

# Catalog and Student Handbook University of Arkansas for Medical Sciences College of Pharmacy

2018 - 2019



This College of Pharmacy Handbook is intended to furnish as much information as possible concerning the College and the University of Arkansas for Medical Sciences (UAMS) policies and procedures. It will answer most questions or help find the proper person to answer questions. All statements contained herein reflect policies in existence at the time this Catalog and Student Handbook went to press. The College reserves the right to change policies at any time and without prior notice. Some sections of this Catalog and Student Handbook may become obsolete or change before subsequent revisions are published. Students will be notified of any significant changes in a timely manner. The current Catalog and Student Handbook should be considered the most up-to-date reference on policies and procedures.

In this Catalog and Student Handbook, information is given to the prospective student concerning admission requirements, registration fees, curriculum, degrees granted and course descriptions. For upper class students, requirements for major subjects and suggested courses of study are outlined. It is essential for new students to be familiar with the entire Catalog and Student Handbook. It contains important information regarding rules and regulations that will affect them at their time in the College of Pharmacy. Each pharmacy student is urged to contact his/her faculty mentor/advisor, a faculty member or the Dean's office whenever the need arises for either academic or non-academic advice or counsel.

## Table of Contents

UAMS Campus Information .....	7
<i>University of Arkansas Board of Trustees</i> .....	7
Policy Statement.....	7
Institutional Vision, Mission, and Core Values .....	8
Vision Statement .....	8
Mission Statement.....	8
Core Values .....	8
UAMS Historical Information.....	9
UAMS Policies for All Students.....	9
Acceptable Computer Use Policy .....	9
Use of Social Networking Sites.....	12
Confidentiality Policy .....	12
Procedures.....	13
Confidentiality Agreement:.....	13
Restriction on Access, Use and Disclosure of Confidential Information: .....	14
Violation of Confidentiality Policy: .....	14
Health Insurance Portability and Accountability Act (HIPAA) Policy.....	14
Grievance Procedure for Students Alleging Discrimination.....	15
Roof and Exterior Walls of Buildings Use Policy .....	15
Policy on Sexual Harassment.....	15
Purpose:.....	15
Policy:.....	16
Vehicle Operation, Traffic, and Parking Policies .....	17
Traffic Regulation General Policy .....	17
Student Health Insurance Policy .....	18
Employee Health (EH) / Student Preventive Health Service (SPHS).....	18
Influenza.....	19
Student Health Clinic.....	20
Emergency Phone Numbers and Code Information .....	22
Little Rock Emergency Phone Numbers .....	22
NW Campus Emergency Phone Numbers.....	23
UAMS Police Department Annual Report .....	23
UAMS Campus Student Services .....	23

Yearbook.....	23
Merchant Discounts.....	23
Fitness Center .....	23
Associated Student Government (ASG) .....	24
ID Badges .....	24
Bookstore .....	24
Classrooms and Laboratories.....	24
Lockers.....	24
Housing.....	25
UAMS Libraries .....	25
Little Rock .....	25
Northwest Campus .....	26
UAMS College of Pharmacy .....	27
Administration.....	27
Faculty and Preceptors .....	27
Mission Statement.....	27
Academic Calendar .....	28
Governance.....	28
Right to Address the Faculty .....	28
Curriculum Changes.....	28
Standing Committees .....	28
Service Units .....	29
Curricular Outcomes .....	29
Professional and Technical Standards .....	32
Student Conduct.....	34
Pharmacy Licensure.....	34
Intern Licensure.....	34
Distinction between Degree and License .....	35
Accreditation .....	36
American Association of Colleges of Pharmacy .....	36
North American Pharmacist Licensure Examination (NAPLEX) .....	36
Placement Rates.....	37
Student Facilities.....	37
Faculty Mentor/Advisor Program.....	37
Student Professional Organizations and Fraternities .....	38

State Professional Organization .....	38
Special Test-Taking Accommodations Policy .....	38
Policies for Prospective and Current Students.....	39
Pharmacy College Admissions Test (PCAT) .....	39
Selection .....	39
Acceptance .....	39
English Proficiency .....	40
International Students .....	40
Pre-pharmacy Requirements for Applicants .....	40
CORE Courses.....	40
Non-CORE Courses.....	41
<i>Recommended Electives</i> .....	41
<i>Humanities Electives</i> .....	41
Students Transferring from another ACPE Accredited College of Pharmacy .....	42
Campus Assignment Policies .....	42
Even Swap Procedures.....	43
Reassignment Requests .....	43
Attending Class on the Unassigned Campus Procedures .....	43
Special Student Status .....	44
Veterans Administration Beneficiaries .....	44
Civil Rights Statement .....	44
Handicapped Students .....	44
Student Confidentiality .....	45
Registration and Financial Information.....	47
Registration Information .....	47
Expenses and Fees.....	48
UAMS College of Pharmacy Tuition and Fees.....	48
PC Requirements .....	48
Surface Pro Requirements .....	48
Mac Requirements .....	49
SofTest-M iPad Requirements .....	49
Software .....	49
Student Health Insurance (unless covered by another policy) .....	50
Refund of Fees .....	50
UAMS Refund Policy: Tuition and Fees.....	50

Active Duty Military Policy.....	50
Military Tuition Waivers.....	51
Financial Aid .....	51
Doctor of Pharmacy Program .....	53
Doctor of Pharmacy Curriculum, 2018-2019.....	54
Department of Pharmaceutical Sciences .....	56
Department of Pharmacy Practice .....	56
Course Descriptions Overview - Required Courses.....	57
Course Overview – Experiential Coursework.....	62
Special Problems Electives .....	67
Graduate Programs .....	71
Graduate School Student Catalog and Handbook .....	71
Academic Performance.....	72
Status Reports .....	72
Grading Information .....	72
Student Initiated Examination Change Policy .....	74
Scholastic Rules and Regulations.....	74
General Rules of Progression .....	74
Student Status .....	75
Academic Clemency .....	75
Scholastic Rules Didactic Course Work.....	75
Summer School .....	76
Experiential Course Work .....	76
P1 and P2 Introductory Pharmacy Practice and Advance Practice Experiences (IPPEs/APPEs).....	78
Scholastic Non-Cognitive Performance Evaluation .....	82
Graduation Requirements.....	83
Graduation with Honors and Honors in Research.....	83
Graduation with Honors in Experiential Education .....	84
Campus Clearance / Withholding of Grades and Transcripts .....	84
Commencement and Honors Convocation .....	85
Professionalism, Conduct and Appeals .....	85
Use of Social Networking Sites .....	86
Online Communication.....	87
Policy on Class Recordings .....	88
Classroom Technology .....	88

Class Attendance..... 89

Inclement Weather Policy ..... 90

Drug Testing Policy..... 92

Impaired Student Policy ..... 93

Plagiarism..... 94

Conduct Expectations of Staff, Faculty, and Volunteer Faculty..... 94

Administrative Actions Policy ..... 95

Student Policies and Procedures..... 97

    Academic Progression Review and Appeals Procedure..... 98

    Scholastic Non-Cognitive Progression Review Procedure and Appeals..... 98

    Student Grievance Procedure and Appeals – Non-Discriminatory ..... 100

        Purpose ..... 100

        Definitions ..... 100

        Policy ..... 100

        Procedure ..... 101

    Student Grievance Procedure and Appeals – Alleging Discrimination..... 105

    Student Complaint Policy (ACPE Standards 2007, Guidelines 2.0)..... 105

APPENDICES..... 106

    APPENDIX A..... 106

    APPENDIX B..... 111

    APPENDIX C ..... 112

    APPENDIX D ..... 113

    APPENDIX E..... 122

    APPENDIX F ..... 124

    APPENDIX G ..... 130

    APPENDIX H ..... 139

    APPENDIX J ..... 142

    APPENDIX K..... 144

## UAMS Campus Information

### *University of Arkansas Board of Trustees*

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## Policy Statement

Procedures stated in this Catalog and Student Handbook require continuing evaluation, review, and approval by appropriate University officials. All statements contained herein reflect policies in existence at the time this Catalog and Student Handbook went to press, and the University reserves

the right to change policies at any time and without prior notice. The UAMS fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, sex, color, national origin, religion, age, marital status, ethnic origin, disability and/or disabled veterans and veterans of the Vietnam Era. Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Associate Dean for Student Affairs and Faculty Development in the College of Pharmacy Dean's Office (501-686-5557) for assistance in addressing such concerns. The UAMS Office of Human Resources (501-686-5650), is also available to assist with these concerns.

## Institutional Vision, Mission, and Core Values

### Vision Statement

UAMS is a world-renowned academic health sciences center improving the health of Arkansans.

### Mission Statement

The mission of UAMS is to improve the health, healthcare and well-being of all Arkansans and of others in the region, nation and the world through:

- Education of exemplary health care providers
- Provision of standard-setting, comprehensive clinical programs
- Scientific discovery and research
- Extension of services to the State of Arkansas and beyond

### Core Values

**Integrity** - We foster, encourage and expect honesty and the highest ethical standards in all that we do.

**Respect** - We embrace a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures.

**Teamwork** - We seek to create interdisciplinary, synergistic and collegial relationships characterized by collaboration, inclusiveness and flexibility.

**Creativity** - We encourage and support innovation, imagination, ingenuity, resourcefulness and vision.

**Excellence** - We strive to achieve, through continuous improvement and adherence to institutional policies and best practices, the highest quality and standards in all our endeavors.

**Safety** – We commit to protect the health and safety of all who we serve through our mission: our patients, our learners, our colleagues and our neighbors in the community, state, nation and in the world. By sustaining a culture of safety, our daily work and our strategic planning promote better health care outcomes, the creation of health equity for all and a sense of joy in our work.



## UAMS Historical Information

See [APPENDIX A](#) for UAMS Historical Information: University of Arkansas

University of Arkansas for Medical Sciences (UAMS) College of Medicine  
Graduate School  
College of Pharmacy  
College of Nursing  
The Fay N. Boozman College of Public Health College of Health Related Professions  
Regional Programs

## UAMS Policies for All Students

IMPORTANT: All academic affairs policies can be found at <http://academicaffairs.uams.edu/policy-search/>.

### Acceptable Computer Use Policy

#### A. Network Access

Access to the UAMS network, including access to the Internet via the UAMS network, on-line reference and information resources provided through the UAMS Library, and other UAMS computing resources is, generally speaking, restricted to persons having a UAMS network account (i.e., a UAMS network domain login id and password). All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation sessions.

- Everyone granted access to the UAMS network must review and sign the UAMS Confidentiality
- To read the Confidentiality Policy, [click here](#). This requirement will also be dealt with during registration or orientation.
- To complete the Confidentiality Agreement, [click here](#).
- Your UAMS network account is to be used only by you. Do not share your UAMS network login identification and password. This is one of the provisions of the Confidentiality Agreement.

#### B. Passwords

- Passwords for UAMS network accounts must be a minimum of 8 characters long and include three of four types of characters - lower case, upper case, numeric, and special characters (!@.,#\$% etc.).
- Network passwords may include spaces.

- Passwords should not be overtly based on personal information such as family members' or pets' names, birth dates, or similar information.
- Your UAMS network account password expires every 120 days. As the expiration of your password approaches you will receive warnings when you log onto the UAMS network. You can change your password at that time. You can also change your password at any time by clicking on "Reset Your UAMS Domain Password" at <http://webmail.uams.edu>.
- Sharing your login information or using someone else's login information to gain access to the UAMS network or information systems violates UAMS policy and the UAMS Confidentiality Agreement.
- Change your password if you suspect any problems. If you suspect someone else has used your account notify the IT Security Department at 501-686-6207.

### **C. Acceptable Use Guidelines for student use of UAMS network and computer resources**

The UAMS network, computer labs, and other computing resources support the teaching, research, clinical care, and service missions of UAMS. Faculty, staff, and students are encouraged to use these resources as tools for work, learning, communication, and research. It must be recognized, however, that these resources serve a large number of users for a variety of purposes. The following guidelines describe acceptable and unacceptable uses of these resources. They are intended to foster use of these resources which is consistent with their intended purposes and which is responsible, appropriate, efficient, and in accord with legal and ethical standards.

#### ***Appropriate and acceptable uses include***

- Use for UAMS course assignments or any project assigned by a UAMS faculty member.
- Use to facilitate UAMS research projects or other UAMS work-related projects.
- Communication with faculty, staff, and students at UAMS to share information.
- Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.
- Use of Internet access for personal information research and personal communication with others at UAMS and elsewhere is acceptable if such use is not excessive, does not interfere with use of resources for education or research, and does not violate any other acceptable use provisions or UAMS policies.

#### ***Unacceptable uses include but are not limited to***

- Use of Internet access or other resources for mass transfers of personal files or other materials or for any other personal purpose which consumes a large amount of network bandwidth or other network or computing resources is unacceptable.
- Unauthorized use of these resources by non-UAMS personnel.

- Use for any purpose that violates U.S. or state laws, including copyright laws. (For Guidelines for UAMS Faculty, Staff and Students Using Copyrighted Materials, [click here](#).)
- Use which violates any other applicable UAMS policy.
- Downloading information from Internet sites to be used in committing a crime or for any purpose which can result in harm to others.
- Use for any commercial enterprise or for outside employment.
- Creation or propagation of computer viruses.
- Unauthorized entry into other computers or information systems.
- Use in a manner that interferes with or disrupts other users, services, or equipment.

Use of these resources for course assignments, education, research, and UAMS work-related projects has precedence over all other uses. Additional rules governing their use may apply in particular facilities.

As a member of the UAMS community you are also obligated to observe all UAMS policies relating to the use of network and computer resources. Consult the UAMS Administrative Guide at <http://www.uams.edu/AdminGuide/index.html> to review UAMS policies.

See in particular:

- Confidentiality - [http://www.uams.edu/AdminGuide/Confidentiality\\_Policy.pdf](http://www.uams.edu/AdminGuide/Confidentiality_Policy.pdf)
  - Email Access and Usage - <http://www.uams.edu/adminguide/Win07112.html>
  - Wireless Networking - <http://www.uams.edu/AdminGuide/Win07113.html>
1. *Revocation of access:* Violation of the Acceptable Use Guidelines or other UAMS policies may result in loss of your privileges to use the UAMS network and computing resources and/or disciplinary action by your department or college.
  2. *Internet access:* Access to the Internet is provided through the UAMS network. Other than in particular cases, such as the public access PC's in the UAMS Library or guest access through the UAMS wireless network, you must log onto the UAMS network using your own UAMS network account in order to gain access to the Internet. Moreover, further restrictions may be enforced in clinical work areas or other areas in which more stringent security requirements apply.
  3. *Email:* All students receive UAMS email accounts. You will receive information about your email account during the registration or orientation process. Email services for UAMS students, faculty, and staff are provided through Microsoft Exchange and Outlook. You can access you email account via the web at <http://webmail.uams.edu/>. This requires that you have an active UAMS network login ID and password.

UAMS provides an email messaging process (a listserv) which is used to send emergency alerts to UAMS students in circumstances on campus which pose an imminent and serious threat. It is

expected that such alerts will very rarely, if ever, occur. You are encouraged to subscribe email addresses and any other email-enabled messaging services (text messaging, paging, etc.) in the listserv. This is principally intended for you to subscribe outside (non-UAMS) email and messaging addresses. If and when an alert is issued it will be sent to all addresses which you have subscribed.

You will receive more information about the listserv at registration or orientation. To subscribe visit [http://www.uams.edu/cop/current\\_students/pdfs/listserv.pdf](http://www.uams.edu/cop/current_students/pdfs/listserv.pdf).

### **Instructions for Students**

1. *Clinical Information Systems:* Access to clinical information systems is only available after appropriate training. Login ids and passwords for access to clinical information systems will be made available to students when training has been completed.
2. *Technical Support:* For resolution of issues related to your UAMS network or email accounts, access to clinical information systems, and computer security provisions contact the UAMS Technical Support Center at 501-686-8555 or [techsupportcenter@uams.edu](mailto:techsupportcenter@uams.edu). Technical Support Center staff will answer your questions or direct your call or request to the appropriate support personnel.
3. *Computer labs:* Computers for student use are available in several areas in the UAMS Library. Two of these areas are available for student use 24 hours every day. After-hours entry into these facilities ID controlled by card-swipe controlled entrances. A current UAMS student ID Badge is required to enter. These facilities also incorporate door alarms and security cameras for additional security.

The computers in the Library provide access to the Library resources, the Internet, and Microsoft Office applications. A wide variety of computer-based educational resources and other software are also available through the Library Learning Resource Center.

4. *Computer classrooms:* UAMS educational facilities include several computer classrooms used for scheduled computer-based classes and exams. These computer classrooms are located on the 8th floor of the EDII building. They are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. Use of these facilities is scheduled through the Office of Academic Services and is ordinarily restricted to UAMS curricular activities or other activities sponsored by UAMS.

### **Use of Social Networking Sites**

Academic Affairs Policy, [click here](#).

Confidentiality Policy

Confidential Information includes information concerning UAMS research projects, confidential employee and student information, proprietary information of UAMS, and sign-on and password codes for access to UAMS computer systems. Confidential information includes Protected Health Information. Confidential Information includes information maintained or transmitted in any form, including verbally, in writing, or in any electronic form.

Protected Health Information (PHI) means information that is part of an individual's health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer.

To access any other terms or definitions referenced in this policy, [click here](#).

*Policy:* UAMS prohibits the unlawful or unauthorized access, use or disclosure of Confidential Information obtained during the course of employment or other relationship with UAMS. As a condition of employment, continued employment or relationship with UAMS, the UAMS workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information shall be required to sign the UAMS Confidentiality Agreement approved by the UAMS Office of General Counsel. UAMS will provide training for each of its workforce members on the importance of maintaining confidentiality and the specific requirements of state and federal law, including the HIPAA Privacy Regulations and laws protecting the privacy of students and employees, as well as UAMS policies.

## Procedures

*Confidentiality Agreement:* As a condition of employment, continued employment, or relationship with UAMS, will require its workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information to sign the UAMS Confidentiality Agreement.

All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The person signing the agreement will receive a copy of the Confidentiality Policy with the Confidentiality Agreement. The UAMS IT Security Office will maintain signed Confidentiality Agreements. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate

confidentiality agreements approved by the UAMS Office of General Counsel and to send those documents to the UAMS IT Security Office.

*Restriction on Access, Use and Disclosure of Confidential Information:* UAMS limits and restricts access to Confidential Information and computer systems containing Confidential Information based upon the specific job duties and functions of the individual accessing the information. UAMS will restrict access to Confidential Information to the minimum necessary to perform individual job functions or duties. UAMS will further limit and control access to its computer systems with the use of unique sign-on and password codes issued by the IT Security Office to the individual user authorized to have such access. Users are prohibited from sharing their password or using the access codes of another.

Authorization to access, use or disclose Protected Health Information also is governed by the UAMS Use and Disclosure Policy [3.1.28]. UAMS will control and monitor access to Confidential Information through management oversight, identification and authentication procedures, and internal audits. UAMS managers and heads of departments will have the responsibility of educating their respective staff members about this Policy and the restrictions on the access, use and disclosure of Confidential Information, and will monitor compliance with this Policy.

- Sales Representatives and Service Technicians: Sales representatives and service technicians must register in the appropriate area and execute the Confidentiality Agreement prior to any exposure to UAMS Confidential Information.
- Media: All contacts from the media regarding any Confidential Information must be referred to the UAMS Office of Communications and Marketing (501-686-8998 or pager 501-395-5989).

*Violation of Confidentiality Policy:* Individuals shall not access, use, or disclose Confidential Information in violation of the law or contrary to UAMS policies. Each individual allowed by UAMS to have access to Confidential Information must maintain and protect against the unauthorized access, use or disclosure of Confidential Information. Any access, use or disclosure of Confidential Information in any form – verbal, written, or electronic – that is inconsistent with or in violation of this Policy will result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with UAMS. Any workforce member whose relationship with UAMS is not terminated as a result of violating this Policy must, in order to continue working at or attending UAMS, complete the HIPAA training module through the UAMS HIPAA Office.

