information routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, this information will be treated as confidential and released only with the student’s written consent, or as permitted or required by law.

Directory information includes: Student’s name, local address, e-mail address, telephone number, permanent address and/or parents’ names, phone numbers and addresses, major field of study, class year, enrollment status, anticipated degree date, participation in officially recognized University activities, date and place of birth, photograph, degree and awards received, and most recent previous educational institution attended.

Students should be advised that by withholding directory information, University officials are prohibited from releasing any form of information without the student’s consent. This means that inquiries about the status of students who apply for an auto loan, good student discount, apartment lease, employment verification, enrollment verification, loan deferments, etc., will not be verified by University officials unless accompanied by a written release from the student.

A web link containing the form to request that the University withhold directory information is provided below. The form must be signed and submitted to the Office of Admissions and Records in the OUHSC Student Union.

1. Form to Withhold Directory Information

http://admissions.ouhsc.edu/Portals/1047/assets/FERPA_2016.pdf

2. Academic FERPA Notice

http://www.ouhsc.edu/admissions/FERPA_Notice.htm

3. University’s FERPA Policy & Procedures

<http://www.ouhsc.edu/admissions/FERPA.aspx>

4. Parental Access Policy

http://www.ouhsc.edu/admissions/Parental_Access.htm

Current students may access the PeopleSoft Student Self-Service feature to restrict directory information.

1. To **access** this feature through the Campus Gateway, go to: <https://gohsc.ouhsc.edu>
2. You may also **access** the Campus Gateway from the Inside HSC web page as follows:
<http://www.ouhsc.edu/insideHSC/>

Select the Self Service link and login using the same username and password that you use to access your OUHSC email and other services.

Questions or concerns regarding your rights under FERPA should be directed to the OUHSC Registrar at (405) 271-2359.

Authorization Form to Release Educational Record Information

The OUHSC Office of Academic Affairs has developed a consent authorization form for this purpose http://www.ouhsc.edu/Portals/1047/assets/documents/Forms/Consent_Authorization.pdf

The requesting individual—student or alumnus—is responsible for completing an authorization form and presenting it when requesting a letter of recommendation from any OUHSC faculty or staff. If the requester provides a similar official signed authorization form from another entity then it may be used instead as long as authorization to release the student (or alumni) education record is granted by the alternate form.

Consent for letters of recommendation to contain personally identifiable information from the education record is necessary in order to maintain compliance with FERPA, and protect University faculty and staff. Any member of the faculty or staff who writes a letter of recommendation that includes information obtained from a student or alumnus' education record should obtain a signed consent to release that information. Personally identifiable information obtained from an education record may include but is not limited to grades, Grade Point Average (GPA), class rank, etc. A copy of the signed authorization should be provided to the Pharmacy Student Affairs office for the student file.

Disability Resource Center – Reasonable Accommodations

VOICE: (405) 325-3852

TDD: (405) 325-4173

620 Elm Avenue, Suite 166 - Goddard Health Center
Norman, OK 73019-0340

(918) 660-3107

4502 East 41st Street, Room 1C76 – Founder's Student Center
Tulsa, Oklahoma 74135-2512

The University of Oklahoma provides services to all students with disabilities as defined by federal regulation. Students requesting services on the basis of disability are required to self-identify. The University of Oklahoma attempts to provide every opportunity for a student with a disability to self-identify. Complete information concerning policies, rights and responsibilities, guidelines and accommodations and disability services is available by contacting the Disability Resource Center. Information may also be found on the Center's Web site at www.ou.edu/drc.

OneCard – Id Card

OKC: Service Center Building Rm. 115
(405) 271-2980

The OneCard, or student identification card, is required for all students enrolled on the HSC campus. The OneCard allows students to check out materials at the Library, is used to access any facility after-hours granted by their college/department, access the HSC Student Union after-hours, and can be used as a debit card for photo copies in the Library, print jobs at the Student Union, or food in the Student Union Food Court.

A driver's license or other form of picture identification is required to verify identity. A student's initial card is \$10.00; replacement cards are \$15.00. Cards may be obtained at the OneCard Office located in the Service

Center Building, Room 115, 1100 N. Lindsay weekdays during regular business hours, except for the noon hour, during which the office is closed.

Tulsa: Schusterman Academic Center Rm. 2C07
(405) 660-3388

The OU Tulsa Card, or student identification card, is required for all students enrolled on the OU Tulsa campus. The OU Tulsa Card allows students to check out materials at the Library, access the OU-Tulsa computer lab and OU-Tulsa fitness center after-hours, and must be presented for all OUHSC student activities.

A student's initial card is \$10.00; replacement cards are \$15.00. Cards may be obtained at the OUHSC Student Services office located in the Academic building of the Schusterman Center in room 2H07 week days during regular business hours.

Lost and Found

Lost and found items can be turned in to Pharmacy Student Affairs on both campuses. In Tulsa items can also be turned in to Security at the Schusterman Center Security desk.

Access to the College of Pharmacy

OKC

The OneCard is used for access to the pharmacy building outside regular hours. The College of Pharmacy doors are open from 6:30 a.m. to 6:30 p.m., Monday through Friday. Students are allowed access to the building at any time. Outside regular 6:30 a.m. to 6:30 p.m., students must scan their OneCard in the card reader at the main entrance (west entrance) to **enter and exit** the building.

Tulsa

All doors used to enter the OU College of Pharmacy remain unlocked from 7:00 am to 5:00 pm during the week. All perimeter doors except for the south guard station door are locked from 5:00 pm to 7:00 am during the week and after 5:00 pm on Friday to 7:00 am on Monday morning. The only access to the College of Pharmacy outside the hours of 7:00am to 5:00pm on the weekdays is through the south guard station entrance.

Security/Campus Police

OKC: 934 N.E. 8th
405-271-4300

The University of Oklahoma Health Sciences Center Police and Public Safety Department consists of 53 employees who provide police and fire protection on campus. OU police officers have the same authority to enforce state laws as sheriffs and municipal police officers, including making arrests when appropriate. In addition to providing police services for the University, police officers are assigned to hospitals and other entities within the campus jurisdiction.

