Howard University

WASHINGTON, DC

COLLEGE OF PHARMACY

STUDENT HANDBOOK 2020

(revised August 2020)

"This handbook applies to all HUCOP students (new, continuing, NTDP), and is effective immediately"

COLLEGE OF PHARMACY STUDENT HANDBOOK

Table of Contents

Page

Welcome Cover Page…….....1
Table of Contents…….....2-6
Student Handbook Disclaimer……6
Disability Act Disclaimer…….. 7
Academic Code of Student Conduct……..7-8
Alcohol and Drug Abuse (Substance Abuse) Policy……..……..... 8
Sex & Gender-Based Discrimination, Harassment, & Violence Policy…….....8-9
Pharmacist's Oath…….10
Pharmacists Code of Ethics……..... 10-11
Interprofessional Practice and Education Statement……..11
General Information-College of Pharmacy……11-12
Directory: Administration……..13
Directory: Faculty…….. 14
Directory: Staff…….. 15-16
Directory: COE, NWDP, PACE & Grant Mid-Atlantic AIDS Educ. Training Center……. 16
Class Advisors……... 17
Tuition and Fees…… 18
Change of Name, Address or Telephone Number……19
Special Programs …….. 20
Curriculum: Outcomes (Entry-Level PharmD)…… 21-25
Co-Curricular Activities…….……25-27
Curriculum: Courses, Prerequisites, and Co-requisites (Entry-Level PharmD)……28-56
Curriculum: Course Registration Information……...57-58
Curriculum: Course Descriptions (Entry-Level PharmD)……. 59-75
Immunization and Medication Therapy Management Certification……..76
Academic Policies for the Professional Program (Pharm. D.)……..… 76
Health Requirements…… 76
Physical and Immunization Requirements…… 77
Mandatory HIPAA Privacy and Security Training……... 77
ACPE Technical Standards Policy…… 78
Professionalism Code Policy……..…. 78-85
Rights to Due Process…….86
Professionalism and Ethics Committee Complainant Form……...87
Professionalism Process for Didactic Course…….88
Academic Program Requirement……89
E-Mail Policy……..…….…….…….89
Course Registration ……89-90
Progression…….....90
Academic Success Coach……90
Progression Chart……91
Co-curricular Progression Policy……92
Student Advising AC^3…….....92
Faculty Student Advisement: Description ……..93
Faculty Student Advisement: Faculty Advisor Responsibilities…….93

Faculty Student Advisement: Role of the Student……..……93
Student Expectations……...94-95
Student Decision Making Process…….. 96
Faculty Office Hours…..…… 97
Attendance…..……..97
Grading System……...97-98
Computation of Cumulative Grade Point Average (GPA)……. 98
Exam Taking Policies and Procedures…….……...98-100
Excused Absences from an Examination……100-101
Online Remote Exam ……..101-104
Laptop Privacy Screen……105
Cheating During Examinations……...105
Conduct which Constitutes Cheating During an Examination……105
Penalties……. 105
Appeal…… 106
Exam Review …… 106
Remediation Policy…… 106-108
Health Sciences Laptop Requirement ……....109-110
Good Academic Standing……110
Academic Probation…….110
Academic Dismissal…….110
Appeal…….....110
Appeals Process. ……....110-111
Repetition of Courses……. .111
Auditing a Course……..…111
Off Campus Courses…….112
Summer Course……113
Course Withdrawal……...114
Withdrawal from the University Procedures……114
Administrative Withdrawal…….....114
Total Withdrawal Policy…….…114
Total Withdrawal Procedure……....114-115
Clearance for Students on Financial Aid……115
Clearance for International Students only……115
Clearance for Residence Hall Students only ……...……115
All Students……...…...115-116
Total Withdrawal Request Form……..116
Readmission after Withdrawal from the University (Former Student Returning)…...116-117
Student Academic Grievance Procedures……117
The Informal Process……117
The Formal Process……..117
Student Grievance Form……...118
Complaints about College Adherence to ACPE Standards …….119
Advanced Professional Practice Experience (APPE) Courses…….....120
Policy on Pharmacy Curriculum Outcomes Assessment ® (PCOA®)……... 120-121
Graduation Requirement & NAPLEX Readiness ……..…… 121-122

Duration for Completion of the Program……123
Graduation Eligibility……..123
Curriculum for Pharm.D./M.B.A. Joint Degree…… 124-125
Course Descriptions (Pharm.D./M.B.A. Joint Degree Program)……..……. 126-127
Academic Policies for Pharm.D./M.B.A. Joint Degree…… 127
Good Academic Standing…….. 127
Academic Probation…….. 127
Academic Withdrawal……...… 127-128
Issuance of Joint Degree…….. 128
Duration for Completion of the Program…….. 128
Eligibility Requirements…… 128
Application Procedure……128
Curriculum for NTDP Degree……..……..… 128-130
Course Descriptions (NTDP Degree Program)……..…130-131
Course Registration …….. 131
Executive Weekend…….. 131
Advanced Professional Practice Experience (APPE)…… 131
Duration for Completion of the Program…….. 131
Remediation Policy……... 131-133
Scholarships and Awards ……. 133
Dean's Honor Roll List……. 133
Trustee Tuition Scholarship…….. 134
Mordecai Wyatt Johnson Scholarship……...… 134
COE Academic Excellence/NIH Scholarships ……..….. 134
Donor Scholarships …….. 135
Who's Who Among Students in American Colleges and Universities …… 135
State Grant/Scholarship Programs……. 135
Senior Awards……..…… 135-137
Designation Honors……..…… 138
Financial Aid Information……. 139
Types of Financial Aid……. 139
Application Procedures…… 139
Private Loans……. 139
Howard University Student Employment Program (HUSEP)…….. 139
Federal Work-Study Program…… 140
Satisfactory Academic Progress……140
Financial Aid Rights and Responsibilities…… 140
Students Who Have Attended Other Post-Secondary Institutions …….....… 141
International Students..…….. 141
Counseling / Advising …….. 141
Programs ……. 141
Immigration Status ……. 141
Financial Forms …… 141
Publications ……. 141
Immigration Services…… 141
Off – Campus Employment …… 141

Cultural Adjustment…….. 141
Student Life……142
College of Pharmacy Student Council…….. 142
Class Officers ……142
Class Advisor Responsibilities ..…….. 142
Student Organizations……143
Student Organization Faculty Advisor Responsibilities……143
Academy of Managed Care Pharmacy ……. 143
American Pharmacists Association……143
American Society of Consultant Pharmacist…….. 144
American Society of Health-System Pharmacists…….. 144
Black Apothecary…….. 144
College of Psychiatric and Neurologic Pharmacists ……144
Howard University Student Pharmacists Outreach Team …… ……... 144
Industrial Pharmacists Organization……145
Kappa Epsilon Fraternity……145
Kappa Psi Fraternity…….. 145
National Community Pharmacists Association……. 145
Pharmacy Initiative Leaders…….. 145
Phi Delta Chi Fraternity ……145
Phi Lambda Sigma Pharmacy Leadership Society ……..... 145-146
Rho Chi National Pharmacy Honor Society…….. 146
Student National Pharmaceutical Association…….……146
Campus Pals…….…… 146
Student Organization Request to Use COP Facilities after 5 pm ……..…….... 146
Professional Fee Usage ……147-149
Procedures for Posting and Distribution……149
Support Information……149
Computer Lab…… 150
iLab…… …….. 150
Reading Room (including Guidelines for Usage of Computer Facilities)…… …….. 151
College of Pharmacy Extended Building Access Hours …….. …….. 151
Louis Stokes Health Sciences Library…….. 151
Founders & Undergraduate Library……..……... 151
National Library of Medicine…….151
Duplicating Information…….152
Classroom Locations …… ……152
Entrance to College of Medicine ……...152
Student Lounge…….. 152
Howard University Web Page …….. 152
Howard University Operator. …….. …… 152
College of Pharmacy Main Office Number …… 152
College of Pharmacy Web Page …….. …… 152
College of Pharmacy Facebook Page …….. …….152
Center of Excellence Web Page ……. …… 152
Barnes and Noble Bookstore Information…… 152
University Student Activities…… 153
University Counseling Service……...153
Student Health Services…… 153
Enrollment Management/Records Officer…… 153

Security & Safety…….…… 153
Campus Emergency…….. …… 153
Traffic & Parking Enforcement ……153
Student Parking…… 153
Metro Information …… ……153
Housing …… 153
Student Financial Services…… 154
Special Student Services……154

STUDENT HANDBOOK DISCLAIMER

The information contained in this *STUDENT HANDBOOK* is subject to change without prior notice and is not to be construed as a contract between the college or university and the student. This handbook does not necessarily contain all information on the College of Pharmacy or its program and policies. However, every effort has been made to provide as much information as practicable to assist our students. This handbook applies to all HUCOP students (both new, continuing, NTDP) and is effective immediately.

Statement of Acknowledgement

I, the undersigned, acknowledge that I have reviewed the College of Pharmacy Student Handbook, which contains the College's Academic Policies, Procedures and other pertinent information. Furthermore, I am expected to become thoroughly familiar with these policies and procedures.

Name _____ ID # _____

Signature _____ Date _____

Please submit this signed form to the Office of Student Affairs by August 30th.

PLEASE NOTE:
Failure to read this manual does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.

HOWARD UNIVERSITY STATEMENT OF AMERICAN DISABILITY ACT PROCEDURES

Howard is committed to providing equal access to students with documented disabilities. To ensure your access to this course and to the program, students with disabilities may contact *Office of the Dean for Special Student Services*. There you can engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. Accommodations are not provided retroactively. Students are encouraged to register with DSS as soon as they begin the program. More information can be found online at https://www2.howard.edu/special-student-services/disabled-student-services or by contacting DSS at 202-238-2420.

In accordance with this policy, students in need of accommodations due to a disability should follow the protocol below:

1. Student submits request for a special accommodation as soon as possible after admission to the University, at the beginning* of each semester, or as soon as there is a medical change **before** taking any exams# directly to Ms. Glennis Daniels-Bacchus, Office of Student Services for verification and determination of reasonable accommodations [Email: glennis.danielsbacc@howard.edu, (202)238-2420].
2. Once the accommodation letter is received from the Office of Student Services, the student will share the accommodation information to appropriate faculty for administration. In addition, the Assistant Dean of Student Affairs will forward accommodation letters to faculty.
3. Consideration for remediation, because of medical reasons, will be determined based on the receipt of academic accommodations from the Office of Student Services at the beginning of the semester (within the first 2 weeks of class) or as soon as there is a medical change. There will be no consideration after the final grade has been calculated.

*Within the first 2 weeks of class
#No accommodation will be accepted after an exam is taken by a student

ACADEMIC CODE OF STUDENT CONDUCT [1]

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below.

- Academic cheating is defined as any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individuals(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignments, all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid)
- Plagiarism is defined as the act of taking and passing off intentionally as one's own the ideas, writing, etc. of another person, without attribution or acknowledging the author.

Professionalism

Admission to the College of Pharmacy carries with it the presumption that the student will be a responsible member of the academic community. Thus, by enrolling in the professional program, you also assume the obligation to observe the following principles of professionalism.

1. Accountability
2. Sense of Duty
3. Responsibility
4. Regard for Mankind

5. Competence
6. Ethics
7. Pursuit of Excellence

Finally, please note that professionalism not only embodies academic achievement but also physical appearance and general demeanor.

---

[1] Please consult the Howard University Academic Code of Conduct Policy on https://www.howard.edu/policy/academic/student-conduct.htm, and Student Code of Conduct on http://www.howard.edu/secretary/documents/StudentCodeofConductApprovedApril182015.pdf.

ALCOHOL AND DRUG ABUSE (SUBSTANCE ABUSE) POLICY

In accordance with federal law, Howard University has adopted policies consistent with the *Drug Free School and Communities Act Amendments* of 1989 and the College of Pharmacy complies. The policy can be found using the following website https://www.congress.gov/bill/101st-congress/house-bill/3614

SEX & GENDER-BASED DISCRIMATION, HARASSMENT, VIOLENCE POLICY

Howard University Title IX Policy: Summary of Key Provisions

Howard University is committed to creating a learning and working environment free from harassment and discrimination based on sex, gender, gender expression, gender identity, sexual orientation, or marital status; sexual violence; dating violence, domestic violence; stalking; and retaliation. The full Title IX Policy is available at: https://www.howard.edu/secretary/policy/documents/400-005TitleIXPolicyonSexualViolence9_2019.pdf

Where and to Whom Does the Title IX Policy Apply?

This policy applies to all students, faculty, staff, contractors and vendors doing business with the University; visitors, alumni, and non-members of the University community present on campus or participating in University-sponsored/related events or programs; to conduct occurring on University property or in the context of a University-related/sponsored program regardless of location (including travel, research, and internship programs); to conduct occurring through the use of University-owned/provided technology resources; or when the conduct has a sufficient connection to the University.

Prohibited Conduct

The following forms of conduct, including attempting to engage in such conduct, are prohibited: Sexual Assault, Sexual Harassment, Gender-Based Discrimination or Harassment, Sexual Exploitation, Dating and Domestic Violence, Stalking, Retaliation, and Complicity (any act that knowingly aids, facilitates, or encourages prohibited conduct by another person).

Prohibition on Consensual Relationships Between Students and Faculty/Staff

Sexual or romantic relationships between students and faculty, staff, or any other University employee are strictly prohibited. Student-employees also may not engage in consensual relationships with students over whom they have any form of supervisory responsibility, including students residing in the housing unit supervised/managed by the studentemployee, or students enrolled in a class taught by the student-employee.

Consent

Consent is a voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon sexual acts. Consent can be withdrawn at any time. Consent cannot be obtained through physical force, threat of force, or coercion, and cannot be given by someone who is incapacitated.

Incapacitation

Incapacitation is the temporary or permanent inability to give consent because an individual is mentally and/or physically helpless (voluntarily or involuntarily), unconscious, asleep, unaware that sexual activity is occurring, or unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Amnesty Provision

In order to encourage and remove barriers to reporting, anyone reporting sexual misconduct, as either a complainant or witness, will not be subject to discipline by the University for their own personal consumption of alcohol or drugs at the time of the incident, provided that their consumption did not endanger the health, safety or well-being of any other person.

Responsible Employees

With the exception of Confidential Employees, all Howard University and Howard University Hospital employees and contractors are considered Responsible Employees and are required to report any information regarding a known or suspected policy violation to the Title IX Office, no matter how they learn of it.

Confidential Employees

Confidential Employees include licensed medical, clinical, or mental health professionals; clergy; and employees providing administrative/operational or related support to these employees. Confidential Employees will not report disclosures of prohibited conduct received while acting in their professional roles/providing services without permission. Campus confidential resources include the Interpersonal Violence Prevention Program (phone: 202-836-1401), University Counseling Services (phone: 202-806-7540), Student Health Center (phone: 202-806-7540), Howard University Hospital (phone: 202-865-1131), Employee Assistance Program (visit hr.howard.edu or contact Employee Relations at 202-806-1280), and the Chapel (phone: 202-806-7280). Additionally, DC Forensic Nurse Examiners are based at MedStar Washington Hospital Center (phone: 202-877-7000) and can also travel to other DC hospitals to provide a medical forensic exam (SANE exam/"rape kit") following a sexual assault. Consulting a Confidential Employee does not constitute a Title IX report to the University, but will enable a student or employee to access support services on campus.

Reporting Options

The University encourages all individuals to report prohibited conduct or a potential policy violation to the Title IX Office Leslie Annexstein, Title IX Director (phone: 202-806-2550, email: TitleIX@howard.edu, walk-in hours: Tues & Wed, 10:30 am - 2:00 pm, Johnson Admin. Building, Suite G06), Department of Public Safety (phone: 202-806-1100), and/or local law enforcement (911). The Title IX Office responds to reports of prohibited conduct with measures designed to (1) eliminate the conduct, (2) remedy any adverse effects of the conduct, and (3) prevent its recurrence. Available responses include: interim remedial/protective measures, academic/residential accommodations, no contact orders, investigation, alternative resolution, and referrals to confidential services, DPS, or other relevant offices for resolution, as appropriate.

PHARMACIST'S OATH

Each graduating student is required to take the pharmacist's oath during a ceremony that will be scheduled during Commencement Week each year.

"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."

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

PHARMACISTS CODE OF ETHICS

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

V. A pharmacist maintains professional competence.
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.
When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Adopted by the membership of the American Pharmacists Association October 27, 1994.

INTERPROFESSIONAL EDUCATION AND PRACTICE STATEMENT

Interprofessional education and practice is a cornerstone element of the pharmacy profession. As such the Howard University College of Pharmacy curriculum and co-curriculum emphasizes this component strongly. Within the curriculum, pharmacy students are required to engage in interprofessional discussions in the didactic and experiential courses. At the same time, each student is required to actively engage in an interprofessional activity involving both medical physicians and students at least once during their pharmacy education.

GENERAL INFORMATION

Located in the capital city of the nation, Washington, D.C., Howard University is a comprehensive research-oriented, historically African-American private university providing an educational experience of exceptional quality to students of high academic potential, with particular emphasis upon the provision of educational opportunities to promising minority students. The university was conceived by members of the First Congregational Society at a meeting in the District of Columbia in 1866. General Oliver Otis Howard, Commissioner of the Freedmen's Bureau, was a member of the founding group, and the institution was named in his honor. Within the first three years of its existence, the University established a College of Liberal Arts and School of Law, Medicine, Pharmacy and Religion.

Howard University students are of many races and represent the 50 states, the District of Columbia and about 110 foreign countries.

The College of Pharmacy, College of Nursing and Allied Health Sciences, the College of Dentistry, the College of Medicine, the Health Sciences Library, the Howard University Hospital, the University Cancer Center, and the Center for Sickle Cell Disease comprise the University's Health Sciences Center.

The College of Pharmacy was organized in 1868 and graduated its first student in 1870. Today, the College offers a four-year professional entry-level program leading to the Doctor of Pharmacy (Pharm.D.) degree, a two-year post baccalaureate Doctor of Pharmacy (Pharm.D.) degree, and a two-year Non-Traditional online post

baccalaureate Doctor of Pharmacy (Pharm.D.) degree program. All programs are accredited by the Accreditation Council on Pharmacy Education (ACPE), the national accrediting agency for pharmacy programs in the United States.

Howard University is not only one of the oldest but has one of the most technology-advanced schools of pharmacy in the United States. We offer state-of-the-art research libraries and facilities. This includes a 27 million dollar ***Louis Stokes Health Science Library***, which comprises 80 thousand square feet, brimming with cutting-edge technology. The four-story structure provides digital classrooms and data-port access for 600, in addition to telemedicine and teleconferencing facilities. It houses 400 thousand health care books, periodicals and digitally formatted materials. This also includes a ***new Interdisciplinary Research Building*** located at 2201 Georgia Avenue, NW, Washington, DC, which was conceived, designed and constructed to foster collaborative interdisciplinary research at the University. It includes a clean room, wet and dry laboratories, instructional space, research support space, ground floor retail, and centralized offices for faculty, students and academic staff. Their research encompass Bio Nano Sciences; Natural Products Research and Development; Microbial Ecology, Diversity, and Immunology; Atmospheric Sciences; and, Developmental Biology and Stem Cell Differentiation or related areas. And lastly, a 6000 square foot state-of-the-art ***Health Sciences Simulation Center*** which is comprised of a Lounge area, a Grand Multifunctional Conference Room, two Debriefing Rooms, four Simulation Suites, and Instructor Touchdown area, and a comprehensive Technology room powered by B-Line Medical and designed by Human Circuit.

The administrative center of the College of Pharmacy is in the Chauncey I. Cooper Hall (CCH) located at 2300 Fourth Street, N.W., Washington, DC, (which houses the Associate Dean's Office; the Office of Student Affairs; and, the Department of Pharmaceutical Sciences Faculty and Chair Offices). The CCH building also includes: a 24-station Computer Laboratory; a 30-station Student Reading Room; a 120-seat Smart Classroom; 6 Problem Based Learning Classrooms; a Student Lounge; a Student Leaders Office; a 50-station Pharmaceutics Lab; a 25-station Pharmacy Dispensing Laboratory; a 16-station Research Laboratory; and, an Intravenous Admixture Laboratory. The Department of Clinical and Administrative Pharmaceutical Sciences Faculty and Chair Offices; Office of Experiential Education; Office of External and Continuing Education Programs; Center of Excellence Program; National Workforce Diversity Pipeline Program, and two 60-seat Smart Classrooms are located in the Annex III Building across the street from the main College of Pharmacy building.

We offer easy access to the *Information Highway* plus a wireless network infrastructure in the College of Pharmacy. In addition, all 14-residence halls offer Internet access.

Other facilities utilized by the College of Pharmacy are: Freedmen's Annex III (Fourth and College Streets, N.W., Washington, DC, which houses the Department of Clinical and Administrative Pharmacy Sciences Faculty and Chair Offices, along with the Center of Excellence (COE) and The Center for Minority Health Services Research (CMHSR) Programs); Howard University Hospital (2041 Georgia Avenue, N.W., Washington, DC); Classrooms and auditoriums in the College of Medicine (Fifth and W Streets, N.W., Washington, DC), and the Louis Stokes Health Science Library.

The College offers a dual degree (Pharm. D./M.B.A.) with the School of Business at Howard University, and offers the M.S. and Ph.D. degrees in Pharmaceutical Sciences with the Graduate School of Arts and Sciences at Howard University.

Howard University pharmacy graduates have actively pursued postgraduate training and graduate education in pharmaceutical sciences at prestigious hospitals and universities respectively, and have been able to take advantage of numerous career opportunities.

DIRECTORY

ADMINISTRATION

Office of the Dean

Toyin Tofade, M.S., Pharm.D. Dean and Professor	CCH-107	806-3082	toyin.tofade@howard.edu
Muhammad J. Habib, Ph.D. Associate Dean of Academic Affairs and Assessment	CCH-107B	806-6536	mhabib@howard.edu
Oluwaranti Akiyode, R.Ph., Pharm.D. Assistant Dean of Student Affairs	CCH-106	806-4207	oakiyode@howard.edu
Youness Karodeh, R.Ph., Pharm.D. Assistant Dean of Non-Traditional Doctor of Pharmacy Program (NTDP) and External Programs	CCH-110	806-9076	ykarodeh@howard.edu

Department Chairs

Monika Daftary, R.Ph., Pharm.D. Chair, Department of Clinical and Administrative Pharmacy Sciences	AN3-112	806-5090	mdaftary@howard.edu
Indiran Pather, D.Pharm. Chair, Department of Pharmaceutical Sciences	AN3-213A	806-6551	indiran.pather@howard.edu

Directors

Earl Ettienne, LP.D., MBA, R.Ph. Director, Graduate Programs and Industrial Partnerships	AN3-119	806-4209	earl.ettienne@howard.edu
Jamila Jorden, Pharm.D., MBA Director, Experiential Programs	AN3-105	806-9186	jamila.jorden@howard.edu
La'Marcus Wingate, PharmD., PhD. Director, Assessment	AN3-103	806-3038	lamarcus.wingate@howard.edu
Tamara McCants, R.Ph., Pharm.D. Director, Residency Programs and Practice Transformation	AN3- 107	806-3095	tamara.foreman@howard.edu
Marlon Prince, MBA Director, Admissions & Recruitment	CCH-106	806-6533	marlon.prince@howard.edu
Miranda Law, Pharm.D. Director, International Programs	AN3-132	250-5397	miranda.law@howard.edu

Building Abbreviations
A Bldg.-Mordecai Johnson Administrative Building; AN2-Freedmen's Annex II; AN3-Freedmen's Annex III; CCH-Chauncey I. Cooper Hall; CHB-Chemistry Building; GA-Georgia Avenue; HURB1-Howard University; LSHSL-Louis Stokes Health Sciences Library; HUH-Howard Univ. Hospital

DIRECTORY

FACULTY

Pharmaceutical Sciences Faculty

Ouwatoyin Adeleke, Ph.D.	TBA	TBA	TBA
Simeon Adesina, Ph.D.	CCH-304	865-0401	simeon.adesina@howard.edu
Emmanuel Akala, R.Ph., Ph.D.	CCH-308	806-5896	eakala@howard.edu
Muhammad J. Habib, Ph.D.	CCH-311	806-6529	mhabib@howard.edu
Pradeep Karla, Ph.D.	CCH-309	806-6543	pkarla@howard.edu
Amol Kulkarni Ph,D.	CCH-318	806-4493	amol.kulkarni@howard.edu
Krishna Kumar, Ph.D.	CCH-307	806-6540	kkumar@howard.edu
Indiran Pather, D. Pharm.	AN3-213A	806-6551	indiran.pather@howard.edu
Xiang Wang, Ph.D.	CCH-310	806-6547	xiang.wang@howard.edu

Clinical and Administrative Sciences Pharmacy Faculty

Oluwaranti Akiyode, R. Ph., Pharm.D.	CCH-106	806-4207	oakiyode@howard.edu
Mary Awuonda, Ph.D.	AN3-109	806-7231	mary.maneno@howard.edu
Mia Barnes, Pharm.D.*	TBA	TBA	mia.barnes@howard.edu
Sanaa Belrhiti, Pharm.D.	TBA	TBA	sanaa.belrhiti@howard.edu
Monika Daftary, R.Ph., Pharm.D.	AN3-109	806-5090	mdaftary@howard.edu
Imbi Drame, R.Ph., Pharm.D.	AN3-216	806-6875	imbi.drame@howard.edu
Earl Ettienne, LP.D., MBA, R.Ph,	AN3-119	806-4209	earl.ettienne@howard.edu
Bisrat Hailemeskel, R.Ph., Pharm.D.	AN3-113	806-4214	bhailemeskel@howard.edu
Jamila Jorden, Pharm.D.	AN3-105	806-9186	jamila.jorden@howard.edu
Youness Karodeh, R.Ph., Pharm.D.	CCH-110	806-9076	ykarodeh@howard.edu
Estela Lajthia, Pharm.D.	AN3-126	806-4919	estela.lajthia@howard.edu
Miranda Law, Pharm.D.	AN3-132	250-5397	miranda.law@howard.edu
Cynthia Lee, Pharm.D., BCPS	AN3-122	806-3126	cynthia.lee@howard.edu
Fredric Lombardo, R.Ph., Pharm.D.	AN3-129	806-4205	flombardo@howard.edu
Tamara McCants, Pharm.D.	AN3-107	806-3095	tamara.foreman@howard.edu
Yolanda McKoy-Beach, R.Ph., Pharm.D.	AN3-127	806-6062	ymckoy@howard.edu
Chelsea McSwain, Pharm.D.*	TBA	TBA	chelsea.mcswain@howard.edu
Beverly Mims, R.Ph., Pharm.D.	AN3-110	806-7232	bmims@howard.edu
Patricia Noumedem, R.Ph., Pharm.D.	AN3-111	806-6063	payuk@howard.edu
Olu A. Olusanya, R.Ph., Pharm.D.	CCH	TBA	oolusanya@howard.edu
Kristin Robinson, Pharm.D.	AN3-127	806-6543	kristin.robinson@howard.edu
Dhakrit (Jesse) Rungkitwattanakul	AN3-124	250-6469	dhakrit.rungkitwattanakul@howard.edu
Divita Singh	AN3-125	806-1595	divita.singh@howard.edu
Malaika Turner, Pharm.D., MPH	AN3-135	806-3181	malaika.turner@howard.edu
Jacqueise Unonu, Pharm.D., R.Ph.	AN3-123	806-5078	jacqueise.unonu@howard.edu
Salome Weaver, R.Ph., Pharm.D.	AN3-121	806-7262	skbwayo@howard.edu
La'Marcus Wingate, Pharm.D. Ph.D.	AN3-103	806-3038	lamarcus.wingate@howard.edu
Andrew Yabusaki	TBA	TBA	andrew.yabusaki@howard.edu

Emeritus Faculty

Clarence Curry, Jr., R.Ph., Pharm.D
Jerome Pittman, Pharm.D.
Soon Park, R. Ph. Pharm.D.
Kenneth Scott, Ph.D.
Manohar Sethi, Ph.D.
Vasant Telang, Ph.D.

***** Part-time Faculty

Building Abbreviations AN3-Freedmen's Annex III; CCH-Chauncey I. Cooper Hall

DIRECTORY

ADMINISTRATIVE SUPPORT STAFF

Anthea Francis Continuing Education Program Coordinator	AN3-118 anthea.francis@howard.edu	806-4210
Yannette Valdivia Receptionist, Office of the Dean	CCH-107 yannette.valdivia@howard.edu	806-3082
Ian Gordon Administrative Assistant, Office of Experiential Education	AN3-106 ian.gordon@howard.edu	806-6452
Alyce Boatwright Webmaster	CCH-121B alyce.boatwright@howard.edu	806-6276
Rodelyn Lirazan Facilities Coordinator, Office of the Dean	CCH-124B rlirazan@howard.edu	806-5963
Rajan Ninan Administrative Assistant, Office of the Dean	CCH-107 rninan@howard.edu	806-3082
Marlon Prince, MBA Director of Admission & Recruitment, Office of Student Affairs	CCH-106 marlon.prince@howard.edu	806-6533
Terry Morris, MSW Academic Coordinator, Office of Student Affairs	CCH-106 terry.morris@howard.edu	806-5009
Vanessa Scott Financial Aid Manager	CCH-311	806-4778
Jasmine Taylor Lab Technician & Pharm Sci Admin Asst	TBA jasmine.taylor2@howard.edu	TBA
Natasha Tiller, M.S. Budget Analyst, Office of the Dean	CCH-107 natasha.tiller@howard.edu	806-6535
Cassandra Latney Project Assistant, Office of the Dean	CCH-107	TBA
Helena Peters Administrative Assistant, NTDP Program	CCH-106 helena.peters@howard.edu	806-6452
Leslie N. Washington Administrative Assistant, Department of Clinical & Administrative Pharmacy Sciences	AN3-213 lwashington@howard.edu	806-7960
Demitri Wayne IT Support Technician	CCH 121 demitri.wayne@howard.edu	806-6061
Breona Winstead	AN3-134	806-4206

Program Coordinator, Office of Experiential Education breona.winstead@howard.edu

Michael Marcus*

***** Part-time Staff

Building Abbreviations

A Bldg.-Mordecai Johnson Administrative Building; AN2-Freedmen's Annex II; AN3-Freedmen's Annex III; CCH-Chauncey I. Cooper Hall; CHB-Chemistry Building; GA-Georgia Avenue; HURB1-Howard University; LSHSL-Louis Stokes Health Sciences Library; HUH-Howard Univ. Hospital

DIRECTORY

CENTER OF EXCELLENCE (COE) STAFF

Toyin Tofade, M.S., Pharm.D. Principal Investigator and Director	CCH-107 toyin.tofade@howard.edu	806-6530
Mary Maneno, Ph.D. Co-Director	AN3-109 mary.maneno@howard.edu	806-7231
Tiffany Smith Program Manager	AN3-116 tlathansmith@howard.edu	806-4211
LaWander McFarland Outreach Coordinator	AN3- 114 lawander.mcfarland@howard.edu	806-7288
Angelica Harris Administrative Assistant	AN3-120 angelica.harris@howard.edu	806-4212
Chimena Ohianele COE Fellow	AN3-108 chiemena.ohanele@howard.edu	TBA
Olufunmi Ariyo Clinical Preceptor	Andromeda Clinic olufunmi.ariyo@howard.edu	202-291- 4707

PHARMACEUTICAL CARE AND CONTINUING EDUCATION (PACE) STAFF

Henry Fomundam Regional Director	TBA henry.fomundam@howard.edu	TBA
Grace Jennings, Ph.D. Assistant Director	HURB1-227 gjennings@howard.edu	865-8367
Janine Cannon Administrative Assistant	HURB1-207 j_cannon@howard.edu	865-8372
Christine Flood Budget Analyst	HURB1-207 cflood@howard.edu	865-8373

GRANT MID ATLANTIC AIDS EDUCATION & TRAINING CENTER STAFF -HU LOCAL PERFORMANCE SITE

Monika Daftary, R.Ph., Pharm.D., Co-PI & Director	806-5090	mdaftary@howard.edu
Cheryl Pack Regional Coordinator	806-0220	cheryl.pack@howard.edu
Farima Camara . Training Coordinator	TBA	farima.camara@howard.edu
Latica Hayden, Administrative Coordinator	806-0222	latica.hayden@howard.edu

CLASS ADVISORS			
Class of 2021	La'Marcus Wingate, Pharm.D. Ph.D.	AN3-103	lamarcus.wingate@howard.edu
Class of 2022	Imbi Drame, Pharm.D.	AN3-216	imbi.drame@howard.edu
Class of 2023	Tamara McCants, Pharm.D.	AN3-107	tamara.foreman@howard.edu
Class of 2024	Jacqueise Unonu, Pharm.D.	AN3-123	jacqueise.unonu@howard.edu

TUITION AND FEES

Howard University
College of Pharmacy
2020-2021 Student Budgets

Pharmacy I	**Academic Yr (11 Months)**
Tuition*	$30,842.00
Mandatory Fees	$2,769.00
Estimated Expenses	
*Loan Fees***	*$2,236*
Room and Board	*$19,794*
Travel and Personal Expenses	*$8,228*
Total	**$63,869.00**

Pharmacy III	**Academic Yr (11 Months)**
Tuition*	$30,842.00
Mandatory Fees	$3,379.00
Estimated Expenses	
Loan Fees**	$2,236
Room and Board	*$19,794*
Travel and Personal Expenses	*$8,228*
Total	**$64,479.00**

Pharmacy II	**Academic Yr (11 Months)**
Tuition*	$30,842.00
Mandatory Fees	$3,379.00
Estimated Expenses	
*Loan Fees***	*$2,236*
Room and Board	*$19,794*
Travel and Personal Expenses	*$8,228*
Total	**$64,479.00**

Pharmacy IV	**Academic Yr (9 Months)**
Tuition*	$30,842.00
Mandatory Fees	$2,976.00
Estimated Expenses	
*Loan Fees***	*$2,236*
Room and Board	*$19,794*
Travel and Personal Expenses	*$8,936*
Total	**$64,784.00**

http://hucpfinancialaid.webs.com/
Vanessa Scott
Financial Aid Counselor
CCH–TBA
202-806-0368
finaidpharm@howard.edu

Non-Traditional Pharm Academic Yr (12 Months)	
Tuition*	$25,906.00
Mandatory Fees	$816
Loan Fees**	$2,236
Room and Board	$21,990
Travel and Personal Expenses	$9,630

**Based on full-time enrollment per semester*
***Loan fees vary based on PLUS loan credit decision*

CHANGE OF NAME, ADDRESS or TELEPHONE NUMBER

It is the responsibility of each student to inform the College and the University of a change of name, address or telephone number as soon as possible by completing a "Change of Name, Address or Telephone Number" form available in the Student Affairs Office, Room-106-CCH. You must also complete a **Student Personal Data Form** in the University Office of Records and Articulation, Mordecai Johnson Building ('A' Building), 2400 6th Street, N.W., Washington, DC 20059

Change of Address Form
(Please print clearly)

Name _____ ID # _____

Old Address _____
(Number/Street/Apt.)

_____
(City/State/Zip)

_____
(Area Code – Telephone #)

New Address _____
(Number/Street/Apt.)

_____
(City/State/Zip)

_____
(Area Code – Telephone #)

(You must take a completed copy of this form to the College of Pharmacy's Office of Student Affairs located in CCH Building, Room 106 and the Howard University's Enrollment Management, Office of Records)

SPECIAL PROGRAMS

New Student Orientation

Office of Student Affairs — Contact Person: Marlon Prince, MBA
Telephone: (202) 806-6533 — marlon.prince@howard.edu

The second professional year class is responsible for decorating and assisting with the weeklong activities for orientation.

All incoming students are required to attend the New Student Orientation.

Student Registration and Program Changes

Office of the Dean — Contact Person: Rajan Ninan
Telephone: (202) 806-6530 — rninan@howard.edu

Registration for students enrolled in the College of Pharmacy is done in the academic affairs office located in the Dean's Office. The College of Pharmacy strictly adheres to **all deadlines** published by the University for Registration, program changes, and financial obligations. Only students whose names appear on Official Class Rosters issued by the Office of the Registrar are registered officially and therefore, authorized to attend class. **Instructors will not permit students whose names do not appear on the official class roster to attend classes, receive assignments or take examinations. The University will not register students retroactively for any classes.**

White Coat Ceremony

Office of Student Affairs — Contact Person: Terri Morris, MSW
Telephone (202) 806-5009 — terry.morris@howard.edu

All incoming students are required to attend the White Coat Ceremony which is held during the orientation period.