All UAMS employees and others subject to this Policy must report any known or suspected incidents of access, use or disclosure of Confidential Information in violation of this Policy or in violation of the law to the HIPAA Office at 501-603-1379.

## **Health Insurance Portability and Accountability Act (HIPAA) Policy**

Training of all UAMS employees and students on the HIPAA regulations and related policies and procedures to protect the confidentiality of patient information is mandatory. Students are required to complete an online module with a post-test on the regulations and related policies. This training is located [here](#). An annual update of HIPAA training is also required. Various experiential sites may also require HIPAA training to be completed at each individual location.

## **Grievance Procedure for Students Alleging Discrimination**

Academic Affairs policy, [click here](#).

The University of Arkansas for Medical Sciences is committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status and prohibits discrimination on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, pregnancy, national origin, genetic information, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status including disabled veterans and veterans of the Vietnam Era.

From time to time, a student may allege that one or more of the University's policies, procedures or practices are discriminatory. In those cases, it is imperative that clear steps to a common system of inquiry, resolution and appeal be established, and that these steps are communicated and accessible to all parties.

This UAMS Division of Academic Affairs policy provides guidance to students who wish to allege discrimination and describes the procedure of investigating and adjudicating those matters.

See [APPENDIX B](#) for additional information.

## **Roof and Exterior Walls of Buildings Use Policy**

The University has a concern about improper uses of buildings, roofs, and exterior sides of buildings reached by way of roofs or upper windows. Such portions of buildings are not intended for general traffic. Personal injuries and damages to roofs and buildings may result.

See [APPENDIX C](#) for regulations.

## **Policy on Sexual Harassment**

Purpose: The University of Arkansas for Medical Sciences (UAMS) is committed to its mission of providing an academic and employment environment that fosters excellence. Sexual harassment violates the trust and respect essential to the preservation of such an environment and threatens the education, employment, and well-being of its community members. University members have the right to work and study in an environment free of any form of sexual harassment. This right is protected by



Title VII of the 1964 Civil Rights Act for employees and Title IX of the Educational Amendment of 1972 for students. Sexual harassment is destructive to students, faculty, staff, and the UAMS community as a whole, and it will not be tolerated.

This policy may not be used to infringe upon academic freedom. Students, faculty, staff, and guests must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. If, however, UAMS determines that credible accusations of inappropriate sexual remarks or actions have been made, UAMS shall investigate such accusations promptly, thoroughly, and fairly.

Sexual harassment is particularly serious when it threatens relationships between teacher and student, or supervisor and subordinate, because of the potential to exploit the power inherent in these relationships and to undermine the ability of UAMS to carry out its mission. UAMS strongly encourages all community members to report incidents of sexual harassment. To the extent possible, reporting and investigating procedures are supportive of and sensitive to the alleged victim, while adequately safeguarding the rights of the alleged offender.

Policy: UAMS opposes all forms of sexual harassment, whether subtle or direct, and is committed to a thorough, timely, and confidential investigation, in a fair and impartial manner, of all complaints from its students or employees. The sexual harassment of UAMS faculty, staff, and students by non-university employees and guests doing business or providing services on campus (for example, contractors, vendors, delivery persons) is also prohibited by this policy. Incidents of sexual harassment involving visitors should be reported directly to the Office of Human Resources. During non-business hours, sexual harassment complaints may be reported to the UAMS Police Department, who will then refer the complaint to the Office of Human Resources for review and action. UAMS will take appropriate actions within the scope of its legal authority to prevent, correct, and discipline behavior that violates this policy.

Additional information can be found in [APPENDIX D](#):

Definition of Sexual Harassment

Prohibited Acts

Examples of Sexual Harassment Anonymous Complaints Consensual Relationships

Disciplinary Actions for Violations of the Sexual Harassment Policy

Confidentiality

Retaliation

Malicious Allegations/Complaints; False Information

Record Keeping



Procedure  
Reporting Procedures  
Informal Complaint Process  
Formal Complaint Process

## **Vehicle Operation, Traffic, and Parking Policies**

All faculty, students, and staff of UAMS who park on campus at any time are required to register the vehicle with the UAMS Parking Department and display the appropriate registration decal on the vehicle. Students normally register vehicles during Fall semester academic registration. Requirements for vehicle registration are a completed registration form and a State Vehicle Registration.

This information has been designed to provide you with guidelines for parking and driving on campus.

These guidelines have been established to best utilize the limited facilities and maintain orderly parking and safe traffic flow. The UAMS Parking and Police Departments solicit your cooperation in observance of these guidelines. Please feel free to call upon the Police Department Staff at any time they may be of assistance to you (501-686-7777).

By authority of the Board of Trustees, and in accordance with Act 328 of 1967, the rules and regulations for the operation and parking of motor vehicles on the UAMS campus are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by the University of Arkansas. The University endeavors to provide space for parking for its employees and students, but since its service programs are statewide in nature, it also has an obligation to offer parking facilities to visiting physicians, patients, and their visitors. The following regulations are formulated principally to assure that our parking spaces are used to the maximum for the convenience of all concerned. The UAMS Parking Department is directly responsible for the enforcement of these regulations. The Parking and Traffic Committee serves as an advisory and appeals group supplementing the traffic control duties of the UAMS Parking Department. All funds derived from administrative charges are used for the construction of parking lots, to defray costs involved in enforcement, and for maintenance of the parking facilities.

### **Traffic Regulation General Policy**

A traffic notification of violation(s) (tickets) on a vehicle is an official notice that the person responsible for said vehicle has been cited for a rules violation, and it is the first notice for that person to appear at the UAMS Parking Department to pay any administrative charge incurred no later than seven (7) calendar days following the issuance of said notice of violation. Failure to clear the traffic record through settlement of assessed charges or proper appeal on any violation may result in the withholding of the academic records of a student and may subject a faculty or staff member to appropriate action through the administrative channels of the University. An accumulation of tickets without proper payment will result in the vehicle being impounded.

UAMS Police Officers are responsible for the enforcement of these rules. The Director of Parking Operations is responsible for determining the necessity of advisory, control and regulatory signs, and other measures for safety and proper flow of vehicular and pedestrian traffic on campus. The University does not assume the responsibility for the care and protection of any vehicle or its contents while said vehicles operated or parked on campus. For the purpose of these regulations, the term motor vehicle includes public or private automobiles, trucks buses, motorcycles, motor scooters, motor bicycles, and any other motor powered vehicle operating on land. Requests by an officer of the UAMS Police Department for a driver or passenger's identification shall be honored by all concerned when said Officer is acting in the exercises of his duties. Officers of the UAMS Police Department are Police Officers of the State of Arkansas under Act 328 of 1967 and possess full arrest powers.

All drivers on and about the campus area shall observe all the rules of the State of Arkansas pertaining to motor vehicle registration and operation including the special rules and regulations as stated below:

- Yield the right of way to all pedestrians in campus crosswalks.
- Maintain a safe speed at all times and at no time drive faster than posted limits.
- Obey regulatory signs and barricades established by the UAMS Police Department.
- All drivers will observe and obey orders of the Police Department Officers while such officers are engaged in the performance of their respective duties. This includes rendering and producing identification and permits as requested.
- All campus vehicle accidents will be reported to the UAMS Police Department.

See [APPENDIX E](#) for more information

Little Rock Parking  
Appeals Process  
NW Campus Student Parking

## **Student Health Insurance Policy**

Campus Life and Student Support Services policies and procedures: [click here](#)

NOTE: Student health insurance is required. Uninsured students may be administratively withdrawn from school.

### Employee Health (EH) / Student Preventive Health Service (SPHS)

*New students' pre-enrollment physical examination, TB test, and immunizations*

New student pre-enrollment physical examination results are to be completed on UAMS forms and submitted to Student and Employee Health Services (SEHS) thirty (30) days prior to registration. The

completed forms may be mailed, faxed or brought to SEHS. All forms should include proof of TB screening within the last two (2) months and immunizations. Students are responsible for the costs associated with pre-enrollment physical examinations, TB tests, and immunizations. Requirements are:

- Two (2) MMR vaccines after first birthday (at least one month apart) or documentation of physician- diagnosed measles or laboratory evidence of positive measles, mumps, rubella titers.
- Tdap vaccine or Td booster given in the last ten (10) years. If the Td booster was given more than two (2) years ago, a Tdap booster is strongly recommended to prevent the spread of pertussis.
- Three (3) Hepatitis B vaccines or positive titer for Hepatitis B. New students may receive the second and third shots at no cost through Student and Employee Health Services.
- Students must show documentation of two (2) doses of Varicella vaccine, or a varicella titer showing immunity, or documentation from a health care provider of varicella disease or herpes zoster.
- TB skin test within last two (2) months of the anticipated date of enrollment.

### Continuing students' immunizations and TB tests

Annual medical screenings will minimally consist of a TB screening for all students whose college has indicated they will work in patient care areas. Student and Employee Health Services will provide all TB screening and immunizations at no charge to returning students who were compliant at their initial registration into UAMS.

### Influenza

Seasonal influenza vaccine (or novel influenza vaccine if so recommended by the Center for Disease control) (INACTIVATED) will be required annually for all students.

EH/SPHS Little Rock is located in the Family Medical Center at 521 Jack Stephens Dr., across from the Jones Eye Building. EH/SPHS has a separate entrance off the parking lot. The clinic is open 8:00 a.m. to 4:30 p.m., Monday through Friday. A satellite clinic is located on the ground floor of the central hospital room G605 (across from Human Resources). The satellite clinic is open 7:00 a.m. to 12:00 noon and 1:30 to 3:30PM, Monday through Friday. Both locations are closed on holidays. Call 501-686-6565 or 501-686-8810 if you have questions regarding our services.

EH/SPHS Northwest Campus is located in the UAMS Family Medical Center-Fayetteville in the UAMS NW building. The clinic is open 8:00 a.m. to 4:30 p.m., Monday through Friday. The clinic is closed on holidays. Call 479-521-8260 if you have questions regarding services.

## Student Health Clinic

### Little Rock

The Student Health Clinic (SHC) offers medical assessment and treatment of common acute illnesses and injuries, some laboratory services, men's health & women's health (including pap smears).

Information and referrals are available for students who require services beyond the scope of the clinic. Only students who have paid the clinic fee at registration will have access to the Student Health Clinic (SHC). Students MUST present their student ID before services are rendered.

The Student Health Clinic is located on the UAMS campus in the Family Medical Center at 521 Jack Stephens Drive, Little Rock, AR 72205. The office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday (closed on all UAMS observed holidays). For an appointment call 501-686-6381.

### Fayetteville

The Student Health Clinic on the Northwest Campus offers medical assessment and treatment of common acute illnesses and injuries, and some laboratory services.

Information and referrals are available for students who require services beyond the scope of the clinic. Only students who have paid the clinic fee at registration will have access to the Student Health Clinic (SHC). Students MUST present their student ID before services are rendered.

The NW Campus Student Health Clinic is located in the UAMS Family Medical Center-Fayetteville. The clinic can be accessed in the UAMS NW Campus building.

The SHC provides wellness and health services to students only. The Student Health Clinic does not bill insurance or accept payments. For more information regarding SPHS/SHC services and hours of operation, please call (479) 521-8260. Call and identify yourself as a UAMS student when making an appointment.

### Family Medical Center (FMC)

The Little Rock FMC is conveniently located on the UAMS campus 521 Jack Stephens Drive. The FMC offers medical care to students and their families who choose one of our Family Practice Physicians as their PCP. The FMC offers a full range of Primary Care including women's health, newborn, pediatric and adult care. Appointments may be made by calling 501-686-6565. When calling, please identify yourself as a UAMS student to receive preference in scheduling. Students and their dependents are responsible for any deductibles or co-payments associated with their insurance. Call 501-686-6565 and ask to speak with a manager if you have questions regarding service or billing.

The UAMS Family Medical Center-Fayetteville is conveniently located on the UAMS NW campus on the corner of College and North streets. The UAMS Family Medical Center-Fayetteville offers medical care to students and their families who choose one of our Family Practice Physicians as their PCP. The FMC offers a full range of Primary Care including women's health, newborn, pediatric and adult care. Appointments may be made by calling 479-521-8260. When calling, please identify yourself as a UAMS student to receive preference in scheduling.

Students and their dependents are responsible for any deductibles or co-payments associated with their insurance. Call 479-521-8260 and ask to speak with the office manager if you have questions regarding service or billing.

### *Student Wellness Program*

The UAMS Student Wellness Program (SWP) is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS. The purpose of this service is to provide the necessary tools for students to achieve their fullest potential.

<https://studentwellness.uams.edu>

Students seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidality (planning to kill someone else, or being so severely impaired that patients in your care are in jeopardy), suicidality (planning to kill self) and child abuse. Record keeping is also strictly confidential within the student mental health clinic (not entered into the campus wide UAMS electronic medical record).

For short term treatment, there is no financial cost to students seeking care. The service is made possible through the support of the UAMS Chancellor, the Deans of the Colleges at UAMS and a portion of the student health fee. When utilization reports are generated, the number of students utilizing the service and the types of problems students seek help for may be reported. Specific identifying information about students is NOT released. Note: Should a student's treatment require medication, the cost of filling a prescription is up to the student. Unfortunately, sample medications are not readily available any longer.

Due to the high volume of utilization, students are asked to keep an appointment once it is made or cancel as far as possible in advance to allow other students needing services timely access.

### *Referrals for Long-Term Difficulties*

Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long term care will be referred to a community mental health center, the UAMS Psychiatric Clinic, or to appropriate resources in the community. The cost for this level of

care is the responsibility of the student (it is important to maintain health insurance coverage without lapse through school).

The Little Rock Student Wellness Clinic can be reached between 7:15 a.m. and 4:30 p.m. Monday through Friday. Students are seen by appointment only. To schedule a confidential appointment, telephone Ms. Meshelle Helms (program manager) or Ms. Sherry Bullard at 501-686-8408. Both are trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student's particular problem. In the rare event of an after-hours emergency, telephone the UAMS operator at 501-686-7000, identify yourself as a UAMS student with an emergent problem and request the operator to page the UAMS Department of Psychiatry resident on call. The Student Wellness Office Suite is located at 201 Jack Stephen's Drive, on the street level. Parking is available in front of the clinic in spots reserved for the 'Student Wellness Program' for the duration of the appointment. Unauthorized vehicles are ticketed and towed.

The NW Campus Student Wellness Clinic can be reached between 8:30 a.m. and 4:30 p.m. Monday through Friday. Students are seen by appointment only. To schedule a confidential appointment, telephone Judy Smith, LCSW, at 479-750-2742. She is trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student's particular problem.

In the rare event of an after hour emergency, go to the local emergency room of the closest medical center. The Student Wellness Office Suite is located at 601 W. Maple Ave (on the 4th floor of the Jones Clinic Building at Northwest Medical Center), Springdale, AR.

### *Needle Stick/Sharp Injuries and Body Fluid Exposures to UAMS Students*

UAMS Medical Center policies and procedures, [click here](#). Online Incident and Injury Report form can be found here <http://www.uams.edu/campusop/depts/ohs/forms/accident.aspx>.

## Emergency Phone Numbers and Code Information

### *Little Rock Emergency Phone Numbers*

- *Medical Emergency: 911 (except from University Hospital and the Ward Hospital Tower)*
- UAMS Campus Police: 501-686-7777 (give detailed information)
- Fire: 501-686-5333
- Student and Employee Health Center: 501-686-6565
- University Hospital Emergency Room: 501-686-6333
- Poison Control Center: 1-800-3Poison (1-800-376-4766) or 501-686-6161
- College of Pharmacy Poison Control Center: 1-800-3Poison (376-4766)
- Arkansas Department of Health: 501-661-2000

Eleven emergency telephones have been installed on campus for immediate access to the Police Department Dispatch Office at any time of the day or night. Revolving blue lights mark the phones. If you need help or want to report any unusual situation, open the phone box door and lift the receiver and a Police Department employee will answer.

### NW Campus Emergency Phone Numbers

- University of Arkansas Fayetteville Campus Police: 479-575-2222 (give detailed information)
- Fire and Medical Emergency: 911
- Student and Employee Health Center: 479-521-8260
- Washington Regional Medical Center Emergency Room: 479-463-1000
- College of Pharmacy Poison Control Center: 1-800-3Poison (376-4766)
- Arkansas Department of Health: 501-661-2000

See [APPENDIX F](#) for Emergency Code and Listserv Information:

Fire Procedures – CODE RED  
Severe Weather - CODE GRAY  
Medical Emergency – CODE BLUE  
Mass Casualty – CODE GREEN  
Active Shooter – CODE BLACK Other Emergency Codes  
Listserv for Emergency Notification of Students

## **UAMS Police Department Annual Report**

UAMS Police Department website, [click here](#).

## **UAMS Campus Student Services**

### Yearbook

The Caduceus is the UAMS yearbook and is published annually. A portion of each student's tuition is directed toward publication of the yearbook and entitles the student to a free copy. If applicable, contact Creative Services at 501-686-5570 to discuss FERPA regulations related to your photo being placed in the yearbook.

### Merchant Discounts

List of UAMS ID merchant discounts: [click here](#).

### Fitness Center

Little Rock Fitness and activities offered through the campus include intramural sports and the UAMS Fitness Center. For Intramural sports information, [click here](#). The UAMS Fitness Center is located on the eighth floor of the College of Public Health building. Students are eligible to join at a reduced rate. Call 501-526-2222 for more information or visit <http://www.uams.edu/gethealthy/>.

NW Campus Fitness and activities offered through the campus includes the University of Arkansas HPER Center. The HPER is available to students assigned to the NW Campus. It is located at HPER.225 on Razorback Road and hours of operation, [click here](#). HPER memberships are based on University of Arkansas semester dates on the Fayetteville campus. When membership is purchased, your UAMS student ID badge will be activated to access the HPER Center. More information is available at 479-575-4646.

## Associated Student Government (ASG)

The Associated Student Government (ASG) encompasses all students in good standing in the five Colleges and Graduate School of UAMS, and the Director of Student Activities serves as an advisor. The Council of ASG includes two representatives from each class in the College of Pharmacy. In addition to scheduling campus-wide student events, the ASG serves as a line of communication between the students and campus administration.

## ID Badges

A picture identification card will be made during orientation. It should be worn at all times while on campus and when participating in off campus activities for academic credit or with a UAMS professional organization.” Replacement badges may be obtained at UAMS Creative Services. Call 501-686-5570 to obtain a new badge. This picture will be used for the year book and inclusion in a class composite print. Current photos for passports, National Board Examination applications or personal use can be obtained from this office for a minimal fee.

## Bookstore

Online Bookstore, [click here](#).

## Classrooms and Laboratories

Classrooms for all UAMS colleges are located primarily in the EDII and Rahn buildings on the Little Rock campus and in College of Pharmacy area of the NW Campus. Laboratories located on the eighth and ninth floors of the EDII building are shared by all colleges on campus.

## Lockers



Student lockers are available from the Office of Academic Services, EDII building, Room 8/141. Lockers are located on the eighth or ninth floor of the EDII building on the Little Rock campus only.

## Housing

The student/guest residence facility in Little Rock offers a mix of one-bedroom efficiency apartments and two-room dormitory suites reflecting a more mature student body. For more information, please visit the website at <http://www.uams.edu/studentlife/>.

There is no UAMS housing on the NW Campus. The University of Arkansas Off Campus Housing Service (<https://offcampushousing.uark.edu/>) is an excellent resource for housing information in the Fayetteville area.

## UAMS Libraries

### Little Rock

Library Web Site: <http://www.library.uams.edu/> Library Mobile Web site: <http://library.uams.edu/m/>.