Officers are on duty 7 days a week, 24 hours a day. Aside from regular law enforcement duties, they provide the following community services:

1. All campus police vehicles are equipped with jumper cables, air tanks and a device for unlocking car doors.
2. Medical Emergency – all officers' units are equipped with first aid kits, OB kits and respirators.

3. Campus police have access to most areas on campus and, if the building is not restricted by the Dean, can let you inside. You must present a valid Health Sciences Center I.D. and sign an authorization slip.
4. If at any time you feel unsafe, you can call to have someone escort you to your vehicle.

Tulsa: 4502 E. 41st Street

Emergency: 918-660-3333

Non-Emergency: 918-660-3900

The Security staff has a force of 21 full time security officers and 3 part time officers. Security officers employed by the university are CLEET certified. Their primary purpose is visibility, deterrence of crime and the safety of all students, employees and visitors.

They provide the following community services:

1. Security will provide escorts on request. This service is encouraged, especially during hours of darkness or after normal operational hours.
2. Security provides vehicle assistance to **students, faculty and staff only**.
3. Office/Room Door Unlocks - Proper identification is required when making this request.
4. If at any time you feel unsafe, you can call to have someone escort you to your vehicle.

OU Parking and Transportation Services (OUPTS)

OKC: Service Center Building Rm. 100

1100 N. Lindsay

405- 271-2020

The University of Oklahoma requires that all motor vehicles parked on OU controlled parking lots (except visitor areas) must display a current University parking permit issued from the Parking Office. The “hang tag” permit must be displayed by hanging from the inside rearview mirror along with a window decal that must be displayed on the driver’s side of the rear window in the lower corner. All students parking at the Oklahoma Health Center must have a current Health Center parking permit. Current fees are \$150.00 per academic semester. OU Parking and Transportation Services (OUPTS) is responsible for the enforcement of parking, which includes the removal of unauthorized vehicles and citations for parking violations.

Special parking permits may be obtained for persons with physically disabilities in accordance with the Americans with Disabilities Act. Emergency telephones are located in strategic areas in the parking lot and parking personnel are available for assistance.

For additional information, contact the OUPPTS Parking Office.

Parking tags must be turned into the OUPPTS Parking Office upon graduation. Failure to return parking tags will result in a hold on your account that may keep you from graduating. There may also be a fee involved.

Tulsa: OU-Tulsa Student Affairs

Founders Student Center

4502 E. 41st Street, Rm. 1C76

918-660-3100

Students are required to complete a vehicle registration form which can be completed in the OU-Tulsa Student Affairs office. Currently, there is no charge for parking at the OU-Tulsa campus and students may park in the east and west parking lots as well as the third floor and the roof of the parking garage during the hours of 8:00

am to 4:30 pm during the week. During the weekend students may also utilize the first and second floor of the parking garage in addition to the lots already named.

During the hours of 7:00 am to 6:00 pm, students may utilize overflow parking across the street in the parking lot located on the north side of the McDonalds and ride the shuttle provided by the OU-Tulsa campus. The shuttle is provided for all staff and faculty of the campus free of charge and transports students from the circle drive on the east side of campus to the parking lot on the north side of McDonalds and vice versa.

Notary Public

Notary public services are available for any university-related documents.

OKC: Office of Pharmacy Student Affairs, Rm. 111
405-271-6598

Tulsa: Office of Pharmacy Rm. 1H10
918-660-3001

Tuition and Fees

http://www.ouhsc.edu/financialservices/bursar/tuition_fees.asp

OKC: Service Center Building, Rm. 114
1100 N. Lindsay
405-271-2433

Tulsa: Office of Enrollment and Student Financial Services, Rm. 1C114
4502 E. 41st Street
918-660-3474

The billing and collection of student tuition and fees is managed by the Bursar's Office. Students not receiving adequate financial aid to pay all tuition and fees may make monthly installments during the fall and spring terms. Accounts with an outstanding balance after the initial due date are assessed a 1.5% service charge each month a balance remains on the student account. A HOLD is placed on the student's account until payment is made in full. A HOLD prevents enrollment in future terms and the release of official transcripts. Monthly bills are generated for students with an outstanding balance.

All students with an e-mail account on the Health Sciences Center campus receive their monthly Bursar bill via e-mail. An e-bill is generated each month provided there is activity on their account. Activity includes additional enrollment charges, housing charges, athletic ticket purchases, and parking citations. **Students should check their Bursar e-bill each month.**

Students not having met their financial obligation to the university prior to the end of the term are assessed a \$50.00 late fee. If tuition and fees are being paid by a third party (Army, Navy, etc.), please deliver the appropriate documentation to either of the Bursar Offices on campus as soon as the award is received.

It is the student's responsibility to ensure they are enrolled in the prescribed courses and to pay tuition and fees at the time designated by the Bursar's Office. Details regarding tuition/fee charges and collection are available from the Bursar's Office.

Financial Assistance

OKC: Financial Aid Office
Student Union Rm. 301
1106 N. Stonewall
405-271-2118

Tulsa: Office of Enrollment and Student Financial Services, Rm. 1C114
4502 E. 41st Street
918-660-3474

The University of Oklahoma Health Sciences Center seeks to provide students with educational opportunities by administering its financial aid programs in accordance with policies and guidelines typical of most colleges and universities in the United States. The University bases the majority of its awards on demonstrated financial need, the difference between a family's expected contribution and the student's yearly educational expenses (Federal Methodology, **via the FAFSA**).

More information about financial aid can be found on the OUHSC Web site under "Financial Aid." A computerized selection process is used to see that the most deserving and most qualified students have first call on sources of aid that have limited resources. Some federal loans, however, have unlimited availability, so all students will be offered sufficient funding to cover expenses.

Students anticipating a June, July, or August entry should apply for aid at www.fafsa.ed.gov, preferably in January or February. Applying early allows adequate time to complete processing and ensures monies are on hand by the time classes begin. Those who apply early also receive first consideration for aid programs with limited resources. The Financial Aid Office usually begins mailing award letters in late April, and new students must complete promissory notes and loan entrance counseling before funds can be disbursed. Funds are disbursed one week prior to the *official University start date for each semester*.