Welcome Back Cookout and Graduation Cookout

Cookouts are hosted through a joint effort of the College of Pharmacy Student Council (CPSC) and the leadership teams of all student organizations. Food and decorations are coordinated through donations of the faculty, staff and CPSC funds.

Oath and Awards Ceremony

Office of Student Affairs — Contact Person: Terry Morris, MSW
Telephone (202) 806-5009 — terry.morris@howard.edu

The third professional year class is responsible for decorating and assisting with the ceremony and reception that follows the ceremony.

All seniors are required to attend the Oath & Awards Ceremony which recognizes the outstanding academic achievements of seniors earned throughout their matriculation in the pharmacy program. The event is hosted by the College of Pharmacy.

Commencement Convocation

Office of the Student Affairs — Contact Person: Terry Morris, MSW
Telephone (202) 806-5009 — terry.morris@howard.edu

The conferring of degrees takes place during the University's annual Commencement Convocation ceremony. All seniors are required to attend.

CURRICULUM OUTCOMES

The Howard University College of Pharmacy is committed to assuring that its doctor of pharmacy graduates achieve competence in the ability-based outcome areas set forth by the Accreditation Council of Pharmacy Education (ACPE) and the Center for the Advancement of Pharmaceutical Education (CAPE) Educational Outcomes. These learning outcomes provide an organizing structure around which to frame discussions of curriculum design, restructuring, implementation, and assessment. In addition, a well-designed curriculum built around these ability-based outcomes helps to ensure the student's transitional growth across the curriculum resulting in professional competency and the ability to provide excellent patient care upon entry into practice

This document identifies fifteen program-level ability-based outcomes and their related learning objectives Proficiency in these fifteen outcomes will ensure general educational competency as well as professional competency in the core domains of Foundational Knowledge, Essentials for Practice and Care, Approach to Practice and Care, and Personal and Professional Development.

FOUNDATIONAL KNOWLEDGE

Outcome 1.1. Learner (Learner) - Develop, integrate, and apply knowledge from the foundational sciences (i.e., ***pharmaceutical, social/behavioral/administrative***, and ***clinical sciences***) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and ***patient centered care***.

Learning Objectives

1.1.1. Analyze mechanisms of disease and related mechanisms of actions of drugs for treatment
1.1.2. Develop an understanding of ***population-specific*** health needs
1.1.3. Apply knowledge of biomedical sciences to address ***patient-related*** therapeutic problems.
1.1.4. Integrate knowledge of ***pharmaceutical, social/behavioral/administrative, and clinical sciences*** to solve therapeutic problems.
1.1.5. Demonstrate comprehension of major scientific discoveries and use of the scientific method to make these discoveries.
1.1.6. Perform error-free mathematical calculations with regard to drug dosing, pharmacokinetics, and compounding dosage forms

ESSENTIALS FOR PRACTICE AND CARE

Outcome 2.1. Patient-centered care (Caregiver) - Provide ***patient-centered care*** as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

Learning Objectives

2.1.1. Gather and organize patient information in order to identify ongoing or potential drug-related problems and the root cause of the problems.
2.1.2. Interpret and evaluate pharmaceutical data and related information needed to prevent or resolve medication- related problem.
2.1.3. Plan and perform ongoing patient evaluation to identify additional drug-related problems.
2.1.4. Formulate, implement and modify pharmaceutical care plans, including the recommendation of pharmacotherapy specific to patient needs and desired outcome.
2.1.5. Document pharmaceutical care activities in the patient's medical record to facilitate communication and collaboration among providers.
2.1.6 Design strategies to monitor patients' drug regimens for therapeutic and toxic effects of drugs.
2.1.7. Select the proper drug, dose, and dosage form for a specific patient.
2.1.8. Design, implement, and evaluate patient specific pharmacotherapeutic regimens.

2.1.9. Provide specific, sound, cost effective, evidence-based drug and healthcare recommendations.

Outcome 2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

Learning Objectives

2.2.1. Participate in the management of formulary, purchasing and inventory control systems.
2.2.2. Operate and manage medication use systems, policies, procedures and records in accordance with state and federal legal regulations, institutional policies, ethical, social, economic and professional guidelines.
2.2.3. Participate in the development, implementation, and/or evaluation of practices that assure safe, accurate and time-sensitive medication distribution.
2.2.4. Participate in the development, implementation, and/or evaluation of systems to identify and report medication errors and adverse drug events.
2.2.5. Apply quality assurance measures and continuous process improvement in the medication use process.
2.2.6. Address patient needs during transition of care.
2.2.7. Demonstrate proficient use of technology utilization in the medication use system.
2.2.8. Access relevant print or electronic information and data
2.2.10. Interpret and evaluate the suitability, accuracy, and reliability of information from the primary literature (scientific, clinical, pharmacoeconomic and epidemiologic studies)
2.2.11. Obtain, appraise and apply information from secondary drug and health resources
2.2.12. Define and apply terminology related to health care informatics
2.2.15. Assess and manage the use of electronic technologies to access and manage scientific / clinical information and data; document and manage patient care and practice management records; support interpersonal and/or professional communication; support education of patients, families, self and professional associates; and support safe and effective drug distribution
2.2.16. Manage information, informatics, and other technologies in accordance with state and federal legal regulations; institutional policies; and ethical, social, economic, and professional guidelines.

Outcome 2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

Learning Objectives

2.3.1. Access, analyze and apply relevant educational strategies, quality assurance and research processes with consideration of health disparities issues.
2.3.2. Integrate health promotion and disease prevention services into the practice consistent with available resources and in accordance with state and federal legal regulations, institutional policies, ethical, social, economic, and professional guidelines.

Outcome 2.4. Population-based care (Provider) - Describe how ***population-based care*** influences ***patient centered care*** and influences the development of practice guidelines and evidence-based best practices.

Learning Objectives

2.4.1. Access, analyze and apply population-specific (sociologic, epidemiologic and pharmacoeconomic) data to determine the needs of a target population relative to health promotion and disease prevention or detection.
2.4.2. Select, develop, implement and evaluate strategies and services to prevent or detect disease in a target population including, but not limited to screening and referral services (disease detection and advising patients / patient groups on the need for further medical evaluation); immunization administration; and emergency response and disaster preparedness
2.4.3. Assess the need for population-based pharmaceutical care services

2.4.4. Participate in the development and implementation of population-based pharmaceutical care services.
2.4.5. Address health literacy, cultural diversity, and behavioral psychosocial issues
2.4.6. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact population-based, therapeutic outcomes

APPROACH TO PRACTICE AND CARE

Outcome 3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

Learning Objectives

3.1.1. Demonstrate reasoned and reflective consideration of evidence in a particular context to make a judgment
3.1.2. Apply critical thinking skills, including identification, investigation, application, analysis, creativity, synthesis and evaluation, to clinical or other professional problem-solving and decision making.

Outcome 3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

Learning Objectives

3.2.1. Educate the public and professional associates regarding health and wellness; treatment and prevention of diseases and medical conditions; and use of medications, medical devices, natural products and nutritional supplements.

Outcome 3.3. Patient Advocacy (Advocate) - Assure that patients' best interests are represented.

Learning Objectives

3.3.1. Provide patients and their families with reliable information regarding their choices of treatment options
3.3.2. Recognize the impact of effective patient advocacy on patient safety.

Outcome 3.4. Inter-professional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

Learning Objectives

3.4.1. Collaborate with other healthcare practitioners and affiliates to address local and national health needs.
3.4.2. Communicate and collaborate with patients, other health providers, professional colleagues, and administrative and supportive personnel to engender a team approach to resource management.
3.4.3. Communicate and collaborate with patients, prescribers, professional colleagues, and support and administrative personnel to identify and resolve problems related to medication distribution and use.
3.4.4. Communicate and collaborate with state and local health care authorities, policy makers and practitioners, including local and state health departments and boards of health, and members of the community to engender a team approach to identifying and addressing local and regional health care problems (including environmental hazard and emergency preparedness needs).

Outcome 3.5. Cultural sensitivity (Includer) - Recognize ***social determinants of health*** to diminish disparities and inequities in access to quality care.

Learning Objectives

3.5.1. Recognize and demonstrate a commitment to addressing health disparities
3.5.3. Evaluate and address health literacy, cultural diversity, and behavioral psychosocial issues
3.5.4. Modify communication and treatment strategies to meet the patient's needs in a culturally sensitive manner.
3.5.5. Integrate cultural, sociological, behavioral, economic and environmental aspects of patient care into professional practice.

Outcome 3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.

Learning Objectives

3.6.1. Interview patients using an organized structure, specific questioning techniques (e.g., motivational interviewing), and medical terminology adapted for the audience.
3.6.2. Gather, organize, and summarize information effectively in written, verbal, and multi- media format.
3.6.3. Gather, summarize, and organize information from lay, technical, scientific and clinical publications and patient records
3.6.4. Document pharmaceutical care activities in the patient's medical record to facilitate communication and collaboration among providers.
3.6.5. Summarize and apply reasons for systematic processing of data, information and knowledge in health care and the benefits and current constraints in using information and communication technology in health care.

PERSONAL AND PROFESSIONAL DEVELOPENT

Outcome 4.1. Self-awareness (Self-aware) – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

Learning Objectives

4.1.1. Demonstrate professional accountability, responsibility initiative and leadership
4.1.2. Adhere to the fundamental ethical principles of autonomy and dignity, beneficence, equality and justice, honesty and integrity, non-malfeasance, respect, and service
4.1.3. Demonstrate professional competence, critical thinking, and self-directed learning skills
4.1.4. Identify, create, implement, evaluate and modify plans for personal and professional development for the purpose of individual growth.
4.1.5. Strive for accuracy and precision by displaying a willingness to recognize, correct, and learn from errors.
4.1.6. Display positive self-esteem and confidence when working with others.

Outcome 4.2. Leadership (Leader) - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

Learning Objectives

4.2.1. Work effectively with others as a member or leader of an inter-disciplinary health care team or other professional group
4.2.2. Demonstrate professional accountability, responsibility initiative and leadership.

Outcome 4.3. Innovation and Entrepreneurship (Innovator) - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

Learning Objectives

4.3.1. Demonstrate innovative approaches in devising practice solutions.
4.3.2. Conduct a needs assessment to develop creative ways to accomplish professional goals.

Outcome 4.4. Professionalism (Professional) - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Learning Objectives

4.4.1. Demonstrate professional accountability, responsibility initiative and leadership
4.4.2. Adhere to the fundamental ethical principles of autonomy, dignity, beneficence, equality justice, honesty, integrity, non-malfeasance, respect, and service.
Interpret and comply with pharmacy laws and drug regulations
4.4.3. Demonstrate appropriate professional and ethical judgment in the provision of pharmaceutical care services.
4.4.4. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact patient-specific therapeutic outcomes.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are: "Experiences that complement, augment, and/or advance what is learned in the formal didactic and experiential curriculum. Co-curricular activities and experiences can be developed by the college or school or by student professional organizations or external groups, such as local or state pharmacy associations." ***(ACPE Standards 2016)***

Table #1: Howard University College of Pharmacy Co-Curricular Activities (2020-2021)

Activity	Frequency	P1	P2	P3	P4	NTDP
1. Orientation (White coat ceremony, professionalism workshop, learning styles, study habits, test taking skills) or Executive Weekend for NTDP students only **(Evidence: OSA verified)**	Once in P1, NTDP					
2. CPD Portfolio: **Faculty Advisor Review and verified**	Annually					
3. Fall Professionalism Seminar Series (including CV & Resume workshop for P1s) **(Evidence: OSA verified)**	Annually: P1, P2, P3					
4. HUCOP Professionalism Board Program (i.e. Professionalism and Leadership Workshop, Etiquette Dinner, Spring Professionalism Event): **(Evidence: OSA verified)**	Once in P1					
5. CV Review and Critique by Faculty Advisor and OSA-approved CV workshop by practicing professional **(Evidence: Faculty Advisor review verified)**	Once in P3					Optional
6. Public Health Outreach (Patient Care)– Screening/patient assessment/MRC Outreach/telehealth/ virtual ask a pharmacist/upon approval**l **(Evidence: OSA verified)**	Annually: P1, P2, P3					
7. Interprofessional Educational (IPE) Activity involving medical physicians and students (i.e. policy symposium, bison without borders, MAAETC events)- **(Evidence: OSA verified)**	Once in P2*					
8. Advocacy/Legislative (i.e. Capitol Hill visit, Letter writing campaign, DC Board of Pharmacy visits)-(**Evidence: Picture at event, verified by Faculty Advisor)**	Once in P2					
9. Service to College & Community (i.e. admission interviews, recruitment champion, HUCOP alumni, unpaid mentoring, food bank, others upon approval**): **(OSA verified)**	Annually: P1, P2, P3					
10. Leadership (i.e. organization officer, HUCOP committee participation, class officer, attend regional/national professional meeting, PILs mentor) **(Evidence: appointment letter, verified by Faculty Advisor)**	Once in P3					
11. Membership in Professional Pharmacy Organization: **(Evidence: membership card, verified by Faculty Advisor)**	Once in P2, NTDP					
12. Cultural Humility Workshop ***(6 hours/year + plus required assignments):*** **(Evidence: OSA verified)**	P1 & P2 years					
13. Career Development (i.e. career fair, internship fair, career panel, leadership series seminar, residency readiness, post-graduate residency forum, career roundtable)--- **(Evidence: Picture at event, verified by Faculty Advisor)**	P3 & P4 years					
Total required co-curricular activities per year		**7**	**8**	**7**	**2**	**3**

Shaded areas=required to complete
Green highlighted area=required to complete
Unshaded areas= not required to complete
Orange highlighted area=optional to complete
OSA: Office of Student Affairs *P3 to make-up from Spring 2020
**Co-curricular approval form available for non-listed activities

Table #2: Co-Curricular Mapping to ACPE Standards No. 3 and 4 Elements

Activity	Education	Patient Advocacy	Cultural Sensitivity	Self-Awareness	Leadership	Interprofessional Collaboration	Communi cation	Profession Alism
1. Orientation				√				√
2. CPD Portfolio				√				√
3. Fall Professionalism Seminars				√				√
4. HUCOP Professionalism Board Events				√				√
5. CV Review and Critique & CV workshop				√				
6. Public Health Outreach - Screening, Patient Assessment, and Counseling, Immunization Outreach	√	√	√				√	
7. IPE Activity						√	√	√
8. Advocacy/Legislative Day		√						
9. Service to College & Community					√		√	
10. Leadership					√			√
11. Membership in Professional Pharmacy Organization					√			√
12. Cultural Humility Workshop			√	√			√	
13. Career Development				√				

EFFECTIVE FALL 2020 SEMESTER YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year– Fall 2020 Semester		
Structures & Functions in Therapeutics	2	*None*
Pharmacological Therapeutics 1	3	*None*
Drug Informatics	2	*None*
Pharmaceutical Calculations 1	2	*None*
Professional Practice Readiness 1	3	*None*
Pharmaceutical Chemistry 1	3	*None*
Applications for Pharmacy Practice 1	1	*None*
Professionalism Seminar	0	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**16**	
First Professional Year-- Spring 2021 Semester		
Pharmacological Therapeutics 2	3	*None*
Pharmaceutical Chemistry 2	3	*None*
Pharmaceutical Care	3	*None*
Physicochemical Principles of Pharmacy	2	*None*
Pharmaceutical Calculations 2	2	*None*
Pharmaceutics	4	*None*
Applications for Pharmacy Practice 2	1	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**18**	
First Professional Year– Summer 2019 Semester		
Introductory Pharmacy Practice Experience I Rotation(IPPE I)	**4***(Successful completion of all courses prior to IPPE I)*	

EFFECTIVE FALL 2020 SEMESTER YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	**Credits**	**Prerequisite(s)**
Second Professional Year– Fall 2021 Semester		
Biostatistics /Research Methods	4	*None*
Biopharmaceutics	3	*PC I & II, PT I & II, Pharmaceutics, Physico-chemical principles of pharmacy*
IT 1 – Foundations of IT	3	*All courses prior to IT 1*
IT 2 – Cardiology/Crit. Care	3	*None*
IT Lab**	2	*None*
Pharmaceutical Compounding Lab	2	*Pharmaceutics & Physico-chemical principles of pharmacy*
Applications for Pharmacy Practice 3	1	*None*
Principles of Pharmacy Administration 1	2	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*

1. ****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **20**

Second Professional Year– Spring 2022 Semester

IT 3 – Infectious Disease/Antimicrobials	4	*None*
IT 4 – Bone, Joint and Immunology	2	*None*
IT Lab 2**	2	*None*
Pharm & Out Res	3	*Biostatistics/Res Meth*
Pharmacokinetics	4	*Biopharm*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 4	1	*None*

** Co-curricular Requirements for this academic year*

****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **19**

Second Professional Year– Summer 2021 Semester

Introductory Pharmacy Practice Experience II Rotation **4** *(Successful completion of all courses prior to IPPE II)*

EFFECTIVE FALL 2020 SEMESTER YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year– Fall 2022 Semester		
IT Lab 3***	2	*None*
Pharm Jurp	3	*None*
IT 5 – Oncology/Hem/Pain Palliative	3	*None*
IT 6 – Endocrine/GI/Renal	3	*None*
Health Care Ethics **	2	*None*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 5	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **15/17**

Third Professional Year– Spring 2023 Semester		
IT 7 – Neuro/Psych	3	*None*
IT 8 – Special Populations	3	*None*
IT Lab 4***	2	*None*
Principles of Pharmacy Administration 2	2	*Pharm Administration 1*
Professional Practice Readiness 2	3	*None*
Health Care Ethics**	2	*None*
Applications for Pharmacy Practice 6	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **14/16**

Fourth Professional Year– Summer 2022 Semester

Advanced Pharmacy Practice Experience (APPE) I Rotation** **10** ***(****Successful completion of all courses prior to APPE and other required assessments such as PCOA, Co-curricular activities)*
***Pass/Fail Grade Only*

EFFECTIVE FALL 2020 SEMESTER YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Fourth Professional Year– Fall 2023 Semester		
APPE II**	15	
* *Co-curricular Requirements* ** *Pass/Fail Grade Only*		
Total Credits	**15**	
Fourth Professional Year – Spring 2024 Semester		
APPE III**	15	
* *Co-curricular Requirements* ** *Pass/Fail Grade Only*		
Total Credits	**15**	

EFFECTIVE FALL 2019 SEMESTER YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year– Fall 2019 Semester		
Structures & Functions in Therapeutics	2	*None*
Pharmacological Therapeutics 1	3	*None*
Drug Informatics	2	*None*
Pharmaceutical Calculations 1	2	*None*
Professional Practice Readiness 1	3	*None*
Pharmaceutical Chemistry 1	3	*None*
Applications for Pharmacy Practice 1	1	*None*
Professionalism Seminar	0	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**16**	
First Professional Year-- Spring 2020 Semester		
Pharmacological Therapeutics 2	3	*None*
Pharmaceutical Chemistry 2	3	*None*
Pharmaceutical Care	3	*None*
Physicochemical Principles of Pharmacy	2	*None*
Pharmaceutical Calculations 2	2	*None*
Pharmaceutics	4	*None*
Applications for Pharmacy Practice 2	1	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**18**	
First Professional Year– Summer 2019 Semester		
Introductory Pharmacy Practice Experience I Rotation(IPPE I)	**4***(Successful completion of all courses prior to IPPE I)*	

EFFECTIVE FALL 2019 SEMESTER YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Second Professional Year– Fall 2020 Semester		
Biostatistics /Research Methods	4	*None*
Biopharmaceutics	3	*PC I & II, PT I & II, Pharmaceutics, Physico-chemical principles of pharmacy*
IT 1 – Foundations of IT	3	*All courses prior to IT 1*
IT 2 – Cardiology/Crit. Care	3	*None*
IT Lab**	2	*None*
Pharmaceutical Compounding Lab	2	*Pharmaceutics & Physico-chemical principles of pharmacy*
Applications for Pharmacy Practice 3	1	*None*
Principles of Pharmacy Administration 1	2	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*

2. ****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **20**

Second Professional Year– Spring 2021 Semester

IT 3 – Infectious Disease/Antimicrobials	4	*None*
IT 4 – Bone, Joint and Immunology	2	*None*
IT Lab 2**	2	*None*
Pharm & Out Res	3	*Biostatistics/Res Meth*
Pharmacokinetics	4	*Biopharm*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 4	1	*None*

** Co-curricular Requirements for this academic year*

****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **19**

Second Professional Year– Summer 2021 Semester

Introductory Pharmacy Practice Experience II Rotation **4** *(Successful completion of all courses prior to IPPE II)*

EFFECTIVE FALL 2019 SEMESTER YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year– Fall 2021 Semester		
IT Lab 3***	2	*None*
Pharm Jurp	3	*None*
IT 5 – Oncology/Hem/Pain Palliative	3	*None*
IT 6 – Endocrine/GI/Renal	3	*None*
Health Care Ethics **	2	*None*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 5	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **15/17**

Third Professional Year– Spring 2022 Semester		
IT 7 – Neuro/Psych	3	*None*
IT 8 – Special Populations	3	*None*
IT Lab 4***	2	*None*
Principles of Pharmacy Administration 2	2	*Pharm Administration 1*
Professional Practice Readiness 2	3	*None*
Health Care Ethics**	2	*None*
Applications for Pharmacy Practice 6	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **14/16**

Fourth Professional Year– Summer 2022 Semester		
Advanced Pharmacy Practice Experience (APPE) I Rotation**	**10**	***(****Successful completion of all courses prior to APPE and other required assessments such as PCOA, Co-curricular activities)*

***Pass/Fail Grade Only*

EFFECTIVE FALL 2019 SEMESTER YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Fourth Professional Year– Fall 2022 Semester		
APPE II**	15	
* *Co-curricular Requirements* ** *Pass/Fail Grade Only*		
Total Credits	**15**	
Fourth Professional Year – Spring 2023 Semester		
APPE III**	15	
* *Co-curricular Requirements* ** *Pass/Fail Grade Only*		
Total Credits	**15**	

EFECTIVE FALL 2018 SEMESTER YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year– Fall 2018 Semester		
Structures & Functions in Therapeutics	2	*None*
Pharmacological Therapeutics 1	3	*None*
Drug Informatics	2	*None*
Pharmaceutical Calculations 1	2	*None*
Professional Practice Readiness 1	3	*None*
Pharmaceutical Chemistry 1	3	*None*
Applications for Pharmacy Practice 1	1	*None*
Professionalism Seminar	0	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**16**	
First Professional Year Spring 2019 Semester		
Pharmacological Therapeutics 2	3	*None*
Pharmaceutical Chemistry 2	3	*None*
Pharmaceutical Care	3	*None*
Physicochemical Principles of Pharmacy	2	*None*
Pharmaceutical Calculations 2	2	*None*
Pharmaceutics	4	*None*
Applications for Pharmacy Practice 2	1	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**18**	
First Professional Year– Summer 2019 Semester		
Introductory Pharmacy Practice Experience I Rotation (IPPE I)	**4**	

EFECTIVE FALL 2018 SEMESTER YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	**Credits**	**Prerequisite(s)**
Second Professional Year– Fall 2019 Semester		
Biostatistics /Research Methods	4	*None*
Biopharmaceutics	2	PC1, PT1, Pharmaceutics
IT 1 – Foundations of IT	3	*All courses prior to IT 1*
IT 2 – Cardiology/Crit. Care	3	*None*
IT Lab 1**	2	*None*
Pharmaceutical Compounding Lab	2	*Pharmaceutics*
Applications for Pharmacy Practice 3	1	*None*
Principles of Pharmacy Administration 1	2	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **19**

Second Professional Year– Spring 2020 Semester		
IT 3 – Infectious Disease/Antimicrobials	4	*None*
IT 4 – Bone, Joint and Immunology	2	*None*
IT Lab 2**	2	*None*
Pharm & Out Res	3	*Biosatistics/Res Meth*
Pharmacokinetics	4	*Biopharm, PCII, PTII*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 4	1	None

** Co-curricular Requirements for this academic year*
****** In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **19**

Second Professional Year– Summer 2020 Semester	
Introductory Pharmacy Practice Experience II Rotation (IPPE II)	**4**

EFECTIVE FALL 2018 SEMESTER YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year– Fall 2020 Semester		
IT Lab 3***	2	*None*
Pharm Jurp	2	*None*
IT 5 – Oncology/Hem/Pain Palliative	3	*None*
IT 6 – Endocrine/GI/Renal	3	*None*
Health Care Ethics**	2	*None*
Elective	3	*See Elective Page*
Applications for Pharmacy Practice 5	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **16**

Third Professional Year– Spring 2021 Semester		
IT 7 – Neuro/Psych	3	*None*
IT 8 – Special Populations	3	*None*
IT Lab 4***	2	*None*
Principles of Pharmacy Administration 2	2	*Pharm Admin 1*
Professional Practice Readiness 2	3	*None*
Health Care Ethics**		*None*
Applications for Pharmacy Practice 6	1	*None*
Professionalism Seminar	0	*None*

** Co-curricular Requirements for this academic year*
*** Health Care Ethics can be taken either fall or spring*
******* In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.

Total Credits **18**

Fourth Professional Year– Summer 2021 Semester	
Advanced Pharmacy Practice Experience (APPE) I Rotation	**10**

***Pass/Fail Grade Only*

EFECTIVE FALL 2018 SEMESTER YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Fourth Professional Year– Fall 2021 Semester		
APPE II**	15	
** Co-curricular Requirements for this academic year* ***Pass/Fail Grade Only*		
Total Credits	**15**	
Fourth Professional Year – Spring 2022 Semester		
APPE III**	15	
** Co-curricular Requirements* ***Pass/Fail Grade Only*		
Total Credits	**15**	

EFECTIVE FALL 2017 SEMESTER YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year – Fall 2017 Semester		
Structures & Functions in Therapeutics	3	*None*
Applied Biomedical Sciences	3	*None*
Drug Informatics	3	*None*
Pharmaceutical Calculations	3	*None*
Professional Practice Readiness 1	2	*None*
Professionalism Seminar	0	*None*
** Co-Curricular Requirements for this academic year*		
Total Credits	**14**	
First Professional Year – Spring 2018 Semester		
Pharmaceutics	4	*PC I, PT I & Pharmaceutics*
Pharmacological Therapeutics 1	3	*None*
Pharmaceutical Chemistry 1	3	*Structures & Func, ABS*
Pharmaceutical Sciences Lab	2	*Structures & Func, ABS*
Pharmaceutical Care	3	*Pharmaceutical Calculations*
Principles of Pharmacy Administration	3	*See Elective page*
Professionalism Seminar	0	*None*
** Co-Curricular Requirements for this academic year*		
Total Credits	**18**	
First Professional Year Summer 2018 Semester		
Introductory Pharmacy Practice Experience I Rotation (IPPE I)		

EFECTIVE FALL 2017 SEMESTER YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Second Professional Year – Fall 2018 Semester		
Biostatistics/Res Methods	4	*None*
Biopharmaceutics	2	*PC1, PT1, Pharmaceutics*
Pharmaceutical Chemistry II	3	*Structures & Functions*
Pharmacological Therapeutics II	3	*Structures & Functions*
Elective	3	*See Elective Page*
Pharmaceutical Compounding Lab	2	*Pharmaceutics*
Professionalism Seminar	0	*None*
** Co-curricular Requirements for this academic year*		
Total Credits	**17**	
Second Professional Year – Spring 2019 Semester		
IT IA	2	*All courses prior to IT 1A*
IT IB	2	*All courses prior to IT 1A*
IT IC	2	*All courses prior to IT 1A*
IT Lab I	4	*All courses prior to IT 1A*
Pharm & Outcomes Research	3	*Biostatistics/Res Meth*
Pharmacokinetics	4	*Biopharm, PCII, PTII*
Elective	3	*See Elective Page*
** Co-curricular Requirements for this academic year*		
Total Credits	**20**	
Second Professional Year– Summer 2019 Semester		
Introductory Pharmacy Practice Experience II Rotation (IPPE II)	4	

EFECTIVE FALL 2017 SEMESTER YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year–Fall 2019 Semester		
IT IIA	3	*All courses **prior to** IT IA*
IT IIB	3	*All courses **prior to** IT IA*
IT IIC	3	*All courses **prior to** IT IA*
IT Lab II	4	*All courses **prior to** IT IA*
Pharm. Jurisprudence	2	*None*
Elective	3	*See Elective Page*
Professionalism Seminar	0	*None*
Co-Curricular Requirements for this academic year		
Total Credits	**18**	
Third Professional Year– Spring 2020 Semester		
IT IIIA	3	*All courses **prior to** IT IA*
IT IIIB	3	*All courses **prior to** IT IA*
IT IIIC	3	*All courses **prior to** IT IA*
IT III Lab	4	*All courses **prior** to IT IA*
Profess Practice Readiness 2	2	
**Co-Curricular Requirements for this academic year*		
Total Credits	**15**	
Fourth Professional Year–Summer 2020 Semester		
Pharmacy Practice Experience I Rotation	10	

EFECTIVE FALL 2017 SEMESTER YEAR 4

PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)

Fourth Professional Year– Fall 2020 Semester

APPE II**	15
Health Care Ethics***	2

** Co-Curricular Requirements for this academic year*
*** Pass/Fail Grade Only*
****Health Care Ethics can be taken fall or spring*

Total Credits **15/17**

Fourth Professional Year – Spring 2021 Semester

APPE III**	15
Health Care Ethics ***	2

** Co-Curricular Requirements for this academic year*
*** Pass/Fail Grade Only*
****Health Care Ethics can be taken fall or spring*

Total Credits **15/17**

EFECTIVE FALL 2016 YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year – Fall 2016 Semester		
Struct & Func in Therapeutics	3	*None*
Applied Biomedical Sciences	3	*None*
Drug Informatics	3	*None*
Pharm Calculations	3	*None*
Intro to Pharmacy	2	*None*
Professionalism Seminar	0	*None*
** Co-Curricular Requirements for this academic year*		
Total Credits	**14**	
First Professional Year – Spring 2017 Semester		
Pharmaceutics	4	*None*
Pharmaceutical Chemistry I	3	*Structures & Func, ABS*
Pharmacological Therapeutics I	3	*Structures & Func, ABS*
Pharmaceutical Sciences Lab	2	*None*
Principles of Pharmacy Administration	3	*None*
Professional Practice Readiness I	3	*None*
**Co-Curricular Requirements for this academic year*		
Total Credits	**18**	
First Professional Year– Summer 2017 Semester		
Introductory Pharmacy Practice Experience I (IPPE I)		

EFECTIVE FALL 2016 SEMESTER YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Second Professional Year– Fall 2017 Semester		
Biopharm	2	*PC I, PTI & Pharmaceutics*
Biostat/Res Methods	4	*None*
Pharm Chem II	3	*Structures & Func, ABS*
Pharmacol Th II	3	*Structures & Func, ABS*
Pharm. Care II	3	*Pharm Care 1*
Elective	3	
Professionalism Seminar	0	*None*
Total Credits	**18**	

**Co Curricular Requirements for this academic year*

Second Professional Year – Spring 2018 Semester		
IT IA	2	All courses prior to IT 1A
IT IB	2	*All courses prior to IT 1A*
IT IC	2	*All courses prior to IT 1A*
IT 1 Lab	4	*All courses prior to IT 1A*
Pharmacokinetics	4	*Biopharm, PC II, & PT II*
Pharm & Outcomes Research	3	*Biostatistics/Res Methods*
Research in Pharm Sciences	3	*See Elective Page*
Total Credits	**20**	

**Co-Curricular Requirements for this academic year*

Second Professional Year– Summer 2018 Semester

Introductory Pharmacy Practice Experience II Rotation (IPPE II)

EFECTIVE FALL 2016 YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year– Fall 2018 Semester		
IT IIA	3	*All courses **prior to** IT IA*
IT IIB	3	*All courses **prior to** IT IA*
IT IIC	3	*All courses **prior to** IT IA*
IT Lab II	4	*All courses **prior to** IT IA*
Pharm. Jurisprudence	2	*None*
Pharm. Comp Lab	2	*Pharmaceutics*
Professionalism Seminar	0	*None*
Total Credits	**17**	
Third Professional Year – Spring 2019 Semester		
IT IIIA	3	*All courses **prior to** IT IA*
IT IIIB	3	*All courses **prior to** IT IA*
IT IIIC	3	*All courses **prior to** IT IA*
IT III Lab	4	*All courses **prior** to IT IA*
Profess Pract Readiness 2	2	
Total Credits	**15**	
Third Professional Year – Summer 2019 Semester		
Advanced Pharmacy Practice Experience (APPE) I	0	

EFECTIVE FALL 2016 YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM
CURRICULUM

Course Title	**Credits**	**Prerequisite(s)**

Fourth Professional Year – Fall 2019 Semester

APPE II**	15

Successful completion of <u>all</u> courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA o 2.50; successful pass the Compulsory Comprehensive Examination; and Portfolio 9

Health Care Ethics***	2

**Co-Curricular Requirements* *for this academic year*
***Pass/Fail Grade Only*
****Health Care Ethics can be taken fall or spring*

Total Credits **15/17**

Fourth Professional Year – Spring 2020 Semester

APPE III **	15

Successful completion of <u>all</u> courses up to, and *including, the Spring of the third professional year a minimum cumulative GPA of 2.50; successful pass Compulsory Comprehensive Examination; and Portfolio 10*

Health Care Ethics***	2

**Co-Curricular Requirements* *for this academic year*
***Pass/Fail Grade Only*
****Health Care Ethics can be taken fall or spring*

Total Credits **15/17**

EFECTIVE FALL 2015 YEAR 1

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
First Professional Year – Fall 2015 Semester		
Structures & Functions in Therapeutics	3	*None*
Applied Biomedical Sciences (ABS)	3	*None*
Drug Informatics	3	*None*
Pharm. Care I	3	*None*
Introduction to Pharmacy	2	*None*
Professionalism Seminar	0	*None*
** Portfolio 1Requirements*		
Total Credits	**14**	
First Professional Year – Spring 2016 Semester		
Pharmaceutics	4	*None*
Pharmaceutical Chemistry I (PC	3	*Structures & Func, ABS*
Pharmacological Therapeutics I (PT I)	3	*Structures & Func, ABS*
Pharm. Sciences Lab	1	*None*
Principles of Pharm. Admin.	2	*None*
Team Building/PBL	1	*None*
**Portfolio 2 Requirements*		
Total Credits	**14**	
First Professional Year – Summer 2016 Semester		
**Introductory Pharmacy Practice Experience I Rotation (IPPE I)*		
**Portfolio 3 Requirements*		

EFECTIVE FALL 2015 YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Second Professional Year – Fall 2016 Semester		
Biopharmaceutics (Biopharm)	2	*PC I, PT I &*
Biostatistics/Research Methods (Biostats)	4	*None*
Pharmaceutical Chemistry II (PC II)	3	Structures & Func, ABS
Pharmacological Therapeutics II (PT II)	3	*Structures & Func, ABS*
Pharm. Care II	3	*Pharm. Care I*
Elective (Select 1)	3	*See Elective page*
Professionalism Seminar	0	*None*
**Portfolio 4 Requirements*		
Total Credits	**18**	
Second Professional Year – Spring 2017 Semester		
Integrated Therapeutics IA (IT I A)	2	*All courses **prior to** IT IA*
Integrated Therapeutics IB (IT IB)	2	*All courses **prior to** IT IA*
Integrated Therapeutics IC (IT IC)	2	*All courses **prior to** IT IA*
Integrated Therapeutics Lab I (IT I Lab)	3	*All courses **prior to** IT IA*
Pharmacokinetics (PK)	4	*Biopharm, PC II, & PT II*
Pharmacoepidemiology & Outcome Res. (Pharmacoepi)	2	*Biostatstics/Res Methods*
Elective (Select 1)	3	*See Elective page*
Introductory Pharmacy Practice Experience I (IPPE I)	1	*Successful completion of all courses in the first professional year, IPPE I Rotation, and Portfolio 1 - 4*
**Portfolio 5 Requirements*		
Total Credits	**19**	
Second Professional Year – Summer 2017 Semester		
Introductory Pharmacy Practice Experience II Rotation (IPPE II)		
**Portfolio 6 Requirements*		