### Regular Hours

Monday-Thursday 7:30 a.m.-10:00 p.m.

Friday 7:30 a.m.-6:00 p.m.

Saturday 9:00 a.m.-6:00 p.m.

Sunday 1:00 p.m.-10:00 p.m.

Special library hours during holidays and breaks will be posted in advance in the Library and on the Library website. When the Library is closed, materials may be returned to the book drop near the Library entrance in the Education II lobby or the outdoor book drop on Campus Drive.

The Library Learning Resource Center (LRC) and Historical Research Center may be open fewer hours than the rest of Library during the summer and when classes are not in session.

After-Hours Library Access (24 hours/7 days a week): [click here](#)

See [APPENDIX G](#) for additional information on the UAMS Library-Little Rock: Computing Access in the Library

Wireless Access in the Library

Remote Access to Library Resources and Services Circulation: Loan Periods & Late Fees & Renewals Course Reserves Reference, Resources and Services

Mobile Devices & Services Learning Resource Center (LRC) LRC Computer Labs

LRC Audiovisuals LRC Webpage Library Catalog Electronic Resources Electronic Journals

Interlibrary Loans/Document Delivery  
Historical Research Center (HRC)  
Photocopiers, Printing from Computers, & Copy Cards  
Group Study Rooms  
Individual Testing/Study Rooms  
Food and Drink in the Library  
Personal Property and Lost and Found  
Cell Phone Use

### Northwest Campus

The information resources and services of the UAMS Library and the AHEC NW Library are designed to meet the education, research, patient care, and service missions of UAMS and UAMS Northwest.

Students at the UAMS Northwest campus will have access to all electronic resources provided by the UAMS campus in Little Rock. Go to <http://www.library.uams.edu>.

### Hours of Operation with Staff

The library location at 1125 N College is open Monday through Friday 8:00 a.m. to 5:00 p.m.

### After-Hours Library Access (24 hours/7 days a week)

The UAMS/AHEC-NW Library has two locations available for after-hours study.

The main library is located at 1125 North College Avenue on the UAMS NW campus on the first floor. The first floor is accessed from the North Street entrance. The outside entrance and the entrance to the Library are gained by a proximity reader badge which will be issued during orientation at the UAMS NW campus. The Library is not staffed during after-hours periods.

See [APPENDIX G](#) for additional information on the UAMS Library-Northwest Campus.

Computing Access in the Library  
Wireless Access in the Library  
Remote Access to Library Resources and Services Circulation: Loan Periods & Late Fees & Renewals Standard Loan Periods  
Course Reserves  
Reference Resources and Services  
Library Catalog Electronic Resources Electronic Journals Interlibrary Loans Photocopiers and Printers Food and Drink in the Library  
Personal Property and Lost and Found  
Cell Phone Use

## UAMS College of Pharmacy

### Administration

Dean	Keith M. Olsen, PharmD, FCCP, FCCM
Associate Dean Northwest Campus	Scott Warmack, PharmD
Associate Dean Administrative & Academic Affairs	Schwanda Flowers, PharmD
Associate Dean Research	Marjan Boerma, PhD
Associate Dean Student Affairs and Faculty Development	TBA
Associate Dean of Experiential Education	Seth Heldenbrand, PharmD
Chair Department of Pharmaceutical Sciences	Peter Crooks, PhD
Chair Department of Pharmacy Practice	Amy Franks, PharmD
Assistant Dean for Finance	Louis Forst, BS
Director, Poison Control Center	Howell Foster, PharmD
Director, Evidence-Based Prescription Drug Program	Dwight Davis, PharmD
Director, Development	Will Arnold, BA
Director, Nuclear Education Online	Nicki Hilliard, PharmD, MHSA, BCNP, FAPhA
Director, Admissions	Angie Choi, EdD

### Faculty and Preceptors

Full listing of the College of Pharmacy faculty, [click here](#).

### Mission Statement

The College of Pharmacy of the University of Arkansas was established at the beginning of the 1951-52 academic year in response to demand for well-prepared individuals in practical and theoretical pharmacy and interrelated subjects. The Mission of the UAMS College of Pharmacy is to improve the health of culturally diverse populations by educating pharmacy leaders to address community health needs, advancing scientific discovery to produce innovations in healthcare, and fostering progressive pharmacy practice through service to the profession. Transforming healthcare throughout Arkansas and beyond is the College's Vision Statement.

UAMS complies and enforces Titles VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 (Sections 503 and 504), the Age Discrimination in Employment Act, the Americans With Disabilities Act of 1991, U.S. Federal Court Decree in the Adams Cases of 1973 and Acts 99 and 962 of the Arkansas General Assembly. (<http://hr.uams.edu/other/title-ix/>) UAMS shall recruit, retain, promote and graduate students without regard to race, color, gender, age, sexual orientation, religion, national origin or disability status. Specifically, UAMS will not discriminate on the basis of race, color, gender, age, sexual orientation, religion, national origin or disability status as a criterion in deciding against any

individual in matters of admission, placement, transfer, hiring, dismissal, compensation, fringe benefits, training, tuition assistance and other personnel or educationally-related actions.

Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Associate Dean for Student Affairs and Faculty Development in the College of Pharmacy Dean's Office (501-686-5557). The UAMS Office of Human Resources is also available to assist with these concerns.

## Academic Calendar

[Click here](#)

*Note: Class schedules are available in the Blackboard community courses.*

## Governance

The Bylaws of the Faculty of the College of Pharmacy of the University of Arkansas for Medical Sciences (Revised March 21, 2013) is the governance document for the College. These Bylaws are on file in the Dean's Office of the College of Pharmacy.

## Right to Address the Faculty

Students, practitioners, and others with an interest in the College have the right to address a Faculty meeting on matters pertinent to the policies and operation of the College. Individuals with a desire to address the Faculty should direct a written request to the Secretary of the Faculty. The request should state the substance of the address, the person who shall address the Faculty, and any action suggested. The Secretary of the Faculty will place the item on the agenda for the next regular meeting of the Faculty.

## Curriculum Changes

Changes in the curriculum, either course content or new courses, can occur at any time. A student repeating a year or returning to the college after a leave of absence will be required to meet the new curriculum requirements in the semester or year they return to the College of Pharmacy.

## Standing Committees

The purpose of committees is to facilitate informed decision making. Committees are expected to engage in "fact finding," develop alternatives, and provide recommendations to the faculty or Dean for consideration and disposition. The faculty or Dean may delegate to a committee the responsibility for the implementation of adopted academic or administrative policies, etc. In addition to faculty members, students also serve as members of various standing committees. Members of standing committees

are normally appointed or elected by July of each year and announcement of such membership is sent to faculty, staff, and student electronic bulletin boards.

See [APPENDIX H](#) for more information:

- Admissions Committee
- Assessment Committee
- Awards and Financial Aid Committee
- Campus Assignment Committee
- Curriculum Committee
- Educational & Technology Support Advisory Committee
- Honor Council
- Promotion and Tenure Committee
- Scholastic Standing Committee
- Student Research Committee

## Service Units

See [APPENDIX I](#) for more information:

- Continuing Pharmacy Education Program
- Nuclear Education Online (NEO) Program
- Arkansas Poison Control Center
- Evidence-Based Prescription Drug (EBRx) Program

## Curricular Outcomes

The organization of the College's curriculum in pharmacy is based upon the modern concept of pharmacy education. This requires a basic education in the physical and biological sciences and in the humanities, followed by a specialized professional and clinical education in pharmacy. Revisions in the curriculum are made as changes occur in the modern concept of pharmacy education.

The pre-professional requirements leading to the Doctor of Pharmacy (PharmD) degree may be taken on any of the campuses of the University of Arkansas or at any other regionally accredited collegiate institution. The professional education is taken at UAMS. Thus the student has the experiences and advantages of university or college campus life, yet completes his/her education in a health science environment that will characterize much of his/her professional career.

The UAMS College of Pharmacy Faculty has identified the following outcome competency statements. These competency statements were approved by the Faculty on December 18, 2006, revised 04-10-2012.

**Domain 1:** Patient Care-Ensuring Appropriate Pharmacotherapy and Therapeutic Outcomes

The graduate will provide patient-centered care in cooperation with patients, prescribers, and other members of an inter-professional health care team based upon sound pharmacotherapy principles and evidence incorporating social and cultural factors.

1.1 *Evaluate patient data and make an assessment*

- Identify and collect information from profiles, pharmacy and medical records, and patient (caretaker) history that will influence optimal drug choice and dosage,
- Obtain a medical history (e.g., chief complaint, medical, medication management, financial, social, cultural, review of systems),
- Conduct physical assessment, and
- Assess patient quality of life.

1.2 *Conduct a systematic review of the patient prior to recommending any drug or non-drug therapy*

- Identify drug-related problems including adverse drug reactions, drug interactions, and/or suboptimal treatment,
- Recognize common signs or symptoms indicative of disease control issues or drug-related problems,
- Ascertain levels of chronic disease control,
- Assess and address barriers to health care, and
- Collaborate with the patient or patient advocate to prioritize problems.

1.3 *Design and implement an individual patient-centered pharmacotherapy plan to maximize desired effects and minimize undesired effects*

- Conduct a focused evidence-based review of the necessary literature to determine the best evidence to support pharmacotherapy recommendations, applying pharmaceutical science principles,
- Select prescription or non-prescription medications (including doses and dosage schedules), applying both pharmaceutical science and therapeutic principles,
- Evaluate patient factors that are relevant to selecting pharmacotherapy (e.g., sex, age, race, ethnicity, culture, literacy, sexual orientation, disability, health beliefs, and genetics),
- Define treatment goals and plan to monitor pharmacotherapy for safety and effectiveness, (e.g. Consider non-drug therapy, therapeutic lifestyle changes, and preventive care issues),
- Conduct patient education including verification of patient understanding of proper use of medication/device,
- Implement interventions to prevent or remedy non-adherence, and
- Implement interventions to resolve drug-related problems and unintended drug consequences.

1.4 *Document patient care activities*

- Document assessment and pharmacotherapy plan for individual patient encounters,

- Record actions taken to achieve desired therapeutic outcomes, and
- Document patient and provider education activities.

1.5 *To demonstrate professional citizenship in the delivery of patient care*

- Communicate with other health care professionals to obtain and share pertinent patient information and pharmacotherapy recommendations,
- Perform duties in accordance with legal, ethical, social, economic, and professional guidelines,
- Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact patient care, and
- Recognize and solve problems using creativity, analysis, and intuition.

**Domain 2: Dispensing and Pharmacy Resource Management**

The graduate will manage and use resources of the health care system, in cooperation with patients, prescribers, and other health care providers and administrative and supportive personnel to promote health and to provide, assess, and coordinate safe, accurate, and time-sensitive medication distribution.

2.1 *Demonstrate accurate, safe, and time-sensitive preparation, dispensing, and administration of pharmaceuticals*

- Accurately transcribe verbal and written prescriptions and ensure appropriateness of these drug orders,
- Accurately and safely compound and package drugs for distribution in appropriate dosage forms,
- Select appropriate drug product, with respect to patient preference, manufacturing source, generic availability, and third-party reimbursement, and
- Apply appropriate labeling, including patient-specific auxiliary labels.

2.2 *Manage pharmacy resources to optimize pharmacotherapy outcomes*

- Employ principles of personnel management to the operation of a pharmacy,
- Use principles of fiscal resource management,
- Employ medication distribution and control systems to operate the pharmacy efficiently, and
- Evaluate and use appropriate automation and information technology to optimize medication dispensing and patientcare.

2.3 *Educate patients and health care providers about requirements for effective therapy*

- Establish rapport with patients and other health care professionals to promote a team approach to patient care,
- Counsel patients regarding purposes of their medications, potential adverse drug reactions, and other required information, and

- Provide medication information to patients and health care providers to promote rational drug therapy.

**2.4** *To demonstrate professional citizenship in the distribution of medications*

- Communicate with patients, providers, personnel, and other stakeholders to provide accurate and safe medication dispensing and resource management,
- Perform duties in accordance with legal, ethical, social, economic, and professional guidelines,
- Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact medication distribution and the pharmacy business, and
- Recognize and solve problems using creativity, analysis, and intuition.

**Domain 3: Health Improvement, Wellness, and Disease Prevention**

The graduate will promote improved health, wellness, and disease prevention.

**3.1** *Demonstrate skills needed to participate in or provide preventive services*

- Participate in disease prevention,
- Provide lifestyle and wellness counseling,
- Provide drug-therapy evaluation and monitor for medication safety,
- Participate in public health education programs, and
- Neutralize social and cultural barriers to effective application of skills in preventive services.

**3.2** *Apply research processes to inform pharmaceutical policy*

- Demonstrate the ability to conduct drug literature evaluations,
- Design quality improvement projects to improve medication use,
- Apply evidence-based principles when making pharmaceutical policy recommendations, including drug benefit design recommendations, and
- Apply principles of pharmacoeconomics and outcome assessment.

**3.3** *To demonstrate professional citizenship to promote wellness and prevent disease*

- Collaborate with various stakeholders pertaining to public health issues and pharmaceutical policy,
- Perform duties in accordance with legal, ethical, social, economic, and professional guidelines,
- Maintain professional competence by identifying and analyzing emerging issues, products, and services that may improve disease prevention and wellness and inform pharmaceutical policies, and
- Recognize and solve problems using creativity, analysis, and intuition.

**Professional and Technical Standards**



Students graduating with the Doctor of Pharmacy degree are eligible upon licensure to become pharmacists without restrictions on their practice. Therefore, earning a Doctor of Pharmacy degree requires mastery and demonstrated ability to apply a coherent body of knowledge and skills. The following paragraphs describe the professional and technical standards that students must possess, to be coupled with the successful completion of all academic requirements, to produce a qualified entry level practitioner. The College reserves the right not to admit any applicant who, upon completion of the interactive process, cannot meet the Professional and Technical Standards set forth below. Applicants are not required to disclose the nature of any disability or disabilities prior to admission, and reasonable accommodation for disability, if appropriate, will be provided.

1. *Attitudinal, Behavioral, Interpersonal and Emotional Attributes:* Pharmacy applicants and students must show the potential to communicate with and provide care, in a nonjudgmental way, for persons whose race, culture, sexual orientation or spiritual beliefs differ from their own. Applicants or students must show sufficient and stable emotional health to fully utilize their intellectual capability, to exercise good judgment, to complete their patient care responsibilities in a timely manner and to relate to patients, families and colleagues with courtesy, compassion, maturity and respect. The applicants or students must possess the ability to modify their behavior in response to constructive criticism.
2. *Intellectual Skills:* The applicants or students must possess an array of academic skills that allows them to master the large body of knowledge required of practitioners. Academic abilities, including factual recall, measurement, calculation and cognitive function, must be of a high level. Reasoning, analysis and synthesis abilities must be sophisticated. Ability to learn in a wide variety of academic formats is necessary. The applicants or students must demonstrate the ability to be independent learners.
3. *Communication:* The ability to communicate with patients, families and colleagues is essential. Clear communication in spoken (includes presentations to groups) and in written formats is required. Applicants and students must be able to communicate quickly, efficiently and effectively in English. Superior aptitude in electronic communication and interaction with information systems are necessary.
4. *Motor Skills:* Applicants and students must demonstrate coordination of muscle movement sufficient for the preparation of all forms of pharmaceuticals and the provision of all types of pharmaceutical care including medication administration (e.g., subcutaneous or intramuscular injections, performance of cardiopulmonary resuscitation or administration of first aid). Applicants and students must be able to withstand the physical stresses imposed by the typical daily routine of the practitioner in a variety of settings.
5. *Observation:* requires the functional use of visual, auditory and somatic senses. The applicants or students must be able to combine the abilities of observation and evaluation in classes, laboratories and practice settings, including performing basic physical assessments (e.g., the

determination of blood glucose or cholesterol or blood pressure, use of a stethoscope). The ability to observe and evaluate the distinguishing characteristics of pre-manufactured as well as of extemporaneously compounded medications is essential.

## Student Conduct

A College of Pharmacy student is considered to be a mature adult whose attitude, conduct, and morals are compatible with the functions and missions of the University of Arkansas as an educational institution, and with the ethical standards of the profession of pharmacy. Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct which would demean the ethics and integrity of the profession of pharmacy. Dishonest work will not be tolerated. Infractions are to be referred to the Honor Council or Scholastic Standing Committee for judgment. A recommended action shall be communicated to the Dean of the College for review and action. Complete information concerning procedural steps for the review of misconduct may be reviewed in the Honor Code and Scholastic Non- cognitive evaluation sections of this Catalog and Student Handbook.

## Pharmacy Licensure

Under Arkansas law, authority for the regulation of the practice of pharmacy is vested in the Arkansas State Board of Pharmacy. The Board is empowered to issue regulations it deems necessary for the legal practice of pharmacy, is the licensing agency for pharmacies, pharmacists and interns and sets the requirements for various licenses.

The Board periodically offers an examination for licensure as a pharmacist in Arkansas. To be eligible to take the examination, an applicant must be at least 21 years of age, of good moral character, and a graduate of an accredited college of pharmacy. An intern license from the Arkansas State Board of Pharmacy is necessary in order to progress in the curriculum. Students new to the College will apply for their intern license in the Fall of their P1 year. Specific information concerning internship and licensure regulations may be obtained from the Executive Secretary, Arkansas State Board of Pharmacy.

## Intern Licensure

Arkansas State Board of Pharmacy: Under Arkansas law, authority for the regulation of the practice of pharmacy in this state is vested in the Arkansas State Board of Pharmacy. The Board is empowered to issue regulations it deems necessary for the legal practice of pharmacy. The Board is the licensing agency for pharmacies, pharmacists, and interns and has issued regulations that set requirements for the various licenses. Of immediate concern to the pharmacy student is the regulation concerned with the requirements and standards for qualification for registration by examination and internship training requirements.

Intern License: All students are required to be licensed as an intern with the Arkansas Board of Pharmacy. Specific questions concerning licensure may be sent to the Executive Director.

Arkansas State Board of Pharmacy  
322 South Main Street, Suite 600  
Little Rock, AR 72201  
Phone: 501-682-0190  
Fax: 501-682-0195

<http://pharmacyboard.arkansas.gov>

An intern license from the Arkansas State Board of Pharmacy is necessary in order to progress in the curriculum. Students new to the College will apply for their intern license in the Fall of their P1 year. There will be no annual renewal of an intern license routinely with the Board. However, the College will confirm for the Board on at least an annual basis the student status of each licensed intern. Students may be asked periodically to provide proof to the College of intern license status. The intern license is valid up to 6 months following graduation. Internships outside the state of Arkansas require intern license in that state as well as Arkansas.

**Criminal Background Checks:** The Arkansas State Board of Pharmacy performs mandatory criminal background checks on all applicants for a technician, intern or pharmacist license. College of Pharmacy students applying for an intern license from the Arkansas State Board of Pharmacy will undergo a mandatory criminal background check as part of the intern licensing process. Students obtaining an intern license in other states for summer internships or senior clerkships may be subject to a criminal background check as part of that process as well.

**Student Status:** If a student is not eligible to be licensed as an intern, has the license revoked by or surrenders the intern license to the Arkansas State Board of Pharmacy, the student will be administratively withdrawn from the UAMS College of Pharmacy and cannot progress in the curriculum. If subsequently the student is able to obtain an intern license from the Arkansas State Board of Pharmacy, the student's return and progress in the professional curriculum is dependent upon review by the Scholastic Standing Committee.

**Arkansas Pharmacy Support Group:** The Support Group is sanctioned by the Arkansas State Board of Pharmacy (Regulation 10). The Group administers a program to review licenses referred for diversion in lieu of or in addition to other disciplinary action and to be a source of treatment or referral for pharmacists who on a strictly voluntary basis, desire to avail themselves of its services. Impaired interns are offered the same opportunity as pharmacists to participate in this program. Participation in this program does not supersede or prevent Board action.