Students must submit an application for financial aid each year. For further information, see <http://www.ouhsc.edu/financialservices/SFA/> or contact the Financial Aid Office at 405/271-2118.

Student Health Service

OKC: OU Physicians Student Health & Wellness Clinic
825 NE 10th Street, Suite 4A,
405-271-2577

For questions and appointments, call (405) 271-2577, email studenthealthnurse@ouhsc.edu or visit <http://students.ouhsc.edu/SHWC.aspx>

Tulsa: Schusterman Clinic
4444 E. 41st St. Suite 3501

For questions and appointments, call **918-619-4565** or visit <http://www.ou.edu/content/tulsastudentaffairs/resources/health.html>

Each student, at the time of enrollment for each semester, is charged a fee to defray the cost of these services, without regard to the number of hours he or she is enrolled. Most labs, x-ray readings and immunizations are not covered by the health fee. Each student admitted to the University will receive a health form that must be completed prior to enrollment. Student ID and insurance cards must be presented at each visit. Comprehensive health services for all Health Sciences Center campus students are offered OU Physicians Student Health and

Wellness Clinic. Those services usually provided by family physicians, including pediatric, medical and gynecological care. X-ray facilities are also available.

Please note: Students are required to have health insurance while attending the HSC Campus to help cover services that may not be provided through the Student Health Service. A student's health insurance coverage is verified each time he/she presents to the Family Medicine Center for care.

Immunization Requirements

OUHSC students are required to provide proof of the following immunizations prior to starting classes: Tuberculosis Skin Test (PPD Mantoux), MMR (measles, mumps, and rubella), Tetanus and Diphtheria (Td), Varicella (Chickenpox), and Hepatitis B Immunization Series. If you need vaccinations or tests, please contact the Student Health Service Office located in the OU Physicians Building or call 271-2577.

Health Insurance/Professional Liability Insurance

College of Pharmacy Office of Student Affairs
OKC: 405-271-6598

University of Oklahoma Regent's Policy requires students enrolled at the Health Sciences Center to have health insurance prior to the start of their academic program and coverage must be maintained as long as the student is enrolled at HSC. **As a University of Oklahoma Health Sciences Center student, you are required to have personal health insurance.** If not compliant students may, at the discretion of their college, be suspended from classes and/or rotations until proof of coverage is provided. In such an event, the student may miss academic or clinical work, classes, or rotations, which may prevent the student from successfully completing a particular class, rotation, academic requirement, or semester.

Each year the HSC Student Association works with University administration to offer a health insurance policy provider that will afford special rates and/or services as a health insurance option for all HSC students and their dependents. More information regarding approved insurance may be obtained at www.ouhsc.myahpcare.com or (888) 924-7758.

Students should direct questions regarding specific coverage or conditions to the health insurance policy provider. Coverage can be insurance offered by the University of Oklahoma or a plan of the students' personal choice. **All pharmacy students are required to have professional liability insurance. A professional liability fee is assessed each fall semester.**

Intern Licenses

The Oklahoma pharmacy act defines a registered intern as "a student having completed fifty (50) college hours of credit with an overall average of not less than **C** and **currently enrolled** in good standing in an accredited college of pharmacy, or a graduate of an accredited college of pharmacy not otherwise eligible for registration as a pharmacist." Interns must register with the Board of Pharmacy and pay a fee of \$100. A copy of the *Internship Training Guide* should be obtained from the Board at the time of registration. The State Board of Pharmacy is responsible for administering the pharmacy internship. The College is responsible for certifying that a student meets the academic requirements for registration. The College will notify the Board when a student is no longer enrolled or the cumulative grade point average (CGPA) is below 2.00. **Students who are suspended or dismissed must relinquish their pharmacy intern license to the Board of Pharmacy.**

Oklahoma law requires 1500 hours of practice experience approved by the Board of Pharmacy in order to sit for the licensure examination. The current Oklahoma pharmacy practice act provides that all required practice experience may be obtained within an approved pharmacy curriculum. Pharmacy laws vary by state and students are referred to each individual board of pharmacy to determine internship requirements for a given jurisdiction.

NAPLEX - Pharmacist Licensure

Persons desiring to become registered pharmacists in Oklahoma must pass a state board examination after submitting an application to the Board of Pharmacy. Applicants must affirm that they are of good moral character, are a graduate of an accredited school or college of pharmacy approved by the Board, and have attained 1500 hours of practice experience approved by the Board.

Most states administer the *North American Pharmacist Licensing Examination* (NAPLEX). A pharmacy degree from the University of Oklahoma enables one to sit for the licensure examination in all fifty states. Requirements vary from state to state and the only reliable way of determining what is required is through the individual state board of pharmacy.

Most states have reciprocity agreements through which individuals licensed in one state may become licensed in another. Additional information on reciprocity may be obtained from the National Association of Boards of Pharmacy (NABP), 1600 Feehanville Drive, Mount Prospect, IL 60056; Tel: 847/391-4406; Fax: 847/391-4502. URL is <http://www.nabp.net/>

Graduation/Commencement

An email from Admissions and Records will be sent out to students eligible for graduation, announcing the availability of the on-line graduation application. Students who will complete degree requirements by the end of the summer session following Spring Commencement may, with permission of the Senior Associate Dean for Academic Affairs and Professional Programs, participate in the Spring Commencement. All students planning to participate in Spring Commencement must wear appropriate academic regalia which is available for purchase/rent. Information regarding regalia rental will be provided during the spring semester. At the Pharmacy Commencement graduates receive the public individual recognition of the Dean. For graduates, this marks the transition from the role of student to that of pharmacist. The ceremony is held in Oklahoma City.

Certification of Enrollment and Graduation

The College of Pharmacy is responsible for certifying to Boards of Pharmacy that students have completed certain academic requirements for registration as interns and pharmacists. The Office of Pharmacy Student Affairs has the forms required by the Oklahoma State Board of Pharmacy. Students must obtain the forms required by other states from the respective boards of pharmacy and submit them to the Office of Pharmacy Student Services with adequate time for processing.