EFECTIVE FALL 2015 YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year – Fall 2017 Semester		
Integrated Therapeutics IIA (IT IIA)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIB (IT IIB)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIC (IT IIC)	3	*All courses **prior to** IT IA*
Integrated Therapeutics Lab II (IT II Lab)	4	*All courses **prior to** IT IA*
Pharm. Jurisprudence	2	*None*
Pharm. Compounding Lecture & Lab	1	*Pharmaceutics*
Professionalism Seminar	0	*None*
**Total Credits*	**16*	
Third Professional Year – Spring 2018 Semester		
Integrated Therapeutics IIIA (IT IIIA)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIIB (IT IIIB)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIIC (IT IIIC)	3	*All courses **prior to** IT IA*
Integrated Therapeutics Lab III (IT III Lab)	4	*All courses **prior to** IT IA*
Introductory Phar Pract Exp II (IPPE II)**	1	
**successful completion of all courses in the second professional year, IPPE II		
**Total Credits*	**14*	*Rotation, and Portfolio 5-7*
Third Professional Year – Summer 2018 Semester		
Advanced Pharmacy Practice Experience I (APPE I)	0	*Successful completion of <u>all</u> courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50;successful passage of the Compulsory Comprehensive Examination; and Portfolio 8*
**Total Credits*	**0*	

EFECTIVE FALL 2015 YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Fourth Professional Year – Fall 2018 Semester		
Advanced Pharmacy Practice Experience II (APPE II)	15	*Successful completion of <u>all</u> courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9*
Health Care Ethics[2] **Portfolio 10 Requirements*	2	*APPE I*
Total Credits	**17**	
Fourth Professional Year – Spring 2019 Semester		
Advanced Phar Pract Exp III (APPE III)	15	*Successful completion of <u>all</u> courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 10*
Health Care Ethics[2] **Portfolio 11 Requirements*	2	*APPE I*
Total Credits	**17**	

[1] *This list of required courses and their pre-requisites is effective beginning academic year 2013-14. The College of Pharmacy faculty approved and revised it on May 16, 2013. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.*

[2] *HEALTH CARE ETHICS COURSE (2 credits)*
*Health Care Ethics course is a <u>required</u> interdisciplinary course. Students are required to enroll in this course **either** in the Fall or Spring semester of the 4th professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.*

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

EFECTIVE FALL 2014 YEAR 1

Course Title	Credits	Prerequisite(s)
First Professional Year – Fall 2014 Semester		
Structures & Functions in Therapeutics	3	*None*
Applied Biomedical Sciences (ABS)	3	*None*
Drug Informatics	3	*None*
Pharm. Care I	3	*None*
Introduction to Pharmacy	2	*None*
Professionalism Seminar	0	*None*
** Portfolio 1 Requirements*		
Total Credits	**14**	
First Professional Year – Spring 2015 Semester		
Pharmaceutics	4	*None*
Pharmaceutical Chemistry I (PC I)	3	*Structures & Func, ABS*
Pharmacological Therapeutics I (PT I)	3	*Structures & Func, ABS*
Pharm. Sciences Lab	1	*None*
Principles of Pharm. Admin.	2	*None*
Team Building/PBL	1	*None*
**Portfolio 2 Requirements*		
Total Credits	**14**	
First Professional Year – Summer 2015 Semester		
**Introductory Pharmacy Practice Experience I Rotation (IPPE I)*		
**Portfolio 3 Requirements*		

EFECTIVE FALL 2014 YEAR 2

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Second Professional Year – Fall 2015 Semester		
Biopharmaceutics (Biopharm)	2	*PC I, PT I &*
Biostatistics/Research Methods (Biostats)	4	*None*
Pharmaceutical Chemistry II (PC II)	3	*Structures & Func, ABS*
Pharmacological Therapeutics II (PT II)	3	*Structures & Func, ABS*
Pharm. Care II	3	*Pharm. Care I*
Elective (Select 1)	3	*See Elective page*
Professionalism Seminar	0	*None*
**Total Credits*	**18**	
Portfolio 4 Requirements		
Second Professional Year – Spring 2016 Semester		
Integrated Therapeutics IA (IT I A)	2	*All courses **prior to** IT IA*
Integrated Therapeutics IB (IT IB)	2	*All courses **prior to** IT IA*
Integrated Therapeutics IC (IT IC)	2	*All courses **prior to** IT IA*
Integrated Therapeutics Lab I (IT I Lab)	3	*All courses **prior to** IT IA*
Pharmacokinetics (PK)	4	*Biopharm, PC II, & PT II*
Pharmacoepidemiology & Outcome Res. (Pharmacoepi)	2	*Biostats*
Elective (Select 1)	3	*See Elective page*
Introductory Pharmacy Practice Experience I (IPPE I)	1	
Successful completion of all courses in the first professional year, IPPE I		
**Total Credits*	**19**	*Rotation, and Portfolio 1 - 4*
Portfolio 5 Requirements		
Second Professional Year – Summer 2016 Semester		
Introductory Pharmacy Practice Experience II Rotation (IPPE II)		
Portfolio 6 Requirements		

EFECTIVE FALL 2014 SEMESTER YEAR 3

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

Course Title	Credits	Prerequisite(s)
Third Professional Year – Fall 2016 Semester		
Integrated Therapeutics IIA (IT IIA)	3	*All courses **prior to** IT*
Integrated Therapeutics IIB (IT IIB)	3	*All courses **prior to** IT*
Integrated Therapeutics IIC (IT IIC)	3	*All courses **prior to** IT*
Integrated Therapeutics Lab II (IT II Lab)	4	*All courses **prior to** IT*
Pharm. Jurisprudence	2	*None*
Pharm. Compounding Lecture & Lab	1	*Pharmaceutics*
Professionalism Seminar	0	*None*
**Total Credits*	**16**	
Portfolio 7 Requirements		
Third Professional Year – Spring 2017 Semester		
Integrated Therapeutics IIIA (IT IIIA)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIIB (IT IIIB)	3	*All courses **prior to** IT IA*
Integrated Therapeutics IIIC (IT IIIC)	3	*All courses **prior to** IT IA*
Integrated Therapeutics Lab III (IT III Lab)	4	*All courses **prior to** IT IA*
Introductory Phar Pract Exp II (IPPE II) **	1	
**successful completion of all courses in the second professional year		
* *Portfolio 8 Requirements*		Rotation, and Portfolio 5-7
Total Credits	**14**	
Third Professional Year – Summer 2017 Semester		
Advanced Pharmacy Practice Experience I (APPE I)	0	Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 8
**Total Credits*	**0**	
Portfolio 9 Requirements		

EFECTIVE FALL 2014 SEMESTER YEAR 4

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM[1]
CURRICULUM

Course Title	Credits	Prerequisite(s)
Fourth Professional Year– Fall 2017 Semester		
*Advanced Pharm Pract Exper II (APPE II) *Successful completion of <u>all</u> courses up to, and including the Spring of the third professional Year with a cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9.*	15	
**Health Care Ethics *Portfolio 11 Requirements*	2	APPE I
Total Credits	**17**	
Fourth Professional Year – Spring 2018 Semester		
*Advanced Pharm Pract Exper II (APPE II) *Successful completion of <u>all</u> courses up to, and including the Spring of the third professional Year with a cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9.*	15	
**Health Care Ethics *Portfolio 11 Requirements*	2	APPE I
Total Credits	**17**	

**The list of required courses and the pre-requisites is effective beginning academic year 2013-14. The College of Pharmacy faculty approved and revised it on May 16, 2013. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.*

***Health Care Ethics course is a required interdisciplinary course. Students are required to enroll in this course either in the Fall or Spring semester of the 4th professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.*

ELECTIVES

PROFESSIONAL ELECTIVE COURSES AND THEIR PREREQUISITES CURRICULUM

Title	Pre-requisite(s)
Fall Semester	
Research in Pharmaceutical Sciences[3]	- All Department of Pharmaceutical Sciences Courses in first-year (Fall and Spring) - Minimum Cumulative GPA 2.75 - Permission of the instructor
Research in Clinical and Administrative Pharmacy Sciences (CAPS)	-All Department of CAPS Courses in first year (Fall and Spring) - Minimum Cumulative GPA 2.75 - Permission of the instructor
Anions and Cations in Biological Systems	- Pharmaceutical Chemistry I - Pharmacological Therapeutics I
Emergency Preparedness Course	- None
New Informatics Technologies in Pharmacy	-None
Molecular Modeling	-None *(Coming Fall 2021)*
Organometalic Chemistry in Drug Synthesis	- Pharmaceutical Chemistry I and II *(Coming Fall 2021)*
Spring Semester	
Research in Pharmaceutical Sciences[3]	- All Department of Pharmaceutical Sciences Courses in first-year (Fall & Spring) - Minimum Cumulative GPA 2.75 - Permission of the instructor
Research in Clinical and Administrative Pharmacy Sciences (CAPS)[3]	-All Department of CAPS Courses in first year (Fall and Spring) - Minimum Cumulative GPA 2.75 - Permission of the instructor
Global Leadership in Interprofessional Research	- None
Drugs & Elderly	- Pharmacological Therapeutics I - Biopharmaceutics
Herbal and Complementary Therapy	- Completion of all courses in the First-Year (Fall & Spring and second-year Fall
Pharmaceutical Law and Policy	- None

[3]This course is offered by several instructors, each with a different course number section (see Schedule of Course for instructors' names/sections). Enrollment may be limited. Therefore, you must obtain the instructor's written permission before registration, and you must register in the section assigned to this instructor.

COURSE REGISTRATION INFORMATION

1. A student will no longer be allowed to register for more than two (2) lecture-based IT courses in a semester
2. The two lecture-based IT courses within a particular semester must be sequential and not concurrent.
3. In order to take an IT Lab course in a semester, the corresponding IT Lecture course must either be a pre-requisite or co-requisite to the IT Lab course.
4. No courses from the previous curriculum will be available to repeat any more. Therefore, if a student received an 'F' in the previous curriculum, he/she must take a substitute course from the list attached. All policies of the previous courses will be applicable to the new courses. In other words, if a student fails in the substituted course, he/she will be considered failing the same course twice and will be dismissed from the program.

[Student should consult with the Academic Dean with questions prior to course registration]

***Effective Spring 2020**

SUMMARY OF PRE AND CO-REQUISITES OF COURSES

Course Title	Pre-Requisites	Co-Requisites
Struc & Func in Therapeutics	None	None
Pharm. Therap I	None	None
Pharm Calculations 1	None	None
Drug Informatics	None	None
Profess Pract Readiness 1	None	None
Pharm Chem I	None	None
Applications for Pharmacy Practice 1	None	All courses in semester
Biostat/Res Meth	None	None
Biopharm	PC I, II, PT I, II, Pharmaceutics, Physico-Chemical Principles	None
IT 1 - Foundations of IT	All courses prior to IT1	IT Lab 1
IT 2 - Cardiology/Crit. Care	None	IT Lab 1
IT Lab 1	None	None
Pharm Comp Lab	Pharmaceutics & Physico-chemical	None
Prin of Pharm Adm 1	None	None
Applications for Pharmacy Practice 3	None	All courses in semester
IT Lab 3	None	None
Pharm Jurisprudence	None	None

IT 5 - Oncology/Hem/Pain Palliative	None	IT Lab 3
IT 6 - Endocrine/GI/Renal	None	IT Lab 3
Applications for Pharmacy Practice 5	None	All courses except Ethics
Pharmaceutics	None	None
Pharm. Therap II	None	None
Pharm Chem II	None	None
Physico-chemical Principles of Pharmacy	None	None
Pharm Care	None	None
Pharm Calculations 2	None	None
Applications for Pharmacy Practice 2	None	All courses in semester
IT 3 - Infectious Disease/Antimicrobials	None	IT Lab 2
IT 4 - Bone, Joint and Immunology	None	IT Lab 2
IT Lab 2	None	None
Pharm & Out Res	Biostatistics	None
Pharmacokinetics	Biopharmaceutics	None
Applications for Pharmacy Practice 4	None	All courses in semester
IT 7 - Neuro/Psych	None	IT Lab 4
IT 8 - Special Populations	None	IT Lab 4
IT Lab 4	None	None
Principles of Pharm Admin 2	Pharmacy Admin 1	None
Profess Pract Readiness 2	None	None
Applications for Pharmacy Practice 6	None	All courses except ethics
Health Care Ethics*	None	None
IPPE I	All courses in P1 year	None
IPPE II	All courses in P2 year	None
APPE I/II/III	All courses in P3 year	None

DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM
COURSE DESCRIPTIONS

First Professional Year—Fall Semester

Structures and Functions in Therapeutics - *2 credits*
This course is designed to provide the student with the fundamental knowledge of the general structure and function of the human body. A short introduction to basic cell structure, tissues, human development and physiological control mechanisms & membrane transport is given at the beginning of the course to help the student acquire a better understanding of human anatomy and physiology. Instruction using the systemic approach has been adopted for this course. This method provides a better correlation among the tissues and organs and their functions of a particular system and between the systems themselves. A systemic approach also promotes the understanding of structure and function of the human body. The lectures are designed to give the student fundamental and essential knowledge of the human body's various organ systems. Slide projections, power point presentations, computer simulations and lecture outlines are used as teaching aids in this course. Work in the laboratory provides students with the opportunity to study prosecuted cadaver materials, anatomical models and physiological applications. Students are further guided by printed laboratory organization and objectives.

Pharmacological Therapeutics I – *3 credits*
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin.

Pharmaceutical Calculations I – *2 credits*
This course is an introductory development course. Quantitative skills necessary for an understanding of the 37 basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced.

Application for Pharmacy Practice I -*1 credit*
The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice I course is the first in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

Drug Informatics - *3 Credits*

This course refers to the application of technology in the delivery of drug information services. Drug information services, in turn, include responding to drug information inquiries, conducting medication use evaluations and participating in medication quality assurance programs, such as; monitoring adverse drug reactions, drug and herbal product interactions, and medications errors. This course is intended to introduce students to drug information skills required to deliver pharmaceutical care. Students will be trained to develop the skills to obtain information from various literature and reference sources to answer drug information questions efficiently. Techniques for researching and evaluating drug literature will be covered. Emphasis will be placed on systemic approaches to formulation of responses utilizing both verbal and written communication skills.

Professional Practice Readiness (PPR I) 3 Credits

This course utilizes principles of team-building and case-based learning to develop student understanding of the practical aspects of contemporary pharmacy practice. Instructors will introduce students to the Pharmacist's Patient Care Process (PPCP), covering the first three steps in the five-step process. Emphasis will be placed on both the verbal and written communication skills needed to interact with a variety of patients and across health care disciplines. Heavy focus will be placed on navigating the outpatient pharmacy setting, which involves acquiring preliminary knowledge about prescription handling and inventory management, as well as applied knowledge of OTC products and the most utilized prescription drugs. In addition, students will learn patient-counseling techniques, and develop basic physical assessment and clinical writing skills.

Pharmaceutical Chemistry I- *3 Credits*

The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin.

First Professional Year—Spring Semester

Pharmaceutics - *4 Credits*
The design of the course is based on the integration of the study of physicochemical principles of pharmacy with formulation and preparation of pharmaceutical dosage forms. The integration is done within each main class of pharmaceutical dosage forms. The study of the physicochemical principles of pharmacy serves as a prologue to the materials covered in each section. Then the application of the knowledge of the physicochemical principles of pharmacy to the rational formulation, preparation/compounding, quality control, stability, packaging and storage of pharmaceutical dosage forms follows directly after the study of the physicochemical principles for each module (i.e., each major class of dosage forms).

Pharmacological Therapeutics II - *3 Credits*
This is a continuation of Pharmacological Therapeutics I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin.

Pharmaceutical Chemistry II - *3 Credits*
This is a continuation of Pharmaceutical Chemistry I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin.

Physico-Chemical Principles of Pharmacy – *2 credits*
Drug action is dependent on a range of physico-chemical principles. These relate not only to the drug substance, or active pharmaceutical ingredient, but also to the excipients used in the production of the dosage form. An understanding of these physico-chemical principles affords a better understanding of drug action, and an appreciation of the factors that may influence such drug action. Course work and laboratory exercises relating to physico-chemical principles are not part of the pharmacy curriculum since the emphasis is on the clinical aspects. However, this course has been designed to provide a basic understanding of the factors involved. Various examples will be discussed during class time which may, in some instances, also include a laboratory demonstration. The latter affords students the opportunity to observe certain effects where physico-chemical principles play a role.

Pharmaceutical Care or Pharmacy Care – *3 credits*
This course is an introductory development course. Quantitative skills necessary for an understanding of the 37 basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced.

Application for Pharmacy Practice 2 -*1 credit*

This is a continuation of Application in Pharmacy Practice I course. The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice I course is the first in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

Pharmaceutical Calculations II – *2 credits*

This course is the continuation of Pharmaceutical Calculation I course. Quantitative skills necessary for an understanding of the 37 basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced.

First Professional Year—Summer Semester

Introductory Pharmacy Practice Experience I (-021) 4 *Credits*
The primary goal of Introductory Pharmacy Practice Experiences (IPPEs) is to provide the student with an opportunity to experience a broad range of pharmacy practice experiences early in the student's academic career. IPPEs are characterized by various assignments provided to students from their P1 through P3 including actual practice experiences in community and institutional settings. IPPE provides an introduction to the profession and continue in a progressive manner leading to entry into Advanced Pharmacy Practice Experiences (APPEs) that they will complete during the fourth professional year. *Prerequisite: Successful completion of all courses in the first professional year, the IPPE I Rotation, and Co-curricular Requirements.*

Second Professional Year—Fall Semester

Integrated Therapeutics 1 *Foundations of Integrated Therapeutics* (-326) *3 Credits*
Module Content: Assessment of Therapy and Pharmaceutical Care, Interpretation of Clinical Laboratory Tests, Herbs and Nutritional Supplements, Anaphylaxis and Drug Allergies, Managing Acute Drug Toxicity & Clinical Toxicology, Delivering Culturally Competent Care, Acid-Base Disorders, Fluid and Electrolyte Disorders, Drug Interactions, Pharmacogenetics, Geriatrics, Obesity, and Pediatrics.

The course will be taught by the clinical faculty to provide instruction utilizing both didactic and practical experience sessions. The course is organized by organ systems of the human body and various diseases associated with them. Students will learn about the pathophysiology and pharmacotherapy of various disease states that health care practitioners (pharmacists) may encounter in their practice settings. Students will learn to make appropriate therapy choices, define goals of therapy, and learn to assess whether these goals are being achieved. Students will learn to create, implement and monitor pharmaceutical care plans. A goal of this course is to prepare students with the ability to render pharmaceutical care and participate successfully for the experiential program.

The course is structured in a modular format and complemented with Integrated Therapeutics Laboratory. In order for students to achieve the course goals and objectives, a variety of teaching methods will be applied. Students will participate in traditional lectures, small group discussions, and practical laboratories to reinforce didactic teachings and other learning accesses. *Prerequisite: All courses prior to IT1*

Integrated Therapeutics 2 *Cardiovascular Disorders/Critical Care* (-327) *3 Credits*
Module Content: Hypertension, Heart Failure, Venous Thromboembolism, Hyperlipidemias, Ischemic Heart Disease, Arrhythmias, Pulmonary Arterial Hypertension, Myocardial Infarction, Shock, and Peripheral Vascular Disease.

The course is structured in a modular format and complemented with Integrative Therapeutics Laboratory with lectures, labs and onsite practice activities led by clinical faculty. In order for students to achieve the course goals and objectives, a variety of teaching methods will be applied. Students participate in traditional lectures, small group discussions, practical laboratory exercises, onsite senior shadowing with direct patient care activities, SOAP case write-ups, SOAP presentations and Oral exam to reinforce didactic teachings and overall student learning; however, the primary focus of the module is provided by traditional lectures.

The Cardiovascular Module engage students in learning about the pathophysiology and pharmacotherapy of various disease states that affect the heart and vasculature with an emphasis on addressing practical information relevant to the practice of pharmacy. Students will learn to make appropriate therapy choices, define goals of therapy, and learn to assess whether these goals are being achieved. Students will learn to create, implement and monitor pharmaceutical care plans. A goal of this course is to introduce students to patient-specific cardiovascular disease state management and enhance their clinical skills.

Integrative Therapeutics Lab I complements the didactic Integrative Therapeutics I Cardiovascular Module course and facilitates the process of team building by making the basic knowledge taught in the didactic course "come alive" in structured case studies lab exercises. Thus, the didactic lecture material will be expanded, reinforced and made practical by the case-based learning method. Cases will cover material taught in prior semesters to ensure adequate understanding of both the basic sciences and clinical application of therapeutics. Practice skills on the key assessment parameters required for optimal pharmaceutical care of a patient will be enforced. Assessment skills covered in the lab are those needed to make effective drug therapy decisions or recommendations and monitor the patient's response to drug therapy. These include interpretation of laboratory information, physical assessment, disease and drug monitoring, and case evaluation.

Integrated Therapeutics Laboratory I (-329) 4 *Credits*
Group facilitated discussion has been proven to be an aid in learning for students in health professions. Integrative Therapeutics Lab I is a separate course from the didactic Integrative Therapeutics I course and is not designed to prepare students to pass exams given as a requirement of Integrative Therapeutics I. The Lab is designed to facilitate the process of team building by making the basic knowledge taught in the didactic course "come alive" in structured case studies lab exercises. Thus, the didactic lecture material will be expanded, reinforced and made practical by the case-based learning method. Cases will cover material taught in prior semesters to ensure adequate understanding of both the basic sciences and clinical application of therapeutics. Practice skills on the key assessment parameters required for optimal pharmaceutical care of a patient will be enforced. Assessment skills covered in the lab are those needed to make effective drug therapy decisions or recommendations and monitor the patient's response to drug therapy. These include interpretation of laboratory information, physical assessment, disease and drug monitoring, and case evaluation. *Prerequisite: None.*

Biopharmaceutics (-313) ***3 Credits***

This course discusses basic concepts in pharmacokinetics (kinetics of drug absorption, distribution and elimination); bioavailability (rate and extent of absorption); influence of physicochemical, formulation, physiologic and disease variables on pharmacokinetics and bioavailability; and rationale for drug and dosage selection and monitoring in patient care. *Prerequisites: Pharmaceutical Chemistry I&II, Pharmacological Therapeutics I&II, Pharmaceutics and Physico-chemical principles of pharmacy.*

Biostatistics/Research Methods (-316) ***4 Credits***

This course serves as an introduction to the principles of biostatistics, study design and analysis. Students will learn basic statistical methods using contemporary computer-based statistical packages, and the application of statistics to pharmacy-based research. The course will introduce students to the elements of scientific research, the scientific process, and the role of research in clinical practice and pharmaceutical care. After this course, students should be able to understand the key elements of the scientific process and study design, and the application of statistical analysis to this process. *Prerequisite: None.*

Pharmaceutical Compounding Laboratory (-336) ***2 Credits***

The application of the knowledge of Physico-chemical principles to the formulation, compounding, quality control and storage of pharmaceutical dosage forms. *Prerequisite: Pharmaceutics.*

Principles of Pharmacy Administration 1: ***2 credits***

This course is an expansive and in-depth Introduction to Pharmacy Administration. It facilitates the student's management and leadership training by introducing them to a comprehensive overview of management and leadership principles, concepts and practices in pharmacy-based environments. The course further addresses the economic, administrative, entrepreneurial, innovative and human resource aspects of pharmacy practice while furthering students' knowledge on details about the US Health Care System.

Application for Pharmacy Practice 3 -*1 credit*

This is a continuation of Application in Pharmacy Practice 2 course. The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice 3 course is the third in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

Second Professional Year—Spring Semester

Integrated Therapeutics 3: ***Infectious Diseases Principles and Pharmacotherapy 4 Credits***
Module Content: Structure- Activity Relationship, Application of Pharmacokinetic – Pharmacodynamic (PK/PD) Principles, and Mechanisms of Action and Resistance for Each Class of Antimicrobial Agents. Appropriate Therapy for Community Acquired Infections Versus Hospital Acquired Infections, Recent Epidemiological Data from the Center for Disease Control and Prevention and Their Guidelines for Treatment, Preventive and Infection Control Measures, Defining the Goals of Infectious Disease Therapy, Selecting Appropriate Infectious Diseases Therapy from Among Available Choices, and Evaluating and Documenting Outcomes.

Integrated Therapeutics 4: ***Bone, Joint, and Dermatologic Disorders*** **(-328)** ***2 Credits***
Module Content: Connective Tissue Disorders, Osteoporosis, Gout / Hyperuricemia, Rheumatic disorders, Osteomyelitis/Septic Arthritis, Skin / Dermatotherapy, Drug Induced skin disorders, Acne/Psoriasis, Solid Organ Transplant –Heart, Solid Organ Transplant –Lung, Solid Organ Transplant -Liver, and Solid Organ Transplant -Kidney

Integrated Therapeutics Laboratory II (-338) 4 ***Credits***
The Integrative Therapeutics (IT) Lab II modular formatted courses which are organized by organ systems. The IT Lab 3 and 4 courses are intended to provide the student with a review of prescription and non-prescription (OTC) medications and medical devices and health care products commonly encountered in pharmacy practice. The appropriate selection, rational use, therapeutic efficacy and issues, warnings, precautions, contraindications, drug interactions, use in pregnancy and lactation of prescription and non-prescription medications will be studied. In addition, an emphasis will be placed on counseling patients on the selection and proper use of non-prescription (OTC) medications and devices. The course will provide students with opportunities for increasing their problem-solving skills through the use of a modified problem-based learning approach. Students are scheduled to attend two large group sessions each week. *Prerequisite: None*

Pharmacoepidemiology & Outcomes Research (-323) ***3 Credits***

The Pharmacoepidemiology and Outcomes Research section is an introduction to the evaluation of the scientific studies that supports the rational use of medication use in humans. The goals of this block is to provide opportunities for students to understand the concepts, methods, and applications of epidemiology, pharmacoeconomics, and outcomes studies utilized in clinical settings as well as with to provide tools to critically assess the clinical literature. In addition, the methods for the interpretational and generalization of findings from these studies relevant to medical and pharmaceutical care practice will be introduced by utilizing knowledge developed from the Research Methods/Biostatistics block. Students will be also prepared for problem-based critique sessions in the Integrative Therapeutics blocks. *Prerequisite: Biostatistics/ Research Methods.*

Pharmacokinetics (-314) ***4 Credits***

At the end of the course, the student should have acquired competency in the selection, design and adjustment of drug dosing regimens to optimize patient therapy on the basis of the patient's age and disease condition and the drug's pharmacokinetic and pharmacodynamic properties. Special emphasis is placed on those drugs with narrow therapeutic windows, which require therapeutic monitoring. *Prerequisites: Biopharmaceutics*

Application for Pharmacy Practice 4 -*1 credit*

This is a continuation of Application in Pharmacy Practice 3 course. The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice 4 course is the fourth in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

Second Professional Year—Summer Semester

Introductory Pharmacy Practice Experience II (-022) ***4 Credit***

The primary goal of Introductory Pharmacy Practice Experiences (IPPEs) is to provide the student with an opportunity to experience a broad range of pharmacy practice experiences early in the student's academic career. IPPEs are characterized by various assignments provided to students from their P1 through P3 including actual practice experiences in community and institutional settings. IPPE provides an introduction to the profession and continue in a progressive manner leading to entry into Advanced Pharmacy Practice Experiences (APPEs) that they will complete during the fourth professional year. *Prerequisite: Successful completion of all courses in the first professional year, the IPPE II Rotation, and Co-curricular Requirements.*

Third Professional Year—Fall Semester

Health Care Ethics* - ***2 Credits***

This course introduces students to ethical and to bioethical issues confronting healthcare providers within the practice setting. The course introduces students to how ethical theory and principles work to critically analyze and construct well concerned responses to ethical dilemmas. By utilizing the Beaubeu Grid method to collect and analyze case information students will refine their critical thinking skills (both verbal and written) as they read, write, discuss, and resolve the case material presented in class. Emphasis on collaborative dialogue between and among the disciplines

represents the hallmark of this course. Finally, the course will familiarize students with ethical and legal considerations, patient-provider relationships, professionalism, and the concepts of moral reasoning. *Prerequisites:*

Integrated Therapeutics 5: ***Hematology/Oncology/Pain Palliative - 3 Credits***
Module Content: Neoplastic Disorder: General Principles and Pathophysiology, Principles of Drug Therapy, Acute Myelogenous Leukemia & Acute Lymphocytic Leukemia, Chronic Myelogenous Leukemia & Chronic Lymphocytic Leukemia, Breast Cancer, Lung Cancer, Ovarian and Cervical Cancer, Bone Marrow Transplantation, Prostate Cancer, Acute and Chronic Pain Therapeutics, Lymphomas, Colorectal Cancer, Anemias, Hemoglobinopathies, Renal Cancer, Supportive Care, Death and Dying,

Integrated Therapeutics 6: ***Endocrine/GI/Renal - 3 Credits***
Module Content: Diabetes Mellitus, Thyroid Diseases, Adrenal Diseases, Pituitary Gland Disorders, Acute and Chronic Renal Failure, Dialysis and Drug Loss Issues, Alcoholic Cirrhosis, Portal Hypertension, Drug-Induces Liver Disease, Hepatitis, Peptic Ulcer Disease / Zollinger-Ellison Syndrome, Gastroesophageal Reflux Disease, Stress-Related Gastrointestinal; Bleeding, Infectious Gastritis / Pancreatitis, Disorders of the GI Systems: Cholecystitis, Appendicitis, Diverticulitis, Hemorrhoids, Peritonitis, Nausea and Vomiting, Constipation and Diarrhea, Irritable Bowel Syndrome, Inflammatory Bowel Diseases (Ulcerative Colitis and Crohn's Disease), and Nutrition (parenteral / Enteral/ Pediatric).

Integrated Therapeutics Laboratory III (-338) 4 ***Credits***
The Integrative Therapeutics (IT) Lab III modular formatted courses which are organized by organ systems. The IT Lab 5 and 6 courses are intended to provide the student with a review of prescription and non-prescription (OTC) medications and medical devices and health care products commonly encountered in pharmacy practice. The appropriate selection, rational use, therapeutic efficacy and issues, warnings, precautions, contraindications, drug interactions, use in pregnancy and lactation of prescription and non-prescription medications will be studied. In addition, an emphasis will be placed on counseling patients on the selection and proper use of non-prescription (OTC) medications and devices. The course will provide students with opportunities for increasing their problem-solving skills through the use of a modified problem-based learning approach. Students are scheduled to attend two large group sessions each week. *Prerequisite: None*

Pharmaceutical Jurisprudence - *2 Credits*

The course involves an examination of the laws and regulatory issues pertaining to the practice of pharmacy. Specifically, the course will focus on pertinent sections of the Federal Controlled Substances Act, Food Drug and Cosmetic Act, as well as an overview of the state board of pharmacy acts and rules governing Virginia, Maryland, and the District of Columbia. *Prerequisite: None.*

Application for Pharmacy Practice 5 -*1 credit*

This is a continuation of Application in Pharmacy Practice 4 course. The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice 5 course is the fifth in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

** Health Care Ethics and Recitation is a required interdisciplinary course. Students are required to enroll in this course either in the fall or spring semester of the 3rd professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m.*

Third Professional Year—Spring Semester

Health Care Ethics* - *2 Credits*
This course introduces students to ethical and to bioethical issues confronting healthcare providers within the practice setting. The course introduces students to how ethical theory and principles work to critically analyze and construct well concerned responses to ethical dilemmas. By utilizing the Beaubeu Grid method to collect and analyze case information students will refine their critical thinking skills (both verbal and written) as they read, write, discuss, and resolve the case material presented in class. Emphasis on collaborative dialogue between and among the disciplines represents the hallmark of this course. Finally, the course will familiarize students with ethical and legal considerations, patient-provider relationships, professionalism, and the concepts of moral reasoning. *Prerequisites: None*

Integrated Therapeutics 7: *Psychiatry and Neurology - 3 Credits*
Module Content: Substance Abuse Disorders, Anxiety Disorders, Dementia – Alzheimer's Disease / Vascular Dementias, Parkinson's Disease, major Depressive Disorders / Bipolar Disorders, Seizure Disorders, Withdrawal Syndromes, Headache, Schizophrenia and Psychotic Disorders, Neuropathic Pain, Fibromyalgia, Ischemic Stroke, ADHD / Tourette's Syndrome/ Enuresis, Sleep Disorders, and Multiple Sclerosis.

Integrated Therapeutics 8: *Special Populations - 3 Credits*
Module Content: Review of Pulmonary System / Drug Induced Pulmonary Disease, Respiratory Distress Syndromes / Ventilator Functions, Asthma, COPD, Cystic Fibrosis, Review of ENT System: Allergic Rhinitis / Sinusitis, Acute Bronchitis, and Common Cold, Urinary Incontinence, Women's Health – Hormone Therapy, Women's Health – Contraception, Women's Health – Infertility & Endometriosis, Women's Health – Pregnancy and Lactation, Men's Health – Erectile Dysfunction, and Ear and Eye Disorders.

Integrated Therapeutics Laboratory 4 - 4 *Credits*

The Integrative Therapeutics (IT) Lab 7 and 8 are modular formatted courses which are organized by organ systems. The IT Lab 4 courses are intended to provide the student with a review of prescription and non-prescription (OTC) medications and medical devices and health care products commonly encountered in pharmacy practice. The appropriate selection, rational use, therapeutic efficacy and issues, warnings, precautions, contraindications, drug interactions, use in pregnancy and lactation of prescription and non-prescription medications will be studied. In addition, an emphasis will be placed on counseling patients on the selection and proper use of non-prescription (OTC) medications and devices. The course will provide students with opportunities for increasing their problem-solving skills through the use of a modified problem-based learning approach. Students are scheduled to attend two large group sessions each week. *Prerequisite: None.*

Professional Practice Readiness (PPR II)

This course is designed to assess the skills of 3rd-year pharmacy students using an active learning format. All five steps of the Pharmacist's Patient Care Process (PPCP) will be covered, and students must demonstrate, through fulfillment of the ACPE-derived core competencies, mastery of the pre-APPE domains. As an addendum to the course, students are expected to complete structured patient care activities (MTM) at designated sites that will enhance knowledge and skills in care delivery. Students will also be required to complete at least 1 encounter related to inter-professional education (IPE).

Application for Pharmacy Practice 6 -*1 credit*

This is a continuation of Application in Pharmacy Practice 5 course. The course will be co-coordinated by clinical and basic science faculty, who will provide instruction utilizing both didactic and practical teaching modalities. The applications for pharmacy practice 6 course is the sixth in a longitudinal series of courses meant to fully integrate knowledge and skills acquired from each course running during the same semester. It aims to incorporate the entrustable professional activities (EPAs), which emphasize practical applications for being a clinical pharmacist, using interactive and case-based learning activities during scheduled 3-hour sessions. Students will learn the purpose of the material taught in each course as well as how that material may be applied in practice-based real-world scenarios.