**Distinction between Degree and License**

The College of Pharmacy, through the University of Arkansas, grants the Doctor of Pharmacy degree to those students who successfully complete its requirements. However, in order to practice pharmacy, a license to practice must then be obtained. The license to practice is issued by the Arkansas State

Board of Pharmacy, an entity separate and distinct from the University of Arkansas. The issuance of the academic degree does not confer upon the recipient any guarantee of licensure.

## Accreditation

UAMS is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) (135 S. LaSalle Street, Suite 4100; Chicago, Illinois 60603-4810; phone: 312-664-3575, Fax: 312-664-4652; website: <https://www.acpe-accredit.org/>). ACPE is the accrediting agency for all schools and colleges of pharmacy and is an affiliate member of the American Council on Education. The UAMS COP is accredited by ACPE through June 30, 2022.

More information: [click here](#)

## American Association of Colleges of Pharmacy

The College of Pharmacy is a member of the American Association of Colleges of Pharmacy (AACP), an organization composed of all the colleges of pharmacy in the United States. It is concerned with the promotion of all aspects of pharmacy education, research, and service.

*For Graduation Rates [click here](#).*

## North American Pharmacist Licensure Examination (NAPLEX)

Pass rates for graduating seniors taking the NAPLEX on first examination are

<b>Year</b>	<b>Graduation Rate (%)</b>	<b>National Pass Rate (%)</b>
2003	98.55	96.54
2004	98.70	97.38
2005	94.94	88.23
2006	97.37	87.51
2007	98.75	95.91
2008	100.00	96.45
2009	98.95	97.50
2010	99.06	95.31
2011	95.45	96.93
2012	98.14	96.43

2013	100	95.87
2014	98.33	94.88
2015	94.64	92.64
2016	80.7	85.86
2017	91.45	87.95

NABP website, [click here](#).

## Placement Rates

In May 2018, 109 senior students completed the College's salary survey. At this time, 55% of seniors had taken a job. The majority took jobs in community (45%), hospital (15%), and other (40%). The number of students who had accepted a residency/fellowship program was 19.

## Student Life

### Student Facilities

There are areas identified for student use within the spaces on both campuses.

See [APPENDIX J](#) for more information:

Library Computers  
Leisure Space  
Leadership Offices

Gifts: All students are strongly encouraged to refrain from giving gifts to the Faculty or Staff of the College. The Faculty of the College of Pharmacy feels that this practice is inappropriate.

## **Faculty Mentor/Advisor Program**

The goal of the program is to facilitate an academic teaching environment that is professionally rewarding to the professor and intellectually and personally rewarding to the student. The mentor program establishes a commonality of purpose for the student and faculty member.

- Each faculty member participates in the program on a voluntary basis
- The student is informed of his/her faculty assignment early in the first academic year in small group assignments
- The student and faculty member have the option to request the Dean's Office to re-assign either party for any perceived reason
- The student should contact his/her mentor/advisor to set up an initial meeting
- The student is encouraged to regard the mentor as the contact with the faculty to help answer questions, solve problems, hear concerns/frustrations, etc.

- Activities such as advising and career counseling are also important aspects of the faculty/mentor/advisor program. It is hoped that you will meet with your mentor/advisor many times over the course of your tenure at the College.
- Other career advising and mentoring activities will occur throughout the academic year.

## **Student Professional Organizations and Fraternities**

UAMS College of Pharmacy full list and student organization/class officer handbook, [click here](#).

## **State Professional Organization**

*Arkansas Pharmacists Association (APA)*: The objectives of the APA are to promote the public health and welfare; to unite the eligible practitioners of pharmacy for mutual encouragement, assistance, and improvement; to develop, maintain, and enforce a Code of Ethics, and Code of Professional Conduct which will serve as a guide for the professional conduct of the membership and provide for the delivery of a professionally acceptable level of comprehensive pharmaceutical services; to provide for the continuing education of the membership; to assist the UAMS College of Pharmacy in its efforts to achieve and maintain academic excellence; to establish viable liaisons with other health related professions and organizations in order to provide for mutual assistance; and, unless it is contrary to good public policy, to serve the best interest of the membership. The APA is one of the most active and influential of the 50 state pharmacists associations in the nation. It has been responsible for many changes and innovations that have benefited the public health through better pharmaceutical care as well as elevating the prestige of the profession. The Executive Vice-President, officers, and members of the Association actively participate in local, state, and national activities, thereby enhancing not only the professional role of the pharmacist, but also the role of a responsible member of society.

Students who choose to join the Academy of Student Pharmacists (ASP) automatically become members of the Arkansas Pharmacists Association. Students may also serve on the Policy Standing Committees of the APA. The president of ASP holds an ex-officio position on the Board of Directors of the APA. Further information concerning the Association may be obtained from:

### **The Arkansas Pharmacists Association**

417 South Victory Street  
Little Rock AR 72201  
Telephone: 501-372-5250  
[www.arpharmacists.org](http://www.arpharmacists.org)

## **Special Test-Taking Accommodations Policy**

The College of Pharmacy, UAMS, will provide reasonable and appropriate accommodations for students with documented disabilities who demonstrate a need for accommodations in accordance

with the Americans with Disabilities Act (ADA) as set forth in campus policy. Any questions can be addressed to the UAMS ADA/Disability Services office ([website](#)).

## **Policies for Prospective and Current Students**

All applications are processed through PharmCAS ([www.pharmcas.org](http://www.pharmcas.org)) and are accepted no later than 10:59 pm central time March 1 of each year for the class entering the following fall semester. There is a \$100.00 supplemental fee for those applicants selected for interview and consideration for admission that is neither refundable nor credited toward registration fees. Detailed information regarding admissions policies can be found here: <https://pharmcollege.uams.edu/prospective-students/doctor-of-pharmacy-program/admissions-2/>.

### Pharmacy College Admissions Test (PCAT)

The Pharmacy College Admissions Test (PCAT) is required of all applicants and a minimum composite percentile of 30 is required for consideration of application. All applicants must have taken the PCAT on or after January 2012. The test is given at several locations throughout the state and information may be obtained from the website: [www.pcatweb.info](http://www.pcatweb.info). The PCAT may be taken more than once at the discretion of the applicant.

### Selection

All applicants with a grade point average of 2.50 (as calculated by PharmCAS), or above, on their overall college record, a minimum composite percentile of 30 on the PCAT and a minimum grade of “C” in each of the pre-pharmacy course requirements, are eligible for consideration for interview and possible admission to the College of Pharmacy. When the application is complete in PharmCAS, applicants selected for interview will be notified and provided the supplemental application information. Selection of students will be made on the basis of the applicant’s previous scholastic and aptitude records, personal interview, resume, references, essay and PCAT scores in comparison with those of other applicants. Applicants must have completed at least eight hours of General Chemistry I and II (six hours of lecture and two hours of lab) and four hours of Organic Chemistry I (three hours of lecture and one hour of lab) with a grade of “C” or better by the application deadline. For the entering class, all pre-pharmacy courses must be completed and official transcripts received by June 1, 2019. In some circumstances, the Admissions Committee may allow an applicant to complete a pre-pharmacy course during the summer I session of 2019.

### Acceptance

Regular meetings of the Admissions Committee will begin after the deadlines for submission of applications. If an applicant has been accepted, he/she may be denied admission prior to or at the time of enrollment if (1) he/she fails to keep his/her file current; (2) the grade point average shows a significant drop or the applicant receives a grade of “D” or “F” in any course during the spring

semester; (3) information is received indicating that his/her character is such that he/she is not suited for the responsibility and privileges found in the practice of pharmacy. If an applicant is not admitted and desires to make application in subsequent years, the applicant may re-apply through PharmCAS.

## English Proficiency

The TOEFL exam is strongly suggested for all applicants for whom English is a second language. TOEFL scores may not be more than 2 years old. A minimum score of 80 on the internet based exam is required for consideration. TOEFL scores should be released directly to PharmCAS (code 8246). Information on testing sites and scheduling may be obtained from the TOEFL website: <http://www.ets.org/toefl/>. TOEFL scores must be received by March 1 of the application year.

## International Students

The UAMS College of Pharmacy will consider only applicants who are U.S. citizens or have a valid Permanent Resident/Resident Alien card. The applicant must submit a notarized copy of the Permanent Resident/Resident Alien card with their application and present the original document to the Registrar at the time of interview.

## Pre-pharmacy Requirements for Applicants

Since only the professional courses are taught at UAMS, applicants will first have to meet the requirements for enrollment and be enrolled at an accredited undergraduate institution. Credit for degrees or course work earned at a foreign institution may be granted by an accredited undergraduate institution. However, no more than 8 semester hours in the CORE courses and 12 semester hours in the NON-CORE courses of such credit may be applied towards the pre-pharmacy requirements for admission to the UAMS College of Pharmacy. This credit must appear as specific course equivalents on the undergraduate transcript. Applicants with foreign coursework should submit a foreign transcript evaluation report from World Education Services ([www.wes.org](http://www.wes.org)) directly to the UAMS College of Pharmacy.

## CORE Courses

No more than 8 semester hours of CLEP, AP credit, or credit by examination which must appear as credit on the transcript will be accepted to meet the CORE pre-pharmacy course requirements. It is recommended that CORE courses are taken during the regular academic year.

- Mathematics - 3 to 5 Semester Hours
- Calculus I (not survey, business or pre-calculus)
- Chemistry - 16 Semester Hours



College Chemistry I (3hrs lecture & 1hr lab), College Chemistry II (3hrs lecture & 1hr lab), Organic Chemistry I (3hrs lecture & 1hr lab), Organic Chemistry II (3hrs lecture & 1hr lab) All courses for chemistry majors

- Biology - 12 Semester Hours  
Choose from: General Biology I and II (or equivalent 100 level Biology) and Microbiology. All must be courses for biology majors and have 3 hours lecture and 1 hour lab. For a specific list of other courses that meet this requirement for your school, please contact the College of Pharmacy.
- Physics -- 4 Semester Hours
- General Physics I (3hrs lecture & 1hr lab)

### Non-CORE Courses

- No more than 12 semester hours of CLEP, AP credit, or credit by examination which must appear as credit on the transcript will be accepted to meet the NON-CORE pre-pharmacy course requirements.
- English/Communication Area -- 9 Semester Hours
- Choose from: English Composition I and II, Speech, Public Speaking, Technical or Creative Writing or any survey of literature course.
- Economics/Accounting -- 3 Semester Hours
- Choose from: Macroeconomics, Microeconomics, a basic survey of economics course, or Accounting.

### *Recommended Electives -- 3 classes, minimum of 9 Semester Hours*

Choose from: Calculus II (not business or survey), Physics II (3hrs lecture & 1hr lab), Logic, Quantitative Analysis, Statistics (math or statistics department), Cell Biology or Molecular Biology (including lab if offered), Genetics (including lab if offered), Anatomy & Physiology (including lab if offered, for biology major/minor, may be separate classes), and Biochemistry.

### *Humanities Electives -- to total 69 Semester Hours*

Choose from: Survey courses in Art, Music, Theater, Literature, Philosophy, Religion, Foreign (Spanish is recommended if available) or Sign Language, Psychology, Sociology, Anthropology, Geography, US or World History, Political Science or Ethics.

Courses which do not meet the Humanities Elective requirements are courses in: Health, Physical Education, Business, Science, Military Science, Education, Studio courses in Art, Music or Theater, Computer Science, Agriculture or any remedial course.

No course can be used to satisfy the requirements in more than one area. Admission to the College requires sixty-nine hours of specific transfer credits and unless credits in semester hours are given on

a transcript, students will still have to meet the pre-pharmacy requirements of transferable hours for admission to the College.

This is a general guide only; the specific course numbers which meet these requirements vary from school to school. For a specific list of the courses that meet the pre-pharmacy requirements at your school, please contact your pre-pharmacy advisor or the Director of Admission at the UAMS College of Pharmacy (501-686-8889). Students may also check the College's website under the prospective student section for the pre-pharmacy requirements from the major Arkansas feeder schools.

## Students Transferring from another ACPE Accredited College of Pharmacy

Transfer requests will be considered on a space available basis for students in good standing with another ACPE accredited college/school of pharmacy. The student will be required to present a transcript and catalog for evaluation. Where a correspondence exists between courses and hours in a Doctor of Pharmacy curriculum, the student may receive credit for satisfactorily completed courses (grades of "C" or better). The sequence of professional courses must be completed in the logical order required of all regular UAMS College of Pharmacy students. This may result in transferring students having to repeat a portion of one or more professional years if approved for transfer. The student must complete at least 60 semester hours in residence at the UAMS College of Pharmacy to be eligible to graduate. The College reserves the right to revise or cancel the placement of advanced standing after a student has been in residence, in the event the student fails to meet the academic standards of the college. The College of Pharmacy does not accept transfer grades of "D", or equivalent, on required subjects of the pharmacy curriculum. It further reserves the right to reject transferred credit of "D" on any other subject. Only officially signed transcripts will be accepted for evaluation and should include a complete record of courses pursued and the grade earned in the various courses. If additional information is needed for the proper evaluation of credit, the College may require the applicant to supply the appropriate catalog, or catalogs, of the institution, or institutions, previously attended by the student.

## Campus Assignment Policies

All students accepting admission to the College of Pharmacy are made aware of the fact that they will be placed at either the Little Rock campus or the regional campus in northwest Arkansas for a period of up to two years. Students receive information concerning both campuses during their admissions interview process. All students interviewed for admission to the College of Pharmacy are made aware of the possibility of placement at either campus, the necessity for travel to that site, their need to provide living quarters and meet other expenses associated with living in their assigned campus location. Students will complete their campus preference form during the interview process.

Students will be admitted to the College of Pharmacy independent of their campus preference. In the event that there are an insufficient number of admitted students for available campus openings at

either campus, selected students may be assigned via random lottery as needed to meet campus balance. The student's acceptance letter will state the assigned campus.

Even Swap and Reassignment requests based on extenuating circumstances may be accepted as outlined below.

### Even Swap Procedures

After the assignment process for admitted students is complete, students that wish to change campus assignment may arrange a "swap" with a classmate. When a student identifies someone to swap with, both students wishing to swap must

- 1) Write a letter requesting a swap.
- 2) Each letter must contain the name of the student you are swapping with.
- 3) Each letter must be emailed from the student's UAMS email account to the Associate Dean of Student Affairs and Faculty Development or their Designee.

\*Even swap requests will be permitted until July 1st prior to the P3 year.

### Reassignment Requests

Extreme extenuating circumstances may be the basis for a campus reassignment. Students must submit the College of Pharmacy Reassignment request form to the Associate Dean for Student Affairs with all appropriate documentation for making a request to change campuses. The Associate Dean for Student Affairs will forward these requests to the Campus Assignment Committee for review. The committee will be composed of at least 7 voting members, including at least 4 Faculty members appointed by the Dean and 3 student members (the President of the P2, P3, and P4 classes with the Vice-President serving as alternates). The committee will decide whether campus reassignment will be granted and will forward this decision to the Associate Dean for Student Affairs within ten working days of receipt of the request. The Associate Dean for Student Affairs or Designee will notify the student in writing of the committee's decision within five days of notification of the committee's decision. Appeals related to this process will be handled as outlined under the Student Grievance and Appeal section of the Catalog and Student Handbook.

### Attending Class on the Unassigned Campus Procedures

Students wishing to attend class on a one-time basis on their unassigned campus must make an e-mail request to the Associate Dean for Student Affairs at least one week prior to the date the student wishes to attend class on the opposite campus. If approved, the Associate Dean for Student Affairs or their Designee will notify the student via email at least 24 hours prior to the class date requested. In case of exceptional circumstances, requests can be made less than one week before the date of

attendance but circumstances must be significant enough to warrant approval outside these written guidelines.

**Students Not Progressing on Time:** Students failing to progress on time will be reassigned to meet goals for campus balance.

## Special Student Status

An individual who wishes to take a course for credit but who does not intend to enroll for a degree program may be admitted to the College by permission and on a space available basis. Admission as a special student does not require the submission of transcripts but the student must be in good standing at the college of last attendance. If a special student decides to work toward a degree in pharmacy, the individual must satisfy all entrance requirements and apply for admission in the manner required for all regular applicants.

## Veterans Administration Beneficiaries

UAMS is an approved institution for training of veterans and veteran's beneficiaries. Veterans of recent military service and the dependents of certain other servicemen may be entitled to educational assistance payments from the Veterans Administration.

Veterans of recent military service, widows, or children of a parent who lost his/her lives in service or who are now totally disabled as a result of service should contact the nearest Veterans Administration Regional Office for assistance in securing Veterans Administration benefits. Information on campus regarding this program may be secured from the College of Pharmacy.

## Civil Rights Statement

UAMS fully supports, both in practice and spirit, the full intent of Titles VI and VII of the Equal Opportunity Act. All personnel concerned with recruitment, hiring, training, assignment, promotion, use of facilities and privileges are reminded to govern personnel actions and procedures within the intent of the Equal Opportunity Act, which prohibits discrimination on the basis of race, color, religion, sex or ethnic origin and affirmatively seeks to guarantee equal opportunity for all.

## Handicapped Students

UAMS fully supports, both in spirit and practice, Titles VI (Americans with Disabilities Act), VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Executive Order 11246, and the Rehabilitation Act of 1973 (Sections 503 and 504) which prohibit discrimination on the basis of race, sex, color, religion, age, marital status, ethnic origin and/or handicap.

UAMS is taking affirmative and/or aggressive action to employ disabled veterans and veterans of the Vietnam era and eliminate bias toward the disabled veterans and veterans of the Vietnam era in all employment activities. The UAMS Office of Human Resources has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified handicapped individuals, as required by the Rehabilitation Act of 1973.

## Student Confidentiality

### *Disclosure of Personal Information*

Federal regulations and University policy require an annual notice that informs students of their rights regarding release of personally identifiable records. The student will be asked to sign to permit or deny release of such information during orientation for new students. Permission may be changed in the Registrar's office.

### *Student Inspection of Academic Records*

#### STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) and University of Arkansas policy require an annual notice that informs students of their rights regarding education records. A student at UAMS has the following rights with regard to his/her education records:

1. The right to inspect and review the student's education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access.
  - Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The appendix to University-wide Administrative Memorandum 515.1 provides a list of the types and locations of education records, the custodian of those records, and copying fees for each individual campus. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - Students may ask the University to amend a record that they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. Students should submit to the appropriate University official a written request that clearly identifies the part of the record they want changed and specifying why it is inaccurate, misleading, or in violation of

the student's privacy rights. A sample from which may be used in making this request is contained in the appendix to University-wide Administrative Memorandum 515.1.

- If the University decides not to amend the record as requested by the student, the University will inform the student of the decision and of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing and is also contained in University-wide Administrative Memorandum 515.1.3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.
  - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research role, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has outsourced institutional services or functions (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
3. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
- Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605
5. The right to withhold consent of disclosure of directory information. This information will be subject to public disclosure unless the student informs the Registrar in writing by one week following registration that the student does not want any or all of directory information disclosed.
- Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-

time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

- Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
- Directory information does not include a student's social security number.

### *Release of Academic Records for Deceased Students and Graduates*

When the College of Pharmacy becomes aware that a student or graduate has died, either through the presentation of a death certificate or other verifiable means, the College will release the academic records of that individual upon the written request of the immediate family or executor/executrix of the estate, for a period of five years following the death of the student or graduate. After five years, the academic records may be released upon the written request of any of the deceased individual's heirs. The College will release the records at any time as required by law.

### *Contact Information*

It is the responsibility of each student to make sure the College of Pharmacy Registrar always has his/her most current home address and telephone number. Students are responsible for all official mailings from the College. If a notification of a policy change, scholastic standing notification, grades or other information from the College is mailed to an incorrect address, the student is still responsible for the information.