Requests for certification of intern status, state board examinations, or other applications should be submitted to the Office of Pharmacy Student Affairs with the applicant's portion completed. The College cannot certify blank or incomplete applications. Requests submitted by mail should include a stamped envelope addressed to the applicant. *The College will not be responsible for forwarding applications to outside boards or other agencies.*

The application for state board examination requires, in addition to College certification, the official seal of the University and a final official transcript with the pharmacy degree posted. Students should submit a completed application to the Office of Pharmacy Student Affairs by the requested date. Upon completion of the graduation requirements, the College will certify the application and obtain the official University seal from the Office of

Admissions and Records. Pharmacy Student Affairs will supply the certified application and the official transcript to the Oklahoma State Board of Pharmacy. Students may need to request more than one transcript and are responsible for determining the number of transcripts needed to meet their future needs.

Students who are planning to apply for state board examinations in other states should ascertain the requirements of the state and obtain the necessary forms no later than the beginning of the final semester of study. The College will process the out-of-state forms as described above but occasionally other states will have an earlier deadline for submission of the applications.

Students should be aware of the fact that state boards of pharmacy adhere to strict procedures and deadlines for the submission of the various applications. Compliance with the above procedures will generally assure that students have the necessary materials in sufficient time to meet usual deadlines. It is, however, the complete responsibility of the student to know and comply with the procedures of boards and other agencies. Students should contact the Associate Dean for Pharmacy Student Affairs for questions or other requirements that are not addressed in this section.

Protocols for Occupational Exposures

Click on your campus link for the specific protocol on how to manage occupational exposures.

OKC: OU Physicians Student Health & Wellness Clinic

**825 NE 10th Street, Suite 4A,
405-271-2577**

For questions and appointments, call (405) 271-2577, email studenthealthnurse@ouhsc.edu or visit <http://students.ouhsc.edu/SHWC.aspx>

Tulsa: Schusterman Clinic

4444 E. 41st St. Suite 3501

For questions and appointments, call **918-619-4565** or visit <http://www.ou.edu/content/tulsastudentaffairs/resources/health.html>

Needle stick insurance is available as a separate policy through the University. Information is available at www.ouhsc-needlestick.myahpcare.com or 1-888-924-7758.

Environmental Health and Safety Office (EHSO)

Oklahoma City

Ph: 405-271-3000
Fx: 405-271-1606

800 NE 15th, Rm. 301
Oklahoma City, OK 73104

Tulsa

Ph: 918-660-3878
Fx: 918-660-3069

4502 E. 41st Street
Tulsa, OK 74135-2512

Norman

Ph: 405-325-5146
Ph: 405-325-5147

350 David L. Boren Blvd,
Suite 1800
Norman, OK 73019

Occupational Safety and Health Administration (OSHA) regulations apply only to paid employees, however, students are encouraged to follow the precautions outlined by those regulations to ensure a safe and healthy working environment. Health and safety precautions, procedures, and training requirements established by individual departments or laboratories must be followed by students at all times.

The Environmental Health and Safety Office (EHSO) strive to make safety a priority at OUHSC. Other safety tips and information are available on the following website: <http://www.ouhsc.edu/ehso/>

Please direct any questions or comments to an EHSO representative at 271-3000.

This guide was developed to serve as a useful reference to students and does not represent the official policies of the University of Oklahoma. Students are welcome to use other available references.

Information Technology Online Helpdesk

OKC: IT Support Center
Student Union, Rm. 105
1106 N. Stonewall
405-271-2203

Tulsa: IT Support Center
Schusterman Academic Center, Rm. 1C65
4502 E. 41st Street
918-660-3550

Find information on getting connected to the Internet, account questions, changing passwords, and help with e-mail, setting up a web site, or getting virus and security information. Also get help with on-campus telephone billing questions, making long-distance phone calls, as well as information on buying computers, hardware, and software through the university.

Academic Counseling Services

OKC: Pharmacy Student Affairs Room 111
405-271-6598

Tulsa: Pharmacy Student Affairs Room 1H10
918-660-3001

Students should contact course directors for assistance in a particular course. In addition, if a student is having difficulty in two or more courses, the student should contact Pharmacy Student Affairs.

OUHSC Student Counseling Services

OKC: Student Union, Rm. 300
1106 North Stonewall
405-271-7336

Tulsa: OU-Tulsa Student Affairs
Founders Student Center, Rm. 1C76
4502 E. 41st Street
918-660-3100

Services Provided:

Individual Counseling
Academic Coaching (Study and Test-Taking Skills)
Psychological Assessment for Personality or Academic Questions
Educational Programs & Workshops
Couples Counseling
Family Therapy

To schedule an appointment, or information regarding a workshop, call (405) 271-7336 or 1-877-577-5655 or e-mail counselors@ouhsc.edu. Services are available to all Health Sciences Center students. All services are strictly **confidential**. For additional information, visit <http://students.ouhsc.edu/SCS.aspx>

Common Concerns Addressed:

Improving Study & Test-Taking Skills	Problems with Drugs/Alcohol
Reducing Test/Evaluation Anxiety	Sexual Difficulties
Difficulty Concentrating	Harassment/Discrimination
Depression	Difficulty Sleeping
Anxiety	Perfectionism
Stress Management	Personal Growth
Relationship Difficulties	ADD Evaluations
Suicidal Thoughts	Difficulties Adjusting to New Culture/Customs

Hours of Operation:

Monday through Friday 8:00 a.m. to 5:00 p.m.

Mental Health Emergency Information:

If life-threatening situation occurs after business hours, call Campus Police at (405) 271- 4911 or 911.

Enrollment and Degree Verification

OKC: Office of Admissions and Records

**Library Building, room 121
1105 N. Stonewall
405-271-2359**

Tulsa: Office of Enrollment and Student Financial Services, Rm. 1C114

**4502 E. 41st Street
918-660-3474**

The Office of Admissions and Records provides verification of a student's enrollment and degree status, which may be necessary to obtain deferments on school loan repayments, reduced insurance rates, employment qualifications, or other purposes. For further information, contact the Admissions and Records Officer at the Student Union.