Principles of Pharmacy Administration 2*: 2 credits*

This course is an expansive and in-depth application of the materials taught in Principles of Pharmacy Administration 1. It facilitates the student's application of management and leadership training using case-based approaches and projects to develop and master techniques learned in Principles of Pharmacy Administration 1. The course further addresses the economic, administrative, entrepreneurial, innovative and human resource aspects of pharmacy practice in the context of the US Health Care System from a pharmacist perspective. *Prerequisite: Principles of Pharmacy Administration 1*

** Health Care Ethics and Recitation is a required interdisciplinary course. Students are required to enroll in this course either in the fall or spring semester of the 3rd professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m.*

Third Professional Year—Summer Semester

Advanced Pharmacy Practice Experience I (-420) ***10 Credits***

The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. *Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; co-curricular requirements, and the successful completion of PCOA*

Fourth Professional Year—Fall Semester

Advanced Pharmacy Practice Experience II (-421) ***15 Credits***

The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. *Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50.*

Fourth Professional Year—Spring Semester

Advanced Pharmacy Practice Experience III (-422) ***15 Credits***
The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. *Prerequisites: Successful completion of all courses up to, and including, the third year; and attaining a minimum cumulative GPA of 2.50.*

Electives** (Fall)

Research in Clinical Administrative Pharmacy Sciences (-302) ***3 Credits each***
The course deals with an introduction to techniques and methodologies in clinical pharmacy research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, drug therapy clinical studies or pharmacy administration topics, and analysis and interpretation of data for a written report. *Prerequisites: Minimum cumulative GPA of 2.75 and permission of the instructor.*

Research in Pharmaceutical Sciences (-302) ***3 Credits each***
The course deals with an introduction to techniques and methodologies in pharmaceutical sciences research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, analysis and interpretation of data for a written report. *Prerequisites: All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.*

Anions and Cations in Biological Systems (-320) ***3 Credits***
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of inorganic medicinal agents. *Prerequisites: Pharmaceutical Chemistry I and Pharmacological Therapeutics I.*

Emergency Preparedness Course ***- 3 Credits***
The purpose of this course is to train health care professional students on their role in preparing citizens to be better prepared to respond to emergencies in their communities. This course will train students to provide critical support to first responders, immediate assistance to victims and help organize spontaneous volunteers at a disaster site. Lastly students will learn how to coordinate outreach efforts to improve community resilience. Completion of this course will help meet the training requirements to be a volunteer for the Capitol City Pharmacy MRC.

New Informatics Technologies in Pharmacy ***3 Credits***

Virtual Reality (VR), Augmented Reality (AR), and Artificial Intelligence (AI) have been broad and fast-growing subfields of Informatics Technologies in recent years. We've heard all the media buzz, so what are the science, technology, and art issues to building these immersive and compelling experiences? And what are the impacts of those powerful techniques on traditional healthcare businesses, especially the Pharmacy as a profession? This course provides an overview of history, methods, and applications of VR, AR and AI. It covers current topics of hardware, software, interaction, psychology, algorithms (particularly machine learning), problem solving, and research that are involved in those technologies. In addition to the lectures, there will be course projects that the user will build their own virtual environments in Pharmacy settings, using novel interface and display devices. The apps and sample codes will be provided. However, the lectures will not provide

any support to completing the projects, but rather to complement the learning. In the end, this course will inform the way the PharmD students can approach and contribute to those emerging technologies, thus prepare them well for the future development. *Prerequisites: None*

Molecular Modeling – 3 credits
The course includes 4 units teachings on computational chemistry, molecular modeling, elements of chemoinformatics, and drug design and discovery. Unit 1 focuses on experimental aspects and computer models of molecules and their behavior in gas and condensed phases; quantum and molecular mechanics etc. Unit 2 focuses on molecular modeling which includes ligand based Drug Design, Quantitative structure-activity relationships (QSAR)- Introduction of Molecular Descriptors (1D,2D and 3D), Statistical analysis- Linear and Non linear Methods etc. Unit 3 focuses on history of chemoinformatics, definition of chemoinformatics, chemical structure representation as well as introduction to chemical structure file formats etc. Lastly, Unit 4 focuses on drug design and discovery of contour of Drugs –-Development of New Drugs – molecular recognition in drug design- Introduction to molecular diversity etc.

Organometalic Chemistry in Drug Synthesis – 3 Credits
This course is designed to introduce the students to the advanced concepts of organometallic chemistry and its applications towards the synthesis of biologically interesting compounds, such as drugs and drug-like molecules. The course will emphasize the underlying principles of reactivity, transition state analysis, name reactions and applications in heterocyclic chemistry.

Electives* (Spring)

Herbal and Complementary Therapy (-242) *3 Credits*
Herbal and Complementary Medicines, including phytomedicine, are becoming an integral part of our society and the growing self-medicating trend among consumers. This course is designed to provide students with the background that they need to advise patients on the sensible use of herbs and to promote public health and safety. Emphases will be placed on the need for phytomedicinals as alternative therapies, the safety and efficacy of herbal preparations, and the role of pharmacists in helping consumers select useful and safe herbal products. The regulatory and legislative aspects of marketing and selling phytomedicinals in the U.S. will also be discussed. Readings will include relevant articles and publications. *Prerequisites: Pharmaceutical Chemistry I & II.*

Drugs & Elderly (13228-220) *3 Credits*
This course is an interdisciplinary course designed to sensitize the student to the special physiological, psychological, sociological, and economic aspects of aging. In addition, special attention will be given to specific drug problems and solutions to these problems. *Prerequisites: Pharmacological Therapeutics I and Biopharmaceutics.*

Pharmaceutical Law and Policy (17488-318) *3 Credits*
The Pharmaceutical Law and Policy course is designed to provide students with an understanding of key legal and policy issues (past and present) associated with and that shape the practice of pharmacy. *Prerequisites: None.*

Research in Pharmaceutical Sciences (-302) *3 Credits each*
The course deals with an introduction to techniques and methodologies in pharmaceutical sciences research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, analysis and interpretation of data for a written report. *Prerequisites: All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.*

Research in Clinical Administrative Pharmacy Sciences (-302) ***3 Credits each***

The course deals with an introduction to techniques and methodologies in clinical pharmacy research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, drug therapy clinical studies or pharmacy administration topics, and analysis and interpretation of data for a written report. *Prerequisites: Minimum cumulative GPA of 2.75 and permission of the instructor*.

Global Leadership in Interprofessional Research (IPE) ***3 Credits***

This course was developed as a partnership between the Howard University College of Nursing and Allied Health Sciences, the Howard University College of Pharmacy, and the University of the West Indies in Mona, Jamaica. Through a series of online lectures, interdisciplinary learning exercises, and scholarly writing activities, students will learn about their role in public health research. They will develop a report and have open dialogue across professions to enhance baseline knowledge and skills in health sciences research, with a focus on public health. Special emphasis will be placed on cultivating a deeper understanding of the United States' (US) healthcare system compared to that of a different country. Students will use research principles to explore how these systems affect various health care professions, as well as the global patient communities that they serve. Salient themes of interprofessional collaboration, leadership, public health research, global health, and cultural awareness will be covered throughout the course content. **The course will include a 7-day trip to Jamaica**. Here, students will implement team-based research projects at local health centers, participate in guided tours of health care facilities as well as cultural landmarks that teach about the evolution of healthcare in Jamaica. Finally, students will participate in a service learning activity (a community health fair) in collaboration with health science students at University of West Indies in Jamaica. **This hybrid course will be taught online with three in-class meetings. Prerequisites: None*

****Please note: This list is subject to change without prior notice.***

IMMUNIZATION CERTIFICATION

APhA's Pharmacy-Based Immunization Delivery certificate training program will be held for all P2 students during the FALL semester. The training certificate will expire within 3 years of issuance. In order to apply for authority to provide immunizations in most states, a valid certificate must be presented with the application for licensure. Students that matriculate and graduate on-time should be eligible to utilize the certificate if they apply for licensure by September after graduation. Students that miss the opportunity to attend immunization training due to a scheduling conflict or students with an expired certificate will be allowed to participate in the immunization training but will have to pay a training fee of $135.00.

MEDICATION THERAPY MANAGEMENT CERTIFICATION

APhA's Delivering Medication Therapy Management Services will be held for all P3 students during the SPRING semester. The training certificate will expire within 3 years of issuance.

ACADEMIC POLICIES FOR THE PROFESSIONAL PROGRAM (Pharm.D.)

INTRODUCTION

1. This Academic Policy supersedes all previous policy revisions.
2. In accordance with the College of Pharmacy's mission and while preserving the integrity of its educational programs, the Faculty will exercise its responsibility to deny student status or graduation to a student who fails to meet the program's academic standards, who is ill and whose illness prevents effective study or practice, who grossly neglects his/her academic or professional practice responsibilities, who violates standards of honesty, or who clearly demonstrates a disregard for professional standards of conduct.
3. Students must complete all requirements in order to be promoted to the next professional year or to be recommended for graduation.

HEALTH SCIENCES HEALTH REQUIREMENTS

Students entering the Professional Practice program must receive additional immunization and must be cleared by the University Health Center 30 days prior to entering the Professional Practice Experience program.

A medical hold will be placed on all students who have not submitted documentation of all immunizations required by the District of Columbia and in adherence to the University policy. This medical hold may result in interruptions in a student's academic schedule and/or affect the student's eligibility for University Housing.

To avoid a medical hold, students whose immunizations are incomplete should:

- Submit the required documentation immediately via MedProctor or;
- Make an appointment with their physician or clinic to receive the immunizations or
- Contact the Student Health Center for clarification and/or to receive the required immunizations

You must use the MedProctor forms, visit www.secure.medproctor.com and complete the items.. Do not send any forms to the student health center. The Student Health Center located at 2139 Georgia Avenue, NW, Suite 201, Washington, DC 20059. Please contact the Student Health Center directly if you have any questions at (202) 806-7540.

PHYSICAL & IMMUNIZATION REQUIREMENTS

PHYSICAL EXAMINATION: Each student admitted to the Doctor of Pharmacy program is required to have a physical examination at his/her own expense. The results of the physical examination must be signed by a licensed physician.

NOTE: A health clearance verified by the University Student Health Center of Howard University through MedProctor (MP) is required of all students prior to participating in any pharmacy practice experience course.

IMMUNIZATIONS: HEALTH SCIENCE REQUIREMENTS o **If you are not age 26** by AFTER AUGUST 1, you must show proof of the following: ▪ Physical exam within 1 year ▪ MMR (measles, mumps and rubella) vaccine (2 shots) ▪ Polio vaccine – if under age 18 (3 shots) ▪ Meningococcal vaccine – booster after age 16 (mandatory living on campus) ▪ Current negative TB screening (within 6 months of classes starting) ▪ Hepatitis B vaccine series (3 shots) ▪ Tdap within 10 years ▪ Varicella vaccine (2 shots) or proof of chickenpox o **If you are age 26** by AUGUST 1, you must show proof of the following: ▪ Physical exam within 1 year ▪ Tdap within 10 years ▪ Current negative TB screening (within 6 months of classes starting) ▪ Meningitis vaccine booster – after age 16 (can waive if off campus)
AND QUANTITATIVE blood titers to Measles, Mumps, Rubella, Varicella and Hepatitis B. You must upload the lab test results. You also need one of the following ▪ 2 TB skin tests within 21 days ▪ Blood test for TB ▪ Chest x-ray from the past year

Also, all students are required to receive the ***influenza (flu)*** vaccine yearly. A flu mobile clinic will be organized at the College of Pharmacy for all students in the fall as a provided service by the Howard University Student Health Center.

If you have any questions concerning this requirement, please contact the University Student Health Center in the Medical Arts Building, 2139 Georgia Avenue, N.W., Washington, D.C., Telephone: (202) 806-7540/7558.

Students entering the Pharmacy Practice Experience Program must receive additional immunizations and must be cleared by the University Student Health Center thirty (30) days prior to entering the Pharmacy Practice Experience Program. Arrangements will be made by the Department of Clinical and Administrative Pharmacy Sciences to obtain the necessary immunizations for students entering pharmacy practice. **A current physical examination is required**.
All required health forms must be submitted directly to MedProctor (MP) for verification. Student should contact MP customer service with questions and concerns. Student Health Center will no longer accept any paper (mail, email, fax, etc) directly from students. Visit https://www.medproctor.com/ to set up student accounts and follow instructions through completion. Click on the live chat link to communicate directly with MP's customer service team.
Students may visit http://huhealthcare.com/healthcare/students to read the welcome letter, a notice about how to clear a medical hold ad view the MP instructional video.

HIPAA PRIVACY AND SECURITY TRAINING

To meet this government mandated requirement, Howard University Health Sciences Compliance Office requires all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security online training.

All students who have completed HIPAA Security Training must print 2 copies, keep 1 copy and bring in 1 copy of the HIPAA Training Certification Form to the College of Pharmacy's Office of the Dean for documentation. Please contact the Howard University Health Sciences Compliance Office directly at (202) 865-7485 with HIPAA questions and concerns.

Please note: all students must show proof of HIPAA online training on or before September 1 of their entrance year prior to participating in the IPPE and APPE Pharmacy Practice Experience courses.

ACPE TECHNICAL STANDARDS POLICY

Students admitted to the Doctor of Pharmacy Program at Howard University are expected to successfully fulfill College of Pharmacy-approved technical standards to ensure an ability to attain competence in core Accreditation Council of Pharmacy Education Accreditation Standards and Guidelines Curriculum Standards (https://www.acpe-accredit.org/standards/default.asp). Students are required to sign and submit the Technical Standards Commitment Form verifying their ability to accomplish these skills prior to PharmD matriculation.

The Howard University College of Pharmacy receives admissions applications from a diverse group of applicants including students with disabilities. Reasonable accommodations for these technical standards will be provided, where feasible, in accordance with University guidelines and applicable law. Any student wishing to request an accommodation based on a disability should contact a staff member in the Office of Student Affairs. The University's Office of Student Services on campus will coordinate reasonable accommodations for students with documented disabilities. In the event that a student cannot fulfill these standards with or without reasonable accommodations, the student will be ineligible for admission or continued enrollment in the program.

Any questions or concerns about adherence to these Technical Standards should be directed to the Associate Dean of Academic Affairs and Assessment.
Observation: Students must have the ability to independently observe and evaluated materials and processes demonstrated through a variety of activities such as demonstration, experiments, physical assessments and professional and clinical practice, in classrooms, laboratories, and patient care areas.

Communication Skills: As appropriate for each stage of their education, students must have the ability to understand and communicate fluently in oral and written English, be cognizant of nonverbal communication, and to have the ability to work in student and health care teams.

Analysis and Synthesis: As appropriate for each stage of their education, students must have the ability to identify, analyze, and synthesize and apply relevant information in independent professional and health care team contexts that are increasingly realistic and culminate in practice settings.

Professional Conduct: Student must have the ability to demonstrate responsible professional and ethical behavior and demonstrate compassion, integrity, and respect for their patients and colleagues, and for the privacy of health care information.

CODE OF PROFESSIONALISM FOR HOWARD UNIVERSITY COLLEGE OF PHARMACY STUDENTS, FACULTY AND STAFF

PROFESSIONALISM MISSION STATEMENT

The Howard University College of Pharmacy is dedicated to providing pharmaceutical education of excellent quality to students with high academic, scholarship and leadership potential. Consistent with the College's missions, commitments and other policies, the purpose of this code is to set forth with more clarity the College's expectations for the **professional conduct of its students, faculty, staff, and administrators**. This code is intended to be consistent with and amplify existing University and College of Pharmacy policies, rather than supplant any policy.

A climate of respect, civility and cooperation among students, faculty, staff and administrators is essential to achieving excellence in research, education, clinical care and university and community service. Therefore, the College places a high priority on professionalism. Under the umbrella of professionalism lies an extended set of responsibilities that includes civil and courteous behavior, respect for teachers, students, supporting staff and colleagues, open and honest communication, respectful dissent, support for the College's missions and active and timely participation in education and mentoring activities.

Although these qualities and behaviors may be more difficult to evaluate than research, scholarship, teaching and other traditional measures of academic performance, they are critical to the missions of the College of Pharmacy.

PROFESSIONALISM CORE VALUES

The Howard University College of Pharmacy claims certain foundational principles of values upon which its entire existence stands. They include ***Leadership, Excellence, Accountability, Diversity, Engagement, Relationship, and Service.*** All students at the Howard University College of Pharmacy have the duty to observe and uphold and accept these values as part of the students, faculty, and staff ethical code of conduct.

Leadership

Leadership is a key component to sustaining a positive education. Student pharmacists, faculty and staff are expected to take a proactive stance to foster a professional environment.

Excellence

Excellence is the cornerstone of our academic programs. As part of the ethical code of conduct, student pharmacists, faculty and staff should foster an environment of academic excellence and professional growth for their colleagues.

Accountability

Accountability strengthens the culture, breeds excellence, sets expectations, ensures ownership, builds trust, achieves common goals, helps define the mission, sets performance indicators, defines reality, and empowers the team. Students, faculty, and staff are held accountable of their actions.

Diversity

Howard University exemplifies diversity and respect for all cultural groups in every aspect of our program. Student pharmacists, faculty and staff are expected to respect the cultural diversity and strive for cultural competency both in academic and professional practice settings.

Engagement

Howard University recognizes that engagement is a strong factor and predictor in academic success and persistence. Faculty and staff are expected to be proactive, enthusiastic about their work, and open to engage students in and out of the classroom to motivate them to higher goals.

Relationship

Fostering community-wide and global relationships is critical to our college's missions. Through strategic and synergistic engagement, faculty, staff, and students are expected to commit to increasing network of alumni, supporters, and other stakeholders.

Service

Service to the nation, and the global community, has been and continues to be one of the primary missions of Howard University. Student pharmacists, faculty and staff should not engage in activities that will not be of service to the college and the community.

GENERAL PROFESSIONALISM CODE OF CONDUCT POLICY*

Attire

- An appropriate level of professionalism by being appropriately dressed and groomed for all activities for faculty, staff, and students.
- Appropriateness includes wearing non-revealing and properly fitted clothing.
- Appropriateness is dictated by the activity, occasion, and standards of the individual's responsibilities. Laboratory attire is also dictated by safety standards.

Professional Dress during Pharmacy Practice Experiences and Laboratory Courses*

- Students must arrive at their pharmacy practice experience sites and laboratory courses in professional attire. Jeans and sneakers are absolutely forbidden. Open-toed shoes and sandals should not be worn to the pharmacy practice experience site and/or laboratory courses. Students must also wear socks/stockings at the pharmacy practice experience site and laboratory courses.
- Shirts and ties must be worn accordingly by students.
- Clean white SHORT pharmacy jackets are required to be worn to the pharmacy practice sites. Clean white LONG pharmacy jackets are required to be worn to the laboratory courses. At all times, student attire and demeanor must be professional and exemplary.
- Students are required to have good personal hygiene. Use of perfumes and colognes should be held to a minimum since excessive use can provoke allergic responses in patients and colleagues.
  Violations of the dress code may lead to disciplinary action including but not limited to immediate dismissal from pharmacy practice experience site and laboratory courses.

*This professional dress guideline also applies for when the College of Pharmacy has special guests (i.e. leadership lecture series)

***Dress Code for Students* during Pharmacy year 1 through year 3 Classroom Courses**

The following are **prohibited** for all students in the College of Pharmacy:

1. Flip-flops
2. Sagging pants exposing undergarments
3. Shorts above the mid-thigh
4. Skirts two or more inches above the knee
5. Hats are not allowed-except those for religious or medical reasons
6. Any clothes that reveal back, abdomen, cleavage, undergarments (i.e., underwear, halter tops, brassiere) and majority of the shoulder area is unacceptable
7. Half shirts
8. Holes in any item of clothes
9. Suggestive or offensive language on t-shirts that advocate sex, alcohol, profanity, and/or drugs

Clothes should be clean & pressed.

Ethically Sound Decision Making and Moral Behavior

- Show respect to students, faculty, staff, and administrators by listening to others' points of view in a courteous and respectful manner and using appropriate body and verbal language during conversations and in class.
- Recognize position as a professional, emphasizing the need to develop positive interactions with others.

- Avoid disruptive behaviors that may contribute to exploitation, harassment, or discriminatory treatment of students, faculty, staff, and administrators. Disruptive behaviors include verbal attacks that are personal, rude, disrespectful, belittling or threatening.
- Resolve conflicts and address them in a non-threatening, constructive and private manner.

Service-minded Orientation

- Turn off or silence cell phones and other electronic devices in shared offices, meetings and class unless an emergency situation has arisen.
- Serve others including students, faculty, staff, and administrators by working in collaboration for a successful academic experience for all student pharmacists.
- Participate in college, university, local, regional, national committees/organizations to provide professional contribution

Pride in the Profession and a Dedication to Advance its Value to Society

- Speak highly of the pharmacy profession and as to not discourage students from learning and accepting their role within the profession.
- Support Howard University College of Pharmacy in order to encourage students to take an active role in its development.

Conscientiousness, Integrity and Trustworthiness

- Uphold academic integrity by avoiding intellectual theft of any kind. Avoiding plagiarism, cheating on academic assessments, falsification, and facilitation of intellectual theft.
- Keep student educational records confidential with respect to requests made by all persons other than appropriate College officials.

Accountability, Flexibility and Punctuality

- Provide students and colleagues with timely, constructive and accurate feedback and prevent undue and unexcused delay in evaluating student work (ex. Email, face to face, telephone, etc.)
- Maintain the rules of the faculty in the conduct of courses to meet in class on time, keep office hours, or to hold examinations as scheduled. Office hours are to be upheld and available for student access as a priority during this time.
- Faculty, staff, and students must respond to emails and phone calls within 2 business days when school is in session; or as indicated in their *Out of Office Assistant* email message.

Leadership

- Maintain all licenses and certifications required for their positions, participate in education and training as necessary to maintain professional competence and be fit for duty during work time.
- Demonstrate leadership in advancing the profession of pharmacy through active service in professional organizations at the local, state and national levels.
- Students' active engagement in local, state, and national organizations.

In upholding the above core values, the general professionalism code of conduct policy shall offer practical guidelines on what is expected of HUCOP professional students, faculty, and staff in the College. The actions below are considered to be in direct violation of the core values of the HUCOP:

1. Intentionally misrepresenting oneself on a resume or curriculum vitae concerning class rank, grades, academic honors, work experience, or any other matter relevant to job placement.

2. Purposely furnish false information and engage in plagiarism.

3. Engaging in disruptive behavior in class.

4. Engaging in academic dishonesty.

5. Engaging in collusion includes but is not limited to completing any portion of an assignment, report, project, experiment or exam for another student.

6. Violating the College of Pharmacy attendance policy.

7. Demonstrating inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees in the classroom or outside class functions.

8. Engaging in unauthorized use or removal of college property including computers, audio and visual equipment.

9. Engaging or perpetrate any form of theft, forgery, falsification, or fraudulent use of University property.

10. Willfully conceal or misrepresent information material to an investigation of an alleged violation of this Professional Code of Conduct when the information is sought by the Professionalism and Ethics Committee, faculty, Dean, or the Dean's designee.

11. Possession, engage in the use, and/or distribution of illegal drugs; being under the influence of alcohol or illegal substances in the classroom, office, meetings, school events, etc.

CLINICAL CODE OF CONDUCT POLICY*

The following code of conduct will guide the ethical behavior in hospitals, community pharmacies, pharmaceutical industries, research and production facilities, various rotation sites included as clinical practice experiences; and internships.

Respect and Concern for the Welfare of Patients

- Treat patients and their families with respect and dignity both in their presence and in discussions with others.
- Recognize when one's ability to function effectively is compromised and ask for relief or help.
- Recognize the limits of student involvement in the medical care of a patient and seek supervision or advice before acting when necessary.
- Not use alcohol or other drugs in a manner that could compromise themselves or patient care.

Respect for the Rights of Others

- Deal with professionals, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
- Act with an egalitarian spirit toward all persons encountered in a professional capacity regardless of race, religion, gender, sexual preference, age, national origin, physical disability, marital status, political affiliation, or socioeconomic status.
- Respect the patient's modesty and privacy.

Trustworthiness

- Be truthful in communication to others.
- Maintain confidentiality of patient information.
- Admit errors and not knowingly mislead others to promote one's self at the expense of the patient.
- Not represent himself/herself as a pharmacist, physician, physician's assistant, or other health professional.
- Accurately acknowledge the sources for all information reported. Failure to do so will be considered plagiarism.

Responsibility and Sense of Duty

- Participate responsibly in patient care or research to the best of his/her ability and with the appropriate supervision.
- Undertake clinical duties and persevere until they are complete.
- Notify the responsible person if something interferes with his or her ability to perform clinical or academic tasks effectively.

Professional Demeanor

- Maintain a neat and clean appearance, and dress in attire according to the Preceptor Experiential Education Manual.
- Be thoughtful and professional when interacting with patients and families.
- Strive to maintain composure during times of fatigue, professional stress, or personal problems.
- Avoid offensive language, gestures, or inappropriate remarks.

NOTE: The above standards of clinical conduct are based on the Code of Conduct for Duke University Medical Students and have been adapted to meet the individual needs of the Howard University College of Pharmacy. Students are expected to abide by the Clinical Code of Conduct at all times when adorning the White Laboratory Coat.

In upholding the clinical professionalism code of conduct policy, and to offer practical guidelines on what is expected of HUCOP professional students in the program, the following actions are considered to be in direct violation of the aforementioned clinical code of conduct policy:

1. Demonstrating inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites.

2. Engaging in inappropriate or disrespectful interaction with patients.

3. Engaging in unauthorized use or removal of prescription or nonprescription drugs, devices, or confidential information from the experiential practice sites.

4. Engaging or perpetrating any form of theft, forgery, falsification, or fraudulent use of University or experiential practice site property.

E-PROFESSIONALISM CODE OF CONDUCT POLICY

The Student Professional Code of Conduct at the College of Pharmacy includes an e-professionalism policy. Your email, LinkedIn, YouTube, Blogs, WebPages, Instagram, Twitter, Facebook and all other internet or world wide web based communicative networks are as much a part of your professional image as the clothes you wear. Therefore all students in the Doctor of Pharmacy program are expected to demonstrate high standards of professional behavior in all educational settings, including classrooms, laboratories, professional and clinical sites, and in non-educational settings, including the internet.

Should you choose to create or participate in a blog or other form of online posting, publishing, or discussion, you should be aware of the following HUCOP requirements pertaining to such activity.

In upholding the e-professionalism code of conduct policy, and to offer practical guidelines on what is expected of HUCOP professional students in the program, the following things should be considered:

1. If you are blogging or communicating about University or College-related matters, you must make it clear that you speak for yourself and not for the University or College. The easiest way to ensure that you are not in violation of this obligation is to refrain from mentioning the University or College by name.

2. Be mindful that what you write will be public for a long time, and understand that you are personally responsible for what you post.

3. You must comply with all University and College policies, including but not limited to confidentiality, the University and College's policies prohibiting workplace discrimination and harassment and those regarding respectful or proper treatment of faculty, staff, parents, preceptors, alumni, students, and our partners in education.

4. You must refrain from posting pictures of or discussing students and their families, including their names (unless written consent is provided through the use of a Video and Photo Release Form). Even minor comments about a student may be a breach of confidentiality.

5. You should take care to be truthful in your communications and refrain from making defamatory statements against the University or College, our co-workers, faculty, staff, parents, preceptors, alumni, students and our partners in education.

6. Violations of this policy can result in discipline, up to and including dismissal from the College of Pharmacy.

VIOLATIONS

At times, unprofessional lapses in professional behavior by faculty, staff, administrators or students may be witnessed. Reporting systems have been implemented to ensure corrective actions are taken in a manner that is fair, confidential and constructive.

- *(**For Faculty and Staff**): For breaches, notice should first be brought to the attention of the department chair (for faculty); direct supervisor (for staff). If matters cannot be resolved, then notice shall be given to the Dean.*

- ***(For students):** A report should be filed with the Professionalism Ethics Committee (PEC). If reviewed by the committee, the student is required to respond in person and/or in writing, to the committee with the goal of further investigation into the matter in question and creation of a remediation plan, if indicated.*

The adjudication of faculty, staff, and student cases will be documented on the employee and student record file of the parties involved.

Types of Sanctions

Depending on the nature of the violation, one or more sanctions may be imposed for the violation of the Professionalism Code of Conduct. The following is a list of possible sanctions, although not an exhaustive list:

a. Disciplinary warning or reprimand
b. Letter of apology to the aggrieved party
c. Requirement to seek counseling
d. Participating in, or conducting, special workshops, classes, or seminars
e. Research assignments
f. Mandatory University or community service
g. Restitution
h. Disciplinary probation
i. Limited term suspension
j. Indefinite suspension
k. Expulsion (**Note: students will not be eligible for re-admission into the pharmacy program if expulsion occurs due to violation of the HUCOP Professionalism Code**)

You are referred to the Howard University Student Handbook policy for more information.

Reporting

The Professionalism Ethics Committee will (PEC) serve to oversee a reporting system and provide feedback and necessary actions. The Committee will be discrete, timely, and confidential in the processing of all cases.

1. The Adjudication Form should be utilized for formal reporting of a violation of the Professionalism Code of Conduct.
2. The Adjudication Form should be sent electronically to the Chair of the Professionalism and Ethics Committee.
3. The Professionalism and Ethics Committee will review the case and investigate by interviewing parties involved.
4. Upon investigation, the Professionalism and Ethics Committee will make final recommendation.
5. The Campus Dean of Student Services will be consulted on the recommendations as necessary, and may also provide additional recommendation to the case.
6. In the case of an Academic Code of Student Conduct violation, a limited hearing will be conducted in accordance with the Howard University Student Handbook.

RIGHTS TO DUE PROCESS

Per the Howard University Student Handbook, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Dean's determination.
The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such appeal from date of receipt of notification.

After hearing any appeal from a student, the Provost and Chief Academic Officer or Senior Vice President for Health Sciences shall make a decision that shall be communicated to the student within ten (10) business days. This decision shall be final.

**This code of conduct represents general standards of behavior and illustrates ideals for which to strive; however, specific infractions reported by students, preceptor/faculty, staff to the Professionalism Ethics Committee may be investigated with respect to both the magnitude and chronicity of incidents considered. It should also be understood that these general standards may not afford guidance in every conceivable situation or anticipate every possible infraction.*

HUCOP PROFESSIONALISM AND ETHICS COMMITTEE COMPLAINANT FORM

HOWARD UNIVERSITY
HUCOP Professionalism and Ethics Committee (PEC)

Send completed form to: oakiyode@howard.edu

ADJUDICATION FORM FOR VIOLATION OF THE PROFESSIONALISM CODE OF CONDUCT

COMPLAINANT

Name_____ID#_____

☐ Student, Class of _____ ☐ Faculty ☐ Staff ☐ Administrator

Phone #_____Email_____

Name of Accused_____

☐ Student, Class of _____ ☐ Faculty ☐ Staff ☐ Administrator

Date, time and location of incident_____
Name & contact info of Eyewitness(s)_____
Prohibited Behavior(s): Describe the misconduct and provide evidence.

_____
_____
_____
_____
_____
_____

Report Filed with University Police ☐ Yes ☐ No Date_____

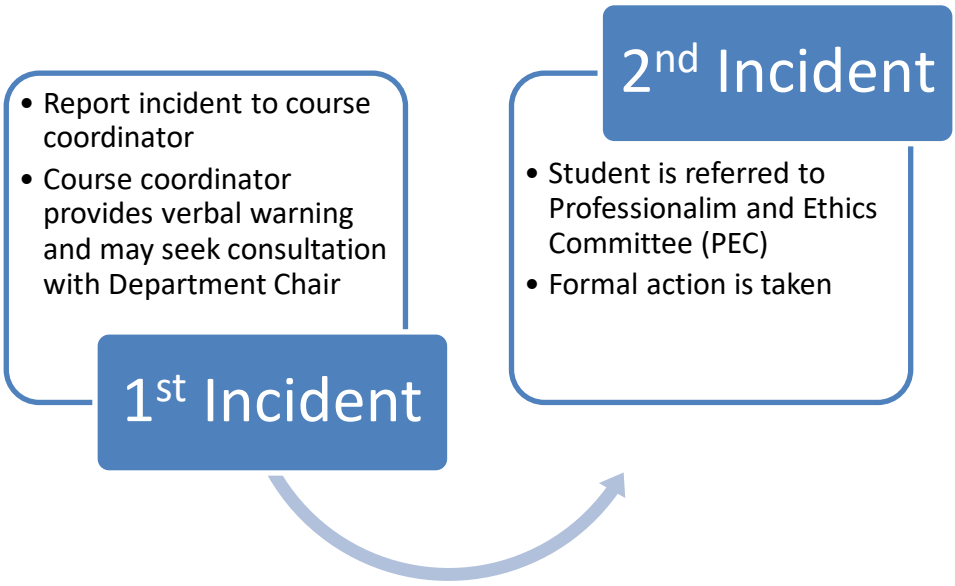
Report Filed with Metropolitan Police ☐ Yes ☐ No Date_____

Complainant Signature_____ Date_____

Last Rev. 7/27/2018

PROFESSIONALISM PROCESS FOR DIDACTIC COURSE

The course coordinator for didactic course is encouraged to create a formalized process to address professionalism issues that occur in the course. Examples* should be clearly stated in the syllabus of professionalism infractions based on the College's professionalism policy and may include professionalism points as part of course grade. Course coordinators should encourage all lecturers and instructors to uphold professionalism standards during the course. The plan for dealing with professionalism infractions during a course is outlined below:



Examples of Professionalism Infractions in Didactic Course

1. Lateness to class/laboratory
2. Sleeping in class/laboratory
3. Unprofessional attire in class/laboratory
4. Disrespectful behavior toward peers/faculty/staff in class/laboratory
5. Use of foul language and/or gesture
6. Engaging in disruptive behavior in class/laboratory

***(Refer to the HUCOP Professionalism Code for full policy)**

Approved April 25, 2019

ACADEMIC PROGRAM REQUIREMENT

Incoming first year students are required to purchase a sphygmomanometer, Sigler's Prescription Drug Cards Top 300 (most recent version) and bring to class on day 1. These instructional materials are needed the Professional Practice Readiness 1 Course that commences in the Fall semester of the first pharmacy year. In addition, all students are required to be CPR certified (for Healthcare provider) prior to their Introductory Professional Practice Experiences and Advanced Professional Practice Experiences. Students may contact local CPR providers (i.e. American Heart Association via https://cpr.heart.org) for certification and training.

E-MAIL POLICY

All students must use their HU bison email account for all HU related communications. Students will be responsible and accountable for messages that are sent via their respective HU bison email address account from all HU and related entities. Thus, it behooves each student to regularly check his/her email to avoid missing pertinent information.

COURSE REGISTRATION

The course registration process is handled by the academic affairs officer located in the Office of the Dean. Per the university's Office of the Registrar's calendar, students will be informed of the proper registration time frames and required to complete their registration cards based on the upcoming semester class schedule. Students may individually submit their registration card or have their class president collect them (alphabetical order by last name) for submission to the Dean's Office by the stated deadline. Late registration submissions are subject to a late registration fee being imposed on the student's account by the university.

It is the student's responsibility to check their account to ensure they do not have any medical or financial holds that will prevent their registration from being processed as a notice will not be sent from the Dean's Office. In the event that there are holds on the student's account, it is the student's responsibility to resolve those issues preventing registration.

The College of Pharmacy strictly adheres to all deadlines published by the University for Registration, program changes, and financial obligations. Only students whose names appear on Official Class Rosters issued by the Office of Enrollment Management are registered officially and therefore, authorized to attend class. Instructors will not permit students whose names do not appear on the official class roster to attend classes, receive assignments or take examinations. The University will not register students retroactively for any classes.

Due to the serious implications, of failure to properly register for courses, the following steps are provided to assist students in the process:

Step 1. Opening of Registration Period

- Per the university's official Academic Calendar http://www.howard.edu/calendars/

Step 2. Register for Courses

- Dean's Office provides upcoming class schedule with current course ID numbers
- Refer to College of Pharmacy Student Handbook course descriptions
- Dean's Office provides registration card for students to complete
- Submit completed registration cards to Dean's Office

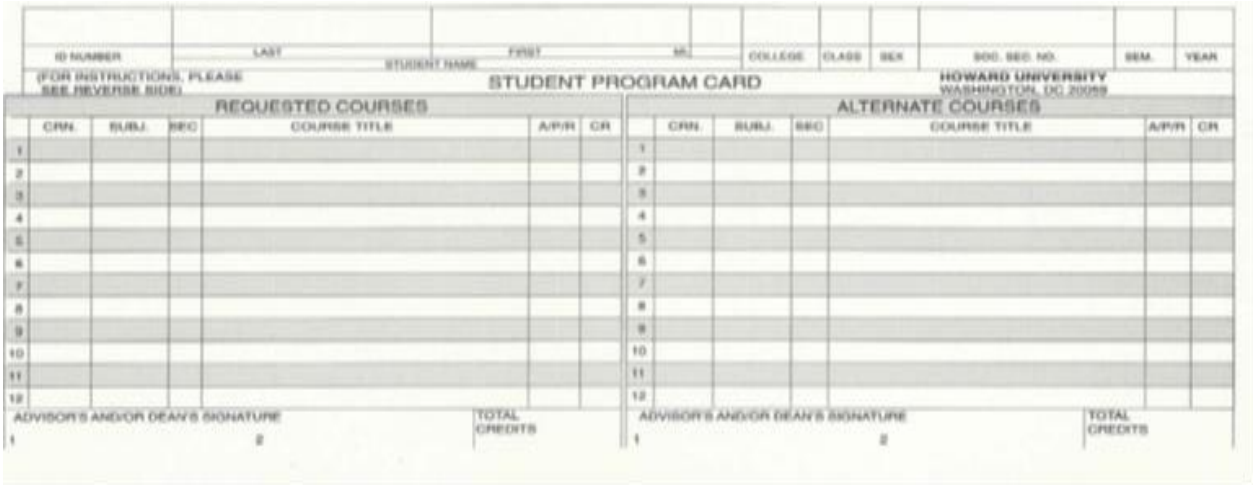
Step 3. Confirm Registration

- Wait 7 - 14 days after the registration period closes

- Check your BisonWeb account
- Confirm that your registration is completed. No further action required.
  or
- Take appropriate action with the proper university offices to resolve medical and financial holds
- If courses are purged, the student must notify academic affairs officer located in the Office of the Dean to attempt to re-register the student's courses in a timely manner.