Likewise, all students are provided with an email address. Students are responsible for information sent out to them via their UAMS e-mail address. It is the student's responsibility to check their e-mail account frequently. All email traffic through the UAMS system is tracked electronically, so it is easy to determine if an email message was delivered to a particular account.

## **Registration and Financial Information**

### Registration Information

Students are expected to register during the regularly designated times for each semester. In the event of emergency situations, registration at an alternate time must have the approval of the Office of the Dean. A student may not register in a new course after the 12th day of classes of a semester. A student who registers as an auditor in a course may not change the registration to credit after the 12th day of classes of a semester. A student who has registered for credit may not change registration to

audit after the 9th week of the semester. Audit status does not count towards financial aid credit hours but does count towards tuition.

## Expenses and Fees

A student is classified as an “in-state” or an “out-of-state” student for fee purposes on the basis of legal domicile of the student or that of the parents if the student is a minor. Classification for tuition purposes at any other college does not imply classification for purpose of admission to the College of Pharmacy. Complete regulations and forms for requesting a change in classification for this purpose may be obtained from the UAMS College of Pharmacy.

## UAMS College of Pharmacy Tuition and Fees

For current tuition rates and fees, [click here](#).

## PC Requirements

- Operating system, 32-bit and 64-bit versions of Windows Vista, Windows 7, and Windows 8
  - Windows 10 is NOT supported
  - Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU processor, Intel i3, i5, i7 or comparable AMD processor
- RAM, 4GB minimum, 8GB or more recommended
- Hard drive, highest recommended for the operating system or 250GB
- Internet connection for SofTest Download, Registration, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Adobe Reader (Version 9 or 11) is required for exams containing PDF attachments
- Administrator level account permissions (instructions)

For instructions on how to check your computer’s specifications, [click here](#).

## Surface Pro Requirements

- Surface Pro 1, 2 & 3 (Non-Pro Surface devices are NOT supported)
- External keyboard (USB or Bluetooth) required
  - Bluetooth keyboards must be paired prior to launching exam
- Hard drive, 1GB or higher available space
- Adobe Reader XI is required for exams containing PDF attachments
- Internet connection for SofTest download, registration, and exam download and upload
- Screen Resolution must be 1920x1080
- Administrator level account permissions



## Mac Requirements

- Operating system, OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks) & 10.10 (Yosemite).
- Only genuine versions of Mac Operating Systems are supported
- CPU, Intel i3, i5, i7 or comparable AMD processor
- RAM, 4GB minimum, 8GB or more recommended
- Hard drive, 250GB or higher available space
- Server version of Mac OS X is not supported
- Internet connection for SofTest download, registration, and exam download and upload
- Administrator level account permissions (instructions)

For instructions on how to check your computer's specifications, [click here](#).

## SofTest-M iPad Requirements

- Hardware, iPad 2, 3, 4, 5 and iPad Mini
- Operating system, iOS 7 and iOS 8.
- Only genuine versions of iOS are supported
- 500 MB of free space required to commence an exam
- iPad must not be Jailbroken
- Internet connection for SofTest download, registration, and exam download and upload
- In order to take an exam using SofTest-M, your institution must first enable this product and create exams that are compatible with your iPad

## Software

- Microsoft Office 365 (Provided by UAMS)
- Adobe Reader (version 9 or 11)

If you have a laptop computer that is less than two years old and meets these minimum requirements, you do not have to purchase a new computer to begin pharmacy school. Tablet computers (Apple, Android, etc), netbook computers, and e-readers may be useful devices for study, but will not meet the minimum computer requirements.

It is your responsibility to maintain your computer. You might want to consider an extended warranty to cover it while a student.

There is student support IT Technician available in the Library Learning Resource Center (LRC) to help local and distant students on various technology issues that range from connecting to the wireless network to troubleshooting possible hard drive issues. They are available on the 3<sup>rd</sup> floor of

the Library Monday – Friday, his hour vary so check <https://studentsuccess.uams.edu/> for hours. If you are off campus and need assistance, please call 501-526-6003.

## **Student Health Insurance (unless covered by another policy)**

The premium costs and coverage periods provided by Academic Health Plans can be found at: <http://uams.myahpcare.com/>.

All UAMS students are required to have student health insurance per Board of Trustees policy number 1260.1. Students must provide proof they are covered by health insurance (including hospitalization/surgical/medical coverage) at each registration. If it is determined at any time that the student is not covered by a health insurance policy, the student may be dismissed. A policy is available for purchase of either single or family coverage at registration.

## **Refund of Fees**

<http://studentfinancialservices.uams.edu/tuition-and-fees/refund-policy/>.

## **UAMS Refund Policy: Tuition and Fees**

<http://studentfinancialservices.uams.edu/disbursementbilling/financial-aid-disbursement/>

## **Active Duty Military Policy**

Under Arkansas Statue 6-61-112, when any person is activated for full-time military service during a time of national crisis and therefore is required to cease attending a state-supported postsecondary educational institution without completing and receiving a grade in one or more courses, the following assistance shall be required with regard to courses not completed:

- Such student shall receive a complete refund of tuition and such general fees as are assessed against all students at the institution. Proportionate refunds of room, board, and other fees which were paid to the institution shall be provided to the student, based on the date of withdrawal. If an institution contracts for services covered by fees which have been paid by and refunded to the student, the contractor shall provide a like refund to the institution.
- If the institution has a policy of repurchasing textbooks, students shall be offered the maximum price based on condition, for the textbooks associated with such courses. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation. A student activated during the course of a semester shall be entitled, within a period of two years following deactivation, to free tuition for one semester at the institution where attendance had been interrupted unless federal aid is made available for the same purpose.

A College of Pharmacy student activated must present a copy of the activation orders and can withdraw from the current term. No credit will be received for any courses for the semester involved; however, the academic record will indicate enrollment until the official date of withdrawal. Because of possible curriculum changes and changes in course sequencing, a student returning to the UAMS College of Pharmacy from active duty will be under the jurisdiction of the Scholastic Standing Committee to determine the point of readmission in the curriculum.

## **Military Tuition Waivers**

Tuition and fees are waived at UAMS for dependents of any Arkansas citizens who have been declared prisoners of war or killed or missing in action as established by the Secretary of Defense of the United States after January 1, 1960. Once a person qualifies as a dependent, there shall be no situation such as the return of the father or the reported death of the father that will remove the dependent from the provision or benefits of the act waiving tuition.

## **Financial Aid**

The College of Pharmacy does not administer financial aid programs on the campus. The Awards Division of the UAMS Student Financial Services Office processes financial aid applications for all pharmacy students.

Student financial aid programs are intended to remove financial barriers to education for those who are unable to pay and to ease the financial burden for those who are more able to pay. Since financial aid resources are limited, these resources must be coordinated and delivered to students in a manner which best fits their needs and the institution's resources. Therefore, a combination of types of aid is offered to students as a financial aid package. Generally, financial aid is divided into the following categories:

- *Scholarships*: are awarded to students based on academic standing and/or financial need and/or major area of study and usually are not repayable.
- *Grants*: are not repayable and usually are awarded to students who have exceptional financial need.
- *Loans*: must be repaid. Principal and interest are usually deferred until the student ceases to be enrolled at least half time; however, certain loans require interest and/or principal payments while students are in school.

Since items such as loan limits and program eligibility change annually, the Awards Division prepares an updated UAMS Financial Aid Brochure each year that outlines the financial aid process, defines eligibility requirements, and gives a complete detailed description of the various financial aid programs available.

The Awards Division uses an application form prepared by a uniform need analysis service to evaluate the need of students who are applying for financial assistance. This application, along with the above mentioned brochure, may be obtained from the Awards Division of the UAMS Student Financial Services Office. The packet and brochure may be picked up at the Office or requested by telephone at (501) 686-5451. The office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday and is located in the Administration West Building, 1st floor, Room 1.120.

The Awards Division will provide an award letter to each student who is awarded aid. This letter will state the cost of attendance, the student's family contribution, the student's financial need, the aid awarded, and the unmet need. Although every attempt is made to meet the student's financial need, limited resources means that most students will have an unmet need amount. An unmet need figure does not mean that a student is entitled to that amount of remaining funds.

All students receiving financial aid are required to keep the Awards Division informed of any change in their status such as change of address or receipt of additional financial aid from outside sources. The Awards Division provides an information sheet that is included with the initial award letter that provides the details of this requirement.

Students leaving the College of Pharmacy via graduation, withdrawal, or dismissal, must complete the online clearance process through Student Financial Services Office, both divisions, Awards and Disbursement/Billing. Leaving the College during a semester may result in a proportional loan repayment based on the type of loan and length of time in class. Please contact Student Financial Services, Awards Division with questions.

Any student in the College of Pharmacy may visit the Awards Division to review any aspect of their financial aid award. An appointment is not necessary but it is suggested that a call is made to be sure a financial aid officer is available. Telephone conferencing is also available for student on the Northwest Campus. The UAMS Student Financial Services Office, Awards and Disbursement/Billing Divisions exist to serve students' needs. Any student in the College of Pharmacy who has unusual financial circumstances or a dramatic change in their financial situation during the semester can visit with the Director of Financial Aid at any time.

Students pursuing the PharmD degree are classified for financial aid purposes as follows:

- P1 Graduate/Professional Student
- P2 Graduate/Professional Student
- P3 Graduate/Professional Student
- P4 Graduate/Professional Student

The College of Pharmacy informs the Awards Division of the proper classification. The above arrangement for classification is designed to provide the maximum dollar amount of aid for the maximum number of pharmacy students. It also serves the purpose of providing accurate data for

federal reporting purposes. When a student moves from the P1 to P2 classification they are no longer eligible for a Pell Grant or SEOG, but they are eligible for a higher level of Stafford Loan borrowing. The exact amounts and eligibility requirements are contained in the Financial Aid Brochure.

To be considered a full time student for financial aid purposes, students must be enrolled for a minimum of 12 semester hours of courses that will apply to the Pharm.D. degree. To be considered a half time student for financial aid purposes, a student must be enrolled for a minimum of 6 semester hours of courses that will apply to the Pharm.D. degree.

Students are encouraged to apply for financial aid between January and March of the academic year they plan on attending. For entering students it is not required to be accepted for admission in order to apply for financial aid, but no award will be made until the College of Pharmacy notifies the Awards Division that the student has been accepted. Although students are encouraged to apply as early as possible, students may apply for aid at any time during the year. However, there are deadlines for various programs. These deadlines are published in the Financial Aid brochure.

Please visit the Student Financial Services website <http://studentfinancialservices.uams.edu/> for additional information or contact their offices:

Awards Division 501-686-5451  
Disbursement/Billing Division 501-686-6128

When a student completes a Free Application for Federal Student Aid, FAFSA, for financial aid, various documents are sent to the student and the Awards Division. In many cases the Awards Division will request additional information such as financial aid transcripts, income tax information, etc. Written requests are mailed directly to the student requesting additional information. No action is taken on a student's file until that information is received. To avoid delays in processing, students are strongly encouraged to answer any inquiry from the Awards Division immediately.

Financial aid funds are disbursed the week of or the week following the eleven day head count. Please refer to our website for specific dates.

### *Special Awards and Scholarships*

Through the generosity of various organizations, companies and alumni, numerous awards are made to students with high scholastic records or other achievements worthy of recognition such as leadership, professional attainments and participation in extracurricular activities.

## **Doctor of Pharmacy Program**

Six academic years of college work are required to fulfill the requirements for the Doctor of Pharmacy degree. The first two years of college encompassing the pre-pharmacy courses may be taken at any

accredited college or university. A pre-pharmacy advisor is available on the campus of each of the major four year colleges in the state to assist in planning the pre-pharmacy program.

The last four years of the curriculum include the professional courses offered in the College of Pharmacy at UAMS. A student's admission to the College of Pharmacy will be considered after the successful completion of the prescribed pre-pharmacy course work. The College reserves the right to revise the pre-pharmacy and professional curriculum at any time it deems necessary for the improvement of pharmacy education.

Most of the Experiential portion of the curriculum is structured with 2-4 week courses taught in hospitals, clinics and community pharmacies. Each free-standing experience is an intensive course that requires a full time effort by PharmD students in the practice area. The student may be required to take these courses in practice sites away from their assigned campus. The student should be prepared to incur additional expenses during the period he or she is assigned to practice sites away from their assigned campus. Assignments will normally be made 2-4 months prior to starting of an experience, giving students time to secure housing and to make plans for the off-campus course. The Experiential portion of the curriculum is a required component of the curriculum. Each student must sign a statement during the application processes acknowledging that he/she understands that he/she is responsible to provide travel, room, and board expenses to complete the Experiential portion of the curriculum.

## Doctor of Pharmacy Curriculum, 2018-2019

### *First Professional Year: Fall Semester – 17 hrs*

PhSc7101 Anatomy/Physiology/Pathology – 5 hrs  
PhSc7104 Pharmaceutics I – 4 hrs  
PhSc7102 Biological & Cellular Chemistry – 4 hrs  
PhPr7103 Career Orientation & Communication – 2 hrs  
PhPr7101 Pharmaceutical Calculations – 2 hrs

### *First Professional Year: Spring Semester – 18 hrs*

PhPr7102 US Health Care System for Pharmacists – 2 hrs  
PhPr7107 Drug Information – 2 hrs  
PhSc7105 Pharmaceutics II – 4 hrs  
PhSc7103 Principles of Drug Actions – 5 hrs  
PhPr7104 Nuclear Pharmacy – 1 hr  
PhPr7106 Intro to Patient-Centered Communication – 1 hr  
PhPr7105 Community Introductory Pharmacy Practice Experience (IPPE) – 3 hrs

*Second Professional Year: Fall Semester – 18 hrs*

PhSc7203 Medicinal Chemistry – 4 hrs  
PhSc7201 Pharmacology I – 4 hrs  
PhSc7205 Basic Pharmacokinetics – 3 hrs  
PhPr7201 Principles of Pharmacy Practice – 4 hrs  
PhSc7204 Molecular Biology & Biotechnology – 3 hrs

*Second Professional Year: Spring Semester – 17 hrs*

PhSc7202 Pharmacology II – 4 hrs  
PhPr7204 Self-Care Therapeutics – 2 hrs  
PhSc7206 Clinical Pharmacokinetics – 2 hrs  
PhPr7203 Therapeutics I – 5 hrs  
PhPr7202 Institutional IPPE – 4 hrs

*Third Professional Year: Fall Semester – 16 hrs*

PhPr7302 Therapeutics II – 5 hrs  
PhPr7301 Pharmacy Law & Ethics – 2 hrs  
PhSc7302 PCAM - 2 hrs  
PhPr7303 EBM, Biostatistics, and Pharmacoeconomics – 3 hrs  
Electives – 4 hrs

*Third Professional Year: Spring Semester- 18 hrs*

PhPr7304 Therapeutics III – 5 hrs  
PhPr7306 Pharmacy Management – 3 hrs  
PhPr7308 Pharmacy Practice Assessment and Skills – 3 hrs  
PhPr7307 3rd Professional Year Longitudinal IPPE – 1 hr  
PhSc7301 Chemical Addiction – 2hrs  
Electives- 4hrs

*Fourth Professional Year: Fall Semester – 20 hrs*

Five month-long experiences

*Fourth Professional Year: Spring Semester – 16 hrs*

Five month-long experiences

## **Department of Pharmaceutical Sciences**

The Department of Pharmaceutical Sciences (PhSc) is composed of faculty with teaching and research expertise in the basic pharmaceutical science disciplines of Medicinal Chemistry, Pharmacology and Pharmaceutics. The Department contains one division, the Division of Radiation Health, established in 2008. The Division of Radiation Health focuses on normal tissue radiation responses as they relate to cancer patients and to the general population. The division has a strong emphasis on efforts to develop existing and novel drugs and natural products to make radiation therapy of cancer safer, and more effective as medical countermeasures against radiation accidents and radiation terrorism.

Medicinal Chemistry is the study of the chemical properties of medicinal agents, both synthetic and natural, as they relate to the stability, incompatibility, and chemical modes of action of these agents. It incorporates the biochemical principles associated with diseases, and nutrition, as well as an understanding of the methods for qualitative and quantitative determination of drugs in dosage forms and biological specimens. This provides the pharmacy student with knowledge of biosynthesis, isolation, and evaluation of drugs originating from both plants and animals. Included in this discipline is a study of microbiological principles related to pharmaceutical products.

Pharmacology incorporates the principles of anatomy, physiology, biochemistry and molecular biology into a study of the mechanism of action, therapeutic indication, dosage, and toxicology of all drugs.

Pharmaceutics is that area of expertise concerned with the development of dosage systems that deliver medications in proper amounts to their sites of action in the body. It is concerned not only with the physical and chemical factors influencing drug delivery systems, but also the many pharmacokinetic and biopharmaceutical factors involved such as drug release, absorption, distribution and elimination.

These disciplines are designed to provide the pharmacy student with a basic pharmaceutical science foundation for other courses in the pharmacy curriculum, as well as preparing the student for programs of advanced study.

## **Department of Pharmacy Practice**

The Department of Pharmacy Practice (PhPr) is responsible for experiential and administrative components of the curriculum. The experiential component of the curriculum teaches students to develop rational approaches to the maintenance of wellness and the treatment of disease, with an emphasis on quality of patient care and drug therapy, and with the attainment of skills in interprofessional and patient communications. The divisions of the NW Campus and Pharmaceutical Evaluation and Policy are housed within the Department of Pharmacy Practice.



## Course Descriptions Overview - Required Courses

### *PhPr 7106 Intro to Patient-Centered Communication*

This P1 course will focus on patient-centered communication. It is heavily grounded in evidence-based motivational interviewing principles to encourage treatment adherence in a health care setting. This is a one credit hour course.

### *PhPr 7102 US Health Care System for Pharmacists*

The objective of this course is to equip pharmacy students with a knowledge base in the areas of pharmacy marketing and health economics which will permit them to make good management decisions when providing pharmaceutical products and services for patients and other consumers. Lecture two hours per week.

### *PhSc 7101 Anatomy/Physiology/Pathology*

This course is a study of the cellular and multicellular functions of human tissues, organs, and systems, and pathophysiology of the systems. Topics covered include the physiology of nerve and muscle, nervous system, cardiovascular, respiratory, and renal function, as well as endocrine and GI systems. Lecture five hours per week.

### *PhSc 7104 Pharmaceutics I*

A study of the physicochemical aspects of liquid dosage forms, both aqueous and non-aqueous, with emphasis on the technology and pharmaceutical rationale fundamental to their design and development. Lecture three to four hours per week, and recitation three hours per week half of the semester.

### *PhSc 7102 Biological and Cellular Chemistry*

Topics covered in this course include the biological, chemical and cellular roles of carbohydrates, lipids, proteins, nucleic acids, hormones, enzymes and vitamins. In addition, the chemical and cellular basis of digestion, intermediary metabolism, biological oxidation and metabolic antagonism are discussed. Lecture four hours per week.

### *PhPr 7103 Career Orientation & Communications*

A course to acquaint the beginning pharmacy student with the multiple aspects of the profession of pharmacy, including discussions of the different environments of pharmacy practice and the inter- and

intra-professional relationships of health care providers. The course will have a focused area of study around professional communications. Lecture two hours per week.

### *PhPr 7101 Pharmaceutical Calculations*

This course is a study of the system of weights, measures and mathematical expertise requisite to the compounding, dispensing, and utilization of drugs. Typical situational problems are used for practice in the application of this knowledge to prescription and medication procedures. Lecture two hours per week.

### *PhPr 7107 Drug Information*

This course will introduce the P1 student to the top 200 drugs available in the U.S. and to the drug and medical literature that is available at UAMS. The instructors will emphasize how to locate, evaluate and communicate medical and drug information. The course will involve didactic lectures and assignments that will require the student to utilize the information resources available on the UAMS Library website, the UAMS Intranet and the Internet. This is a two credit hour course.