Transcript Requests

OKC: Office of Admissions and Records

**Library Building, room 121
1105 N. Stonewall
405-271-2359**

Tulsa: Office of Enrollment and Student Financial Services, Rm. 1C114
4502 E. 41st Street
918-660-3474

There is no charge for official or unofficial transcripts. Transcripts may be ordered by mail, fax, or in person. Information regarding transcript requests can be found at <http://admissions.ouhsc.edu//CurrentStudents/Records/TranscriptRequest.aspx> .

Change in Name/Address

To report a name change, students must submit a copy of the legal document responsible for the name change (i.e., marriage license, divorce decree, etc.) to the Pharmacy Student Affairs Office. They will communicate with the Office of Admissions & Records to make sure that the students' name is changed in their academic record, Desire 2 Learn, and the campus e-mail system. The College of Pharmacy will not process name changes mid semester. Paperwork must be submitted by August 1st to be in effect for the fall semester and by January 2nd to be in effect for the spring semester.

Current contact information can be critical in the case of an emergency. Students can log in to the self-service portal (www.gohsc.ouhsc.edu) and update their address, phone, and emergency contact information at any time.

International Admissions

OKC: Office of Admissions and Records
Library Building, room 121
1105 N. Stonewall
405-271-2359

Tulsa: Office of Admissions, Rm. 2C11
4502 E. 41st Street
918-660-3360

The Office of Admissions and Records provides assistance to international students beginning at the point of application and continuing throughout their studies. Advisors are available to assist students with all of their immigration related issues. All international students should bring their original immigration documents to check in with International Student Services as soon as they arrive on campus, and will not be allowed to enroll until they do so. International students are also required to have health, hospitalization, and repatriation insurance while at the Health Sciences Center.

Veteran's Benefits Certification and Advisement

OKC: Office of Admissions and Records
Library Building, room 121
1105 N. Stonewall
405-271-2359

Tulsa: Office of Enrollment and Student Financial Services, Rm. 1C114
4502 E. 41st Street
918-660-3474

Veterans who are eligible to receive benefits through the Department of Veteran's Affairs (VA) are also advised through the Office of Admissions and Records. Veterans must have their enrollment status certified by the advisors each semester in order to receive payment from the VA. Students should contact the advisors upon arrival on campus in order to ensure that the correct paperwork is completed so that the enrollment may be certified and payments made by the VA as soon as possible.

Library

OKC: Bird Library
1105 N. Stonewall
405-271-2285 / 1-800-522-0222
<http://library.ouhsc.edu/index>

Tulsa: OU Schusterman Library
4502 E. 41st Street
918-660-3220
<http://library.tulsa.ou.edu/>

Study Rooms

The College has provided rooms where students can study and read. These areas are also equipped with teleconferencing capabilities. These rooms may be used by faculty and staff but will only be scheduled if no other options are available. Contact Pharmacy Student Affairs to schedule meetings in these rooms.

OKC: 105E/105W
Tulsa: 1H-hallway

COP Student Lounge and Computer Labs

The lounge is an area that provides students with basic kitchen facilities and vending machines as well as computer access and a printer and e-copy machine. The printer is to be used only for pharmacy related materials. The computers as well as the printer are for pharmacy student use only. Students are responsible for keeping these areas tidy. Contact Pharmacy Student Affairs to schedule meetings in these rooms.

The College of Pharmacy computer labs are equipped with computers which have access to the World Wide Web, word processing, email, database software, and course data. Labs are available 24 hours a day, however, the lab in OKC is by OneCard access after-hours.

COP Office Student Affairs

OKC: CPB 111
405-271-6598

The Office of Student Affairs exists to serve the needs of students and is the primary contact for those interested in careers in Pharmacy. Pharmacy Student Affairs administrative staff provide information on preparing for pharmacy school, the PCAT, and how to apply. This office is responsible for the admissions process as well as enrollment of current students. Information about graduate training, military/public health assignments, and other career opportunities is compiled in the Office of Student Affairs. Career counseling and letters of recommendation are also provided.

Student Affairs administrative staff are also responsible for monitoring student progress and advising those encountering academic difficulty. Counseling and referral for tutoring assistance are available through this office.

Student organizations work with the Office of Student Affairs to enhance the professionalism and atmosphere at the College of Pharmacy. Many extracurricular social and service activities involving students and faculty are managed by the Office of Student Affairs.

Football and Basketball Tickets

The Athletic Ticket Office is responsible for the sale and distribution of student football and basketball tickets on the Health Sciences Center campus. Normally there is an April pre-sale of football tickets, which is based on the total number of semesters students have been enrolled on any of the University of Oklahoma campuses. If tickets are still available in the fall, an "over-the counter" sale is held in August for those students who are entering the Health Sciences Center for the first time or those students who did not participate in the April pre-sale.

Basketball tickets normally go on sale in November of each year. This sale is held on a first come-first serve basis. For further information, contact the Athletic Ticket Office. **405-325-2424**

College of Pharmacy Student Organizations

Students who are admitted to professional schools are among the top college students in the country. Besides being high academic achievers, the students who choose health professions are individuals who are interested in helping others. The College of Pharmacy at the University of Oklahoma Health Sciences Center provides numerous opportunities for students to participate in various activities outside of class. There is an active Student Council that is involved in student governance as well as social events for the students. Many students participate in intramural sports teams. Many student organizations related to national pharmacy organizations are also found in the College of Pharmacy.

Housing

University Village Apartments are located on the Health Sciences Center campus on Stonewall Avenue. Studio and two bedroom apartments are available. For more information, please visit <http://students.ouhsc.edu/StudentServices/UniversityVillageApartments.aspx>. **405-271-0500**

On-campus housing is not available at the Schusterman Center. Please visit <http://tulsa.apartments.com/> for housing information in the Tulsa area.

Students are responsible for locating housing during their enrollment at the College of Pharmacy. Experiential rotations may require that the student locate short term housing in a specific geographical location in order to meet the experiential requirements of the program.