Failure to follow through with course registration will result in courses either not being processed for registration (Non-validated status) and / or courses being purged from the system by the university. The student will therefore be considered as not enrolled in the pharmacy program and **no longer allowed to attend classes or take exams**. Financial aid will also likely be withheld due to non-enrollment.

Registration Card



ID NUMBER | LAST | FIRST | MI | COLLEGE | CLASS | SEX | SOC. SEC. NO. | SEM. | YEAR

STUDENT NAME

(FOR INSTRUCTIONS, PLEASE SEE REVERSE SIDE)

STUDENT PROGRAM CARD

HOWARD UNIVERSITY
WASHINGTON, DC 20059

REQUESTED COURSES

	CRN.	SUBJ.	SEC	COURSE TITLE	A/P/R	CR
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

ADVISOR'S AND/OR DEAN'S SIGNATURE — TOTAL CREDITS

1 2

ALTERNATE COURSES

	CRN.	SUBJ.	SEC	COURSE TITLE	A/P/R	CR
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

ADVISOR'S AND/OR DEAN'S SIGNATURE — TOTAL CREDITS

1 2

PROGRESSION

The Accreditation Council for Pharmacy Education (ACPE) establishes standards and guidelines that all colleges and schools of pharmacy must address to ensure the education and experiences received by pharmacy graduates are of adequate quality. ACPE Professional Standard 17 requires that the criteria and policies for academic progress, probation, remediation, and dismissal be stated and readily available. Progression policies specify the conditions under which a student pharmacist cannot proceed in the curriculum. These generally include remediation of a specific portion of the curriculum (ie, course), repeat of a section of the curriculum (ie, semester or year), or dismissal from the program. Academic policies exist to ensure that faculty members and students understand the expectations for academic success, that the college or school administration is consistent in its approach to addressing academic progression among students, and that the high academic standards dictated by the profession are maintained.

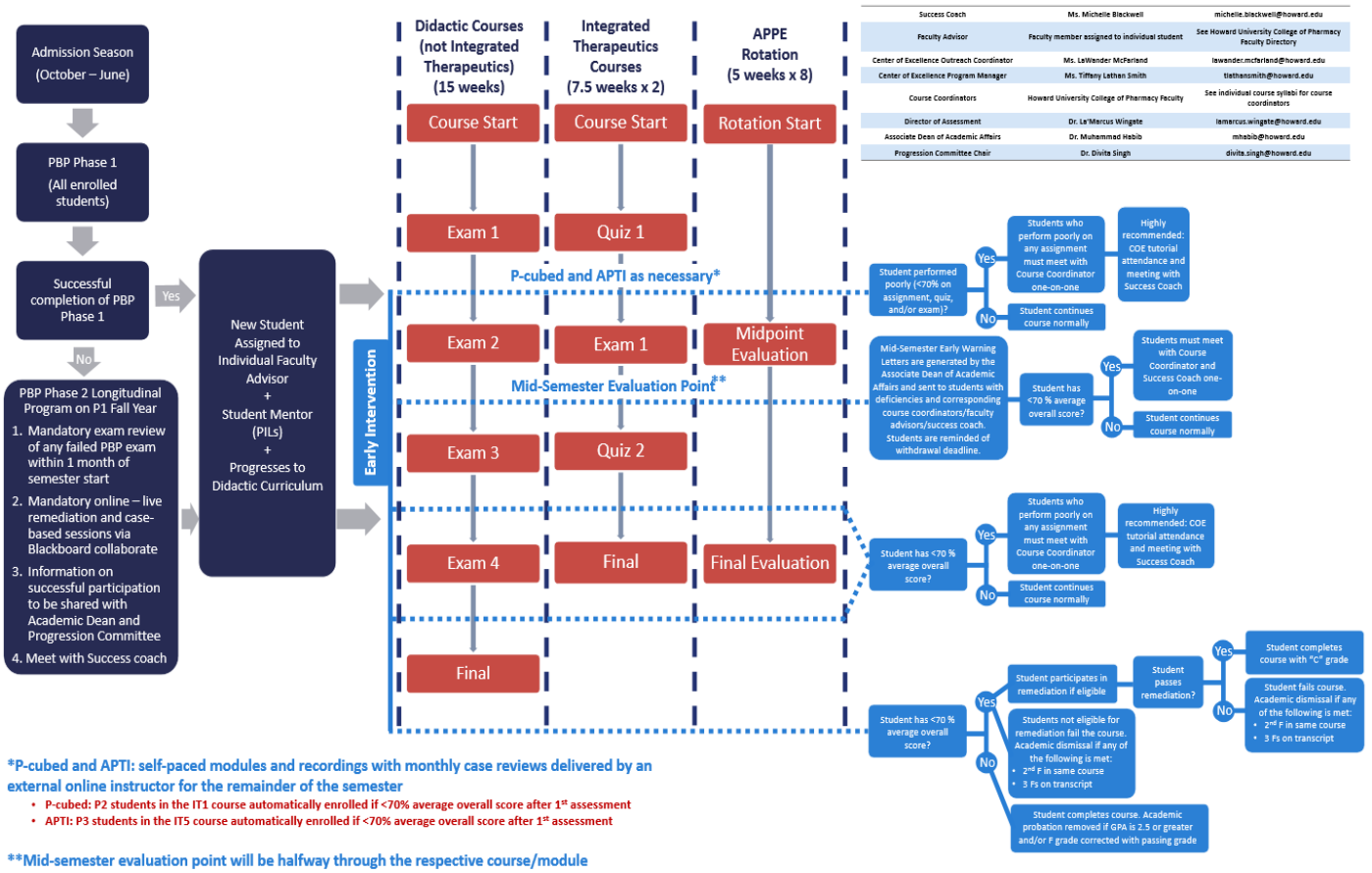
ACADEMIC SUCCESS COACH

- Monitor student academic progress and early intervention.
- Work with students to help set personal academic goals, and to develop academic success plan.
- Communicate with students, Progression Committee, Academic Dean to foster students' academic and ensure a coordinated approach.
- Monitor attendance of students with academic deficiency to tutorial program and pharmacy courses.
- Assist with the student progression process and ensure students are supported in the program.
- Advance student retention, on-time graduation in collaboration with the Progression Committee and Academic Dean.

Howard University College of Pharmacy

Program Progression and Retention Flowchart

Traditional PharmD Program



*P-cubed and APTI: self-paced modules and recordings with monthly case reviews delivered by an external online instructor for the remainder of the semester

- P-cubed: P2 students in the IT1 course automatically enrolled if <70% average overall score after 1st assessment
- APTI: P3 students in the IT5 course automatically enrolled if <70% average overall score after 1st assessment

**Mid-semester evaluation point will be halfway through the respective course/module

CO-CURRICULAR PROGRESSION POLICY

Effectively immediately, all HUCOP P1-P3 pharmacy students are required to complete all the assigned co-curricular activities as stated in the Accreditation Council for Pharmaceutical Education Standards 2016. Students are required to complete the Continuing Professional Development (CPD) portfolio at the beginning of the academic year to *reflect and plan* on area with greatest need for improvement. After the completion of all co-curricular activities, students are required to complete the *learn, evaluate, and apply* sections of the CPD portfolio.

Students are required to upload the evidence of completion of the assigned co-curricular activities by 2nd week in April according to their program year on Core CompMS. In addition, a self-reflection survey must be completed for each completed co-curricular activity. Please refer to the **Co-curricular activities and Advising Guidance Documents** for detail instructions.

Consequences for not completing co-curricular requirements are:

P1 students

Any student who does not complete the required co-curricular requirement by the spring deadline will not be eligible to progress to IPPE 1 rotation until the requirement is satisfied.

P2 students

Any student who does not complete the required co-curricular requirement by the spring deadline will not be eligible to progress to IPPE 2 rotation until the requirement is satisfied.

P3 students

Any student who does not complete the required co-curricular requirement by the spring deadline will not be eligible to progress to APPEs rotation until the requirement is satisfied.

In addition, the completion of all required co-curricular activities is a requirement for recognition on the Dean's List and Honors Designation (Cum Laude, etc).

Approved by College of Pharmacy Faculty
August 12, 2019

STUDENT ADVISING AC^3

Student Advising at Howard University College of Pharmacy focuses on developing a mutually beneficial relationship between the student (advisee) and the professor (advisor) with the primary goal of helping the student gain the necessary skills, attitudes, beliefs and experiences to be successful academically and professionally. We believe advising our students is essential to ensure their successful matriculation and on time completion of their program. Faculty Advisors will have the opportunity to advise students individually and/or in a group, outside of the classroom, about their **a**cademic progression, **c**urricular courses, **c**o-curricular activities, and **c**areer counseling, (**AC^3**). Office of Student Affairs (OSA) in collaboration with the College of Pharmacy will assign one faculty member to advise (8-10) students per semester.

Minimum Standards:

The following are minimum standards for advising/mentoring:

- A **minimum of two (2) mandatory meetings** with assigned faculty; one **initial group meeting** for all assigned students at beginning of semester, and a minimum of one **individual meeting** in person by appointment - between each student and his/her advisor each semester in which the student is enrolled.
- Booked appointments are usually 30 minutes long.
- The faculty advisor shall review student progress every semester using the **AC^3** model via a review of grades and other available information; and meet, as stated above, with each student to assess his/her progress.

The Role of the Faculty Advisor

- Hold a minimum of **two (2) mandatory meetings** with advisees each semester in which the student is enrolled; one **initial group meeting** for all assigned at the beginning of semester, and a minimum of one **individual meeting** in person by appointment (student must make the appointment).
- Make students aware of **AC^3** model of advising
- Provide academic support to aid with progression toward on time graduation
- Be sure to review student progress every semester via a review of student grades and other available information; and meet, as stated above, with each student to assess progress.
- Talk about career and educational plans and the skills and knowledge necessary to meet career and educational goals
- Ensure that students are being advised regarding academic progress and mentored regarding professional development.
- Collaborate with other faculty, Dean's Office, practitioners and others campus wide to facilitate academic success by helping students gain access to necessary resources
- Recommend appropriate college and/or campus resources and offer referral sources
- Understand common concerns of students and advise them accordingly
- Provide periodic review of students' progression toward academic and career goals
- Notify the Dean's Office if an advisee misses a scheduled appointment or is unprepared
- Although faculty advisors should be responsive and willing to assist students to the best of their ability, advisors are not expected to be an expert in all areas and should not hesitate to refer the student to appropriate college and/or campus resources when necessary.
- Student who may need mentorship in a very specific area which cannot be provided by his/her assigned faculty advisor can seek assistance (by appointment only) of any other faculty member, who is capable of mentoring the student, at any time throughout his/her matriculation in the College of Pharmacy.

The Role of the Student Advisee

- Schedule and keep his/her appointments with assigned advisor per instructions.
- Schedule and attend a minimum of **two (2) mandatory meetings** with adviser each semester in which the student is enrolled; one **initial group meeting** for all assigned students (will be scheduled at start of each semester during the 1st common hours), and a minimum of one **individual meeting** in person by appointment (student must make the appointment).
- Be professional in all communications, behaviors and ethics. Come to the appointment on time and prepared. Booked appointments are usually 30 minutes long.
- Reflect on strengths and shortcomings and develop a plan to capitalize on strengths and overcome obstacles
- Take primary and increasing responsibility for making decisions based on available information and advice
- Ask questions and identify academic concerns and seek assistance
- Demonstrate an awareness of college and campus resources available to assist with academic and professional success
- Respond to all correspondence from faculty advisors in a timely manner
- Student who may need advisement in a very specific area which cannot be provided by his/her assigned faculty can seek out assistance (by appointment only) of any faculty member, who is capable of advising the student, at any time throughout his/her matriculation in the College of Pharmacy.

EXPECTATIONS OF A PROFESSIONAL STUDENT IN A PHARM.D. PROGRAM

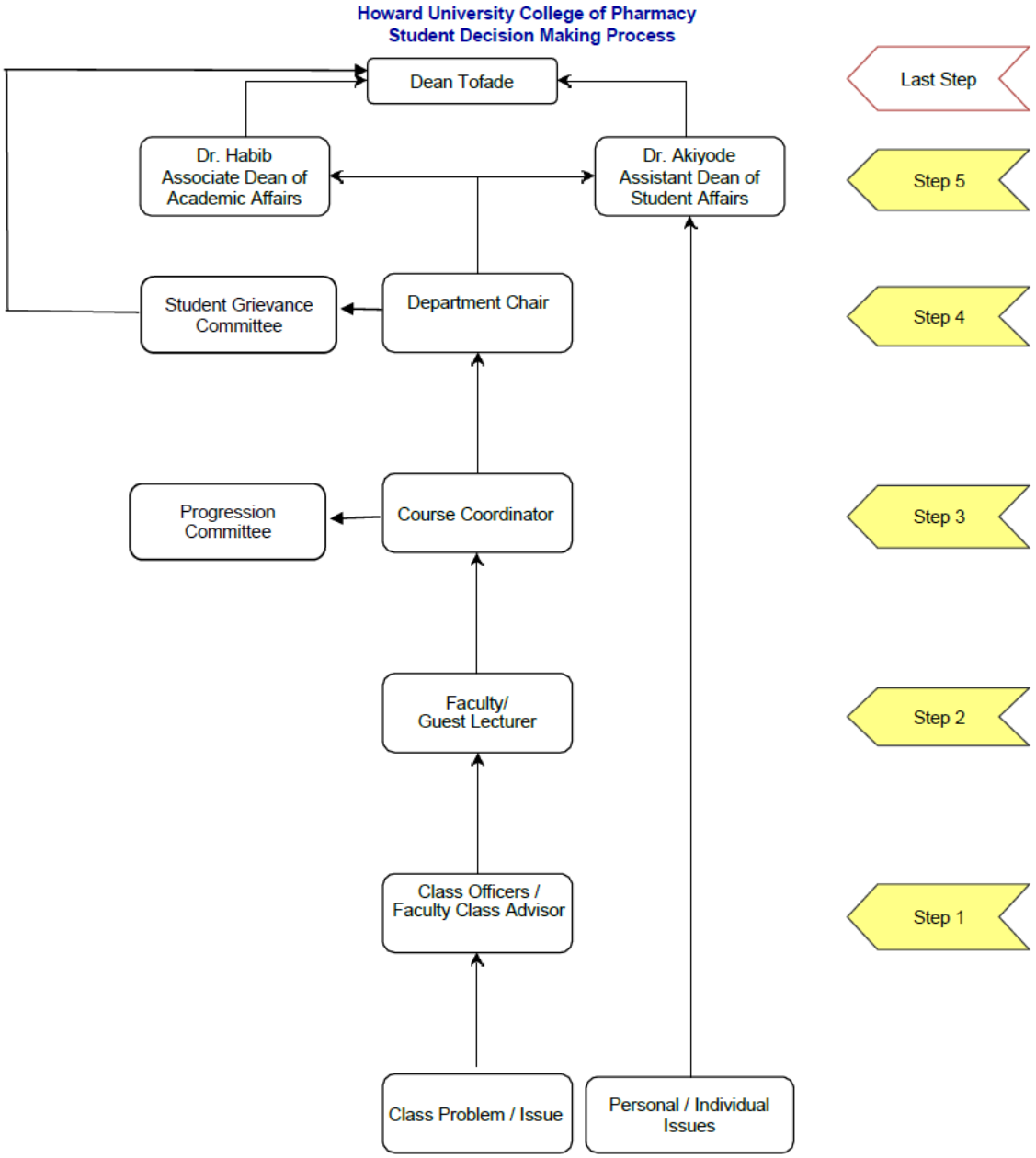
Students in a pharmacy school invest a lot of time and finances to obtain their degree. It is important for the student to understand that there are certain expectations from students to be successful in the program. While the College has a responsibility to provide every opportunity for the students to learn, it is the student who needs to be motivated and prepare himself/herself to take this opportunity to learn. Students must be actively involved in the process of learning. If these expectations are not followed they may be referred to PEC committee for an intervention. A general expectation from students in the Pharm.D. program is provided below:

1. Students are expected to know and follow all guidelines of the College of Pharmacy.
2. Students are expected to be trustworthy, responsible, respect to others and fairness in all activities.
3. Students are expected to attend all classes and other instructor-led review sessions. They are responsible to keep up with notes and other course learning materials and must be responsible for their own learning.
4. Students are expected to meet with instructors during posted office hours or schedule a meeting outside posted office hours if needed
5. Students are strongly suggested to study in a group with other classmates
6. All students must strive to be positive role models to their fellow students.
7. They are expected to actively seek feedback from faculty and peers
8. Students are strongly advised to arrive 10 minutes early to any class, exams, quizzes and skill sessions
9. A pharmacy program is a rigorous program. Students must be prepared to have maximum time commitment to achieve success.
10. Students are expected to critically think through any topic in the class and provide appropriate judgement and solutions.
11. Participate and engage fully in a small group discussion and provide input during discussion
12. Become familiar with the course material before coming to class. If necessary, study any background material beforehand to be familiar with the subject matter
13. If a student experience any academic difficulty, he/she are strongly encouraged to seek guidance from academic counsellor and course instructor. He/she should not wait to seek guidance until the final grade as this will be too late for taking any actions and/or providing any recommendations to improve their course understanding.
14. Students cannot request for an extra credit assignment that is not listed in the course plan to improve their grades.
15. Students are required to be present for all examinations and other graded assessments. Any anticipated exam/assessment absences must be resolved prior to the exam/assessment with the course coordinator. Students must adhere to the policy written in the course plan.
16. students should send request for exam accommodations at the beginning of the semester or after any medical change to Assistant Dean or Associate Dean for processing by Dean of Special Student Services
17. Students should continuously assess their personal performance (i.e., study habits, learning objectives, class attendance, mid-term grades and any other issues)
18. Professionalism is key to success in any professional program. Students must learn to be professional in attire/attitude/behavior during their entire 4 year program.
19. All communications will be conducted via Howard University email. Students are expected to keep their email up to date and respond to emails within a day.
20. If students need access the College of Pharmacy building during after hours, they must get prior approval from the Office of the Associate Dean.
21. Students are responsible for maintaining a cleaned room. They must clean up after any function (e.g., spilled beverages, food items, trash) and turn the lights off and lock the door while exiting. Students are not allowed to eat or drink inside the classroom.

22. Students are expected to keep the student lounge clean and orderly at all times. They must respect other person's property (e.g., books, laptops, cell phones, furniture etc). Student shall pay full damages for all campus property broken, damaged or lost.
23. The college has computers and printers for use by the students only. Students are expected not to abuse the printers and supplies and keep the printing to a minimum. Any abuse will result in discontinuation of the privileges.
24. Students are expected to know their class advisors and faculty advisors. These advisors know all academic guidelines of the college and the university and are ready to help students. Class advisors will remain advisors throughout their four years. Class advisors will assist the class with electing officers, planning events and decision making.
25. Students are expected to present a neat and professional appearance at all times. Any specific dress code required in any event or activities must be adhered to.
26. Students' may not use cell phones and/or go to different websites during the lectures unless specifically permitted by the instructor or to be used as a component of class learning activities.
27. Students are not expected to use, post or otherwise circulate any course related materials including syllabi, handouts, slide, examinations, quizzes, Echo 360 lectures etc to outside people or sites. They may not upload any course related materials onto internet or share with anyone other than members of the same class. Any deviation will be sent to the Professionalism and Ethics Committee (PEC) for further action.
28. Students are expected to respect for diversity in the college. They must communicate in a manner that respect all individuals.
29. Students are expected to maintain confidentiality and high ethical standard. They are expected to show compassion and empathy. They must accept responsibility, provide leadership and act with integrity.
30. They must adhere to all guidelines of rotation sites and must follow all instructions given by the preceptors. They must arrive on time.
31. Students are expected to attend all scheduled sessions on time for the Experiential Orientation Days and informational meetings. Students should expect that penalties for lateness and/or absence without prior notice and approval will be at the discretion of Experiential Education Staff.
32. Students are responsible for reading and understanding all policies pertaining to professional conduct and rotational expectations. Students are responsible for clarifying policies that are unclear beforehand.
33. Students are ultimately responsible for ensuring that their hours, grades, and evaluations for experiential rotations are appropriately documented in the online system utilized by the College.
34. Students are expected to read the professionalism handbook and show the highest standards of professionalism at all times.
35. Above all, students are expected to show honesty and integrity in all that they do. They must be responsible for their actions in all settings. During their entire stay in Pharmacy College, they are likely to encounter compromising situations that can be challenging but they must deal each situation with courage and with highest ethical standard and treat with proper candor.

Developed on May 17, 2018|Modified on July 5, 2018

STUDENT DECISION MAKING PROCESS



Each student is expected to follow this process

FACULTY OFFICE HOURS

Academic Office hours are hours in which faculty member will be available to students in order to have an advising session and/or have an in depth discussion of an academic area in which the student is interested (mentoring). Students may access any faculty member's office hours from the course syllabus and outside the faculty office.

ATTENDANCE

1. Students are expected to attend all scheduled classes and laboratories.
2. Attendance may be recorded and maintained by the respective instructor and department.
3. Unexcused absences in the Advanced Pharmacy Practice Experience (APPE) and Introductory Pharmacy Practice Experience (IPPE) courses will result in a failing grade of 'F' and 'U', respectively.

Class Attendance Restricted to Registered Students

Only students whose names appear on the official course roster are permitted to attend class meetings. Students who are not registered are not permitted to attend or participate in course activities, do not have access to Blackboard, cannot submit course assignments, and will not receive a grade for this course. It is the students' responsibility to ensure that they are properly registered by the published registration deadline. Requests to add courses after the deadline will not be considered.

THE GRADING SYSTEM

1. The following grading system will apply in the Doctor of Pharmacy program:

A	=	4.0 quality points (90-100%)
B+	=	3.5 quality points (86-89%)
B	=	3.0 quality points (80-85%)
C+	=	2.5 quality points (76-79%)
C	=	2.0 quality points (70-75%)
F	=	0 quality points (Below 70%)
P	=	Pass, no quality points
I/F	=	Incomplete/Failure
S	=	Satisfactory, no quality points
U	=	Unsatisfactory

2. A, B+, B, C+, C, P, and S are passing grades; F and U are failing grades. The 'I/F' is an incomplete grade because of incomplete work, which must be completed satisfactorily no later than the last day of the semester in which the student is next enrolled in the College. For the purpose of prerequisites, an 'I/F' is considered a failure (F) grade and it must be removed prior to proceeding to the next level/sequence of requisite classes/courses.
3. The 'P' grade is applicable to the Compulsory Comprehensive Examination and the Advanced Pharmacy Practice Experience courses. Under this grading system, a student will receive a passing grade of 'P' if the student attains the minimum scores determined to meet the professional level of competence.
4. The 'S' grade is applicable to the IPPE courses. Under this grading system, a student will receive a passing grade of 'S' if the work in the course is determined to meet a satisfactory level of competence.

5. Incomplete grades may be assigned ONLY to students who, as a result of circumstances beyond their control (e.g., illness or family emergency) are unable to complete their coursework. Although the student initiates the request for an incomplete grade, the decision to assign an incomplete grade rests solely with the instructor. If the student's request is approved, the instructor establishes and submits specific "make-up" conditions on an Incomplete Grade Processing Form (IGPF). Each incomplete designation ("I") must be accompanied by an alternative grade ("B," "C," "D," or "F"). The alternative grade will become the permanent grade, if the incomplete is not removed. Students have one semester to complete the assignments before the alternate grade becomes permanent based on the university's registration calendar.

COMPUTATION OF THE GRADE POINT AVERAGE (GPA)

1. The semester GPA is calculated as follows. The number of credit hours of each letter-grade course is multiplied by the numerical equivalent of the earned grade to give the course Quality Points. The Quality Points in a semester are added and the sum is divided by total number of credit hours to produce the semester GPA that is reported to the second decimal point without rounding off.
2. The cumulative GPA is calculated as follows. The number of quality points of all courses attempted over a given period is added and the sum is divided by total number of credit hours to produce the cumulative GPA, which is reported to the second decimal point without rounding off.
3. The cumulative GPA will be computed using only the grades received in the professional program at the Howard University College of Pharmacy.

EXAM TAKING POLICIES AND PROCEDURES

The following are general guidelines and policies to conduct examinations in the College of Pharmacy. Students are required to adhere to these general guidelines. More specific information will be provided by course coordinators as per their specific course requirements. Failure to adhere to exam policies may lead to disciplinary action. Use of these procedures is intended to assure consistency among all departments in conducting the examinations, maximum availability time for students to take the examinations and the best possible environment in which students will take the examination.

1. Students are expected to arrive at the announced examination site at the appointed time for all examinations. Students whose names do not appear on the Office University Class Roster will not be permitted to take the examination.
2. Students are expected to arrive at the exam site at least 10 minutes prior to exam time. Students will be seated at the assigned seat. A student who reports to the examination hall late **shall not** be given any extra time. To ensure fairness in the conduct of the examinations, no tardy student shall be allowed into the examination after any student has left the examination room.
3. Students who fail to appear on the scheduled date and time for an examination will receive a grade of 'F'. A make-up examination may be offered only in the case of death in the student's immediate family, hospitalization of the student himself/herself, jury duty or a court summons. Student must show documentations to receive a make-up exam. For any other conditions, student must request in writing to the course coordinator citing the condition(s), which caused the student to miss the examination. It will be placed in the department for a hearing. The department will then decide if

a make-up exam will be given and the conditions for the make-up. Each department may have additional policies regarding absence from examinations.

4. Students are expected to conduct themselves in an orderly manner during examinations so as not to disturb other students. Proctors will have the right to move a student from one seat to another under special circumstances. Students are expected to comply fully with the instructions of examination proctors. Violators of this policy are subject to removal from the examination room.
5. Students must not schedule any other activities during the final exam period until the detailed exam schedule is announced.
6. All College of Pharmacy examinations are administered using Examsoft/exemplify software. Students are responsible for being familiar with the exemplify software.
7. It is the responsibility of each student to maintain a working/functional computer and install the proper exam soft software including regular updates, bring his/her laptop to the examination room prepared for testing, and regularly maintain his/her laptop in an optimal condition for utilizing the exam soft software. Alternate computers may be loaned to students for testing only on a temporary emergency basis.
8. Students are required to download exam files as soon as it is available to download (typically it is one day prior to the exam). Launch Examplify and click on the exam. Click on 'Download Exam'. After downloading the exam, you do not need to do anything until you are in the classroom with the proctor. **You may be penalized by the proctor if you do not download the exam before entering the exam room.**
9. Make sure you bring your own laptop, power cord and battery charger. Arrive at the exam room at least 10 minutes early. You will be provided with a password by the proctor to open your exam.
10. Once you are finished taking your exam, click on the "upload" icon. Then click on the "Exit" button. Then you will need to connect to the internet and start uploading. Once you see a screen that says congratulations on your successful upload, you need to show this screen to a proctor and then close your laptop. **Do not leave the exam room until you show this computer screen to a proctor and turn in the signed consent form. You must also hand over the sheets provided to you during the exams.**
11. Exam schedule will be provided by the course coordinator at the beginning of each semester and it will be posted on Exam block.
12. No materials are allowed at the desk during the exam. This includes papers, purses, books, etc. These items should be left outside of the exam room or on the side walls of the exam room. There may be rare occasions when students will be allowed to use their personal calculators at the instruction of the proctor.
13. Cell phones, iPads, second laptop, watches with internet capabilities and any other electronic devices are not allowed in the exam room.
14. Hats and headgear (other than those worn for religious purposes) are not permitted in the exam room.
15. Students will not be allowed to keep Purses, book bags, backpacks, notes, books, paper, food or liquids (including bottled water or soft drinks) in their possession. These items must be placed near the wall and away from the desk.

16. Students are ideally not allowed to leave the exam room to use the restroom. If there is an emergency, an exam proctor must accompany the student to the restroom and wait inside the restroom to monitor the student's activity.
17. Students must stay seated during the exam and are to refrain from talking to one another or looking at another exam taker's computer screen.
18. Upon seeing a student's raised hand, an exam proctor will come to the exam taker and discreetly address any computer-related exam concerns. Questions about exam content will not be addressed by proctors.
19. Students must show the proctor their green upload screen to confirm that they have exited the exam. They must then leave the room quietly and promptly.
20. Students are to refrain from lingering in the hallway outside of the exam room while an exam is still in process.
21. Examination results will be released via Examsoft and students are free to review their examinations online. Some instructors may choose not to release exam questions online. Under such circumstances, students may make appointment with the instructor. These one-on-one reviews of the examinations will be conducted during office hours or by appointment. There will be no examination review for the final examination unless specifically mentioned in a course plan.
22. Students are expected to follow the directives of proctors in the exam room. Failure to do so may be considered a violation of the Academic Integrity and disciplinary action may be taken.
23. All examinations shall be proctored by faculty and staff members to prevent and discourage cheating. If cheating is suspected, all proctors will act as witnesses in accordance with procedures set forth in the Howard University Academic Code of Conduct.
24. Academic misconduct during an examination including but not limited to failure to comply with the exam rules may result in a grade of 0 and possible disciplinary action.
25. Students should read the "Academic Code of Conduct" that is published in the H-Book and the Student Reference Manual and Directory of Classes. The "Academic Code of Conduct" is available at www.provost.howard.edu.

Date of Approval: December 6, 2017
Effective Date: January 1, 2018
Minor modification made on January 18, 2019

POLICY ON EXCUSED ABSENCE FROM AN EXAMINATION

Students are expected to arrive at the announced examination site at the appointed time for all examinations. Students whose names do not appear on the Office University Class Roster will not be permitted to take the examination. Students who fail to appear on the scheduled date and time for an examination will receive a grade of "zero" unless his/her absence is considered "excused" as provide below:

1. An absence from an examination shall be considered "excused" if it occurs because of any one of the following circumstances:

a. Hospitalization of the student and/or family members due to illness or accident. (e.g., spouse, parents, guardians, siblings and/or children). Admission certificate needed.

b. Death in the student's immediate family (e.g., spouse, parents, guardians, siblings, children, significant others).

c. Summon of the student to appear for Jury Duty or before a court.

In these cases, the absentee student shall submit documents supporting the above claims (Hospital Admission Form, Letter of testimony, or Government/Court Subpoena) to the Course Coordinator. Upon satisfactory verification, the student shall be allowed to take a makeup exam. The makeup exam may be an essay or a multiple-choice, a term paper, or any other assignment at the discretion of the Course Coordinator.

2. In cases other than those listed above, the absentee student shall submit a written petition to the Course Coordinator explaining the circumstances of missing the exam and shall attach documents (Student's Health Form is not sufficient for this purpose) supporting his/her claim. The Course Coordinator will determine if the petition document should be submitted to the Department. If submitted to the Department, it can be determined between the Course Coordinator and Chair/Vice Chair what the course of action will be. A "hearing" in the students' presence will only be held if a determination cannot be made between the Course Coordinator and the Chair/Vice Chair. The Department may take one of the following actions:

a. ***Consider the absence as "excused" and allow the student to take a makeup exam without any stipulation.*** In this case, the student shall earn the score he/she received on the exam. The makeup exam may be an essay or multiple-choice, a term paper, or any other assignment at the discretion of the Course Coordinator.

b. ***Consider the absence as "unexcused". In this case, the student shall be given a "zero" in this exam***.

3. Each course may have additional policies regarding excused absence from examinations.

Approved by Faculty on 6/16/2020

ONLINE REMOTE EXAM TAKING POLICY

Due to the pandemic situation caused by COVID-19, Howard University College of Pharmacy has adopted offering courses via online remote instructions. This includes exams, quizzes and other types of student evaluations. Online examinations allow students to take the examinations in their own home or other convenient places of their choice. To ensure the integrity of the examination and to make sure no student may have an unfair advantage over other students, all online examinations are monitored by ExamID and ExamMonitor available through Examsoft. Each student must undergo an initial identification check and an initial environmental scan before starting an actual exam. It is the responsibility of each student to follow this policy as well as additional instructions from the course coordinator and maintain an appropriate exam environment. Failure to follow this policy may result in a grade penalty down to zero and/or referral to the Professionalism and Ethics Committee.

Testing Preparation: Student Responsibilities

- Students are responsible for self-testing the functionality of the system a minimum of one week before all Remote Proctored examinations so that any required troubleshooting can be accomplished.
- It is the discretion of the faculty to allow resources or not to allow resources in the exam. If allowed, students can have only one (1) plain blank sheet of paper and one pencil or pen during the exam.
- Students must **close and restart** computers before logging into the proctored test environment. All anti-virus software must be disabled before launching Examsoft. All other programs and windows on the testing computer **MUST** be closed before logging into Exampilfy and will remain closed until the exam is completed.
- Students **MUST** establish their identity using **ExamID** to capture a baseline image. Appropriate lighting is mandatory during the entire testing time.
- Students must download and upload their exam as indicated by the instructor. Failure to follow this instruction will result in a grade of zero on the exam.

Test Environment Requirements: The online testing environment should mimic the 'in-class' testing environment, and **MUST** conform to the following:

Testing Area:

- Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a TV Tray (not on the bed or floor).
- Maintain room lighting bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead lighting is not possible, the source of light should not be behind the test taker.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. is necessary unless permitted explicitly in posted guidelines for that particular examination.
- No other computer monitors, screens, or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period or in the testing
- In case of a rare Exam Monitoring failure, a cell phone may be used to contact the Course Coordinator during the exam. Cell phones should be brought into the testing environment in case the need arises to contact the faculty. The phone must be stored out of view, either face down on the floor beneath the desk/table or in a pocket, with all ringers, alarms, and notifications silenced.
- No writing should be visible on the desk or walls.
- No test items should be copied, saved, or shared during or following the exam. Minimize water/fluid intake before the examination. Bathroom breaks will not be possible during the examination.
- Screenshots of test information is prohibited.

The following should not be on the desktop and/or used during the exam unless explicitly stated by the faculty:

Excel	Word	PowerPoint
Textbooks	Websites	Calculators
Cell Phones/Smart Watches	iPads/Tablets (unless they are used to take the exam	Earbuds

All other materials and computer programs are prohibited.

- Do not have a radio or television playing in the background.
- Do not speak with anyone else, and there should be no communication with others by any other means.
- No other persons except the test-taker should be permitted to enter the room during testing.
- Before the start of an exam, each student should scan his/her entire room to capture a 360 degree exam environment view. This view should be captured using the device/external web camera. The view must show the testing environment behind, and on the desktop surface in front of, the computer screen (including the area above and on the floor in front of the student). This will assist the student and proctor to understand the exam room better should there be a need query an exam and/or if there were any violation flags.

Behavior:

- Dress as if in a public setting.
- Do not leave the room during the testing period at any time, unless expressly permitted in posted guidelines for that particular examination. Do not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
- **No use of headsets, earplugs (or similar audio devices) are permitted**. **This includes Bluetooth earbuds. Do not use a phone.**
- The only exception is to contact the Course Coordinator either by phone or email in the event of a technical issue.

Exam Monitoring Quick Checklist

- Self-test the functionality of the remote proctored system a minimum of one week before all remote proctored examinations.
- Clear the testing environment of all materials. This means the removal of all books, papers, notebooks, calculators, additional computers, screens, tablets, etc.
- Remember, no use of headsets, earplugs or earbuds (or similar audio devices) are permitted.
- Double-check that cell phones are out of view and silenced, but readily available within the testing room should you need to contact faculty/staff.
- Ensure the environment is free of people and pets.
- Ensure proper lighting in the testing environment.
- **Restart the** computer before logging into the proctored test environment. All anti-virus software must be disabled before launching Examsoft. All other programs and windows on the testing computer **MUST** be closed before logging into Examplify and will remain closed until the exam is completed.