### *PhSc 7105 Pharmaceutics II*

This course is a continuation of the study of dosage forms and pharmaceutical products with emphasis on solid and semi-solid systems. Dispensing techniques, physical and chemical incompatibilities, drug product evaluation, and aspects of drug product stability are studied in the laboratory. Lecture three hours per week, and laboratory three hours per week.

### *PhSc 7103 Principles of Drug Actions*

This course covers the principles of drug actions from both the pharmacological and medicinal chemical perspective. General principles of drug absorption, distribution, metabolism and excretion as well as pharmacodynamic principles governing dose-response relationships are covered. Subsequently, the focus shifts to specific agents including local anesthetics, neuromuscular blockers and drugs acting on the autonomic nervous system. Lecture five hours per week.

### *PhPr 7104 Nuclear Pharmacy*

This course is an introduction to the basic aspects of nuclear pharmacy. Topics include the characterization, properties and detection of radioactivity, radiation biology, radiation protection elements of nuclear medicine and radiopharmaceuticals. Lecture one hour per week.

### *PhSc 7203 Medicinal Chemistry/Natural Products*

This course is a study of the relationship between the physicochemical properties of synthetic and naturally derived drugs and their stability, absorption, distribution, metabolism, elimination, and pharmacological mechanism of action. Lecture four hours per week.

### *PhSc 7201 Pharmacology I*

The effects, biological mechanisms, therapeutic indications, interactions and toxicities of drugs are studied. Emphasis is placed on pharmacological principles that promote the understanding and rational approach to therapeutics. Lecture four hours per week.

### *PhSc 7205 Basic Pharmacokinetics*

This course presents the basic concepts and principles of pharmacokinetics. The necessary mathematical expressions needed to characterize the absorption, distribution, metabolism, and excretion of drugs will be discussed with respect to routes of administration. Parameters that influence pharmacokinetic and therapeutic outcomes of the most common drug regimens will be emphasized. Additionally, the principles of therapeutic drug monitoring and dosing will be explained. Lecture three hours per week.

### *PhPr 7201 Principles of Pharmacy Practice*

Emphasis is placed on the role of the pharmacist in medication dispensing and patient care. Pharmacist responsibilities involving patient profiles, medication monitoring, drug product selection and generic substitution are discussed. The importance of patient counseling is stressed. Emphasis is also placed on the Top 200 Drugs, compliance with Board of Pharmacy Regulations, labeling/auxiliary labeling of prescriptions, technical practice aspects and knowledge of current dosage delivery systems. This course will provide students with information and skills in the areas of IV therapy and physical assessment. Students will demonstrate competency in aseptic techniques, IV admixtures, sterile products, drug delivery systems, and drug therapy monitoring. Lecture three hours per week, and laboratory three hours per week.

### *PhSc 7204 Molecular Biology & Biotechnology*

This course covers fundamental molecular biology and extends this knowledge to provide the student a basic understanding of human genetics, biotechnology, and genetic and immunologic engineering. Emphasis will be placed on clinical applications and biotechnology-based drugs and therapies. This is a three credit hour course.

### *PhSc 7202 Pharmacology II*

This course is a continuation of PhSc 7201. This is a four credit hour course.

### *PhPr 7204 Self-Care Therapeutics*

This course will prepare students to assess patients and make recommendations for nonprescription medicines. Nonprescription medicines are widely used; therefore it is essential that students have a comprehensive understanding to interact appropriately with patients concerning the proper use of these medications. This is a two credit hour course.

### *PhSc 7206 Clinical Pharmacokinetics*

This course is designed to acquaint pharmacy students with the clinical application of pharmacokinetic principles. The course will provide a framework to approach clinically based pharmacokinetic dilemmas such as disease-drug and drug-drug interactions. In addition, practical mathematical applications will be taught that will allow dosing recommendations for patients on anticonvulsants, aminoglycosides, and vancomycin. Lecture three hours per week.

### *PhPr 7203 Therapeutics I*

Utilizing a pathophysiological approach, the therapeutics curriculum focuses on the structural and functional consequences of disease on various organ systems in the body. Each block of instruction begins with a discussion of the nature and causes of disease in an organ system. This is expanded through a discussion of the etiology, pathogenesis, diagnosis and treatment of the major disease states of that organ system. Emphasis is placed on the considerations for the drug therapy used, therapeutic goals, plans of treatment, dosage regimens, therapeutic alternatives and therapeutic endpoints. The goal of the course is to enable the student to assist in the development of the safest and most rational plan of drug therapy for a given patient. This is a five credit hour course that includes recitation.

### *PhPr 7302 Therapeutics II*

This course is a continuation of PhPr 7203, Therapeutics I. This is a five credit hour course that includes recitation.

### *PhPr 7301 Pharmacy Law & Ethics*

This course will provide students with information and skills in the areas of communication and pharmacy law. Students will be provided resources aimed at improving and utilizing communication skills in diverse pharmacy practice settings. The course will also cover the study of law, regulations and court decisions on federal, state, and local levels and the ethical considerations which control and influence pharmacy practice.

Professional ethics will be covered in this course. Lecture two hours per week.

### *PhSc 7302 Pharmacognosy and Complementary & Alternative Medicine*

The purpose of this course is to provide an overview of the composition, beneficial properties, and potential negative effects of the most commonly used herbal products and dietary supplements used in recent years. Lecture two hours per week.

### *PhPr 7303 Evidence-Based Medicine, Biostatistics, & Pharmacoeconomics*

This core course will teach the student to formulate a focused clinical question, to improve the student's literature critical appraisal skills, to determine the appropriateness of various biostatistical analyses, and to apply pharmacoeconomic techniques to inform drug product selections. The course will integrate statistical analysis and study design concepts into practical applications. This is a three credit hour course.

### *PhPr 7304 Therapeutics III*

This course is a continuation of PhPr 7302, Therapeutics II. This is a five credit hour course.

### *PhPr 7306 Pharmacy Management*

Course is designed to teach students the requisite skills needed to perform managerial functions in a community and institutional pharmacy. Includes planning and integrating professional services, budgeting, inventory control, and human resource management topics. This is a three credit hour course.

### *PhPr 7308 Pharmacy Practice Assessment & Skills*

The course focuses on the use of physical assessment and interviewing skills necessary to monitor drug therapy and assess complaints found in the delivery of pharmaceutical care. Application of these concepts is reinforced in the lab setting. Students utilize case studies to solidify assessment skills necessary for pharmacy practice. Lecture equivalents of 2 hours per week and instructional lab two hours per week.

### *PhSc 7301 Chemical Addiction*

This course deals with the development, progression, symptomology, treatment and recovery aspects of addictive diseases. Although the model most heavily emphasized is alcoholism, addiction aspects of all drugs/chemicals are presented. Students attend meetings of various self-help groups as well as present talks to public school children. Lecture two hours per week.

## Course Overview – Experiential Coursework

### *Introductory Pharmacy Practice Experiences*

#### *PhPr 7105 Community Introductory Pharmacy Practice Experience (120 hours)*

This course will provide structured practical experience in community pharmacy practice. Students are assigned a three week experience at the end of the P1 Spring semester in May or June. Through utilization of competency-based objectives, students gain a greater appreciation for the profession of pharmacy and develop professional attitudes, judgment and technical skills needed to function in the community setting. Students observe/discuss the role of the community pharmacist and actively participate in daily operations that focus on the distributive aspects of practice. To enter this course, a student must be eligible for advancement to the P2 year. This is a three credit hour, pass/fail course.

#### *PhPr 7202 Institutional – Introductory Pharmacy Practice Experience (160 hours)*

This course will provide a structured practical professional experience in institutional pharmacy practice. Students are assigned a four week practice experience at the end of the spring semester (May, June, July). Through utilization of competency-based objectives, students gain a greater appreciation for the profession of pharmacy and develop professional attitudes, judgment and technical skills needed to function in the institutional setting. Students observe/discuss the role of the health-system pharmacist and actively participate in daily operations that focus on the distributive aspects of practice. To enter this course, a student must be eligible for advancement to the P3 year. This is a four credit hour, pass/fail course.

#### *PhPr 7307 3rd Professional Year Longitudinal Introductory Pharmacy Practice Experience (40 hours)*

The introductory pharmacy practice experience (IPPE) of the third professional year is a longitudinal, self-directed experience designed to provide multiple opportunities to perform patient-centered care activities in a variety of settings. Each student is responsible for accumulating 40 hours of IPPE over approximately one year (April of P2 Spring through April of P3 Spring) excluding the month during the assigned P2 Institutional IPPE. The P3 IPPE provides opportunity for students to explore / develop personal interests as well as broaden their perspective of pharmacy practice. Longitudinal exposures should expand on the experience gained in the previously completed Community and Institutional IPPEs. Activities appropriate for P-3 IPPE hours may include but are not limited to: shadowing of pharmacy practitioners; providing patient services and/or education at health fairs or screenings; “brown bag” medication reviews; volunteering at free medical clinics; participating in medical mission trips; student pharmacy exchange programs; or other pharmacy-based activities (obtain prior approval from course coordinator).

## *Advanced Pharmacy Practice Experiences*

The APPE program consists of ten four-week experiences (minimum 160 hours each) designed to aid the student in developing and applying skills and information previously presented in formal coursework toward the practice of pharmacy. Seven experiences are required in Direct Patient Care (2 Acute/Primary Care; 1 Ambulatory Care; 1 Acute/Primary OR Ambulatory care Selective; 2 Acute/Primary OR Ambulatory care OR Community Enhanced Pharmacy Services Electives; and 1 Required Community Enhanced Pharmacy Services). One experience is required in Indirect Patient Care (Health-system Management) and two other experiences are chosen as Electives from any approved experience. Emphasis is placed on the student's ability to function as a clinician in a practice setting, along with development of the skills and attitudes related to communication skills, problem-solving skills, and self-assessment skills. Students are precepted by pharmacists typically in a 1-2:1 ratio of students to preceptor.

*Experiences are as follows:*

### *PhPr 7411 Experience - Direct Patient Care - Acute Care*

This experience allows students to apply didactic knowledge to direct patient care activities. Students will concentrate on patient specific pharmacotherapy, evidence based medicine, and effective communication with patients and healthcare professionals. Students will apply their knowledge of pathophysiology, pharmacology, and pharmacokinetics to optimize patient care in a hospital setting.

### *PhPr 7412 Experience - Direct Patient Care - Ambulatory Care*

This experience allows students to apply didactic knowledge to direct patient care activities. Students will have the opportunity to provide clinical pharmacy services in an outpatient setting. Students will concentrate on patient specific pharmacotherapy, evidence based medicine, and effective communications with patients and healthcare professionals.

### *PhPr 7413 Experience - Direct Patient Care - Selective*

This experience allows students to apply didactic knowledge to direct patient care activities in either Acute Care or Ambulatory Care.

### *PhPr 7414 Experience - Direct Patient Care - Community*

This experience allows students to apply didactic knowledge to direct patient care activities. Students will have the opportunity to provide clinical pharmacy services utilizing pharmacotherapy, evidence based medicine, and physical assessment in a community/retail setting. This experience will focus on disease state management, medication therapy management, non-prescription medications, and effective communication skills.

### *PhPr 7415 Experience - Indirect Patient Care - Community Management*

This experience teaches effective management skills to students through direct skill training and mentoring. This experience occurs in a community/retail setting and concentrates on marketing, operations, resource, and financial management, as well as effective communication skills.

### *PhPr 7416 Experience - Indirect Patient Care - Health-System Management*

This experience teaches effective management skills to students through direct skill training and mentoring. This experience occurs in a hospital or institutional setting and concentrates on resource management, drug distribution, regulatory bodies, and communication with patients and healthcare professionals.

### *PhPr 7417 Experience - Specialty Pharmacy Practice*

These experiences allow students the opportunity to practice pharmacy in a variety of specialty settings. Students can focus on specific areas of interest including nuclear pharmacy, compounding, regulatory, professional associations, industry, etc.

## **Course Descriptions Overview - Elective Courses**

### *PhSc 7351 Toxicology*

This course deals with the basic concepts of toxicology with an emphasis placed on prevention of exposure, and the subsequent management of exposure of commonly found medicines, chemicals, plants and animals. Parameters that influence the toxicokinetics of these agents are emphasized. 2 credit hours.

### University of Utah School on Alcoholism and other Drug Dependencies

Upon receipt of an official transcript showing completion of the above program, a student may receive two hours of elective credit.

### *PhPr 7351 Primary Care Pharmacotherapy*

This is an interprofessional elective course offered to third year pharmacy and fourth year medical students. The course is designed to allow students to hone the principles of rational medication use, evaluation, and monitoring in the primary care environment. Topics are presented in a disease-state focused discussion format. 2 credit hours.

### *PhPr 7151 Death and Dying*

Interdisciplinary course preparing student to manage end-of-life care, particularly through (1) exploring personal issues related to mortality; (2) learning roles of participants in such care; (3) developing



communication skills needed for care giving; (4) examining ethical issues related to death; and (5) examining economic and social aspects of funeral practices. 2 credit hours.

### *PhPr 7352 Diabetes Management*

This course will provide a multidisciplinary foundation in the principles of comprehensive diabetes management. The student will develop their knowledge and ability to assess, manage, and educate patients with diabetes. The course, developed under the guidance of the University of Pittsburgh School of Pharmacy faculty members, is internet-based and requires the student to be self-directed in learning. There are 5 in-person sessions with the remainder independent study online. 2 credit hours.

### *PhPr 7353 Geriatric Therapeutics*

The course will provide a concentrated introduction to the management of common geriatric pathologies. 2 credit hours.

### *PhPr 7355 Drug Induced Disease*

This course explores the most appropriate interventions for prevention, detection and management of drug induced diseases. 2 credit hours.

### *PhPr 7358 Problem Based Learning in Pediatric Therapeutics*

This PBL course will use small groups to answer different therapeutic dilemmas occurring from infancy to adolescence. Each team will be charged with raising their child throughout the semester while encountering common pediatric problems that need therapeutic intervention. 2 credit hours.

### *PhPr 7152 Radiopharmacy*

Explores the chemical, physical, and biological properties of radiopharmaceuticals used in nuclear medicine. Production, quality control, and regulations of imaging agents will be examined. Emphasis will be placed on clinical applications of radiopharmaceuticals. 2 credit hours.

### *PhPr 7153 Radiation Biology*

Introduction to the interactions of radiation and biological systems, including chronic and delayed effects through physical and chemical changes from radiation. 2 credit hours.

### *PhPr 7154 Nuclear Instrumentation*

Operational principles of radiation detection equipment to include statistical application and quality control. 2 credit hours.

### *PhPr 7155 Nuclear Physics*

Concepts and physical properties governing the atom to include systems and units of measure, atomic and nuclear structure, and particulate and electromagnetic radiation. 3 credit hours.

### *PhPr 7156 Health Physics*

A review of the legal, biological and administrative aspects of radiation protection in nuclear medicine. Emphasis on practical means of minimizing radiation exposure to the patient, staff and general public. 2 credit hours.

### *PhPr 7360 Personal Finance*

Provides future pharmacists the informational and decision-making tools needed for planning and implementing a successful personal financial plan. Topics include: Investing Principles, Retirement Planning, Income Taxes, Wealth Accumulation, Personal Insurance and Buying/Selling/Financing a House. 2 credit hours.

### *PhPr 7157 Entrepreneurship*

This course is designed to enhance a student's knowledge in leadership, business, and financial skills in pharmacy practice while learning if he/she possesses an entrepreneurial spirit. The goal of the course is to provide students with 'hands-on' experience in starting a business or new service, owning and running your own business, and general management and leadership skills. 2 credit hours.

### *PhPr 7361 Problem Based Learning in Therapeutics – Critical Care*

This elective utilizes a simulated case management format with emphasis on evaluating patient and agent variables and formulating appropriate therapeutic decisions. 2 credit hours.

### *PhPr 7350 Advanced Compounding*

An elective advanced compounding course for 3rd year pharmacy students who would like further instruction in preparing dosage forms used in contemporary pharmaceutical compound. The course will include pre-readings and assignments along with a didactic and laboratory session. This course is sometimes offered in a compressed format in May to provide availability for students assigned to the NW campus. 2 credit hours.

### *PhPr 7354 Treatment Adherence*

This course will focus on the role of the pharmacist in promoting treatment adherence in a variety of settings and disease states. Students will learn the principles of motivational interviewing, reasons for

and consequences of non-adherence, tools to support adherence efforts, and related medical literature. Students will have the opportunity to apply these skills in a clinic setting. 2 credit hours.

*PhPr 7356 Mental Health Movies and Therapeutics*

This elective will provide an introductory course which will facilitate better understanding of mental health disorders. It will provide students an opportunity to apply clinical knowledge, skills and attitudes to the care of patients with mental health disorders. This elective will expose students to socioeconomic concerns facing patients with mental health disorders, including substance abuse and social distancing of mental health. Students will learn from lectures, discussions, patient simulation and interviews, movies and/or movie clips. Students will have 1-2 project(s) during the semester which will focus on mental health concerns. 2 credit hours.

*PhPr 7450 Preparation for Postgraduate Residency Training (PGRT)*

This course is designed to provide students with a critical appraisal of the PGRT landscape and prepares the student to navigate the process of becoming a competitive applicant, prepare a PGRT application, and interview successfully. This course is designed to facilitate the development of a more competitive PGRT candidate. 2 credit hours.

*PHPR 7362 Pharmacy Practice – Infectious Disease (Dr. Dickey)*

This elective will provide students with opportunities for application of infectious disease principles. The course will consist primarily of team based learning facilitated by the course coordinator. There will be three core components. The first will consist of student led discussions on microorganisms, antimicrobial drug classes, and stewardship concepts. The next section will include literature reviews and debates regarding therapeutic management of various infectious diseases. In the final component, student groups will be presented with patient cases. Each group will determine a diagnosis and treatment plan that will be discussed with the class.

**Special Problems Electives**

<b>Dept</b>	<b>#</b>	<b>Course Name (Course Coordinator)</b>	<b>Students</b>
PhPr	7150	Special Problems in Clinical Practice	P1, P2, & P3
PhSc	7150	Special Problems in Pharmaceutics	P1, P2, & P3
PhPr	7364	Special Problems in Pharm Prac Academic Administration	P1, P2, & P3

*LR-Academic Pharmacy (Dr. Flowers)* – This elective will provide the student with exposure to issues facing academic pharmacy. The student will meet frequently with the Dean and Associate Dean(s) and will assist with two to three projects during the semester that focus on issues that surface in the Dean's office. The student will assist with data collection and analysis.

*NW-Academic Pharmacy (Dr. Warmack)* – This elective will provide the student with exposure to issues facing academic pharmacy. The student will meet frequently with the Associate Dean and will assist with projects during the semester that focus on issues that surface on the NW campus. The student will assist with data collection and analysis.

*LR-Academic Pharmacy – Interprofessional Education (Dr. Neill)* – This elective will provide the student with exposure to issues facing interprofessional education curriculum development from a campus perspective. The student will meet frequently with administrators of the Office of Interprofessional Education and will assist with two to three projects during the semester that focus on issues that surface in this office. The student will assist with data collection and analysis and content development.

*LR-Academic Pharmacy – Experiential Education Focus (Dr. Heldenbrand)* – This elective will provide the student with exposure to issues facing experiential education within the pharmacy curriculum. The student will meet frequently with administrators of the Office of Experiential Education and will assist with two to three projects during the semester that focus on issues that surface in this office. The student will assist with data collection and analysis.