Eating Facilities

OKC

Vending machines are available in the Student Lounge in the College of Pharmacy and in Room 111 of the Basic Science Education Building. Full service cafeterias are located in Everett Tower and in the Veterans Affairs Medical Center, and Children's Hospital, all in close walking distance of the pharmacy school. A food court is located in the Student Union, which offers Beaker's Café, Chick-Fil-A Express, and Block & Barrel Deli with daily and weekly lunch specials.

Tulsa

Vending machines are available in the Student Lounge in the College of Pharmacy and in the Crimson Café, where you will also find Bill & Ruth's. Across the street at the Promenade Mall the find Auntie Anne's Hand-Rolled Soft Pretzels, El Chico, Chick-fil-A, Sbarro Italian Eatery, Subway, Chinese Gourmet Express, Corn Dog Island, and others.

Bookstore

Monday-Friday | 9:00am to 6:00pm

Saturday | 10:00am to 3:00pm

OKC: Books may be purchased at Ratcliffe's Campus Store

400 N.E. 10th Street

405-239-6050

On-line: www.ratcliffestextbooks.com

Tulsa: Books may only be purchased on-line through Ratcliffe's.

Focus Federal Credit Union

OKC: 420 N.E. 10th

405-230-1328

Focus Federal Credit Union welcomes student membership. In addition to a savings and loan service, the credit union offers members various services, including travelers' checks, checking accounts, and discount tickets to certain amusement parks.

Policies Concerning Students

Philosophy

The public has placed their trust in pharmacists to care for their medication therapy needs. In return for this trust, those in the profession of pharmacy must adhere to the highest of professional and personal standards.

The following sections identify the expectations the College has for its students and the criteria students should meet if they are to reach their full potential as health professionals. The policies presented here are concerned with a wide variety of student issues including academic progression, remediation of failing grades, dress, attendance, classroom decorum and academic misconduct code. These policies have been established as a result of discussions among faculty members and administrators, with input from students. The requirements for each course or series of courses have been established by the various departments and are presented to the students at the outset of each course or series.

Criminal Background Check/Drug Screening

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-39)

<http://pharmacy.ouhsc.edu/current/handbooks/Policy-BackgroundChecksandDrugScreening.pdf>

<http://pharmacy.ouhsc.edu/current/handbooks/Policy-Hsc-DrugScreening.pdf>

<http://pharmacy.ouhsc.edu/current/handbooks/Policy-DrugScreeningPositive.pdf>

Student Professional Behavior in an Academic Program Policy

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-19)

See Professionalism Concerns Report:

<http://pharmacy.ouhsc.edu/current/handbooks/ProfessionalismConcernsReport.pdf>

Professional Codes, Classroom Behavior, and COP Dress Code

<http://pharmacy.ouhsc.edu/current/handbooks/ProfessionalCodes.pdf>

The Student Rights and Responsibilities Code Policy and Procedures

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C: 12-33)

Use of University E-Mail and Information Systems

Much of the communication between students, staff and faculty will take place electronically via school e-mail accounts. Each student will be assigned an e-mail address upon entering school. Students will be held accountable for any information, assignments, schedules, or deadlines sent via e-mail. **Students are strongly**

encouraged to check email twice a day and respond to emails within 24 hours. Failure to check email cannot be the basis for missing deadlines nor used as rationale for being unaware of information. Those students who consistently fail to check email or respond in a timely manner may be issued a Professionalism Conduct Report (PCR).

Please refer to the following URL for university policy regarding use of e-mail

<http://it.ouhsc.edu/policies/MassCommunications.asp>

<http://it.ouhsc.edu/policies/AcceptableUse.asp>

Severe Weather Policy

Occasionally inclement weather will necessitate campus closure. If inclement weather is predicted please check your campus websites to ascertain the status of your campus. Students should also receive notification from Emergency Communication Systems via text, phone, and email. Students are expected to monitor these sites to determine if classes are to be held. Failure to do so may not be accepted as an excuse for a missed exam or assignment. If the campus from which the lecture originates is closed, class will not be held at either location. However, if the campus from which the lecture originates is open, students on that campus will be required to attend. Students on the other campus will be given access to the video for that date. If tests are being administered and either campus is closed the test will be rescheduled and class will not be held.

Tobacco and Firearms Policy

Tobacco use and possession of firearms or munition are strictly prohibited on the Health Sciences Center and Schusterman campus. See Faculty Handbook for full policy -

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Sections 5.10 & 5.17)

Travel Guidelines

The University of Oklahoma College of Pharmacy supports and encourages student participation in pharmacy professional activities. Guidelines for travel have been established and must be followed.

<http://pharmacy.ouhsc.edu/current/handbooks/StudentTravelGuidelines.pdf>

Policy for Reimbursement

Please see General Reimbursement Guidelines on the Pharmacy Student Council D2L site under organization documents.

Policy for Campus Transfer/Reassignment

1. Students must submit in writing to the academic dean their reasons for making a request to change campuses.
2. Extenuating circumstances may be the basis for a transfer, if it will facilitate student learning and progression in the program. Circumstances that may be the basis to consider campus re-assignment include:
 - **significant** family responsibilities that cannot be managed well from the originally assigned campus
 - personal illness requiring support not available at the originally assigned campus

3. The Office of Student Affairs will facilitate communications and collection of information
4. The dean's office or designees will consider these requests with no decision rendered until the end of a professional year.

Policy for Attending Class on the Distance (Unassigned) Campus

Students wishing to attend classes on the unassigned campus must make an e-mail request to the course coordinators and co-coordinators of the affected classes no later than 1 week prior to the date the student wishes to attend on the opposite campus. This request should be copied to the Senior Associate Dean for Academic Affairs and Professional Programs, the Associate Dean for Student Affairs, and the Assistant Dean for Tulsa Operations. If the course coordinators approve the request, the Academic Dean or the Assistant Dean for Tulsa Operations will make a final decision regarding approval/denial of request and notify the student via e-mail. The student should forward the Dean's email that the request was approved or denied to the course coordinators with a copy to the Senior Associate Dean for Academic Affairs and Professional Programs, the Associate Dean for Student Affairs, and the Assistant Dean for Tulsa Operations.