- **MUST** accept the remote proctoring policy
- Students **MUST** establish their identity using **ExamID** to capture and verify their image against their baseline image.
- If allowed by the instructor, students are only allowed one (1) plain **blank** sheet of paper and one pencil or pen during the exam.
- Complete the 360-degree Exam-Environment scan before beginning an examination.
- Complete the examination.
- Remain in view of the camera during the entire exam.

Policy Violation Consequences

- Students are required to adhere to the protocol, as listed above. Each exam and quiz is reviewed for policy violations. Any violations noted may result in consequences, ranging from student notifications to reporting possible professionalism violations to the Professionalsim and Ethics Committee (PEC), which could result in dismissal from the program, as per University policy on Student Conduct.

- Any action indicating a lack of integrity or dishonesty in academic matters is considered a violation of academic ethics. Such offenses include, **but are not limited to**, engaging in or attempting to engage in cheating, plagiarism, sabotage, fabrication, or complicity. Furthermore, a lack of professionalism is considered a violation of the Code.

- In the remote proctoring situation it is possible that a student's innocent movement will be picked up by ExamMonitor as violation. Student will be given an opportunity to provide an explanation of this flagging. If the student explanation for the flagging can be verified by the Course Coordinator's review and it is found to be a reasonable and innocent justification, the Course Coordinator will resolve the deviation with the student. The intent is to allow the student a chance to modify behavior to comply with this policy to prevent future flags and to avoid possible punitive action. If the explanation for the deviation is unsatisfactory, the course coordinator may take immediate action for cheating and/or report it to the PEC committee for further investigation.

- Whether or not ExamMonitor flagged the exam, if the student is suspected of a plagiarism or cheating in the exam, the student will be contacted directly by the course instructor. If a violation occurred or there is concern of a breach, appropriate action will be taken including, but not limited to, getting a score of zero on that exam.

All other exam taking policies of the College of Pharmacy will be in effect and must be followed.

Approved by faculty on 4/10/2020
Adopted from the remote exam taking policy of the College of Medicine

LAPTOP PRIVACY SCREENS

All (P1s, P2s, P3s) students are required to use a privacy screen filter during all secured computer-based assessments (quizzes, examinations) at the Howard University College of Pharmacy. These are the **only** approved privacy screen filters to be used during all secured exams:

- **Laptop** (PC and Mac)- use **3M Gold Privacy Filter**;
- **Tablet/Surface Pro**-use **3M Privacy Filter**.

These privacy screen filters are made by 3M and have at least 60-degree security. A well-fitting size should be selected for the computer screen. Students will not be permitted to sit for any assessment without the use of the privacy screen. For more information visit, 3M Science Applied to Life at: https://www.3m.com/3M/en_US/privacy-screen-protectors-us/

CHEATING DURING EXAMINATIONS

A student who is caught cheating during any examination will be asked to turn in his/her examination papers or exit their computerized exam immediately and leave the room. Cheating includes, but is not limited to, utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved.

CONDUCT WHICH CONSTITUTES CHEATING DURING AN EXAMINATION[2] includes but is not limited to the following:

1. Communicating (verbal or nonverbal) with other students during an examination.
2. Looking at another student's paper or computer screen.
3. Sitting in an unassigned seat.
4. Writing on the seat or desk during an examination.
5. Exchanging calculators during the examination.
6. Use of calculators without prior approval by the proctor.
7. Use of calculator watches, programmable calculators, cellular phones or any other electronic devices during an examination that prohibits the use of calculators.
8. Leaving the examination for any reason including going to the rest room, and returning to the examination.
9. Opening of books, notes, during a closed book examination.
10. Use of any electronic devices such as ("walkman" radio, cellular phones, I-Pods, etc.) during an examination.
11. Wearing of sunglasses during an examination.
12. Holding of the answer sheet, examination paper, or computer screen in such a fashion that enables another student to obtain information from it.
13. Writing information relevant to the examination on any part of the anatomy.
14. Leaving the room with an examination materials including an active computerized exam that has not been exited.
15. Accessing a computerized exam outside of the examination time.

[2] **Approved by the College of Pharmacy Executive Council on 2/26/91**

PENALTIES

Cheating in the College of Pharmacy will result in a grade of 'F' in the course, plus other possible penalties.

APPEAL
Any student charged with and subsequently punished for cheating during an examination, who feels the charge or the punishment to be unjust, may appeal to the Assistant Dean. The Assistant Dean will appoint a "hearing committee" under the provisions of the Howard University Academic Code of Student Conduct to hear the appeal and recommend action. ALL students are asked to become familiar with and to carefully observe these procedures.

EXAM REVIEW
Students will be allowed to review their exams in one of the following manners specified by the course coordinator and documented in the course syllabus:

- Scheduling a time to meet with the course coordinator for an individual exam review
- Attending a full class exam review
- Reviewing the full exam content released via Exam Soft

REMEDIATION POLICY

The policy below applies to courses in Years 1 through 4 of the Entry-Level Doctor of Pharmacy Program at the Howard University College of Pharmacy. It has been approved by the faculty and the Executive Committee and is recognized across the entire curriculum.

Policy Statement:
Students who have demonstrated unsatisfactory performance with a class average between 65-69% or one failed experiential pharmacy practice experience will be afforded a remediation opportunity. Remediation of a didactic course will include the offering of a remediation exam. Remediation for a pharmacy practice experience course (IPPE and APPE) will consist of the offering of the opportunity to repeat the failed experiential practice experience (rotation). Students shall be responsible for adherence to remediation procedures as detailed below.

Didactic Course Remediation

The remediation process will consist of self-study and a remediation exam.

A. A student who has a class average between 65-69% after the final exam and has adhered to all conditions stipulated by the course coordinator (see F below) will qualify to take a remediation examination.
B. The remediation exam will be cumulative in nature.
C. The remediation exam content will be comparable in content and rigor to prior assessments.
D. Remediation exams will take place any time before the start of the following Semester. The exact date of the remediation exam will be determined by the course coordinator, following interaction with the student(s) concerned. Students will receive I/F in the semester until they pass the remediation exam.
E. Students will be allowed to take no more than 2 remediation exams per semester with a maximum of 8 in the entire pharmacy program.
F. The coordinator will require that certain criteria are met by students for eligibility to participate in the remediation process. These criteria include but are not limited to class attendance, review of failed exam(s), submission of a remediation plan, additional reading assignments, online completion of topic review activities, attending tutorials, and any other stipulations set forth by the course coordinator.

G. Students will receive a grade of Incomplete F (IF) for the course until after the remediation process is complete. At the completion of the remediation process, the final course grade will be given.
H. A passing score (determined by the course coordinator) on the remediation exam and in any faculty-assigned remediation activities will result in a satisfactory grade for the course.
I. The maximum course grade for students after a remediation exam is 70%
J. Students who are enrolled in a course that they have previously failed are not eligible to take the remediation examination.
K. If any class has greater than 20% of its students receiving a failing grade at the end of a semester, then that class is subject to review by the Dean.
L. Students who fail a course after remediation may be eligible to take that course or equivalent during the summer at another accredited College of Pharmacy if the said course is not available at Howard University during the same time period and doing so would aid the student with on time matriculation.

Pharmacy Practice Experience Remediation

This remediation policy applies to the pharmacy practice experience within the context of THE COURSE. If the student receives an F (Fail) for an individual pharmacy practice experience, a remediation opportunity will be provided for the student to repeat the pharmacy practice experience as detailed for each course below.

Introductory Pharmacy Practice Experience

If the student fails an IPPE pharmacy practice experience (I or II), an opportunity will be provided to successfully complete the experience during the **Winter Break OR following Summer Session ONLY**. At this time, the student will be assigned a comparable rotation site to complete hours, satisfactorily complete field encounters and obtain a satisfactory evaluation (a preceptor score of 70% or higher).

Placement in a repeat IPPE pharmacy practice experience (I or II) will be based on the availability of the site/preceptor ONLY.

While the student is in remediation, a grade of Incomplete F (IF) will be assigned for the course.

If the remediation is unsuccessful, the student will receive an F in the course and will have to repeat the Pharmacy Practice Experience course.

Advanced Pharmacy Practice Experience

If the student fails an APPE pharmacy practice experience, the student will be assigned a comparable rotation site to complete hours, satisfactorily complete field encounters and obtain a satisfactory evaluation (a preceptor score of 70% or higher). The opportunity will be provided to successfully complete that experience per the parameters noted below.

A. Placement in a repeat APPE pharmacy practice experience will be based on the availability of the site/preceptor ONLY

B. There may be an opportunity for the students to remediate:

   • During an OFF-Rotation block
   OR
   • During Winter Break

   If the failure occurs after these two opportunities OR there is no site/preceptor availability for the student to repeat the APPE pharmacy practice experience, the student will have to repeat the pharmacy practice experience during the next Summer Semester and will be ineligible for the May graduation exercise.

C. While the student is in remediation, a grade of Incomplete F (IF) will be assigned for the course.

D. If the remediation is successful, the student will receive a passing grade for the course.

E. If the remediation is unsuccessful, the student will receive an F in the course and will have to repeat all pharmacy practice experiences affiliated with that course.

F. Students with one or more uncorrected failed rotation evaluations / grades at the end of the Advanced Professional Practice Experiential Program will be ineligible for the May graduation exercise.

All preceptors are to be made aware of this policy, and it should be included in the Professional Practice Manual.

Special Note:

A. Effective immediately, medical certificates/diagnosis documentations will not be permissible in the determination of students' remediation eligibility or special exam accommodation if provided at the end of a course. Such documents will only be permissible in determining remediation or exam accommodation if provided at the beginning of the course and/or before the final grade of the class has been calculated.
B. Anxiety or other mental health related medical conditions must be vetted by the Office of the student services before accepting for a valid reason for remediation.

Approved by Faculty July 2, 2014
Revised by Faculty May 12, 2015
Revised and Approved by Faculty January 5, 2017
Minor revision approved by Faculty May 2, 2017
Further Minor revision approved by Faculty August 7, 2017.
Further Minor revision approved by Faculty February 20, 2019.
Further Minor revision approved by Faculty August 13, 2020.
(The above policy supersedes all past remediation policies.)

HEALTH SCIENCES LAPTOP REQUIREMENT

Throughout its history, the College of Pharmacy has recognized the importance of exposing pharmacy students to leading edge technologies that will enhance their education. It is our view that technologies deployed at the college during your academic career will be commonplace in your professional career as a pharmacist as well. Consequently, raising an awareness and familiarity with applicable information technology is a component of your educational experience. Since 2000, the College of Pharmacy has sought to increase the use of computer software and hardware for three primary purposes.

1. The first objective is to improve overall instructional efficiency and retention resulting in improved student outcomes.
2. The second objective is to minimize costs to students for printing and photocopying. As an example, the vast majority of student lecture notes are in text and/or Microsoft Power Point slides.
3. To insure that each student has a minimum baseline set of tools that will contribute to his or her overall success in this most intensive undertaking.
4. Reduce overall cost to students where possible. To this end, each entering student receives a convertible tablet computer with Microsoft Windows 7 Professional, Microsoft Office 2010 with One Note, Acrobat X Professional, theft recovery and the associated warranty and service plan.

Computer program participation is a condition of your acceptance into the College of Pharmacy.

Howard University Health Sciences and the College of Pharmacy have developed a student computer REQUIREMENT that addresses the academic demands of the Pharmacy curriculum while taking into consideration the projected Cost of Attendance Budget as well as restrictions and qualifications mandated by the Office of Financial Student Aid (Federal Student Aid (FSA). http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf).

The following laptop computer specifications are recommended:

- Intel i5 Processor
- Genuine Windows 7 Professional 64-bit operating system
- 8 GB Random Access Memory (RAM)
- 320 GB hard drive @ 7200 RPM
- 802.11a/g/n wireless
- Minimum 12.1" diagonal screen
- Biometric security
- MS One Note
- MS Office 2010 Professional with Outlook
- MS Forefront
- Acrobat X Professional

Financial Aid Impact – A $1400 financial aid allotment is provided for first-year students enrolled in the College of Pharmacy to help off-set the cost of possibly purchasing a laptop that meets specified requirements. Please be advised that there will not be a charge to student accounts, and students are not required to purchase a *new* device.

Insurance Coverage – Coverage for theft is the responsibility of the student. The college recommends that the student arrange for coverage of all personal property by subscribing to renters insurance. As an alternative and where applicable, a student may be covered by property insurance on their primary "home". Therefore, theft or loss coverage should be verified under any existing renters or homeowner's insurance policy that may apply to their home domicile.

Special Note – *Theft coverage under automobile insurance policies does not apply to personal property stolen from a car. Auto theft coverage is under the comprehensive coverage and applies only to items that are permanent attached to the automobile such as a car radio, wheels, etc., not computers laying in the backseat or trunk.*

As a reminder, participation in the computer requirement is a condition of your acceptance into the College of Pharmacy. All questions about the College of Pharmacy laptop computer program should be directed to Dr. Muhammad Habib, Associate Dean of Academic Affairs, at mhabib@howard.edu.

ExamID and ExamMonitor will be used for any online virtual exams. Minimum laptop requirements are as follows (See section on Online Remote Exam):

Minimum System Requirements for ExamID and ExamMonitor:

- Examplify
  - **Version 2.3.4**
- Hardware
  - Webcam
  - Microphone (no headphones!)
  - 2 GB free HDD space
  - 4 GB RAM required; 8 GB recommended
  - 2 Mbps upload speed
  - CPU equivalent to Intel i3 2+ GHZ
  - MAC OS (10.13, 10.14, 10.15)
  - Windows 10 (Version 1809 or 1903 only)

Students must read and understand the remote online exam taking policy before taking an online exam.

GOOD ACADEMIC STANDING

In order to remain in good academic standing in the professional program, a student must:

1. Earn a grade of 'C' or better in each course, and
2. Maintain a minimum cumulative grade point average of 2.50 at the end of each semester.

ACADEMIC PROBATION

1. A student whose cumulative GPA falls below 2.50 at the end of any semester or who earns a grade of 'F' shall automatically be placed on academic probation.
2. Students on probation may be allowed to enroll in courses for which they have satisfied the pre-requisites. Probationary status will be removed when the student has achieved a cumulative GPA of at least 2.50 and has corrected all 'F' grades by earning passing grades.

ACADEMIC DISMISSAL

Any of the following conditions will automatically result in dismissal of the student from the Doctor of Pharmacy Program:

1. A student who earns an 'F' grade in any course and who, while repeating the course for the purpose of correcting the 'F' grade, earns a second 'F' in the same course shall automatically be dismissed from the Doctor of Pharmacy program.
2. A student who accumulates three or more failing (F) grades on the transcript shall automatically be dismissed from the pharmacy program.

Academic dismissal is a permanent discontinuation of enrollment from the Doctor of Pharmacy Program.

APPEAL PROCESS FOR ACADEMIC DISMISSAL

Students who receive a dismissal letter from the program may appeal to the Dean for readmission. It is in the best interest to avoid dismissal since readmission is very unlikely.

1. Students appeal must occur in writing **within 10 working days** of the date of the letter of dismissal.
2. The student must discuss his/her situation with his/her academic advisor/faculty advocate before submitting the request.
3. The advisor/faculty advocate will evaluate the appeal strength and add a recommendation in support of the students appeal request.
4. A formal appeal petition must contain a detailed description of how the student plans to manage better in the academic program.
5. The formal appeal must be submitted to the Associate Dean for academic affairs who will review the appeal request and advisors comments and decide if there is sufficient information to send the petition to the Progression and Retention Committee for a recommendation.

In its evaluation of a petition for reinstatement, the Progression and Retention Committee is charged to assess carefully the likelihood that the petitioning student can successfully meet the academic requirements that he/she will face during subsequent semesters.

- The Committee may request additional information from the student or their academic advisor.
- The student will be offered an opportunity to appear before the Committee in order to present their case.
- The student's advisor may be present if needed and if available. Alternatively the advisor could send private comments to the committee chair for consideration. No other individual will be allowed to represent the student or appear along with the student before the Committee.
- Non-academic, as well as academic, factors will be considered by the Committee in the appeal.
- If the Committee votes to reinstate the student, the Committee will set forth the conditions that must be met by the student for reinstatement. If the student cannot meet these conditions and gets dismissed again, **further appeal will not be granted**.
- The Committee submits its recommendation to the Associate Dean for academic affairs.
- Upon receipt of the Committee's recommendation and Associate Dean's recommendation, the Dean makes the final decision on all appeals.
- Decision of the Dean is final and further appeal will not be granted.
- The Dean's office will send a final decision letter to the candidate.

Students who receive a final letter of dismissal due to poor academic standing or ethical and professional infractions will NOT be readmitted.

Created: 01/26/17
Revised: 02/15/17
Approved: 03/08/17
Effective Date: 03/08/17

REPETITION OF COURSES ON-CAMPUS TO IMPROVE GRADE

For the purpose of improving grade(s), students may repeat any course in the professional program, only once, in which a previous grade of 'C' was received. Courses must be repeated at Howard University only. The lower grade is not expunged from the record, but will not be counted in the computation of grade point average or credits. In the event of two identical grades, only one shall be counted.

AUDITING COURSES

Students are permitted to audit a course upon enrolling in the said course and paying the regular tuition and fees. An auditor does not participate in class discussions, does not take examinations and does not receive credit for the course.

TAKING A COURSE OFF-CAMPUS

Students who fail a course may be eligible to take the same course or an equivalent at another accredited College of Pharmacy if the said course is not available at Howard University during the desired time period to facilitate an on-time student matriculation. After retaking a course or its equivalent, the 'F' grade will not be expunged from the record and will be counted in the computation of the student's grade point average or credit. However the student will be given advance-standing in the curriculum.

The following policy will apply for students taking a course off-campus:

1. The student will be personally responsible for finding an equivalent course in another accredited university college/school of pharmacy.
2. The student will submit the detailed syllabus of desired course to the course coordinator electronically copying the department Chair.
3. The course coordinator will verify that the course is "equivalent" in content and credit hours with the Howard course which the student failed no later than 5 business days of receipt of said syllabus from student.
4. The coordinator will send a letter of recommendation to the Chairman of the department along with all the course information including the exam policy and grading system no later than 5 business days from receipt of the course information from the student.
5. The Chairman will present the course to the department copying the associate dean for academic affairs. The members of the department will discuss and finally vote for allowing the student to take the off-campus course as soon as reasonably possible but no later than 5 business days of receipt of the information from the Course Coordinator (electronic voting is encouraged when live meetings are impossible).
6. The Chairman will then send the departmental recommendation to the Associate Dean of Academic Affairs no later than 5 business days from receipt of information from the Course Coordinator.
7. The Associate Dean for academic affairs will make the final decision and communicate the decision to the student copying the course coordinator and department Chair no later than 5 business days from receipt of the recommendation from the Department Chair.
8. Once approved, the student will be allowed to take the off-campus course.
9. The student will be responsible to register for the course and take the classes on time.
10. When the course is completed, the student must send an official transcript to the Howard University Office of the Registrar.
11. Students who do not get prior approval will not receive any credit for the course.

Note: Students are reminded to plan accordingly for the time it takes for each step in the process above. Students must note that since the Pharm.D. curriculum in various colleges/schools of pharmacy are integrated, it may be challenging to find an equivalent course off-campus.

Date of Authorship: 9-5-17
Effective Date: Fall 2017
Department Responsible: Academic Affairs
Circulation: All Faculty, staff and students

SUMMER COURSE POLICY

College of Pharmacy will offer summer courses for the Doctor of Pharmacy Program with the following stipulations:

1. The threshold to offer a summer course is set at 20% of students failing that specific course post remediation.

2. Students had to have failed that previous course with an F after remediation to be eligible for the summer course.

3. Students who withdraw from a semester course will not be eligible to take that course if offered in the summer.

4. Students who have failed the previous course will have an F appear on the transcript as per University Policy.

5. An F in the summer course will be considered as a second F in that course and those students will be dismissed from the pharmacy program.

6. No more than 1 course can be retaken in a given summer.

7. Students are able to take no more than 2 summer courses throughout the pharmacy program.

8. The department chair in consultation with the course coordinator and Academic Dean will determine the feasibility of implementation of the summer course.

   Communication to the students will be done in a timely fashion by the Department Chair.

Approved by Faculty on 8/19/2020

COURSE WITHDRAWAL

A student may withdraw from a course up to 3 weeks (for Integrated Therapeutics courses) or up to 12 weeks (for all other courses) after the first day of instruction and receive a grade of "W" (withdrawn), which has no grade point value. A Change of Program Form must be used for all additions, drops, withdrawals, section changes or course enrollment status changes. Students may receive a failing grade for courses in which they discontinue attendance without officially withdrawing.

UNIVERSITY WITHDRAWAL PROCEDURES

ADMINISTRATIVE WITHDRAWAL: A student who registers in a course, for which that student is not eligible, such as, but not limited to, not completing the required pre-requisite(s), will be administratively withdrawn from the course; with or without prior notice and the student will not receive a refund from the University for the course (s) from which he/she was withdrawn. Withdrawal of the student from the course can occur at any time when the situation is discovered, regardless of the student's progress in the course or the time in the academic year. **Students are, therefore, strongly encouraged not to register for any courses for which they are ineligible.**

TOTAL WITHDRAWAL POLICY: A student may withdraw from the University at any time prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed **Total Withdrawal Request Form** with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University's Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a **Total Withdrawal Request Form**.

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a *Total Withdrawal Request Form* electronically available through their Bison Web Account. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which Enrollment Management/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of 'W' for each course.

- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain directions on how to access the *Total Withdrawal Request Form* electronically and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should complete and submit the form electronically to their dean or the dean's designee. Once electronically signed by the Dean through Docusign the form will then be submitted to the subsequent offices below through Docusign:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2)
- International students must report to the Office of International Student Services, G-10 in A Building (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, RM 205, Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).
- All students must report to the Office of Student Financial Services, RM 218, Administration Building to discuss the status of and adjustments to their account (6).
- All students must report to Enrollment Management/Records, RM 104, Administration Building, to submit the completed *Total Withdrawal Request* form, and surrender their Capstone Card (7).

CLEARANCE REQUIREMENTS FOR COMPLETION OF THE WITHDRAWAL PROCESS

- **STUDENTS ON FINANCIAL AID (INCLUDING SCHOLARSHIPS AND FEDERAL STUDENT LOANS):** Students on financial aid must report to the Office of Financial Aid and Student Employment, Room 205, Administration Building. Obtain information on the status of any pending or finalized aid. Schedule and complete an exit interview if you have borrowed a Federal Stafford Loan (formerly Guaranteed Student Loan/GSL) or Supplemental Loan for Students (SLS). Financial aid may be adjusted or canceled as a result of withdrawal.

- **INTERNATIONAL STUDENTS ONLY:** International students must report to the Office of International Student Services, G-10 in the Johnson Administration Building. You will receive information on Immigration and Naturalization Service's regulations as they relate to your withdrawal and status.

- **RESIDENCE HALL STUDENTS ONLY: Report to the Office of Residence Life located in College Hall South.** You will be informed of the proper procedures for (a) accounting for residence hall equipment and property, and (b) checking out of your room.

NOTE: Students in University housing are reminded that if they withdraw-ending their student status temporarily or permanently—their housing eligibility for that semester also terminates. Students withdrawing must vacate rooms and officially check out within 24 hours after completing the withdrawal. (See Part II, Section 7 of the Housing Agreement for additional information).

- **ALL STUDENTS:** Report to the **Office of Student Financial Services, Student Loans and Collections, Room 218, Administration Building:** Obtain information on the status of any outstanding emergency, short-term or federal loans, and on the possible impact of a total withdrawal on that status.

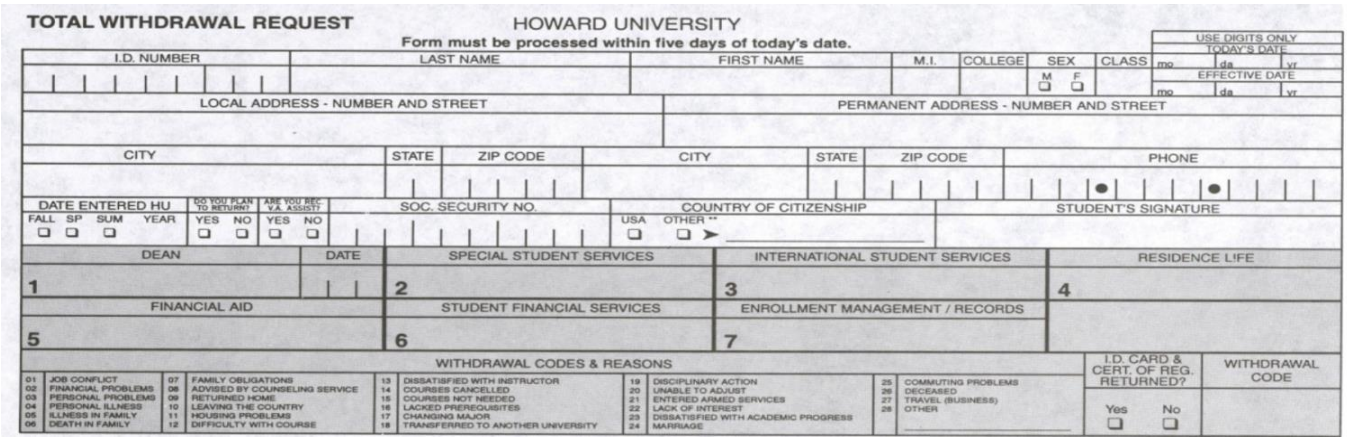
- **ALL STUDENTS:** Report to the **Office of Student Financial Services: Student Accounts, Room 115, Administration Building**: Obtain information on the status of your student account including any adjustments to be made as a result of the total withdrawal.

- **ALL STUDENTS:** Report to **Records and Articulation, Room 104, Administration building** where:
  - You must surrender your photo ID card. If you later re-enroll at the University, you will be issued a new ID card.
  - The appropriate entries will be made on your record.

For further general information on total withdrawal, contact the Office of the Dean for Special Student Services, Room 725, Howard Center, 2225 Georgia Avenue, N.W., (202) 238-2420.

SPECIAL NOTE: If you register during General Mandatory Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal form. Have the dean sign the form, and then bring it to the Office of the Dean for Special Student Services. Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.

Sample Electronic Docusign Total Withdrawal Request Form



TOTAL WITHDRAWAL REQUEST

HOWARD UNIVERSITY

Form must be processed within five days of today's date.

USE DIGITS ONLY

I.D. NUMBER | LAST NAME | FIRST NAME | M.I. | COLLEGE | SEX M F | CLASS | TODAY'S DATE mo da yr | EFFECTIVE DATE mo da yr

LOCAL ADDRESS - NUMBER AND STREET | PERMANENT ADDRESS - NUMBER AND STREET

CITY | STATE | ZIP CODE | CITY | STATE | ZIP CODE | PHONE

DATE ENTERED HU: FALL SP SUM YEAR | DO YOU PLAN TO RETURN? YES NO | ARE YOU REC V.A. ASSIST? YES NO | SOC. SECURITY NO. | COUNTRY OF CITIZENSHIP: USA OTHER ** | STUDENT'S SIGNATURE

DEAN	DATE	SPECIAL STUDENT SERVICES	INTERNATIONAL STUDENT SERVICES	RESIDENCE LIFE
1		2	3	4

FINANCIAL AID	STUDENT FINANCIAL SERVICES	ENROLLMENT MANAGEMENT / RECORDS
5	6	7

WITHDRAWAL CODES & REASONS

01	JOB CONFLICT	07	FAMILY OBLIGATIONS	13	DISSATISFIED WITH INSTRUCTOR	19	DISCIPLINARY ACTION	25	COMMUTING PROBLEMS		
02	FINANCIAL PROBLEMS	08	ADVISED BY COUNSELING SERVICE	14	COURSES CANCELLED	20	UNABLE TO ADJUST	26	DECEASED		
03	PERSONAL PROBLEMS	09	RETURNED HOME	15	COURSES NOT NEEDED	21	ENTERED ARMED SERVICES	27	TRAVEL (BUSINESS)		
04	PERSONAL ILLNESS	10	LEAVING THE COUNTRY	16	LACKED PREREQUISITES	22	LACK OF INTEREST	28	OTHER		
05	ILLNESS IN FAMILY	11	HOUSING PROBLEMS	17	CHANGING MAJOR	23	DISSATISFIED WITH ACADEMIC PROGRESS				
06	DEATH IN FAMILY	12	DIFFICULTY WITH COURSE	18	TRANSFERRED TO ANOTHER UNIVERSITY	24	MARRIAGE				

I.D. CARD & CERT. OF REG. RETURNED? Yes No | WITHDRAWAL CODE

EM/RECORDS

READMISSION AFTER WITHDRAWAL/DISMISSAL FROM THE UNIVERSITY/FORMER STUDENT RETURNING (FSR)

Students who were dismissed due to poor academic standing or ethical and professional infractions will NOT be readmitted.

A former student is any person who matriculated in at least one semester in the Howard University College of Pharmacy (entry-level PharmD or Nontraditional Doctor of Pharmacy program) and at some point during their tenure separated from the College for at least one semester.

Students who voluntarily withdrew from the University may apply to the Dean of the College of Pharmacy for readmission. Neither the application fee nor the enrollment fee will be assessed. Application must be made at least 60 days before the semester in which readmission is sought. Withdrawing pharmacy students, planning to return in the immediate following semester, should contact the Office of Student Affairs for information on readmission procedures. (**See Duration of Completion Policy**).

FSR Application Procedure

- A completed and signed Supplemental Application;
- Petition for Readmission information https://pharmacy.howard.edu/academic-programs/four-year-entry-level-pharm-d-program/former-student-returning-policy

- Former Student Returning Explanation Statement (minimum 250 words) which sets forth the applicant's reason(s) for his/her separation from the College of Pharmacy, and subsequent reasons for his/her desire for resumption;
- An in-person interview may be required;
- Student must include a detailed plan for successful completion of the pharmacy program.
- A letter from your current Academic/Student Dean stating you are in good academic, professional and ethical standing.
- Any Additional Supporting Documentation
- Student must be in compliance with all current Howard University Regulations and requirements.

Please Note: Readmission is discretionary and is not guaranteed

Revised 01-24-17

STUDENT ACADEMIC GRIEVANCE PROCEDURES**

THE INFORMAL PROCESS

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party to the dispute, then the student is advised to seek the intervention of his or her department chairperson.
3. All disputes, which are not resolved at the departmental level, are then brought to the Dean's office, whereupon the Dean will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean's level fails, the student's grievance is consigned to the committee designated by the College of Pharmacy to address student grievances herein referred to as the Student Grievance Committee.

THE FORMAL PROCESS

1. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing and given to the College of Pharmacy's Assistant Dean for Student Affairs.
2. A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the office of the Assistant Dean for Student Affairs with his or her account of the matter in dispute, which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
8. The committee's decision is sent to the Dean of the College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

****Approved by the Board of Trustees on April 23, 1994.** ***This Policy on Student Academic Grievance Procedures is also included in: Howard University H-Book: Student Handbook and Planner and the Student Reference Manual and Directory of Classes***

Use the Student Grievance Form for all grievances.

Howard University College of Pharmacy
STUDENT GRIEVANCE FORM

(Used to file and process all student grievances)

Grievance Action Pertaining to: _____
Grievance Action Initiated by: _____ **Date Initiated:** _____
Name of: Student _____ Faculty _____ Other _____ **Student ID#** _____
Classification: *P1____ P2____ P3____ P4____ NTDP_____*
Local Address: _____ **Phone No.** _____

Grievance statement and request
(If necessary attach detailed written statement and supportive evidence separately)
_____
_____
_____
_____
_____
_____

Grievance filed with: _____
Name of Person and Title
Grievance Process and Action Sequence
(To be completed by the person or committee chairperson responsible for the action taken)

	Initial:	**Date:**	**Action Taken:**
Informal Grievance:			
Faculty	_____	_____	_____
Chairperson	_____	_____	_____
Dean	_____	_____	_____
Formal Grievance:			
(COP) Grievance Committee *Chair*	_____	_____	_____
Dean	_____	_____	_____

_____

Final Action Summary: *(Detailed statement of action taken may be attached)*
_____
_____
_____
_____

_____ _____
Signature of person making final decision Date

Revised August 2011

POLICY ON FILING COMPLAINTS ABOUT ACPE STANDARDS

The American Council on Pharmaceutical Education (ACPE) is the agency that oversees the accreditation of U.S. schools of pharmacy. It has mandated that all schools create a mechanism whereby students can file complaints against one or more of the standards and guidelines that ACPE uses to accredit schools and that those complaints be transmitted to ACPE as well as kept in a file at the school. This file must be available for review by the ACPE accreditation team when they make their site visit. In an effort to ensure due process, all complaints will be reviewed and acted upon in a timely manner. Students may appeal final decisions of their complaints directly with the College and / or ACPE based on the following procedures.

To comply with this mandate, the Howard University College of Pharmacy has put into place the following procedures:

1. The ACPE Standards and Guidelines for Accreditation are available at https://www.acpe-accredit.org/pdf/Standards2016FINAL.pdf . The 30 Standards and covered in the following 3 sections: educational outcomes, structure and process to promote achievement of educational outcomes, and assessment of standards and key elements .

2. Students should submit their complaints either:
    a. Directly to the Office of the Dean for review
    b. Directly to ACPE for review

3. After thorough review and meeting with the complainant, the Office of the Dean will forward all unresolved complaints on to ACPE.

4. A copy of all student complaints that relate to the ACPE Standards will be retained in a separate file at the College.

5. This file will be open for review by ACPE personnel when they visit the College.

ACPE has an obligation to respond to any complaints which may be lodged against it by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within six months.

If you wish, you may file a complaint directly with ACPE by using the link found here:
https://acpe-accredit.formstack.com/forms/complaint_form

ADVANCED PHARMACY PRACTICE EXPERIENCE COURSE REQUIREMENTS

The year-round Advanced Pharmacy Practice Experience course, begins in the summer at the end of the third professional year and ends in April of the following year. To be eligible to enroll in the Pharmacy Practice Experience courses, students must have successfully corrected all 'F' and 'U' grades by earning passing grade(s), completed all courses at the end of the third professional year, passed the Pharmacy Curriculum Outcomes Assessment (PCOA), complete all co-curricular requirements, and have attained a minimum cumulative grade point average of 2.50 (on a 4.00 scale) at the end of the third professional year. Students must complete a minimum of 1500 hours of pharmacy practice in the Pharm.D. Program. Students must complete all rotations of the Pharmacy Practice Experience course to be eligible to graduate. A student who earns an 'F' or gets dismissed from a total of THREE pharmacy practice experiences (including IPPE) shall automatically be dismissed from the Doctor of Pharmacy program. Academic dismissal is a permanent discontinuation of enrollment from the Doctor of Pharmacy Program.

POLICY ON PHARMACY CURRICULUM OUTCOMES ASSESSMENT® (PCOA®)

The Pharmacy Curriculum Outcomes Assessment® (PCOA®) is a comprehensive tool developed and administered by the National Association of Boards of Pharmacy® (NABP®). This examination is required for all P2 and P3 students. Our testing window is January. Actual date will be provided to students as it becomes available. The content areas of the PCOA are as follows:

- Basic biomedical sciences (10% of the assessment)
- Pharmaceutical sciences (33% of the assessment)
- Social, behavioral, and administrative sciences (22% of the assessment)
- Clinical sciences (35% of the assessment)

Attaining a minimum competency is required for each student in PCOA Exam. Minimum competency is defined as a student having a score more than one standard deviation below the National Scaled Score. For P2 students, if minimum competency is not attained, they will be required to go through a remediation program during the summer offered by the Center of Excellence (COE).

For P3 students, they are required to take remediation PCOA like exam offered by Exam Master until they pass as per the following schedule:

Initial Testing and demonstration of minimum competency: January of P3 Year

- All P3s taking the PCOA during January of their P3 year
- A Students who fails to demonstrate minimum competency must remediate by retaking a PCOA-like examination in March.