*LR-Research*– this course will involve learning the techniques and approaches that underscore hypothesis-driven basic neuroscience research. The primary focus is the mechanisms of damage produced by ethyl alcohol on the development of neural structures and networks in the rat cerebellum. This animal model is reflective of damage induced by alcohol use in the third trimester of human pregnancy. The student will learn the techniques of tissue fixation, processing for immunofluorescence detection, microscopic analysis, and quantitation of neuronal development. If the student is interested they may also participate in the handling of experimental animals and the administration of ethanol or other drugs. In addition, behavioral techniques that demonstrate the developmental defect will also be learned.

*LR-Arkansas Pharmacy Support Group (ARPSG)* – the ARPSG is a group of pharmacists, technicians, and interns who have experienced problems with addiction disease and have entered into the group for monitoring and advocacy for the continuation of their licensure status. The student will learn about the ARPSG and assist in the development of data archiving procedures to allow research investigations into various aspects of the program.

*LR-Pharmacy Practice – 12th Street HWC (Dr. White)* – Students enrolled in this elective will assist in the development of the UAMS 12th Street Health and Wellness Center by collecting, organizing, and managing health screening data in an electronic database, benchmarking health data with national

guidelines and population trends, developing reports, developing procedures for the telephone-based patient follow-up services, and assisting in the planning of community outreach activities. Students are asked to attend regular Community Advisory Board, Professional Advisory Board, and COP workgroup meetings related to the Center's development. Students interested in participating in this elective are asked to make an appointment to discuss the elective in person with Dr. Franks.

*LR-Therapeutics (Dr. Franks)* – Students enrolled in this 2-hour elective will help reinforce important therapeutics concepts to P2 students enrolled in Therapeutics I. Students will provide weekly review sessions to discuss disease processes and their pharmacological and nonpharmacological therapies. Students will also assist in recitation by working with small groups to better understand patient assessment and therapeutic plan development. As a result, students enrolled in this elective will gain a better understanding of therapeutics topics in preparation for advanced pharmacy practice experiences. This elective is open to up to 3 P3 students during the Spring semester.

*LR-Pharmacy Practice – Oncology (Dr. Dayer)* – This course will use small groups (2 students) to answer different therapeutic dilemmas occurring in patients with cancer. Small groups will evaluate patient cases with an emphasis cancer disease states and symptoms associated with a cancer diagnosis. Other topics will include hospice, palliative care, advanced directives and other issues encountered in serious illnesses such as cancer.

*LR-Pharmacy Practice – Preparation for Post-Graduate Residency Training (Dr. Hammond)* - The specific goals of the special problems elective are to increase knowledge, interest, and confidence among students about post-graduate residency training (PGRT); identify and develop the skills needed for application to PGRT programs; and increase the likelihood of students obtaining a PGRT upon graduation.

*LR and NW – Pharmacy Practice - Pharmacy Advocacy (Dr. Hilliard)* - Students enrolled in this elective will be working to develop materials and aid in lobbying efforts to pass pharmacy issues in the Arkansas and U.S. legislature, including Pharmacist Provider Status. This elective will take up to four students (LR and NWA) with permission of the instructor.

*LR and NW – Pharmacy Practice – AR Provider Status Task Force (Dr. Hilliard)* – This elective will provide an opportunity for a student to be involved with the task force working towards obtaining pharmacist provider status in AR.

*NW – Pharmacy Practice – Infectious Disease (Dr. Dickey)* - This elective will provide students with opportunities for application of infectious disease principles. Students will be exposed to various learning environments including didactic lecture, team based learning, and clinical experience. The first part of the course will consist of didactic lecture to review microbiology, antimicrobial spectrum of activity, resistance mechanisms, and principles of stewardship. The second portion will involve literature reviews, creation of drug monographs, and debate topics among students. The final component will involve clinical experience with patients at Mercy Hospital Northwest AR. Clinical

activities include review of antimicrobial regimens, culture results, and diagnostic tests. Based on these reviews students will recommend initiation, modification, or discontinuation of antimicrobial therapy.

*LR-Geriatric Pharmacy Practice (Dr. Hutchison)* – This course will focus on socio-economic issues facing geriatric patients as they obtain prescription medications. The student will meet with the instructor and review issues and potential solutions. The course requires the student(s) to organize and participate in a Medicare Part D Planning Clinic to be held before the end of the semester.

*NW-Public Health & Pharmacy Education (Drs. Seaton & Dickey)* – This elective will facilitate a better understanding of public health initiatives and promotion of pharmacy. It will provide students an opportunity to develop projects focused on at least 1 disease state with the aim of meeting public health initiatives as outlined by the US Department of Health and Human Services. Students will have 2-4 projects during the semester which will focus on public health initiatives and the promotion of pharmacy.

*Leadership- Special Problems (4 students, PY2 or PY3-3 separate courses from Dr. Heldenbrand, Dr. Flowers, and Dr. Dayer)* – This course introduces students to the principles of leadership regardless of the practice setting. Students will focus on development of core leadership skills, self-awareness, advocacy, and the process for leading change. Active learning strategies are used to examine the Triple Aim and utilize the entrepreneurial spirit to design a project focused on one of the areas in the Triple Aim. Guest lectures focusing on leadership and some group project discussions will be held in conjunction with other Leadership-Special Problems electives classes.

*LR-Evidence-based Medicine and Managed Care (Dr. Johnson)* – This elective will provide the student with experience in becoming familiar with new drugs as they emerge to market, improving literature appraisal skills, and with incorporating the current best literature into proposals for the Evidence-based Prescription Drug Program (EBRx) Pharmacy and Therapeutics (P&T) Committee's consideration on coverage of new drugs to market. Drug class reviews and regular presentations to the EBRx P&T committee are expected. Enrolled students can expect to gain valuable skills to prepare for residency and other postgraduate positions. (1-2 students, P3 or P4, with interest in EBM)

*LR – Teaching - Principles of Pharmacy Practice (Dr. Reinhardt)* – The elective will be associated with the Principles of Pharmacy Practice Course (PHPR 7201). The elective will provide the student with experience in teaching a course in the pharmacy curriculum. Aspects of the course include: Teaching aseptic technique to P2 students, directing students through media fill exercises in the clean room, keeping the clean room stocked and preparing the bins for the media fill exercises, monitoring the vials in the incubator after the media fill exercises, making instructional videos on appropriate aseptic technique.

*LR-Educational Research (Dr. Hammond)* – The students will learn the technical and practical approaches necessary to conduct scholarship of teaching and learning. The students will assist with

ongoing assessment and evaluation of novel learning strategies using both quantitative and qualitative research methods. Opportunities for presentations and publications will be available.

*LR-Special Problems - Research (Dr. Thomas)* – This elective is for a student to participate in a community pharmacy research project aimed at increasing medication adherence through motivational interviewing provided by community pharmacists. The student’s role may include: literature reviews, developing training materials and schedules for motivational interviewing, analyzing collected data, communicating ongoing adherence performance to participating community pharmacies, preparing interim and final reports to the funding organization and developing a poster for presentation at a national meeting and/or a publication in a peer reviewed journal.

*LR – Teaching (Dr. Hilliard)* – Students enrolled in this two hour elective will learn online teaching pedagogy to develop an online educational program including teaching modules and engaging student exercises. As a result, students will gain an in-depth understanding of their subject area in order to deliver an effective educational program. This elective is open to up to three students with permission of the instructor.

*LR - Pharmacy Practice – Top 200 (Dr. Dunn)* - The purpose of this two-credit hour elective is to research and write concise “scripts” of patient counseling information for medications frequently prescribed in the United States. Students will have the opportunity to improve their writing skills and also gain experience in utilizing drug information resources. These “scripts” will be used to generate patient counseling YouTube videos recorded by UAMS student pharmacists as part of a companion Spring 2017 elective. Students enrolled in the fall elective will be given preference if they choose to enroll in the spring elective.

## **Graduate Programs**

The faculty of the College of Pharmacy, through the UAMS Graduate School, has developed programs of study leading to the Master of Science and Doctor of Philosophy degrees in the Pharmaceutical Sciences. Further information and application requirements are available from the UAMS Graduate School or by contacting the Office of the Dean of the College of Pharmacy. Information is also available on the UAMS campus website: [www.uams.edu](http://www.uams.edu). Inquiries for admission information should be directed to the UAMS Graduate School (4301 W. Markham, #601; Little Rock AR 72205).

## **Graduate School Student Catalog and Handbook**

The Graduate School at the UAMS publishes a Student Handbook which contains information for graduate students on Campus rules and regulations, various campus services and academic policies. Copies of the Graduate School Catalog and Handbook are available from the Graduate School Office or online at <http://www.uams.edu/gradschool/>.

## Academic Performance

Academic performance of students is constantly being assessed. Learning outcomes include assessments in the classroom along with achievement on the Summative Exam 1, Top 200 Exam, and Summative Exam 2 given at discrete time points in the curriculum. Additionally, students are assessed across the curriculum in electronic portfolios and well as on proficiency in Introductory and Advanced Pharmacy Practice Experiences (IPPE and APPE). Data collected from the admissions process, throughout the curriculum, and culminating with the North American Pharmacist Licensure Examination (NAPLEX) is used in aggregate to help determine student predictors of success.

## Status Reports

Support and advice for students in academic difficulty is always available through the Dean's Office. Students with academic difficulty (poor performance on any of two exams in the first round of exams) in the Fall semester of the P1 year will be asked to meet with an Associate Dean prior to the Midterm Status Reports. Students in the P1, P2, & P3 classes will receive notification of unsatisfactory academic progress in each of their courses at the mid-point of the semester (weeks 8-10 of Fall and Spring semesters). This mid-term status report is not part of their permanent academic record but is intended to notify students of unsatisfactory progress and encourage students to seek assistance in improving their academic performance.

## Grading Information

The College of Pharmacy cumulative grade point average is based on all course work completed after admission to the College and is exclusive of pre-pharmacy course work and grades required for entrance into the College. If a student repeats a course, the grade received in the most current semester will be used to determine satisfactory completion of the course, graduation requisites and grade point average.

### *Grade Point System*

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points  
AU = 0 points

The grade "A" is given only for outstanding achievement in a course. The grade "B" represents good achievement. The grade "C" is given for average achievement and the grade "D" for poor achievement. The grade "F" denotes failure and is given for unsatisfactory work.



“I” (Incomplete) is assigned when the student, for reasons sufficient to the instructor, has not been able to complete some vital portion of the work. If the incomplete work is not made up within four weeks following the end of that semester, or if arrangements for completing the work are not made within four weeks following the end of that semester, the grade will become an “F” unless extension of time is granted by the Dean.

“W” indicates withdrawal from the College of Pharmacy. There are three mechanisms by which a student may be considered for withdrawal. A student may be withdrawn administratively or medically, and a student may withdraw voluntarily. Administrative withdrawal can result from violation of school policies and/or failure to meet the professional and technical standards listed in this handbook.

Consideration for a medical withdrawal requires written documentation from a physician caring for the student. Consideration for voluntary withdrawal requires written documentation from the student and consultation with the Associate Dean for Student Affairs and Faculty Development on the Little Rock Campus or the Associate Dean on the Northwest Campus. No withdrawals from individual courses are allowed. Return to the College following medical withdrawal requires a statement from the physician caring for the student indicating that the student has recovered to the extent necessary to provide a reasonable expectation of completion of the academic and experiential requirements of the curriculum. The point where the student will reenter the curriculum will be determined by the Scholastic Standing Committee.

If a student withdraws voluntarily or is administratively withdrawn, then the student will be required to provide a written request for return to the College, the Scholastic Standing Committee will review the circumstances of the particular case and determine if a return to the College is appropriate. If appropriate, the point in the curriculum where the student will reenter will be determined by the Scholastic Standing Committee. If return to the College is deemed inappropriate, the student must reapply for admission through the Admissions Committee. Readmission is not guaranteed.

“AU” Audit (AU) indicates the student has enrolled in a course, paid tuition, and successfully completed the attendance and testing requirements of the instructor.

If a student receives a grade of “D” or “F” at the UAMS College of Pharmacy and repeats the course at the UAMS College of Pharmacy, the most recent grade is used for final calculation of the student’s grade point average. If a student repeats a grade of “D” or “F” earned at the UAMS College of Pharmacy with an approved course offered at another institution, the most recent grade is transferred in but is not used in the calculation of the student’s overall grade point average. Grades of “D” or “F” do not transfer to the UAMS College of Pharmacy. (See Summer School)

### *Grade Challenge*

If a student wishes to challenge a test grade or a final class grade, the student should first consult the course syllabus for information on time frames for challenge. Generally, students should have one

week after the test is returned to challenge an exam grade. Students should also challenge a final class grade within one week after the grade is posted. The student should consult the College grievance procedure if the situation cannot be resolved with the instructor.

## **Student Initiated Examination Change Policy**

Requests to move an exam must occur within the first 15 days after the first official day of class as per the academic calendar.

The new proposed change in date/time of the exam must be:

Approved by the course coordinator

Approved by the dean's office

The change must be unanimous among the students. To assure this, 48 hours must be allowed for any student to express to the course coordinator any desire not to change the exam. If at one student expresses that he/she is not in support of the change then the change is defeated and the exam is not moved.

## **Scholastic Rules and Regulations**

To be eligible for graduation from the College of Pharmacy, a student must demonstrate to the Faculty that he/she is adequately and satisfactorily prepared to enter the profession of Pharmacy. To guarantee accomplishment of this goal, the student must make satisfactory progress toward completion of requirements for the degree sought while attending this College. Failure to meet these requirements for scholastic progression will result in academic dismissal from the College of Pharmacy.

## **General Rules of Progression**

- No credit hours with a grade of "F"
- A GPA of 2.0 or better
- All courses in one professional year must be successfully completed within no more than two calendar years
- No course may be attempted more than two times and only courses with a grade of "D" or "F" may be repeated
- A student on a first attempt of any given professional year must enroll in all required course work he/she is eligible to take

If a student repeats a course at UAMS, the most current grade will be used to determine satisfactory completion of the course, graduation requirements, and compliance with Scholastic Rules and Regulations. All work attempted will be recorded on the student's transcript.

Progression examinations occur at the end of the didactic course work of the P2 year and during the P4 year. Successful completion of these examinations is required. The P2 exam allows three attempts and the P4 exam allows two attempts. If a student is unsuccessful on the final attempt, he/she will be reviewed by the Scholastic Standing Committee to determine progression.

## **Student Status**

A student enrolled in the UAMS College of Pharmacy shall be considered in good standing as long as they are making progress towards the degree of Doctor of Pharmacy according to the Scholastic Standing Rules of the College.

## **Academic Clemency**

Any student who has previously attended the UAMS College of Pharmacy and whose two year progression window has closed may be granted academic clemency upon recommendation of the Admissions Committee or Scholastic Standing Committee to the faculty for all or part of their previous academic credits earned at the College.

## **Scholastic Rules Didactic Course Work**

Students who do not meet the requirements for progression on the first attempt of the P1, P2, or P3 year must follow the following rules to progress to the next professional year.

If a GPA of less than 2.0 without any grades of "F": the student may attend summer school, if available, to achieve a GPA of greater than or equal to 2.0. If the student repeats the current professional year, the student is required to repeat all courses in the current professional year in which he/she made a grade of a "D".

If a student who has never received a grade of "F" in previous professional year's didactic course work receives a grade of "F" in one course: the student may attend summer school, if available, to achieve a GPA of greater than or equal to 2.0. If the student repeats the current professional year, the student must repeat all the courses in the current professional year in which he/she made a grade of "D" or "F".

If a student who has never received a grade of "F" in previous professional year's didactic course work receives a grade of "F" in greater than one course and fewer than 50% of the credit hours: the student must repeat the current professional year. The student is required to repeat all courses in the current professional year in which he/she made a grade of a "D" or "F"

If a student receives a grade of "F" in greater than or equal to 50% of the didactic credit hours of a current professional year: the student shall be academically dismissed from the college.

If a student who has successfully removed the grade of “F” in a didactic course of a previous professional year receives the grade of “F”: the student shall be dismissed from the College of Pharmacy.

## **Summer School**

Summer school for repeating students may be offered at the discretion of the appropriate departmental chairman and the Dean of the College. Repeating students may repeat courses at other institutions in order to progress to the next professional year provided that each course is approved by the faculty course coordinator for the UAMS College of Pharmacy course. Financial aid may not be available for summer courses.

The following rules of progression pertain to summer school:

- Students may only repeat one course each summer if that course could allow them to progress to the next professional year.
- Taking a course in summer school constitutes a second attempt of that course.
- A grade of “F” in a UAMS COP summer school course and a grade of a “D” or “F” in a summer school course from another institution for transfer credit will result in academic dismissal from the College.
- If at the end of summer school, the student’s grade point average is less than 2.00 the student must repeat all the courses in the current professional year in which he/she made a grade of “D”.
- Grade Forgiveness: The most recent grade is used for the calculation of the student’s grade point average if the repeated course is taken at the UAMS College of Pharmacy.
- Transfer academic credit is only earned with a grade of “A”, “B”, or “C” of approved summer school courses offered at other institutions. A course where transfer credit is earned will not count in the student’s grade point average but will change the student’s overall grade point average when the hours and/or quality points for the UAMS course being replaced are removed from the calculation.
- For students who are eligible for progression and repeating course work in which a grade of “D” was given, a grade of “D” in a repeated summer course results in progression to the next professional year with the original grade point average.

## **Experiential Course Work**

Experiential course work is composed of introductory pharmacy practice experiences (IPPEs) and advanced pharmacy practice experiences (APPEs). IPPEs occur between January of the First Professional Year and May of the Third Professional Year, while APPEs occur during the Fourth Professional Year. Experiential course work included as part of a didactic course will follow the rules of progression for didactic course work.

Access to Confidential Patient Information: In practice experiences and often as part of work experiences as a pharmacy technician and/or intern, students will have access to the records and information of patients and former patients. Such records and information are confidential and must be treated accordingly and must not be discussed with any persons other than those involved directly in patient care or teaching related to that patient.

Each student must fulfill each of the following criteria before entering an experiential activity:

- The student must hold a current professional liability insurance policy (minimum insurance limits of (\$1,000,000/\$3,000,000). Insurance is provided through Pharmacists Mutual insurance and is paid from student fee collections at Fall registration. To apply, go to <https://www.phmic.com/>.
- The student must possess current American Heart Association (AHA) Healthcare Provider Cardiopulmonary Resuscitation (CPR) Certification. Proof of certification must be presented at orientation to experiences.
- The student must have a valid and current intern license issued by the Arkansas State Board of Pharmacy. If the student does an experience outside of Arkansas, the student must obtain an intern license in that state as well.
- The student must have a current TB skin test on file with the EH/SPHS.
- The student may be required to provide proof of physical examination and current immunization records depending on experiential site. Upon admission into the College, students are required to have on file with the EH/SPHS proof of a physical examination and current immunization record.

To be eligible for entry into free-standing experiential course work, the student must demonstrate that he/she is adequately and satisfactorily prepared to advance to the experiential portion of the curriculum. The scholastic standing of all students will be reviewed prior to their entry into the experiential course work. The student must be eligible to advance to the next Professional Year by meeting the following criteria:

- Cumulative grade point average (GPA) of 2.0 or better
- Successful completion of ALL prior coursework in the previous Professional Year(s) and current Professional Year as it relates to the IPPE.

Eligibility to enter an IPPE: If a student is eligible to progress to the next academic year by way of successful remediation of the necessary course work from the current Professional Year during the summer, the student will be allowed to enter into an IPPE if he/she provides the IPPE coordinator with a feasible plan for completion of the necessary course work prior to planned start date of IPPE.

If the assignment of "I" (incomplete) is made during any prior course work of the current Professional Year, the student may enter an IPPE once the remaining course work is completed and the student's scholastic standing is determined to allow progression.