In case of extenuating circumstances, requests can be made less than 1 week before the date of attendance but circumstances must be significant enough to warrant approval outside the written guidelines.

Auditing Courses

Audit enrollment is for non-credit and used by students who want to take a class for information, not to count toward a degree. Students enrolling as an auditor must meet guidelines as outlined below. Enrollment as an auditor is permitted in all courses, subject to the approval of the instructor(s) and the dean of the college in which the course(s) is offered. Enrollment as an auditor must be completed by the last day of enrollment in any term. Enrollment as an auditor is indicated with an "AU" or "W" grade on the student's permanent academic record and no credit/clock hour value designated.

Fee charges and refund policies for audit enrollments are the same as for credit enrollments. A student enrolled "exclusively" as auditor may withdraw only during the fee refund period and the enrollment will be canceled. No entry will be made on a permanent academic record.

In accepting a student as an auditor, it becomes the responsibility of the instructor to make clear to the student the instructor's requirements for the audit enrollment. For example, if the student is to attend regularly, to participate in specific class exercises, perform experiments, take tests, etc. this must be relayed to the student at the time permission is given to enroll as an auditor. Satisfactory completion of the audit enrollment is identified as an "AU" grade. An instructor, at his/her discretion, may assign a "W" grade to an auditor who, in the instructor's opinion, did not perform according to the specific requirements as identified at the time of enrollment. Students enrolled exclusively as an auditor may change their enrollment to credit," providing the student gains admission to the university during the first two weeks of class of a semester or the first week of class of a summer session with the approval of the instructor(s) and appropriate college dean.

A change of enrollment from credit to audit may be made no later than the end of the sixth week of class of a semester or the end of the third week of class of a summer session, providing the student is passing and receives the approval of the instructor and dean. A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted to the student's permanent record. For more information, contact the Office of Admissions and Records, BSEB 200 or 271-2359.

Classroom Visitor Policy

Visitors must obtain approval from the Pharmacy Student Affairs office as well as the classroom faculty member prior to intended visit. No visitor under the age of 18 will be permitted in the classrooms.

Examination Policy and Guidelines

The testing schedule is made available to the PSC President and class Presidents one week prior to the start of a semester. The Presidents have two weeks to review the schedule with their respective classmates and petition the faculty for a change in the schedule.

In order for student initiated changes to be made after the two week period at the beginning of the semester, the change must have faculty support as well as 100% support from the class it will affect. Faculty, however, do have the discretion to reschedule an examination at any time if they feel it is in the best interest of the learning environment.

<http://pharmacy.ouhsc.edu/current/handbooks/Guidelines-ClassIntegrity.pdf>

HSC Academic Policy

<https://studenthandbook.ouhsc.edu/hbSections.aspx?ID=430>

Academic Appeals Process

The faculty is responsible for making academic evaluations of students. If a student feels he or she has been evaluated wrongfully or unfairly by an instructor and has been unable to resolve the matter in conference with the instructor and/or the department chair, the student may request a hearing by the College of Pharmacy's Academic Appeals Board. See Appendix C in the Faculty Handbook for specifics:

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

Grade Appeal – Academic Appeals Board

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> (Appendix C)

Academic Standing Policy

<http://pharmacy.ouhsc.edu/current/handbooks/>

Academic Misconduct Code

<https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf> Appendix C, Page 12-11

Student Complaint Policy

The college or school must produce and make available to students a complaints policy that includes procedures to be followed in the event of a written complaint related to one of the accreditation standards, student rights to due process, and appeal mechanisms. Students must receive information on how they can submit a complaint to Accreditation Council for Pharmacy Education (ACPE) for unresolved issues on a complaint related to the accreditation standards. This policy can be found at: <http://pharmacy.ouhsc.edu/current/standardscomment.asp>

Cancellation/Withdrawal Policy

Registration may be canceled at any time before the scheduled first day of classes and a withdrawal may be processed during the first two weeks of a regular term or first week of a summer term without financial obligation to the University. Cancellations or withdrawals made during this timeframe require that all financial aid funds disbursed to the student for the term be returned in full to the Bursar's Office. All monies are due back so the University can return 100% of the term's financial aid to the lender.

Students that have received a financial aid disbursement for the term from which they are withdrawing may be required to return a portion of their financial aid in accordance with federal regulations. Students should contact either the Financial Aid Office or the Bursar's Office for assistance.

Elective Courses

Elective Enrollment Years 1-3:

Nine hour of electives must be successfully completed prior to the P4 year. Please be aware that students wishing to enroll in more than 22 credit hours per semester must receive permission from the Associate Dean for Academic Affairs and Professional Programs. Upon receiving the student's elective request, the Office of Student Affairs will seek permission from the Associate Dean for Academic Affairs and Professional Programs. The 22 hour credit limit applies to all courses taken during a semester, including those that students may wish to simultaneously enroll in at another institution. Unapproved course loads exceeding 22 hours cannot be the basis for appealing the consequences of poor academic performances in the pharmacy curriculum.

Elective Enrollment in the P4 Year:

Please be aware that anyone wishing to enroll in any elective credit hours during the P4 experiential year must receive permission from the Associate Dean for Academic Affairs and Professional Programs. Please send the Associate Dean an email with the elective courses you wish to take and rationale for your decision. An interview with the Associate Dean will be required before a decision regarding your request will be rendered. At no point during your experiential year may these elective courses be a reason for altering your schedule for experiential courses or modifying your preceptors' expectations. Specifically, even if a faculty member of an elective course requires an activity (testing, presentation, etc.) during a scheduled rotation time, you must decline and accept the consequences within the elective course. Also, faculty members directing experiential courses should not be asked to alter expectations or your schedule because of requirements for taking these courses. The burden for meeting expectations for these courses must fall completely on you and the elective course directors. Enrollment in elective courses cannot be the basis for appealing poor academic performance in the experiential year.

Dropping Course(s)

Dropping a course at the Health Sciences Center refers to dropping one or more courses without completely withdrawing. To drop a course, students should contact their Student Affairs office. Graduate students should contact their department, and special students or auditors should contact the Office of Admissions and Records. See the Academic Calendar (<http://www.ouhsc.edu/admissions/>) for deadlines on dropping courses and refunds.