Remediation 1 (PCOA-like examination in March)

- If a student demonstrates at least minimum competency and pass all related coursework, the student may start rotations in May (Rotation 1)
- If a student fails to demonstrate minimum competency, the student must retake a PCOA-like examination in June and will not be able to start rotations until at least June so they will miss the first rotation in APPE I.

Remediation 2 (PCOA-like examination in June)

- If a student demonstrates at least minimum competency, the student may start rotations at the end of June (Rotation 2)
- If a student fails to demonstrate minimum competency, the student must retake a PCOA-like examination in September and will not be able to start rotations until at least September.

Remediation 3 (PCOA-like examination in September)

- If a student demonstrates at least minimum competency, the student may start rotation in January (Rotation 7)
- If a student fails to demonstrate minimum competency, the student must retake the PCOA in January and the student will not be able to start rotations.

After the third remediation, students repeat the process until they meet the 7-year program limit. Students will not be able to begin rotations until the student passes the PCOA remediation examinations, whether it is a PCOA or PCOA-like examination.

GRADUATION AND NAPLEX READINESS REQUIREMENT

ELIGIBILITY FOR GRADUATION

In order to be considered by the faculty for graduation, all of the below requirements must be met:

- A score of 70% or more on the NAPLEX Readiness Assessment
- Successful completion of all didactic and experiential courses
- Successful completion of all co-curricular requirements
- Attendance at board review session scheduled by HUCOP. If a student cannot attend, he/she must attend another board review session (at their own expense and at another place) and submit proof of attendance to the Dean's Office.
- NAPLEX Readiness Assessment Study Plan as reviewed and approved by April 15th by appropriate personnel to be eligible for graduation
- An individualized study plan for the NAPLEX Exam is due after passing the NAPLEX Readiness Assessment
- Only registered students are eligible for graduation
- Other conditions for the Doctor of Pharmacy Program remain in place and require students to fully meet all program requirements within seven years of starting the program.

Failure to complete any of these requirements will result in the student being considered as not having met the criteria for graduation.

NAPLEX Readiness Assessment

- The NAPLEX Readiness Assessment (100 questions) will be offered one time in the Spring of the P4 year
- Students must achieve a 70% score on NAPLEX Readiness Assessment to fulfill graduation requirement.

- The assessment will be provided by a vendor, chosen by Howard University College of Pharmacy or similar.
- If the student does not receive the 70% score, the student will have one remediation opportunity, in the Spring to reach the 70% score. This remediation opportunity is available only if the student meets the requirements of remediation.
- Students who fail this remediation WILL NOT be able to graduate with their class in May.

Requirements for Remediation

- Completion of weekly quizzes with an average of 70% or greater during Summer
- Completion of weekly quizzes with an average of 70% or greater during Fall
- Completion of weekly quizzes with an average of 70% or greater during the Spring
- A minimum of 80% attendance is required for Saturday Prep Classes
- Students will be notified after the fall assessment if they have to attend Saturday classes. The Associate Dean of Academic Affairs will determine who has to attend Saturday classes

December Graduates

For December graduates, the NAPLEX Readiness Assessment will be offered in September of the P4 year (final semester) and the remediation exam will be offered in late November - early December. All other requirements remain the same

Failure to Pass NAPLEX Readiness Assessment

- If a student does not achieve a 70% score on either the NAPLEX Readiness Assessment or the remediation exam, student will not be eligible for graduation in May and will be required to enroll in Summer NAPLEX Readiness Course
- If the December graduate does not achieve a 70% score on either the NAPLEX Readiness Assessment or the remediation exam, then the student will be required to enroll in the next available NAPLEX Readiness Course.
- Students have a maximum of 7 years to complete graduation requirements.

Approved by faculty on 6-3-2020

Other conditions for the Doctor of Pharmacy Program remain in place and require students to fully meet all program requirements within seven years of starting the program.

DURATION FOR COMPLETION OF THE PROGRAM

1. Students admitted to the professional entry level Doctor of Pharmacy degree program, upon completion of pre-pharmacy, have a maximum of seven years from the initial date of entry to complete the program and receive the degree.
2. Students with pharmacy licensure admitted to the Non-Traditional Doctor of Pharmacy degree program (NTDP) have a maximum of five years from the initial date of enrollment to complete the program and receive the degree.

---

[1] **Approved by the Board of Trustees on April 17, 2004.**

GRADUATION

To qualify for graduation, a student must have achieved a minimum cumulative GPA of 2.50 at the end of all didactic and practice courses. Other University requirements must also be met.

DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION (PHARM.D./M.B.A.) DEGREE [1,2]

CURRICULUM

The Joint Doctor of Pharmacy/Master of Business Administration (Pharm.D./M.B.A.)[1] degree curriculum will focus on providing excellent professional education designed to equip students with knowledge, skills, and competencies to compete and exhibit leadership in the dynamic and challenging fields of Pharmacy and other Health Care fields. The curriculum is designed to provide an integrated education in pharmaceutical sciences and business management. The joint program structure includes first three academic years in professional pharmacy program including APPE I; followed by 3 semesters in the MBA program; and professional pharmacy APPE II, APPE III. ***See the earlier pages for an updated curriculum that was effective Fall 2018 for the first 3 three years.***

DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION (PHARM.D./M.B.A.) DEGREE [1,2]
CURRICULUM

Course Title	Credits
Fourth Year MBA Program[1] – Fall Semester	
Fall Semester	
Financial Accounting	3
Macroeconomics for Business	3
Managerial Communications	3
Organizational Management	3
Statistics	3
Total Credits	**15**
Fourth Year MBA Program[1] – Spring Semester	
Spring Semester	
Financial Management	3
Legal Environments	3
Marketing Management	3
Microeconomics for Business	3
Principles of Information Systems	3
Total Credits	**15**

Fourth Year MBA Program[1] – Summer Semester

Summer Semesters	
Management Accounting	3
Production/Operations Research	3
Strategic Management	3
Total Credits	**9**

Course Title	**Credits**	**Prerequisite(s)**

Fifth Professional Year (P5) – Fall Semester

Advanced Pharmacy Practice Experience II (APPE II)	15	*Successful completion of <u>all</u> courses up to, and including the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Pre-Naplex; and Co-curricular Activities*
Total Credits	**15**	

Fifth Professional Year (P5) – Spring Semester

Advanced Pharmacy Practice Experience III (APPE III)	15	*Successful completion of <u>all</u> courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Pre-Naplex; and Co-curricular Activities*
Total Credits	**15**	

[1] *The M.B.A. portion of the curriculum includes a total of 13 courses (total 39 credit hours). The Pharm.D. Degree and the M.B.A. Degree will be awarded jointly.*

[2] *This list of required courses and their pre-requisites is effective beginning academic year 2018 - 2019. The College of Pharmacy faculty approved and revised it on August 2018. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.*

JOINT DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION PROFESSIONAL DEGREE PROGRAM

COURSE DESCRIPTIONS

Fourth Professional Year (Pharm.D./MBA)—Fall Semester

Financial Accounting (GACC-500) *3 Credits*
This course is a study of the basic concepts of accounting with an emphasis on the evaluation of transactions and the preparation and analysis of financial statements, including their use in the management planning and control process.

Macroeconomics for Business (GECN-500) *3 Credits*
This course covers the economic forces of change, basic functions of economic system, aggregate economic theory including inflation and unemployment, and national income accounting theory and analysis.

Management Communications (GCOM-500) *3 Credits*
This course focuses on the relationship between communication, management, and the traditional functions of business report writing. It examines the theoretical and practical business aspects of oral and written communication. Management communication incorporates integrative applications of written communication and oral presentation skills, report-research design, data collection and analysis, and computer technology.

Organizational Management (GMGT-500) *3 Credits*
This course examines the principles, human resources, and structural framework involved in the organization and management of profit and nonprofit organizations. This operational approach to problem solving analyzes motivation, behavior, and leadership within the organizational framework.

Statistics (GIST-501) *3 Credits*
This course takes a managerial approach to the use of statistical concepts and data analysis. The course covers topics such as descriptive statistics, probability, bayesian analysis, sampling, statistical inference and correlation and regression analysis. Students are expected to be familiar with the use of personal computer, Office Automation Systems, and will use common statistical software.

Fourth Professional Year (Pharm.D./MBA)—Spring Semester

Financial Management (GFIN-500) *3 Credits*
This course develops understanding of and analytical skills related to basic concepts and principles of financial management, with a focus on the valuation of cash flows, the relationship between risk and return, capital budgeting, and working capital management. *Prerequisite: GACC-500*.

Legal Environment of Business (GLAW-500) *3 Credits*
This course treats the social, economic, and historical background of the law of contacts, property, sales, secured transactions, negotiable instruments, agency, partnerships, and corporations. The course will also discuss legal and ethical issues relating various organizations and industries such as health and medical, etc.

Marketing Management (GMKT-500) *3 Credits*
This course covers the theory and practices related to the management of the marketing function in business organizations. It examines how the marketing function interfaces with other business functions while emphasizing the planning and implementation activities required to attain marketing goals for the organization. Topics covered

include the analysis of marketing opportunities, researching and selecting target markets, developing marketing strategies, operating in the international market, and planning and controlling marketing programs.

Microeconomics for Business (GECN-501) *3 Credits*
This course is the investigation of price theory in allocation of resources, market structures, quantitative estimating, business decisions on price and output, and forecasting of costs and profits.

Principles of Information Systems (GIST-500) *3 Credits*
This course explores the concepts of modern organizational information systems, and the technologies for implementing these systems. The role of information systems in organizations, particularly in strategic planning, gaining competitive advantage and the use of these systems in business problem solving will also be investigated. The student will be required to analyze cases, write research papers and develop end-user applications using software packages such as word-processing, spreadsheets, databases, presentation graphics and Internet tools.

Fourth Professional Year—Summer Semesters

Managerial Accounting (GACC-501) *3 Credits*
This course is an in-depth study of the application of accounting methods to management problems. The course is designed to allow students to gain knowledge, insights, and analytical skills related to the processes managers use in designing, implementing, and using planning and control systems to implement strategies. Topics covered include transfer pricing budget preparation, management compensation, motivation, and goal congruence.

Productions and Operations (GIST-502) *3 Credits*
This course is a study of production and service operations from a systems perspective. Production and operations control is presented in the context of corresponding system designs. Specific topics include cellular and lean production/Lean Manufacturing systems, Kanban, quality assurance and control, inventory control, scheduling, deterministic and non-deterministic decision models, Value Engineering, MRP, and TQM. System-wide problem conceptualization and definition methodologies such as quality function deployment and supply chain management are presented. The domain of the evolving supplier-customer integration is examined. Global strategic and competitive issues are discussed. The course uses decision support systems software as appropriate. Students are expected to analyze cases and develop a project using the principles learnt in this course. *Prerequisite: GIST-501*.

Strategic Management (GMGT-590) *3 Credits*
This capstone course involves the formulation and implementation of corporate strategy. Topics include long-range planning, acquisitions and mergers, and business policy. *Prerequisite: MBA candidate and final semester*.

ACADEMIC POLICIES (Pharm.D./M.B.A.)

GOOD ACADEMIC STANDING: In order to remain in good academic standing, students must earn a grade of 'C' or better in each course **and** maintain a minimum cumulative grade point average (GPA) of 3.00 throughout the MBA portion of the program.

ACADEMIC PROBATION: A student whose cumulative GPA falls below 3.00 at the end of the fall and spring semesters shall automatically be placed on academic probation.

ACADEMIC WITHDRAWAL: Any of the following conditions will automatically result in withdrawal of the student from the joint program:

a. Earning a grade of 'F' in any course
b. Earning more than two (2) 'C' grades in the program

c. Earning a cumulative GPA of less than 3.00 at the end of Summer Session I
d. Failing to achieve a cumulative GPA of 3.00 in more than one semester

Such student will revert back to the Doctor of Pharmacy Professional program/track.

ISSUANCE OF JOINT DEGREE: The M.B.A. degree under the Joint Program will be awarded upon successful completion of 39 credits of School of Business courses in addition to all of the College of Pharmacy required credits. A student who does not complete College of Pharmacy Doctor of Pharmacy requirements can only be awarded an M.B.A. degree upon successful completion of the 54 credit hours of School of Business courses required to earn the regular M.B.A. degree. Therefore, the student must successfully complete each portion of the joint degree program in order to be awarded both degrees. No student will be awarded only the M.B.A. degree.

DURATION FOR COMPLETION OF THE PROGRAM: A student who was admitted to the professional entry level Doctor of Pharmacy degree program and who successfully tracked into the Pharm. D./M.B.A. program has a maximum of seven years from his/her initial date of entry into the Pharm. D. degree program to complete both programs and receive the joint degrees.

ELIGIBILITY REQUIREMENTS:

1. Successful completion of all courses of the 1st, 2nd and 3rd year of the Professional Program.
2. Good academic standing with minimum cumulative GPA of 3.00.

APPLICATION PROCEDURE: Students who meet all the above listed eligibility requirements may apply to the Office of the Dean for admission consideration into the joint degree program by March 15 of the spring semester of the 3rd year. Application document should include a written statement explaining the reason(s) for requesting admission into the program and 2 letters of recommendation from College of Pharmacy faculty. Successful applicants will be admitted into the program only in the fall semester pending successful completion of all courses of the spring semester of the 3rd year and maintaining a cumulative GPA of 3.00.

NON-TRADITIONAL DOCTOR OF PHARMACY (PHARM.D.) DEGREE CURRICULUM

The Howard University Non-Traditional Doctor of Pharmacy (NTDP) program normally requires two years to complete. Applicants must possess a minimum Bachelors of Science Degree in Pharmacy with a cumulative GPA of 2.50 (on a 4.00 scale) and a valid U.S. Pharmacy License. The NTDP curriculum is learner-based and competency-based, and incorporates communication, problem solving and critical thinking in all phases of the program.

	Course	**Credit**	
First Semester (15 Cr.)	Drug Information Resources	1	**Phase I Executive Weekend Orientation & Introduction**
	Patient Assessment Skills	1	
	Pharmacoepidemiology	4	**Phase II Integrated Therapeutics**
	Pharmacokinetics	4	
	Principles of Pharmacy Administration	3	
	Integrated Pharmaceutical **I-Care Lab-I**	2	
	Introduction Concepts	3	

Second Semester (14 cr.)	Integrated Therapeutics and Pharmacotherapy of **Endocrinology (Renal, GI) system**	3	
	Integrated Therapeutics and Pharmacotherapy of **Hematology/Oncology system**	3	
	Integrated Therapeutics and Pharmacotherapy of **Cardiovascular**	3	
	Integrated Pharmaceutical **I- Care Lab-II**	2	
Third Semester (15 cr.)	Integrated Therapeutics and Pharmacotherapy of **Infectious Disease**	4	
	Integrated Therapeutics and Pharmacotherapy of **Bone/Joint/Immunology System**	3	
	Integrated Therapeutics and Pharmacotherapy of **Neurology/Psychiatry**	3	
	Integrated Therapeutics and Pharmacotherapy of **Special Populations**	3	
	Integrated Pharmaceutical **I- Care Lab-III**	2	
Fourth Semester (21 cr.)	Advanced Professional Practice Experiences-1, 2 & 3	21	**Phase III Professional Practice Experiences**
	Total credits required to complete program	65	

Prior to Fall 2019

Course Title	**Credits**	**Prerequisite(s)**
First Professional Year (P1) – Fall Semester		
Drug Information Resources	1	None
Patient Assessment Skills	1	None
Pharmacokinetics	4	None
Pharmacoepidemiology	4	None
Principle of Pharm Admin	3	None
Integrated Pharmaceutical Care and Science Lab I	2	None
Total Credits	**15**	
First Professional Year (P1) – Spring Semester		
Introduction Concepts	3	None
Cardiovascular	3	None
Endocrine/Renal/GI	3	None
Hematology/Oncology	3	None
Integrated Pharmaceutical Care Lab II	2	None

Total Credits	**14**	

Second Professional Year (P2) – Fall Semester

Infectious Diseases	4	None
Bone/joint/Immunology	3	None
Neurology/Psychiatry	3	None
Special Populations	3	None
Integrated Pharmaceutical Care and Science Lab III	2	None
Total Credits	**15**	

Second Professional Year (P2) – Spring Semester

Professional Practice I, II, and III	**21**	*All **Prior** courses*
Total Credits	**65**	

NON-TRADITIONAL DOCTOR OF PHARMACY COURSE DESCRIPTIONS

Pharmacoepidemiology and Outcomes Research

The Pharmacoepidemiology and Outcomes Research section is an introduction to the evaluation of the scientific studies that supports the rational use of medication use in humans. The goals of this block is to provide opportunities for students to understand the concepts, methods, and applications of pharmacoepidemiology, pharmacoeconomics, and outcomes studies utilized in clinical settings as well as with to provide tools to critically assess the clinical literature. In addition, the methods for the interpretational and generalization of findings from these studies relevant to medical and pharmaceutical care practice will be introduced by utilizing knowledge developed from the Research Methods/Biostatistics block. Students will be also prepared for problem-based critique sessions in the Integrative Therapeutics blocks.

Pharmacokinetics

This course involves in-depth discussions of the basic concepts of pharmacokinetics, the pharmacokinetics of drugs with narrow therapeutic range and the influence of pathophysiological and dosage form variables on drug therapy. Emphasis will be placed on the design and modification of drug dosage regimens in the individual patient and the use and reliability of drug assays for this purpose. Computer simulations and case studies will be used to complement the didactic teaching.

Integrated Therapeutics Course: ***Cardiovascular; Endocrine/GI/Renal; Hematology/Oncology; Infectious Diseases; Bone/Joint/Immunology; Neurology/ Psychology; and Special Populations***

These team-taught courses are organized by organ systems of the human body and various diseases associated with them. Students will learn about the pathophysiology and pharmacotherapy of various disease states that health care practitioners (pharmacists) may encounter in their practice settings. Students will learn to make appropriate therapy choices, define goals of therapy, and learn to assess whether these goals are being achieved. Students will learn to create, implement and monitor pharmaceutical care plans. A goal of this course is to prepare students with the ability to render pharmaceutical care and participate successfully for the experiential program.

Please refer to applicable pages of the Student Handbook for specific topics covered in each module.

Integrated Pharmaceutical Care and Science Laboratory: ***I-Care Lab, I, II and III***
The Integrated Pharmaceutical Care and Science Laboratories (I-Care Lab, I, II and III). The I-Care Lab involves case study discussion for application of therapeutic decision-making high impact problems in pharmacy. The course is correlated with Integrated Pharmaceutical Care and Science. During the topic discussions addressed within the sequenced courses, students will participate in the applications laboratory in order to develop skills for applying information in a practice context.

NON-TRADITIONAL DOCTOR OF PHARMACY (NTDP) PROFESSIONAL DEGREE PROGRAM

COURSE REGISTRATION
Students will be registered by the College of Pharmacy registrar for **fall semester 1st week of July** and **1st week of November spring semester**. Students **Can Not** be registered if they have Medical or Financial holds!

EXECUTIVE WEEKEND ATTENDANCE
Mandatory attendance is required for "Executive Weekend. For more details visit our website. http://healthsciences.howard.edu/education/colleges/pharmacy/programs/non-traditional-pharmd/exec-weekend

ADVANCED PROFESSIONAL PRACTICE EXPERIENCE (APPE) COURSES
Please refer to the course description.

DURATION FOR COMPLETION OF THE PROGRAM
Pharmacists with a valid US pharmacy license, admitted to the professional Nontraditional Doctor of Pharmacy (NTDP) degree program have a minimum of two (2) and maximum of five (5) years from the initial date of enrollment to complete the program and receive their degree.

REMEDIATION POLICY FOR NON-TRADITIONAL DOCTOR OF PHARMACY PROGRAM

The policybelow applies to courses in Years 1 through 2 of the Non-Traditional Doctor of Pharmacy (NTDP) Degree Program at the Howard University College of Pharmacy. It has been approved by the faculty and the Executive Committee and is recognized across the entire curriculum.

Policy Statement:

Students who have demonstrated unsatisfactory performance with a class average between 65-69% or one failed Professional Practice (1 and 2) will be afforded a remediation opportunity. Remediation of a didactic course will include the offering of a remediation exam. Remediation for Professional Practice course will consist of the offering of the opportunity to repeat the failed professional practice. Students shall be responsible for adherence to remediation procedures as detailed below.

Didactic Course Remediation

The remediation process will consist of self-study and a remediation exam.

A. A student who has a class average between 65-69% after the final exam and has adhered to all conditions stipulated by the course coordinator (see F below) will qualify to take a remediation examination.
B. The remediation exam will be cumulative in nature.
C. The remediation exam content will be comparable in content and rigor to prior assessments.
D. Remediation exams will take place any time before the start of the following Semester. The exact date of the remediation exam will be determined by the course coordinator, following interaction with the student(s) concerned. Students will receive I/F in the semester until they pass the remediation exam.
E. Students will be allowed to take no more than 1 remediation exam per semester with a maximum of 4 in the entire NTDP program.
F. The coordinator will require that certain criteria are met by students for eligibility to participate in the remediation process. These criteria include but are not limited to class attendance (if applicable), submission of a remediation plan, additional reading assignments, online completion of topic review activities, and any other stipulations set forth by the course coordinator.
G. Students will receive a grade of Incomplete F (IF) for the course until after the remediation process is complete. At the completion of the remediation process, the final course grade will be given.
H. A passing score (determined by the course coordinator) on the remediation exam and in any faculty-assigned remediation activities will result in a satisfactory grade for the course.
I. The maximum course grade for students after a remediation exam is 70%
J. Students who are enrolled in a course that they have previously failed are not eligible to take the remediation examination.
K. If there were extenuating circumstances negatively impacting a student or class during the semester that caused their final grade to fall between 60 and 65%; the course coordinator could appeal to the Curriculum Committee, and or Academic Progression and Retention Committee for a one time exemption to remediate the failing course(s). Extenuating circumstances include but not limited to: 1. Death of an immediate family member (child, mother, father, brother, sister, wife, husband, grandfather or grandmother). The student will be required to present the death certificate proving the said death. 2. Active military

duty/deployment with the certified document presented for review. 3. Hospitalization for an extended period (greater than 3 weeks continuously) with the appropriate documentation validating such activity 4. The student would have met the requirements stated in F above. 5. The student would have demonstrated successful progression (passing prior exams and quizzes) in the course prior to the extenuating event.

L. Removed for the NTDP program

M. Removed for the NTDP program

Professional Practice Remediation

This remediation policy applies to the pharmacy practice experience within the context of the course. If the student receives an F (Fail) for a professional practice experience, a remediation opportunity will be provided for the student to repeat the pharmacy practice experience during the immediate summer semester and upon successful completion of the pharmacy practice experience he/she will be eligible for the December graduation or the following May graduation.

A. While the student is in remediation, a grade of Incomplete will be assigned for the course.

B. If the remediation is successful, the student will receive a passing grade and be allowed to proceed with subsequent pharmacy practice experiences.

C. If the remediation is unsuccessful, the student will receive an F in the course and will have to repeat the professional practice experience next offered and receive a passing grade.

D. Students with one or more uncorrected failed rotation evaluations / grades for the professional practice will NOT be eligible for graduation.

All preceptors are to be made aware of this policy, and it should be included in the Professional Practice Manual.

Approved by Faculty. February 13, 2018

SCHOLARSHIPS AND AWARDS

DEAN'S HONOR ROLL LIST

A Dean's list in the College of Pharmacy at Howard University is an academic award to recognize high achieving students at the end of each academic year.

Criteria

To be included in the Dean's list, a student must meet all of the following criteria:

1. Must complete at least 30 credits in the year with at least a 3.5 GPA and must be in good academic standing.
2. Must complete all required co-curricular activities

3. Must not have any final grades of F or I
4. Must not have any violation of academic integrity
5. Must not have any professionalism infractions

TRUSTEE TUITION SCHOLARSHIP

Students who earned a minimum grade point average of 3.50 for the previous academic year while enrolled full-time in the College of Pharmacy are eligible for consideration for Trustee Tuition Scholarships for the coming year. Note: *The required grade point average is NOT a cumulative grade point average. It is the academic year grade point average for the previous fall and spring semesters.* Selection for the scholarship and the amount to be awarded will depend on the amount of funds made available to the College of Pharmacy by the University and the number of students eligible for scholarship. The higher the GPA beyond 3.50 the better a student's chance is of receiving a tuition scholarship. The College of Pharmacy Financial Aid Committee will recommend students to receive Trustee Scholarships. The Dean makes final determination.

MORDECAI WYATT JOHNSON SCHOLARSHIP

Competition for the Mordecai Wyatt Johnson scholarship is university-wide. A total of seven tuition scholarships are usually awarded annually to:

Three (3) undergraduate students
Two (2) graduate students
Two (2) professional program students (Dentistry, Law, Medicine, Pharmacy)

To be eligible for consideration, a student must have a minimum grade point average of 3.50 and must be nominated by the Dean. Interested students may contact the Office of the Dean, for more information on this scholarship at (202) 806-6530. Decisions are made in June for the upcoming school year.

COE ACADEMIC EXCELLENCE/NIH SCHOLARSHIP

The purpose of the Academic Excellence Scholarship is to provide financial support to high achieving, qualified students from socially or economically disadvantaged groups as defined by the National Institutes of Health (NIH).

DONOR SCHOLARSHIPS

Donor scholarships are funded by generous College of Pharmacy benefactors. The Donor Scholarship application is available at https://pharmacy.howard.edu/students/scholarships

Current College of Pharmacy Donor Scholarships: Maceo and Peggy Howard Scholarship, Wendell. T Hill Endowed Scholarship, JD & Laurenta Walker/Evelyn Walker Armstrong Endowed Scholarship, Spurling & Donald Clark Scholarship, Blanchard K. Ellis Endowed Scholarship, William C. Sanders Endowed Scholarship, College of Pharmacy Scholarship, Kenneth Scott Scholarship, Chauncey I. Cooper Endowed Scholarship, Med-Star Georgetown Medical Center Scholarship, Craig Ruffin SNPhA Endowed Scholarship, Anne G. & James Tyson Endowed Scholarship, Yung Lee Chang Endowed Scholarship, Dr. Leonard Edloe Scholarship, and Dr. Minnie Baylor Scholarship, CVS Scholarship, Rite Aid Scholarship, Walmart Scholarship, Walgreens Scholarship, and the SuperValue Scholarship.

The University requires that every donor scholarship recipient submit several items (e.g. 'Thank You're letter for donor, 4x6 professional headshot, resume and donor report form) before the funds are disbursed to the student's account. Please contact the College of Pharmacy Financial Aid and Awards Committee Chair Dr. Patricia Noumedem (payuk@howard.edu) or check the web page at pharmacy.howard.edu for application submission deadlines and more information.

WHO'S WHO AMONG STUDENTS IN AMERICAN COLLEGES AND UNIVERSITIES

The Who's Who program recognizes the achievements of college and university students. Participation in the school and campus-wide activities as well as community activities is emphasized. Applications for the Who's Who program may be obtained from the Student Affairs Office, Room 106. The applications are reviewed and ranked for Howard University by a nominating committee composed of faculty and students and the selections are forwarded to the Who's Who program office in Tuscaloosa, Alabama

STATE GRANT/SCHOLARSHIP PROGRAMS

Applicants wishing information on state grant/scholarship programs should write directly to the Department of Higher Education in the state of their legal residence.

District of Columbia residents may obtain state grant applications from the University's financial aid office. Applications are generally available after April 15 for the coming school year, and should be submitted to the financial aid office for processing by May 15.

SENIOR AWARDS [1]

Qualified students of the graduating class are selected each year by the College of Pharmacy faculty to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance or for outstanding service to the College or the community and are presented during Commencement Week each year. The awards include, but are not limited to the following:

Adom Excellence Award 1—For a graduating student pharmacist who has exhibited superiority in Integrated Therapeutics I lecture course and has demonstrated professional qualities of competency and compassion.

Adom Excellence Award 2—For a graduating student pharmacist who has exhibited superiority in Integrated Therapeutics II lecture course and has demonstrated professional qualities of competency and compassion.

Adom Excellence Award 3—For a graduating student pharmacist who has exhibited superiority in Integrated Therapeutics III lecture course and has demonstrated professional qualities of competency and compassion.

American Society of Consultant Pharmacy—For a graduating student pharmacist who has advocated, served, and/or supported older adults in a profound way.

American Pharmacists Association Academy of Student Pharmacist (APhA-ASP) Chapter Recognition Award—For outstanding service to the chapter.

Black Apothecary Award –For a graduating student pharmacist who has provided great contribution to the student-run newsletter which includes the management, creation and sustainability of the newsletter.

Capital City Pharmacy Medical Reserve Corp --For a graduating senior pharmacist (s) who served on the MRC advisory board during their tenure at Howard University.

Center of Excellence Dedication and Superior Leadership—For a graduating student pharmacist who has exemplified excellence throughout their academic career, and contributed significantly to the programs of the College of Pharmacy in a leadership role.

Center of Excellence Outstanding Service and Dedication Award— For a graduating student pharmacist who has exemplified excellence throughout their academic career, and contributed significantly to the programs of the College of Pharmacy and Center of Excellence in their role in service or recruiting activities.

Center of Excellence Outstanding Senior Research Award—For the graduating student pharmacist who has exemplified excellence throughout their academic career, and contributed significantly to the research program of the College of Pharmacy and Center of Excellence.

Charles M. van der Horst Leadership Award -- for individuals who demonstrate sacrificial service going above and beyond the call of duty.

College of Pharmacy Faculty Award—For a graduate who has demonstrated outstanding leadership in initiating, organizing and participating in college, university and community activities.

Courageous Leadership Award—For a graduating student pharmacist who have provided courageous leadership in an effort to advance the pharmacy program, and improve the educational experience and culture at Howard University College of Pharmacy (Sponsored by the Dean).

Courageous Leadership Group Recognition Award—Presented to a group of graduating student pharmacists who have provided courageous leadership in an effort to advance the pharmacy program, and improve the educational experience and culture at Howard University College of Pharmacy (Sponsored by the Dean).

Dean Chauncey I. Copper Memorial Award—For the second highest ranking graduating student pharmacist.

Dean's Leadership Award—To recognize 4 graduating student pharmacists who have provided leadership in the role of class president for the graduating class during each year of matriculation in the Doctor of Pharmacy Program. (Sponsored by the Dean).

Dean Wendell T. Hill, Jr. Memorial Award—For the highest ranking graduating student pharmacist.

Department of Pharmaceutical Sciences Faculty Award—For a graduating student pharmacist who exhibits superior scholastic achievement in all courses in the Department of Pharmaceutical Science courses and significant contributions to the Department of Pharmaceutical Sciences.

Excellence in Public Health Pharmacy Practice Award-USPHS Award—For a graduating student pharmacist who has contributed significantly to programs and initiatives that support the philosophy and goals of the United States Public Health Service.

Facts & Comparisons Award of Excellence in Clinical Communications—For a graduating student pharmacist who has demonstrated superior verbal and written clinical communication skills and is in the top 25% of the class.

Floyd L. White and Narendra J. Shah Memorial Pharmaceutics Award—For a graduating student pharmacist, who in the opinion of the College of Pharmacy faculty, represents the best potential to be a practitioner and who is in the top 25% of the class in all Laboratory courses in the Department of Pharmaceutical Sciences.

Iranian Pharmaceutical Association AVICENNA Award—For a graduating student pharmacist who has demonstrated superior performance in the Pharmaceutical Care II (lecture and laboratory, including IV lab) course and has demonstrated professional qualities of competency, compassion and common sense. Also he/she is in the top 5% of the class.

Kappa Psi Pharmaceutical Fraternity, Inc. – District of Columbia Graduate Chapter Award—For a graduating student pharmacist who has exemplified leadership. This has been achieved, but not limited to, fellowship within the school and the community, scholarship throughout matriculation in the Doctor of Pharmacy program and high ideals. (Sponsored by District of Columbia Graduate Chapter of Kappa Psi Pharmaceutical Fraternity, Inc.)

Merck Award—For a graduating student pharmacist who has demonstrated superior scholastic achievement in all Biomedicinal Chemistry courses.

Mylan Excellence in Pharmacy Award—For a graduating student pharmacist who demonstrated superior proficiency in the provision of drug information services, high professional motivation, the intent to enter practice upon graduation and is in the top 25% of the class.

National Workforce Diversity Program Award –For a graduating student pharmacist who contributed significantly to the programs in the National Workforce Diversity Grant Program.

Nontraditional Doctor of Pharmacy Degree Program's Professional Practice Experience Recognition Award --For a graduating pharmacist who has demonstrated superiority in meeting and performing professional practice experience requirements, and contributing to the growth and development of his/her practice sites, in the Nontraditional Doctor of Pharmacy Degree (NTDP) Degree Program.

Nontraditional Doctor of Pharmacy Degree Program's Recognition Award —For the highest-ranking graduating pharmacist in the Nontraditional Doctor of Pharmacy Degree (NTDP) Degree Program.

Pipeline Program Award ---For a graduating student pharmacist who exemplified excellence in participation and dedication to more than one of our pipeline grant programs. This student is a testament to the success of the Howard University Health care pipeline programs.

Professionalism Award—For a graduating student pharmacist who has embodied professionalism by demonstrating accountability, a sense of duty, regard for mankind, competence, ethics, and the pursuit of excellence in service to the college and overall community. (Sponsored by Walmart)

Professor Samuel M. Heman-Ackah Memorial Award—For the third highest ranking graduating student pharmacist.

TEVA Pharmaceuticals Outstanding Student Award—For a graduating student pharmacist who in the opinion of the College of Pharmacy Faculty excels in the study of pharmacy. (Sponsored by TEVA Pharmaceuticals)

Theodore B. Zalucky Memorial Pharmaceutics Award—For a graduating student pharmacist who displayed superior scholastic achievement in pharmaceutics course sequence. (Sponsored by the COP Faculty)

Washington D.C. Pharmaceutical Association Recognition Award—For a graduating student pharmacist who has demonstrated superiority in professional practice in the community, good citizenship, honorable service to the college, and involvement in professional associations. (Sponsored by Washington D.C. Pharmaceutical Association)

---

[1] ***Senior awards are subject to change based on award availability***.

HONORS DESIGNATION

In addition to the completion of all co-curricular activities, absence of F or I grade, absence of violation of academic integrity and/or professionalism infractions; a student is recognized with the following Latin scholastic distinction as designated below at graduation--

***Cum Laude**--for graduating student pharmacist with Grade Point Average (GPA) of 3.50-3.70*

***Magna Cum Laude**--for graduating student pharmacist with Grade Point Average (GPA) of 3.71-3.85*

***Summa Cum laude**--for graduating student pharmacist with Grade Point Average (GPA) of 3.86-4.00*

FINANCIAL AID INFORMATION[1]

For detailed information on financial aid programs and policies at Howard University, please refer to the University's **Financial Aid Handbook** available online at www.howard.edu**,** and to **The Student Guide** published annually by the U.S. Department of Education. Copies of both publications may be obtained from:

Office of Financial Aid and Student Employment
Howard University
Mordecai W. Johnson Administration Building, Room 205,
2400 Sixth Street, NW
Washington, D.C. 20059
Telephone: (202) 806-2820
Fax: (202) 806-2818

TYPES OF FINANCIAL AID

Applicants seeking financial aid may be considered for loans, grants, scholarships and student employment (descriptions of these programs are provided in the Financial Aid Handbook). The following types of financial aid are available to students:

- Direct Stafford Loans
- Health Professions Student Loans (HPSL)
- Howard University Student Employment Program
- Federal Work Study Program

APPLICATION PROCEDURES

There is a great demand for financial aid at Howard University. Consequently, the earlier your request is processed, the better your chances of getting financial aid. All students seeking financial aid must submit the Free Application for Federal Student Aid (FAFSA) each year. List Howard University as the school you wish to attend and mail in the envelope found in the application package. This should be done after January 1 but early enough for applications to be received at Howard University by the February 15 priority date.

---

1 Extracted in part from the "Financial Aid Handbook," printed by the Howard University Office of Financial Aid and Student Employment.

NOTE: Parents' confidential financial information **must** be included on the FAFSA for consideration for the Health Professions Student Loan (HPSL) and Scholarships for Disadvantaged Students (SDS). **This is mandatory regardless of the student's dependency status.** The student must provide parent's income and other information in the appropriate sections of the FAFSA. If parents are deceased, formal documentation must be provided.

PRIVATE LOANS

Several commercial banks have loan programs that will provide substantial funds toward tuition and living expenses. Private loan applications are available in the Office of Financial Aid and Student Employment.

HOWARD UNIVERSITY STUDENT EMPLOYMENT PROGRAM (HUSEP)

Contact the Office of Financial Aid and Student Employment, Mordecai W. Johnson Building, Room 205, telephone (202) 806-2820.

All Howard University students receiving financial assistance under this program must adhere to the following policies governing student employment:

- No student can work in excess of 40 hours per week, or more than 8 hours on any day.)
- The Office of Financial Aid and Student Employment determine the maximum number of hours a particular student can work.
- All students enrolled in the HUSEP program must maintain satisfactory academic progress.

FEDERAL WORK-STUDY PROGRAM

The Federal Government funds the Federal Work-Study Program. Guidelines for the Work-Study Program are the same as for the HUSEP. For further information, please contact the Office of Financial Aid and Student Employment at (202) 806-2820.

SATISFACTORY ACADEMIC PROGRESS

To maintain eligibility for financial aid, students must meet **Satisfactory Academic Progress** requirements. Information on these requirements may be obtained from the Office of Financial Aid and Student Employment or from the Financial Aid Handbook**.** In general, a student must have a minimum grade point average of 2.50 and earn a sufficient number of credit hours each year to demonstrate satisfactory progress.

FINANCIAL AID - RIGHTS AND RESPONSIBILITIES

Rights:

- You have the right to privacy. All records and data submitted as part of your application for financial aid will be treated as confidential information.
- You have the right to know what financial aid programs are available at Howard University.
- You have the right to a complete explanation of the award process. This includes deadlines for submission of applications, how your financial need is determined, the amount of aid you will receive, types of programs included in your financial aid package, and how aid is disbursed.
- You have the right to know the University's Satisfactory Academic Progress policy.
- You have the right to know the University's refund policy.
- You have the right to obtain information about the University's drug prevention policy.

Responsibilities:

You are responsible for the following:

- Reading and understanding all forms and agreements that you sign.
- Following all directions carefully.
- Submitting honest and accurate information regarding your financial circumstances.
- Being aware of University policies as they pertain to you and your financial aid. These include, but are not limited to, University refund policies, criteria for satisfactory academic progress, and policies regarding withdrawal from classes. This information may be found in the Howard University Bulletin.
- Submitting required documents in a timely fashion.
- Signing and returning a copy of your award letter, indicating acceptance or rejection of the awards offered.
- Signing a promissory note and a statement of rights and responsibilities when you receive a student loan.
- Responding to any correspondence from the Office of Financial Aid and Student Employment within specified deadlines.
- Reporting any changes in your financial or student status. This includes reporting any additional funds that you are awarded and any changes of name or address.
- Resubmitting your application for aid each year. Contact the Office of Financial Aid and Student Employment (202) 806-2820, in December of each year for application information and forms as necessary. Aid is awarded on a first-come first-served basis, so the FAFSA should be mailed as early as possible in January to meet the February 15 priority date.

NOTE: Care has been taken to ensure the accuracy of this information. However, the information is susceptible, to unintended error and is subject to changes in Federal, State, and institutional policies without prior notice. Contact the Howard University Financial Aid Office for updated information on financial aid.

STUDENTS WHO HAVE ATTENDED OTHER POSTSECONDARY INSTITUTIONS

If you have previously attended another postsecondary institution and will begin or resume your studies at Howard University in the Spring Semester or a Summer Session, you are required to submit a financial aid transcript(s) from each postsecondary institution previously attended. This requirement applies to new students as well as former students returning. The financial aid transcript requirement no longer applies to new or former students who will begin or resume their studies in the Fall Semester.

INTERNATIONAL STUDENTS

The Office of International Student Services provides the following services for international students attending the College of Pharmacy.

Counseling/Advising - International student advisors are available to counsel students about their concerns (financial, personal, immigration, etc.). The advisors also make appropriate referrals.

Programs - During the school year, the Office sponsors a variety of programs highlighting the cultural diversity on campus. The Office works with the international student organizations in providing programs. In addition, the Office offers an orientation program at the beginning of each semester**.**

Immigration Status- ***It is each student's responsibility to maintain legal immigration status at all times.*** The Advisors provide up-to-date information and assistance on immigration matters. The Office also has all the necessary immigration forms to maintain legal status, apply for employment, etc.

Financial Forms - The office issues an official letter of estimated expenses, which many students need to have funds remitted from their countries. The advisors also sign forms for scholarship and loans from international agencies and foreign governments.

Publications - The Office publishes an International Student Handbook, which provides information on a variety of topics of special interest to international students, a quarterly International Student Newsletter, and monthly updates.

For further information, please contact the Office of International Student Services at (202) 806-2777 or 806-2775.

Immigration Services - In order to maintain legal status in the United States, immigration regulations require that international students maintain full-time registration each semester; and that their passports are valid for at least six months.

Off-Campus Employment - There is a special provision concerning off-campus employment, which is a required part of an academic program. This provision has a direct effect on Pharmacy students who are required to satisfy professional practice requirements in the third summer and the last year of their program. Permission to work off-campus must be obtained from the Immigration and Naturalization Service through the Office of International Student Services.

Cultural Adjustment - Persons moving from one culture to another must make many adjustments. Sometimes these adjustments are difficult and cause distress and anxiety. While these adjustments are normal, living in a different culture and country can have a negative effect on the levels of distress and anxiety experienced. The University provides services through the University Counseling Services, the Office of International Student Services, and the Office of Student Affairs in the College of Pharmacy to assist the students in college. Since

international students traditionally do not readily seek counseling, we are encouraging you to contact these offices for assistance. The advisors are very sensitive to the needs and concerns of international students.

It is advisable to discuss issues of concern in their early stages before they become problems and negatively impact academic progress and overall well-being. The Office of International Student Services is located in Room G-10 of the Johnson Administration Building. The telephone number is (202) 806-2777 or 806-2775.

COLLEGE OF PHARMACY STUDENT LIFE

COLLEGE OF PHARMACY STUDENT COUNCIL

The College of Pharmacy Student Council serves professional students in the College of Pharmacy. Officers of the Student Council represent the College of Pharmacy in the Graduate Student Assembly of the University and serve as an intermediary between the administration and the student body in non-academic matters. The College of Pharmacy Student Council also receives the College's allocation of funds for its professional students and re-allocates the funds to recognized/approved professional student organizations to assist with College related activities as provided by the Council's constitution.

Elections for the College of Pharmacy Student Council are held each year in accordance with the council's constitution.

CLASS OFFICERS

Officers, who will be elected each year in accordance with the constitution of the class organization, must represent each class within the College of Pharmacy. The officers will represent the class in non-academic matters, will coordinate class activities and will ensure that class responsibilities are carried out. Class Advisors are appointed from the faculty for each entering class and will remain in that capacity until the class graduates.

CLASS ADVISOR RESPONSIBILITIES

- Serve as Class Advisor for all four years until the class graduates.
- Establish, announce to the class and post special Office Hours for advising class students.
- Schedule a meeting with the whole class at least once a month.
- Meet with the class whenever requested by the Class President in writing.
- Report to the Assistant Dean or in his absence to the Associate Dean all issues and concerns raised by the students of the class for immediate action.
- Counsel the students in their academic/personal needs.
- Assist in making travel arrangements of all educational trips of the class.
- Accompany the class during their educational trips.
- Serve as the Marshall of the School during the Commencement Exercises when the class graduates.
- Assist the Assistant Dean in scheduling the class activities during the Commencement Week.
- Perform any other duties assigned by the Office of the Assistant Dean pertaining to the class.
- Attend monthly Student Leaders meetings.
- Supervise class elections.

STUDENT ORGANIZATION

STUDENT ORGANIZATION FACULTY ADVISOR RESPONSIBILITIES

All student organizations are required to have at least one on campus advisor. On campus advisors must be current members of Howard University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting university policy and procedures. They are also an integral part of ensuring the organization's success and longevity on Howard University's campus.

The Advisor's major responsibilities are as follows:

1. To assist the organization in finding optimal ways of implementing its programs.
2. To serve as a role model and mentor to the organization and its individual members.
3. To keep the organization abreast of university policy and to assist in ensuring that the organization is in compliance with all university policies.
4. To periodically meet with the organization to stay informed of its activities.
5. To verify that the leadership and membership of the organization are enrolled students in good academic standing.
6. To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration.
7. To represent the organization when required by the University or overall best interest.
8. To be kept abreast of all paperwork, transactions, financial obligations concerning the organization and sign/approve (as necessary).

Qualities of a good Advisor

- She/he adheres to the responsibilities above
- She/he encourages members to implement their ideas
- She/he strongly encourages academic achievement
- She/he advises/leads the group without taking over or being in charge
- She/he holds himself/herself as well as members accountable for the organization's successes and failures.

STUDENT ORGANIZATIONS DESCRIPTIONS

AMERICAN COLLEGE OF CLINICAL PHARMACY (ACCP)

Faculty Advisor: Dr. Monika Daftary, 202-806-5090

ACADEMY OF MANAGED CARE PHARMACY (AMCP)

The Howard University Student Chapter of the Academy of Managed Care Pharmacy provides students with the tools and resources to begin a rewarding career in Managed Care Pharmacy. AMCP's goal is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all. The principles of managed care are based upon the use of scientific evidence to achieve healthy outcomes while making the best use of money spend on medications and their management.
Faculty Advisor: Dr. Mary Maneno, 202-806-7231

AMERICAN PHARMACISTS ASSOCIATION ACADEMY OF STUDENTS OF PHARMACY (APHA-ASP)

The Howard University student branch of the Academy of Students of Pharmacy of the APhA was established in 1972. The principal objective of this organization is to serve as a liaison between the pharmacy student body and the American Pharmacists Association. Members receive professional journals and newsletters and are provided opportunities to participate in projects and meetings of the college branch and of the national organization.
Faculty Advisor: Dr. Tamara McCants, 202-806-3095 and Dr. Miranda Law, 202-250-5397

AMERICAN SOCIETY OF CONSULTANT PHARMACISTS (ASCP)
American Society of Consultant Pharmacists (ASCP) student membership provides students with the tools they need to begin a successful career in senior and long term care. The student chapters are focused on providing information to students on employment, providing information on consultant senior care and long term care, as well as information on starting their own practice.
Faculty Advisor: Dr. Krishna Kumar, 202-806-6540

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS (ASHP)
Howard University College of Pharmacy, Nursing and Allied Health Sciences is in its initial phase of establishing a student chapter for the American Society of Health-System Pharmacists (ASHP). This component of the ASHP is known as "ASHP Pharmacy Student Forum". The goals of this association include:

- ✓ Increasing the knowledge of students about careers and trends in pharmacy practice;
- ✓ Improving organizational and leadership skills of students (especially practice-focused);
- ✓ Increasing student involvement in the policy development process of ASHPs; and,
- ✓ Increasing cooperation among Pharmacy Schools, ASHP affiliates State Chapters, and in addressing the needs of students in the aforementioned areas**.**

Faculty Advisor: Dr. Fredric Lombardo, 202-806-4205

BLACK APOTHECARY
Pharmaceutical publishing is an area of pharmacy that is rarely explored and highly rewarding. A lot of cultures and tradition have survived on ink and paper and this is what we hope to achieve here with the Black Apothecary, survival of our traditions and cultures at Howard University College of Pharmacy and also be a voice amongst students, faculty and the outside world.
Faculty Advisor: Dr. Monika Daftary, 202-806-5090

DRUG INFORMATION ASSOCIATION
Faculty Advisor: Dr. Amol Kulkarni, 202-806-4493

COLLEGE OF PHARMACY STUDENT COUNCIL (CPSC)
Faculty Advisor: Dr. Oluwaranti Akiyode, 202-806-4207

COLLEGE OF PSYCHIATRIC & NEUROLOGIC PHARMACISTS (CPNP)
The Howard University Chapter of College of Psychiatric & Neurologic Pharmacists (CPNP) was established in 2011. Our mission includes providing information and tools that prepare pharmacy students to evaluate and prepare for a career in psychiatric and neurologic pharmacy. Members of CPNP enjoy the benefit of receiving education opportunities through the CPNP Annual Meeting and CPNP University, job and residency opportunities. Members also receive current industry and psych/neuro specialty news through the CPNP e-news distributed exclusively to CPNP members.
Faculty Advisor: Dr. Amol Kulkarni, 202-806-4493

HOWARD UNIVERSITY STUDENT PHARMACISTS OUTREACH TEAM (HUSPOT)
Howard University Student Pharmacists Outreach Team (HUSPOT), founded in 2007, is a dynamic organization made up of student pharmacists dedicated to providing pharmaceutical care to under-served and under-privileged communities. The unique aspect of this dynamic organization is that it is the only one of its kind. HUSPOT was founded and is currently sustained solely for the purpose of giving back. One of the highlights of our service-based agenda is our annual international mission trip in which Howard University pharmacy students along with students from the Howard University Medical School have aided in medical relief efforts in countries such as Nigeria, Haiti, and Ecuador. HUSPOT members understand that it is important to take the legacy, mission, and vision of HUSPOT beyond the four walls of the Howard University College of Pharmacy into our daily lives as student pharmacists and ultimately as practicing pharmacists.
Faculty Advisor: Dr. Simeon Adesina, 202-865-0401

INDUSTRIAL PHARMACISTS ORGANIZATION (IPhO)
Industrial Pharmacists Organization (IPho) is the only pharmacy organization dedicated exclusively to advancing the careers of industry based pharmacists. IPhO accomplishes this by: Providing timely and relevant information that is vital to our members; Raising awareness among employers and industry executives about the role that industry pharmacists can play in drug development and appropriate medication use; Providing targeted resources and coaching to enhance members' continuing education and professional development; Creating opportunities for members to network and exchange ideas with their industry pharmacist peers; and, Providing access to attractive and relevant employment opportunities available in the industry.
Faculty Advisor: Dr. Earl Ettienne, 202-806-4209

KAPPA EPSILON FRATERNITY (KE)
The Alpha Pi Chapter, Kappa Epsilon Fraternity, Inc., was established in the School of Pharmacy in 1984. Its objectives are to: unite women students in pharmacy; cooperate with the faculty of the College of Pharmacy where chapters are established; stimulate in its members a desire for high scholarship; foster a professional consciousness; and provide a bond of lasting loyalty, interest and friendship among its members
Faculty Advisor*:* Dr. Yolanda McKoy-Beach, 202-806-6062

KAPPA PSI FRATERNITY (KP)
The Delta Kappa Chapter, Kappa Psi Fraternity, is the oldest and largest pharmaceutical fraternity in the United States. Many of the past and present leaders in pharmacy are members of Kappa Psi. The fraternity seeks and offers membership to men and women who desire to: Participate in activities that promote and advance the profession of pharmacy; Develop and maintain pride in the fraternity and the profession of pharmacy; and, Develop and participate in college and community programs.
Faculty Advisor*:* Dr. Imbi Drame, 202-806-6875

NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)
National Community Pharmacists Association (NCPA) student membership provides students with the tools they need to begin a successful career in independent pharmacy. NCPA is dedicated to the continuing growth and prosperity of independent retail pharmacy in the U.S. The student chapters provide a unique opportunity to learn more about the many rewarding career opportunities available in independent pharmacy. Other benefits of student membership include eligibility for NCPA student loans, scholarships and free registration at all NCPA national meetings.
Faculty Advisor: Dr. Divita Singh, 202-806-1595

PHARMACY INITIATIVE LEADERS (PILs)
The PILs program was founded in May 2013 and is a mentoring and ambassador association made up of upper-class student pharmacists who provide mentoring to pre-pharmacy level and P1 level students.
Faculty Advisor: Dr. Youness Karodeh, 202-806-9076

PHI DELTA CHI FRATERNITY (PDC)
Phi Delta Chi is a coeducational multi-cultural national pharmaceutical fraternity formed in 1883 at the University of Michigan. More than 35,000 students have become brothers since that time. The objective of Phi Delta Chi is to advance science through the development of leaders in pharmacy and to foster fraternal spirit among its members. There are 53 active chapters at colleges of pharmacy around the United States and more than 16,000 active and alumni brothers throughout the world. Pharmacy leaders of the past such as Eli Lilly and Hubert Humphrey were brothers of Phi Delta Chi. Many current deans and faculty members are current members of Phi Delta Chi. Certainly the brothers of today will become the leaders of pharmacy in the future. We hope you will consider joining us.
Faculty Advisor: Dr. Estela Lajthia, 202-806-4919.

PHI LAMBDA SIGMA (PLS)
Phi Lambda Sigma Pharmacy Leadership Society is a professional organization that recognizes and honors the leadership achievements of Pharmacy students and faculty. The Beta Rho chapter of Phi Lambda Sigma was

chartered in May 2001. Second, third and fourth year students who have demonstrated exemplary leadership to the School, University, and community are eligible for nomination and membership.
Faculty Advisor: Dr. Toyin Tofade, 202-806-3082 and Dr. Fredric Lombardo, 202-806-4205

RHO CHI NATIONAL PHARMACY HONOR SOCIETY
Beta Sigma is the Howard University Chapter of the Rho Chi National Pharmacy Honor Society, which was established in the School of Pharmacy in 1960 to promote the advancement of the pharmaceutical sciences through the recognition and advancement of sound scholarship. High standards of intellectual and scholarly attainment are required for election to membership in Rho Chi.
Faculty Advisor: Dr. Emmanuel O. Akala, 202-806-5896

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION (SNPHA)
The Howard University Chapter of the Student National Pharmaceutical Association (SNPHA) was established in 1972 by two student from Howard University (Sharon Rockmore) and Florida A&M University (John Scrivens). The principal objective of this organization is to provide a forum for minority pharmacists in the communities they serve.
Faculty Advisor: Dr. Jacqueise Unonu, 202-806-5078

CAMPUS PALS

The Campus Pals is an organization of undergraduate students who assist incoming students with their adjustment to Howard University. To become a member of this organization, one must apply through the Campus Pals Office, Room 107, Blackburn University Center, telephone: (202) 806-5381. Applications are accepted in October and November and interviews are conducted during the following spring semester. Appointments are made for the coming fall semester.

STUDENT ORGANIZATION REQUEST TO USE COP FACILITIES & CLASSROOMS AFTER 5 PM

The chapter faculty advisor or faculty designee must be present during all after-hours and weekend organization events. All requests for use of COP facilities during non-work hours must be done so by first confirming classroom availability with the College of Pharmacy Student Council officer. Reservations and approvals for the use of Annex III-Room 117 requires approval from the Dean's Office. For weekend events, the organization's chapter advisor must then submit a written request for after-hours building access along with confirmation of his/her supervision of the event to the administrative assistant in the Dean's Office. The chapter must receive a letter from the Dean's Office approving the event along with a copy of the after-hours access letter sent to the University's Campus Security Office for confirmation of approval to host an event on the weekends. Both letters must be kept on-hand during the event for possible presentation to the university's security officers.

PROFESSIONAL FEE USAGE POLICY

Purpose
Students enrolled in the Howard University College of Pharmacy (HU COP) pay a Professional Fee per semester to cover expenses associated with student educational resources as well as student organizational funding to ensure adequate college representation at the regional and national level. The 2020-2021 HU COP Professional Fee is $200.00 per semester.

Definitions
- HU COP: Howard University College of Pharmacy
- Student Educational Resources: Resources made available to aide in the learning and professional training of pharmacy students. These resources include but are not limited to Exam Master, Access Pharmacy, Core Elms, Core CompMS, ExamSoft, After Hours Access Building Security, PharmacyLibrary.com

- Chapter: The specific School/College of Pharmacy for which the student organization represents. (i.e., Howard University Chapter of the _____)
- Chapter Advisor: The faculty member appointed to oversee student organizational chapter activities.
- Student Organization: All student-related professional organizations associated with the pharmacy profession
- Executive Committee: The leadership of the student organization chapter comprised of the officers and under the advisement of the chapter advisor.
- President: The student elected to serve as the President of the student organization chapter.
- Counseling Competition Competitor: The student competing in the national patient counseling or clinical skills competition to represent the student organization chapter.
- Delegate: The student representing the chapter during the legislative session of the regional and annual meetings
- Tier: The tier designates the level of funding for each student organization and is based on the chapter activities.
    - Tier 1: No annual meeting
    - Tier 2: One annual meeting
    - Tier 3: Multiple annual / regional meetings
- Annual Meeting: National meeting of the professional organization held once a year that requires representation from Colleges of Pharmacy across the country.
- Midyear Regional Meeting: Regional meeting of the professional organization held once a year that requires representation from Colleges of Pharmacy classified as belonging to specific regions across the country. Howard University College of Pharmacy is in Region 2.
- Base: A minimum funding amount provided to all student organizations to assist with covering expenses associated with the standard chapter activities. (i.e., community outreach supplies, marketing supplies for chapter events, member chapter involvement incentives)
- HUSPOT: Howard University Student Pharmacists Outreach Team
- Black Apothecary: Black Apothecary
- AAPS: American Association of Pharmaceutical Sciences
- ACCP: American College of Clinical Pharmacy
- AMCP: Academy Of Managed Care Pharmacy
- DIA: Drug Information Association
- KE: Kappa Epsilon Fraternity
- KP: Kappa Psi Fraternity
- NCPA: National Community Pharmacists Association
- PDC: Phi Delta Chi Fraternity
- CPNP: College Of Psychiatric & Neurologic Pharmacists
- ASCP: American Society Of Consultant Pharmacists
- Rho Chi: Rho Chi National Pharmacy Honor Society
- Pharmacy Initiative Leaders
- PLS: Phi Lambda Sigma
- ASHP: American Society Of Health-System Pharmacists
- APhA: American Pharmacists Association Academy Of Students Of Pharmacy
- SNPhA: Student National Pharmaceutical Association
- IPhO: Industrial Pharmacists Organization

Responsibilities

The Dean's office oversees the annual professional fee fund allocation and proper disbursement of funds. The leadership of each student organization, with proper oversight of the chapter advisor, is responsible for submitting an annual budget for proposed chapter expenses and an OSA Student Organization Achievement Report in the

first week of October of each academic year; for properly disbursing organizational funds per direction in the Professional Fees Usage Policy; and for submitting an annual financial report detailing the actual use of the organizational funds during the current academic year by April 15th of each year. The chapter must ensure that there is proper documentation noting the funding amount and justification for each student who receives a direct reimbursement from the chapter's organizational funds, and they must sign to confirm their receipt of funds.

Eligibility: Professional fee funding will be used to cover specific student educational resources made available to all students enrolled in the pharmacy program. **Student organizations recognized by the Howard University Office of Student Life and Activities and which comply with conditions outlined in the Professional Fee Usage Policy are eligible for funding from professional fees.** Failure to comply with the policy conditions will result in ineligibility to receive funding for the next academic year.

Procedures

Each student organization will submit an annual budget proposal (signed by the chapter advisor) to the Dean's office in the first week of October of every academic year. Funds remaining after ensuring proper coverage for expenses related to educational resources will be divided amongst the various student organizations. The Dean's office will submit organizational funding invoices for each student organization to the university's Accounts Payable Office by the end of October. Organizational funds are expected to be disbursed by the University in the form of checks by the end of November of each academic year. The funding process for each student organization will begin after submission of its signed annual budget proposal and the College of Pharmacy Office of Student Affairs Student Organization Achievement Report and upon confirmation of prior submission of the annual funding report. The president and advisor of each student organization will be notified via email when the checks are ready for pick up in the Dean's Office.

The organizational funding guidelines note specific award amounts for select chapter members attending meetings to ensure adequate chapter representation. Student organizations must comply with the policy in disbursing the funds to such designated chapter members unless there is a documented majority vote by chapter members to use the funds in an alternate manner. Please note that student travel support for meeting attendance will be made available from the dean's office through student organizational funding only.

The chapter may use the base funding amount at its discretion with input and general approval from a majority of chapter members. Each student organization must submit an annual financial report detailing the actual use of the organizational funding allotment for the current academic year by April 15th of each year.

Organizational Funding Details

Student organizational funding will be based on three tiers (see diagram below). Criteria for funding includes:

(1) A valid tax ID number
(2) Recognition as an official student organization by the Howard University Office of Student Activities (http://www.howard.edu/currentstudents/studentlifeactivities/StudentActivities/ActiveStudentOrganizationsandClubs.htm)
(3) Submission of a completed Howard University ACH form and W9 (available through University website)
Base funding will be provided to all organizations that meet funding criteria. Additional funding to help off-set travel expenses to ensure college representation by the chapter president, delegate, and counseling / clinical skills competitors at the organization's regional and national meetings will also be provided. Funding amounts will vary based on available funds.
(4) Submission of the College of Pharmacy Student Organization Annual Report (SOAR)
(5) Submission of budget proposal
(6) Submission of annual report

Base funding in the amount of $ 1,000.00 will be provided to all organizations that meet funding criteria. Additional funding to cover travel expenses to ensure college representation by the chapter president, delegate, and counseling / clinical skills competitors at the organization's regional and national meetings will also be provided based on Tier level.

COLLEGE OF PHARMACY STUDENT ORGANIZATION TIER CLASSIFICATIONS

Tier 1	Tier 2	Tier 3
HUSPOT DIA BA CPNP AAPS PILs	KE KP NCPA PDC Rho Chi PLS ACCP IPhO ASCP AMCP	APhA SNPhA ASHP
Base Funding No Annual or Regional	Base Funding Annual Meeting Attendance (President)	Base Funding Annual Meeting Attendance (President, Delegate, Counseling Competitor) Meetings Regional Meeting (President, Delegate)

PROCEDURES FOR POSTING AND DISTRIBUTION OF ANNOUNCEMENTS

The building and grounds at Howard University are private property and materials may not be posted or distributed without the permission of the University. University and Non-University affiliates or organizations violating the guidelines are subject to a fine of $50.00. For further information regarding the Policy and Procedures for Posting and Distribution of Poster/Flyers and/or Materials, you may stop by the Central Scheduling and Information Office located in the Blackburn University Center, Suite 134 or call (202) 806-5979.

SUPPORT INFORMATION

Academic Dean Documentation of Support

Students that need a documentation of support in any of the following areas should directly contact the Office the Academic Dean, at 202-806-3082

- Internship application form from respective board of pharmacy
- Pharmacy graduation affidavit
- Enrollment verification
- Externship verification
- GPA verification
- Good academic standing verification
- Immigration letter for international students
- Optional practical training hours
- Scholarship verification
- Parking

- Apartment
- Certificate of pharmacy education and intern experience
- Certificate of practical experience
- Federal loan verification
- Etc.

COMPUTER LAB*

The school's Computer Lab is located in CCH, room 203 and is equipped with 24 computers and 2 printers. Access is limited to Pharmacy students only and each student must sign in and provide their Capstone Card to the lab supervisor. The lab will be open at certain hours, which will be posted on the door. **NO FOOD OR DRINK IS ALLOWED IN THIS ROOM. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.**

***i*LAB**

Additional computers are available in the ***i*Lab** located at 2301 Georgia Avenue, N.W. If additional information is needed, please call (202) 806-0660. Visit http://www.howard.edu/technology/services/labs.html#ilab for lab hours and additional information.

****Guidelines for the usage of computer facilities and all network resources in the College of Pharmacy***

The following is to serve as a guide for the appropriate use of computer facilities and network resources in the College of Pharmacy. Since it is impossible to document all appropriate conduct and use of computer facilities, these guidelines are provided. Note that they are not intended to be all inclusive. The list serves as an example of infractions that are prohibited:

- Eating and drinking in technology areas: classrooms, reading rooms, and computer laboratory;
- Using the network for purposes other than educational;
- System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs);
- Using obscene, vulgar, abusive or inappropriate language, pictures, or other materials;
- Knowingly introducing viruses;
- Vandalizing, including equipment damage and willful tampering with data or software;
- Attempting to read, delete, copy or modify the electronic mail of other users;
- Attempting to decrypt passwords;
- Attempting to gain unauthorized access to remote systems;
- Deliberately interfering with other users;
- Attempting to libel, slander or harass other users;
- Accessing IRC sites (chatting) or instant messaging;
- Sending/receiving personal, non-educational email;
- Allowing others to use your personal e-mail address, account or password;
- Using an account other than one's own;
- Sharing passwords;
- Forging or attempting to forge e-mail messages;
- Unauthorized copying or transferring of copyrighted materials or any violation of copyright laws;
- Plagiarizing;
- Using networks for illegal activities;
- Using commercial advertising, chain letters, non-educational games;
- Unauthorized downloading of any kind from the Internet;
- Attaching hardware peripherals to the computer other than flash drives;
- Storing non-educational files on the server, local hard drive or removable disks;
- and, attaching unauthorized PDAs or laptops to the network

VIOLATIONS WILL RESULT IN A LOSS OF ACCESS (EVEN FOR REQUIRED WORK) AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTIONS WILL BE TAKEN!

READING ROOM*

Located in CCH, room 202, the Reading Room has 30 study carrels each equipped with Internet jacks and electricity for laptops. **NO FOOD OR DRINK IS ALLOWED IN THIS ROOM. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.** In consideration for those students studying, you are requested to keep quiet while entering, remaining or leaving the room.

HUCOP STUDENTS HAVE 24/7 ACCESS TO THE CCH BUILDING. The Computer lab opens at 9am and closes at 5pm; Room 207 opens at 7:45am and closes at 5:30pm. Reading Room (202), Student Lounge, and all PBL rooms are always open and accessible for student use.

1. Only College of Pharmacy students are allowed in the building after hours (student identification required to gain access).
2. CCH 207 and the Computer Lab will be closed after the last class.
3. DO NOT prop open ANY doors!
4. Please respect the College by disposing of all trash in the appropriate receptacles and do not damage any equipment or furnishings of the College.
5. When leaving the building, please travel in groups. See something, say something, but never confront, instead contact the appropriate authorities. *Security can be contacted at 202-806-1227 should you see any suspicious activity.*

Please note: Security will patrol the building but are not always on-site during these extended building hours.

LOUIS STOKES HEALTH SCIENCES LIBRARY

The Louis Stokes Health Sciences Library (LSHSL) is located at 501 W Street, N.W., Washington, D.C. 20059. The library supports the research; teaching and patient care programs of the Howard University Hospital and the Colleges of Pharmacy, Nursing and Allied Health, Dentistry, and Medicine. The library's holdings consist of over 300,000 volumes, 4,500 serial titles and 4,200 non-print titles. All students of Howard University may borrow books from the LSHSL by presenting a Howard University photo I.D. and students must present a valid photo I.D. with a current validation sticker. Books circulate for three weeks and may be renewed unless requested by another patron. Journals do not circulate. For further information, please call (202) 884-1500.

Louis Stokes Health Sciences Library Hours: (Subject to change) Monday thru Friday, 8:00 A.M.- 10:00 P.M.; Saturdays 9:00 A.M.- 6:30 P.M.; and, Sundays 3:30 P.M.- 12:00 A.M. Extended hours are till 2:00 A.M. The Library is available to all students with a current University I.D. card during these hours. The telephone number for the reference desk is (202) 884-1500.

Study rooms are available during library hours for two or more persons. The study rooms are available on a first come-first served basis and are highly competitive due to the limited number of these rooms.

Founders Library And Undergraduate Library Schedule: (Subject to change) Monday thru Thursday, 8:00 A.M.-12:00 A.M., Founder's Library Friday, 8:00 A.M.-5:00 P.M., Undergraduate Library - Friday, 8:00 A.M. - 7:00 P.M. Saturday, 9:00 A.M.-6:00 P.M., Sunday, 12:30 Noon -9:00 P.M. General Information (202) 806-7252.

National Library of Medicine: After Labor Day, hours are: Monday, Tuesday, Wednesday and Friday 8:30 A.M.-5:00 P.M., Thursday 8:30 A.M.-9:00 P.M. and Saturday, 8:30 A.M.-12:30 P.M., Telephone: (301) 496-6308.

DUPLICATING INFORMATION

Students have access to the photocopy machine in the various campus libraries at $.10 per copy (rate subject to change). Cards for operating the machines may be purchased at the Founders, Undergraduate or Health Sciences Libraries. Students also have access to photocopy facilities located in Room LL17, in the Blackburn University Center, contact Mr. Wayne Leland 806-5591. Printing facilities for posters and fliers are also available.

CLASSROOM LOCATIONS

CCH	Chauncey Cooper Hall	207
CCH	Chauncey Cooper Hall	124
CCH	Chauncey Cooper Hall	121
AN3	Annex 3	117
AN3	Annex 3	212
COM	College of Medicine	3210
HSL	Health Sciences Library	PBL Rooms

ENTRANCE INTO COLLEGE OF MEDICINE

Students entering the College of Medicine building may be required to show a valid Pharmacy student identification.

ABSOLUTELY NO FOOD OR DRINK MAY BE BROUGHT OR USED IN CLASSROOMS. Please avoid throwing trash on the floor; use the trash receptacles for this purpose. Also, please do NOT touch any of the audio-visual equipment. Violators are subject to disciplinary action.

STUDENT LOUNGE

The Student Lounge is available to all pharmacy students for eating and social gatherings. This room is equipped with vending machines and microwave ovens. Eating and drinking ***only*** allowed in the Student Lounge.

HOWARD UNIVERSITY WEB PAGE
www.howard.edu

HOWARD UNIVERSITY OPERATOR
202-806-6100

COLLEGE OF PHARMACY MAIN OFFICE NUMBER (OFFICE OF THE DEAN)
202-806-6530

COLLEGE OF PHARMACY WEB PAGE
http://pharmacy.howard.edu

COLLEGE OF PHARMACY FACEBOOK
https://www.facebook.com/hupharmacy

COLLEGE OF PHARMACY CENTER OF EXCELLENCE WEB PAGE
http:// http://healthsciences.howard.edu/education/colleges/pharmacy/center-excellence

CAMPUS BOOKSTORE INFORMATION (HUB)

Howard University Barnes and Noble Bookstore is located at 2225 Georgia Avenue, N.W., Washington, DC. 20059. (202) 238-2640 or www.bookstore.howard.edu. Hours of Operation: Monday-Friday, 9:00 A.M.-8:00 P.M.

Saturday–9:00 A.M. - 8:00 P.M. Sunday—12 P.M. – 6 P.M. (These hours are subject to change and will be announced).

UNIVERSITY STUDENT ACTIVITIES

Office for Student Life and Activities Blackburn Center, Room 122 (202) 806-5990

UNIVERSITY COUNSELING SERVICES

Howard University Counseling Service is located at 6th & Bryant Street, NW., Washington, DC 20059. Telephone: (202) 806-6870

STUDENT HEALTH SERVICES

University Student Health Center in the Medical Arts Building, 2139 Georgia Avenue, N.W., Washington, D.C. 20059. Monday through Friday 8:00 A.M.-6:00 P.M. Telephone: (202) 806-7540 or (202) 806-7558.

ENROLLMENT MANAGEMENT/RECORDS OFFICE

2400 6th Street, NW, Washington, DC 20059 (Administration Building, Room 104) (202) 806-2712

SECURITY AND SAFETY (CAMPUS POLICE)

Security Desk, 24 hours (202) 806-1100
CAMPUS EMERGENCY

(202) 806-7777

TRAFFIC AND PARKING ENFORCEMENT

(202) 806-2000

STUDENT PARKING

Parking for students is extremely limited. A lottery for available parking spaces is held in May of each year. Students arriving on campus in the fall semester must check with the Office of Parking & Shuttle Operations, Room B-11, Mordecai Johnson Administration Building, to determine parking availability for the school year. The telephone number for the Office is (202) 806-2000.

Park Mobile (Parking Made Simple). Because you can keep an eye on your parking time by using your phone. You don't have to worry about forgetting to feed the meter. Where available, you'll be able to extend your parking directly from your phone. http://us.parkmobile.com/members/

METRO INFORMATION

(Green Line) Shaw and Howard U https://www.wmata.com

HOUSING / RESIDENCE LIFE

http://www.howard.edu/residencelife/

STUDENT FINANCIAL SERVICES

2400 6th Street, N.W., Washington, DC 20059 (Administration [A] Building, Room 115) (202) 806-2570

SPECIAL STUDENT SERVICES

Students with medical conditions requiring special student services support are encouraged to contact: Office for Special Student Services, 1851 9th Street, NW 2nd Floor, Washington, DC 20059. (202) 238-2424/2421.