Leave of Absence

Students may request a leave of absence. If granted, the student will be allowed to remain out of school for no more than one academic year. For example, if a student completes the fall term and is granted a leave of absence beginning the next spring term, the student may remain on leave of absence for the spring semester, the summer session and the following fall semester, but enrollment will be required by the next spring semester. The major department and the college must approve a leave. Graduate students must get approval from the Graduate College dean.

If a student doesn't reenroll for a term, a leave of absence must be granted or readmission will be required for future enrollment.

Administrative Withdrawal

An administrative withdrawal (AW) may be assigned to indicate that a student has been involuntarily withdrawn by the institution during the designated semester for disciplinary or financial reasons or inadequate attendance. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

Withdrawal Procedures

Withdrawing from the Health Sciences Center refers to withdrawing from all enrolled courses for a given term. Students withdrawing after classes begin should initiate their withdrawal by meeting with their Student Affairs official. Graduate students should initially contact their department, and special students or auditors should contact the Office of Admissions and Records. See the Academic Calendar <http://www.ouhsc.edu/admissions/> for withdrawing from courses and refunds.

Attendance

Students are responsible for mastering the content and meeting the standards for all courses in which they enroll. Regular attendance and timely completion of assignments is expected for students enrolled in professional courses.

Instructors are responsible for establishing specific course policy concerning attendance including announced and unannounced examinations, makeup of missed examinations and assignments, and grading. The specific policy will be announced at the beginning of each course. Instructors will report to the Dean's Office when absences, tardiness, neglect of assignments, or other inappropriate behavior seriously affects a student's performance.

Sanctioned Excused Absences

The College has determined that students may be excused from class and/or rotations without penalty for the following:

1. The student is officially representing the College of Pharmacy and has been approved to attend a professional event or other school-sponsored functions (see Travel Guidelines Policy). The Office of Pharmacy Student Affairs will provide course coordinators with a list of students who have received approval to attend the event prior to the scheduled event.
2. The student is required to appear for jury duty. Please see the Associate Dean for Student Affairs for a letter requesting exemption from jury duty.

Proper Procedure for Reporting Absences

Unanticipated absences such as personal illness, family emergency, transportation problems, etc. are to be reported to the Associate Dean for Student Affairs, 405-271-6598, or by e-mail *on or before the date the absence occurs* and before the class period ends on that date. The Associate Dean will notify the course directors, however; it is the student's responsibility to contact each course coordinator to determine how missed work will be made up.

Anticipated absences such as family events, personal business, doctor appointments, etc., should be presented to course coordinators prior to the time of the absence for approval. Simply notifying an instructor ahead of time of plans not to attend class/clinic does not constitute permission to be absent.

College Adherence to ACPE Accreditation Standards

The American Council on Pharmaceutical Education (ACPE) requires that colleges and schools of pharmacy provide a mechanism for registering, responding, and reporting student comments about their school's adherence to the <https://www.acpe-accredit.org/standards/>.

The procedure for submitting a comment at the OU College of Pharmacy is as follows:

1. Student should review the <https://www.acpe-accredit.org/standards/> webpage and identify the standard that is at issue.
2. Complete the on-line comment form found at <http://pharmacy.ouhsc.edu/current/standardscomment.asp>
3. This comment will be forwarded to the Office of Pharmacy Student Affairs for response.
4. All student comments registered this way will then be made available to the ACPE on-site evaluation teams or as otherwise requested.

In the event that current OUHSC policies address the complaint, those policies will be followed. Complaints not addressed by OUHSC policy will be forwarded to the individual or department responsible for the area. Students have the right to due process as it relates to decision regarding complaints. Appeals will be heard by the Dean of the College.

Use of University of Oklahoma Logo or Name or the College of Pharmacy Logo or Name

The use of the University of Oklahoma logo or name or the College of Pharmacy logo or name in any media, including the internet, is expressly forbidden without prior approval from the student organization advisor and submission of the Trademark Licensing Approval Form found at [http://students.ouhsc.edu/Portals/1063/Assets/documents/HSC Trademark Licensing Approval Form.pdf](http://students.ouhsc.edu/Portals/1063/Assets/documents/HSC_Trademark_Licensing_Approval_Form.pdf). HSC trademark policy - see Faculty Handbook, Section 5.17 <https://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf>

Technical Standards for Doctor of Pharmacy Program Admissions

The University of Oklahoma College of Pharmacy is committed to full compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. An applicant for the Doctor of Pharmacy degree must have abilities and skills in the five areas listed below, as pharmacists must be capable of independently functioning in the delivery of health care. Accommodations will be made for qualified

individuals with disabilities, providing such accommodation does not pose an undue hardship, would not result in a fundamental alteration in the nature of the program, service, or activity, or pose an undue financial or administrative burden. All applicants must meet the fundamental technical standards of the program set forth below. Applicants accepted for the Doctor of Pharmacy degree program will be expected to demonstrate proficiency and continue to meet the required technical standards in these five areas over the course of the program.

Observation

An applicant must be able to observe demonstrations and experiments in the basic and pharmaceutical sciences. An applicant must be able to observe patients, other professionals, and professional equipment and supplies accurately both at a distance and in close proximity. Observation necessitates the functional use of the sense of vision and somatic sensation.

Communication

An applicant must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively and sensitively with patients. Applicants must be able to communicate effectively and efficiently in oral and written form with members of the health care team.

Motor

Applicants must have sufficient motor functions to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. An applicant must be able to perform basic laboratory tests. An applicant must be able to execute motor movements to provide general care and emergency treatments to patients, e.g., first aid treatments, cardiopulmonary resuscitation. An applicant must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual-Conceptual, Integrative, and Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of pharmacists, requires all of these intellectual abilities. In addition, an applicant must be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.

Behavioral and Social Attributes

An applicant must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment and the prompt completion of all responsibilities including, but not limited to, those related to the care of patients, and the development of mature, sensitive, and effective relationships with patients and other health care providers. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties in the clinical setting. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the admissions and education processes.