## **P1 and P2 Introductory Pharmacy Practice and Advance Practice Experiences (IPPEs/APPEs)**

The faculty adopted the use of the Achievement Based Student Assessment Procedure for P1 Community and P2 Institutional IPPEs and APPEs on 5/14/2015. The procedure utilized by the Experiential Education Office in the implementation of this process is outlined below:

### Scholastic Rules

1. Students will participate in an orientation process prior to the initiation of the experiential courses to outline their purpose, organization, and assessment; to explain the achievement based assessment process; and to review the procedure by which academic progress will be monitored.
2. All students receive performance assessments from their preceptors at the midpoint (excluding P1 IPPE) and the end of each experience. Performance assessments are managed within the experiential education electronic management system. All performance assessments are available for review by assigned preceptors and experiential education office staff. These assessments are used to direct students' learning in subsequent experiences.
3. Experiential Proficiency Scores
  - 5 – Exceeds expectations
  - 4 – Meets expectations
  - 3 – Progressing
  - 2 – Needs significant improvement
  - 1 - **Does not meet expectations**
  - 0 - Opportunities existed, student did not engage; therefore, not able to assess
  - NA – Not applicable to experience or not observed

Global Assessment (overall performance):

- Clear Pass
- Borderline Pass
- Clear Failure

4. Students must achieve a target competency score on each item on the achievement based assessment, fulfill the course requirements as outlined in the course syllabus/manual, and complete all other required documentation prior to receiving credit for the IPPE and APPE programs. The Assistant/Associate Dean of Experiential Education, Experiential Director, or Dean's designee will formally review the achievement based assessments for each student after the Final assessments are submitted.

- a. **IPPE Target Score:** Students must achieve a score of 3 on each item on the IPPE achievement based assessment.
- b. **APPE Target Score:** Students must achieve a score of 4 on each item on the APPE achievement based assessment.
- c. **Maintaining Competency (APPE):** Following achieving competence (4 or more) on any competency item, a student who achieves lower than a 4 on a final evaluation during multiple clerkships may be contacted by the Assistant/Associate Dean of Experiential Education and be required to have **Consultation\***.

#### 5. IPPE/APPE Clerkship Grades:

- a. **Clear Pass:** Good job!
  - b. **Borderline Pass:** Students who receive a “Borderline Pass” at the end of an IPPE or APPE clerkship may be required to attend a **Consultation** with the Assistant/Associate Dean of Experiential Education.
    - Students who receive multiple borderline passes in the same competency area/domain (i.e. patient care, communication, professionalism, etc.) may be required to complete an **Individualized Education Plan (IEP)\*** to improve their skills in the identified competency area/domain.
  - c. **Clear Failure:** Students who receive a “Clear Failure” at the end of an IPPE or APPE clerkship will have to repeat the failed clerkship type and may be required to complete an IEP developed by the Assistant Dean for Experiential Education. Once the IEP is developed the Assistant/Associate Dean for Experiential Education will forward it to the Scholastic Standing Committee.
  - d. **Competency Scores:** Students who receive a competency score of 0,1, or 2 at the end of an IPPE or APPE clerkship may be required to attend a **Consultation\*** with the Assistant/Associate Dean of Experiential Education.
6. Students who commit academic dishonesty or professional misconduct during an IPPE or APPE may be given a “Clear Failure” for the experience in which the violation occurred, may be given a non-cognitive evaluation, and the matter forwarded to the Honor Council and/or Scholastic Standing Committee for review.
  7. Preceptors may request that a student be removed from a practice site as a result of behavior or performance. Students who are removed from an IPPE/APPE will receive a “Clear Failure” and may be assigned an IEP.
  8. Students who are removed from an IPPE/APPE by a College administrator will receive a “Clear Failure” and may be assigned an IEP.
  9. **Individualized Educational Plan:** The Scholastic Standing Committee will review all IEPs developed by the Assistant/Associate Dean of Experiential Education. The student is invited to

address the committee regarding the IEP. Upon Scholastic Standing review of an IEP, a course of “IEP” will be assigned to the student in need of remediation. The student must successfully complete the IEP before moving forward and attempting a repeat “for credit” IPPE/APPE clerkship. IEPs are customized experiences designed to improve student performance and are NOT eligible to count as credit for IPPE/APPE clerkships.

10. The Assistant/Associate Dean of Experiential Education will monitor the student’s progress on a regular basis during remediation. The frequency of this monitoring will vary depending on the length and nature of the IEP. Successful completion of the IEP will occur once the student demonstrates competency.
11. At any time, students may be reassigned to alternative APPEs to maximize opportunities to enhance skills development for identified areas of weakness. Reassignment will occur at the discretion of the Office of Experiential Education and according to practice site availability.
12. Tuition may be charged for additional or repeated IPPE/APPE courses and/or IEP experiences.
13. IPPEs must be successfully completed before a student may progress to the next academic year.
14. **Experiential Programmatic Assessment:**
  - a. **Ongoing Programmatic Assessment (APPE):**
    - At any time in the IPPE or APPE program, a student who is not consistently performing at the expected level of proficiency (3 for IPPE, 4 for APPE), or receives one or more “Borderline Pass” results on a final evaluation will be called in for a **Consultation\*** by the Assistant/Associate Dean for Experiential Education or Director of Experiential Education.
    - Between months 5 and 7 of the APPE curriculum, students who have not had the opportunity to demonstrate competence on an item will be contacted by the Assistant/Associate Dean of Experiential Education for a **Consultation**. The student may be asked to submit a plan to achieve expected levels of performance on those competencies. The student will be advised of the procedure that will be followed if competency has not been demonstrated by the end of the final APPE.
  - b. **Programmatic Failure:**
    - **IPPE:** Following a grade of “Clear Failure” for an IPPE, a second “Clear Failure” during the IPPE program (P1, P2, P3) will result in IPPE programmatic failure and the student being academically dismissed from the College.
    - **APPE:** Following a grade of “Clear Failure” for an APPE, a second “Clear Failure” during the APPE portion of the curriculum will result in APPE



programmatic failure and the student being academically dismissed from the College.

- c. **Final Program Assessment (IPPE/APPE):** At the end of the IPPE (P1+P2+P3) and APPE (10 APPEs) Programs, the Assistant/Associate Dean for Experiential Education will review students' performance assessments to determine whether competency requirements have been met ( $\geq 3$  for IPPE;  $\geq 4$  for APPE). In the event that a student does not achieve the expected programmatic competency requirements, the Assistant/Associate Dean for Experiential Education will make a recommendation to the Scholastic Standing Committee that no credit be granted for the IPPE/APPE program along with a **programmatic IEP** which must be completed successfully for programmatic credit. The student is invited to address the Scholastic Standing Committee to discuss the **programmatic IPE**. The committee will review the Assistant Dean for Experiential Education's recommendations including the **programmatic IEP**, and may request additional information from student or the student's preceptors. Credit will be granted for the IPPE/APPE program if the committee determines that the student has demonstrated competency in the identified items. If the committee determines that the student has not yet demonstrated competency, the student will begin the **programmatic IEP**.

- For a **programmatic IPPE IEP**, the student must Pass the programmatic IEP to progress to the P4 year.
- For a **programmatic APPE IEP**, the student must Pass the programmatic IEP in order to graduate.

15. All of the ten month-long APPEs in the fourth professional year must be successfully completed within no more than two calendar years.
16. Student appeals must be handled based on the policies and procedures in the Catalog and Student Handbook.

**\*Consultation:** The intent of the Consultation is to aid the student in identifying opportunities to demonstrate or strengthen his/her skills in the identified competency areas. Consultations may involve past and/or future preceptors, Experiential Directors, College administrators and other individuals that could be beneficial to the process.

**\*Individualized Educational Plan (IEP):** An (IEP) may include development, practice, and/or demonstration of competency. An IEP may involve the completion of activities to develop knowledge, skills, and/or attitudes and may incorporate the completion of additional IPPEs or APPEs. Clerkship IEPs must be successfully completed prior to attempting a repeat "for credit" IPPE/APPE clerkship. IEPs are customized experiences designed to improve student performance and are NOT eligible to count as credit for IPPE/APPE clerkships.

## Scholastic Non-Cognitive Performance Evaluation

Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Scholastic non-cognitive performance is evaluated on the basis of certain demonstrated characteristics that are important to individuals preparing for a career in pharmacy. Characteristics included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility and respect for authority. Students shall receive a grade of "Outstanding" or "Inadequate" when appropriate. The lack of either grade indicates that the student has been judged to possess the demonstrated characteristics or that contact with the student has been insufficient to allow evaluation. Evaluations must be submitted by a member of the faculty.

If the student receives two (2) or more grades of "Outstanding," the Associate Dean for Student Affairs and Faculty Development will notify the student in writing of the fact, and will place a letter of commendation in the student's file.

If the student receives the grade of "Inadequate" in two (2) or more separate situations or incidents, the Associate Dean for Student Affairs and Faculty Development or the Associate Dean of the NW campus (for students on that campus) will undertake the following action (in the case of a serious violation, a single grade of "Inadequate" will suffice).

1. Notify the student in writing that he/she has received an excessive number of "Inadequate" evaluations;
2. Require the student to arrange a formal interview within one week with the individual(s) submitting the written report(s); and
3. Forward to the Scholastic Standing Committee the results of this interview, including the student's explanation for his/her behavior.

The Scholastic Standing Committee may choose any or several of the following:

- Take no further action;
- Counsel the student in writing only;
- Interview and counsel the student;
- Interview and counsel the student and place him/her on leave of absence for an interval to be recommended by the Associate Dean for Student Affairs and Faculty Development (in consultation with the Associate Dean for the NW campus for students on that campus) and approved by the Scholastic Standing Committee;

- Interview and counsel the student and place him/her on scholastic non-cognitive probation for an interval to be recommended by the Associate Dean for Student Affairs and Faculty Development (in consultation with the Associate Dean for the NW campus for students on that campus) and approved by the Scholastic Standing Committee;
- Interview the student and recommend the student repeat the entire academic year; or
- Interview the student and recommend his/her dismissal from the College. Recommendations of the Scholastic Standing Committee are forwarded to the Dean for action.

## **Graduation Requirements**

The Pharm.D. will be conferred upon the candidate who has met the following additional requirements:

- The student must have completed a minimum of eight semesters, in an accredited college or school of pharmacy, the last four of which (including a minimum of 60 semester hours) must be in residence at the UAMS College of Pharmacy.
- The student must have satisfied the professional curriculum requirements and have earned a minimum of 140 approved semester hours (for Spring 2016 graduates), exclusive of the pre-professional hours required for admission.
- The student must have successfully completed all the course work (didactic and experiential) with a cumulative grade average of 2.00 or greater on all work completed in the College of Pharmacy and offered in fulfillment of the requirements for the degree. No student may graduate if he/she has a current grade of "F" in any course in the College of Pharmacy.
- The student must complete the three phase Triple Aim Interprofessional Education (IPE) curriculum requirements as developed and implemented by the Office of IPE and relevant curriculum governing bodies. (Applies to student matriculating Fall 2015 and after).
- The student must have paid all obligations and fees due and payable to UAMS and to the College of Pharmacy.
- The student must possess and give evidence of satisfactory professional and moral qualifications.
- The student must have received a recommendation for the degree by the faculty of the College of Pharmacy.

The student must have fulfilled all regulations of the UAMS and the College of Pharmacy, relating to the granting of degrees.

## **Graduation with Honors and Honors in Research**

To recognize scholastic achievement, the designation of High Honors will be accorded to the lesser of 5% of graduating class or those with a GPA of 3.75 or above. The designation of Honors will be accorded to the lesser of 20% of the class or those with a GPA of 3.50 or above. The total number of honors graduates shall not exceed 20% of the class.

The UAMS College of Pharmacy Honors in Research Program is available for academically qualified pharmacy students who desire to conduct original research in an area of the health sciences. Entrance into the program is open to all students who have completed at least one semester of the PharmD Curriculum and who are in the upper one-half of their class academically. Students must complete the application form and receive acceptance into the Program by the Pharmacy Student Research Committee. Students who complete the Honors in Research Program will receive designation on their College Pharmacy transcripts as having graduated "With Honors in Research".

## **Graduation with Honors in Experiential Education**

The designation of Honors in Experiential Education is accorded to the students lesser of 20 percent of the class who received the most honors level performances in the experiential setting of fourth year clinical rotations.

The Honors in Experiential Education Committee meets every spring and consists of experiential personnel, faculty, and preceptors. The committee is charged with reviewing APPE evaluations for students most identified by preceptors as achieving honors level performances on their rotations. Students who receive Honors in Experiential Education are recognized for this achievement at Honors Convocation as graduating with Honors in Experiential Education and can be identified wearing gold cords. The top APPE student will receive the Keith M. Olsen Excellence in Experiential Education award/plaque at the Senior Awards ceremony.

## **Campus Clearance / Withholding of Grades and Transcripts**

Any student who withdraws or is dismissed from the UAMS College of Pharmacy must clear campus. All graduating seniors must clear campus as well. Transcripts, both financial and academic, will not be released until the completed clearance form is returned to the Registrar.

The Registrar is authorized to withhold grades and transcripts and refuse registration to any student or former student who fails to return athletic, military, library, or other University property entrusted to his or her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room and board charges, fines, or other charges assessed against him or her by a University official or by the campus judicial system. This policy does not apply to students or former students if the University has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed in their behalf or that the debt has been discharged in bankruptcy. In the event the notice of bankruptcy has been dismissed, the policy applies.

In order that the above policy is applied to all students on this campus in an equitable manner, this College has implemented the following actions:

1. Refuse registration to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student

organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department.

2. Withhold grades and transcripts to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department. The following officials will submit lists of students who have charges against them:

- Public Safety
- Student Housing
- Library
- Office of Academic Services
- Academic departments
- Treasurer's Office (tuition and fees)

The College will attempt to notify students individually if their name is on a list.

## **Commencement and Honors Convocation**

All senior students must attend the Senior Honors Convocation and Commencement activities. A student may not participate in Commencement activities unless all requirements for the degree have been completed.

## **Professionalism, Conduct and Appeals**

*Professionalism:* Professionalism is an expected behavior of students, staff, faculty, and volunteer faculty who work for or are affiliated with the UAMS College of Pharmacy. All members of the College of Pharmacy community are considered to be mature adults whose attitude, conduct and morals are compatible with the functions and missions of UAMS as an educational institution, and with the ethical standards of the profession of pharmacy. Expected behaviors are defined in this Catalog and Student Handbook and Honor Code at: [https://pharmcollege.uams.edu/wp-content/uploads/sites/6/2013/05/honor\\_code.pdf](https://pharmcollege.uams.edu/wp-content/uploads/sites/6/2013/05/honor_code.pdf)

### *Personal Appearance and Attire*

The following represents the minimally acceptable appearance and attire during regular College hours (7:30 AM to 5:00 PM) Monday through Friday. Any after-hours activity representing the COP or a professional organization should follow the requirements listed below unless otherwise stated. Care should always be taken to represent the profession and College well. A UAMS name badge should be worn at all times while on campus or when participating in professional College activities.

- Acceptable personal appearance should include good personal hygiene to include regular bathing, use of deodorants, etc. Hair should be neat and clean and kept out of the eyes. Cologne and perfume is not recommended in the patient care setting and in moderation in all others. Cosmetics should be used in moderation. Nails should be well groomed and manicured to short or medium length. Jewelry and accessories should be non-distracting and jewelry in exposed pierced areas other than ears is not permitted. Tattoos must be covered.
- At minimum, acceptable attire in the didactic portion of the curriculum should be clean, neat, and conservative in nature. Students should be fully dressed, with clothing completely covering the trunk of the body, shoulders and legs down to the knees. Casual clothing including blue jeans, shorts, t-shirts is acceptable. Unacceptable clothing includes any which reveals breasts/cleavage, abdomen, buttocks, or underwear; see-through clothing; strapless tops; and pajamas.
- At minimum, professional dress should include: shirts with tails tucked in, dress pants, dress shoes (close toed with dress socks/hose). Women should wear skirts and dresses no shorter than just above the knee when seated. Professional dress requires that the student be fully dressed without revealing breasts/cleavage, abdomen, buttocks, or underwear.
- COP Student's white coat is required to be waist-length, clean, neat, with name badge. In general anytime a student wears his/her white coat he/she should exhibit an acceptable personal appearance and be professionally dressed.

More stringent dress codes outlined in an individual course syllabus will supersede the one above. Staff and faculty are expected to comply with the same minimum expectations for personal appearance and attire.

## **Use of Social Networking Sites**

The University of Arkansas for Medical Sciences recognizes that social networking websites and applications such as Facebook, Snapchat, Twitter, etc. are important and timely means of communication. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy "friends" have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University. [View the UAMS social networking policy](#). The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual's name does not constitute proper de identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of a specific individual;

- Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, adverse academic actions, or financial aid information;
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the University of Arkansas for Medical Sciences or their college, department, or program;
- Students may not represent themselves as another person;
- Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments. In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged and may be considered a violation of moral, ethical, and/or professional standards of the individual, the healthcare profession, program, department, college, and the University of Arkansas for Medical Sciences possibly resulting in dismissal from the UAMS College of Pharmacy program;
- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or disability.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

The following actions are strongly encouraged:

- Students should use privacy settings to limit the unknown or unwanted access to the student's profile or application.
- When listing an email address on a social networking site, students should use a personal email address (not a [uams.edu](http://uams.edu) address) as the primary means of identification.

When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.

## **Online Communication**

Another critical part of campus communication is Online communication, especially electronic mail or messaging. You are expected to practice good email etiquette. Use UAMS e-mail for e-mail communications with faculty or staff. All electronic communication should be short, positive, and professional in tone. Always put a subject in your message, and include a brief greeting (salutation). Do not write anything that you would not want to be seen by someone else. If you need to attach a file,



do not forget to do so and be sure to proofread and run spell check. Allow your professors time (24-48 hours) to read your emails and to respond to you.

Two other types of online communication are discussion boards and chat rooms. If you need to use a discussion board or chat room, keep in mind any guidelines and directions for posting that your instructor provides. In general, you should stick to class topics only and use appropriate language and tone. Do not use the discussion board to voice complaints about your professor or classmates. Be sure to proofread before you post, and if you use an outside source, be sure to give credit.

Use good “netiquette” for online communication such as:

- Check assigned discussions and email frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles.
- Be professional and careful with your online interaction.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.

We strongly recommend that all issues, questions, and problems be dealt with as a face-to-face (on location or via video) interaction with the instructor. Students can feel free to call instructors regarding issues.

Students demonstrating unprofessional or disruptive behaviors towards other learners or the faculty in the classroom or through electronic communications are subject to receipt of an inadequate scholastic non-cognitive evaluation and/or an honor code violation.

## **Policy on Class Recordings**

The College of Pharmacy records certain class sessions that can be downloaded as video or audio files. These recordings and any individual recordings are not to be shared outside the confines of the COP. It is expressly forbidden to place these recordings on the web or for use outside of the COP.

Failure to abide by this policy may constitute a copyright infringement and may subject the student to legal consequences. Furthermore, failure to abide by this policy may result in dismissal from the UAMS COP or other disciplinary measures.

## **Classroom Technology**

The use of the technology in the classroom is a privilege. It is designed to facilitate learning and is not there for personal use. Cellular phones should be turned off; they disturb others in the classroom and interfere with learning. Individuals in the classroom must remember that the learning environment



extends beyond their personal space. Talking and unnecessary movement at one learning site are distractions to all learners, regardless of site.

### *For Class Sessions*

- Arrive on time or early as it is distracting when people come in and out of the room once a session has started;
- Please set all phones/pagers to off or mute;
- Keep microphones muted when not speaking unless told;
- Avoid unnecessary movement, side conversations, emailing, texting, game playing, or the creation of other distracting noise during class sessions;
- Students must obtain the faculty member's permission before recording on their own any classroom activities;
- Only use laptop computers during class when permitted by the faculty and only for activities related to that class session;
- Consider yourself viewable at all times by all other participating sites. If you are saying or doing anything that you would not do in front of the instructor face-to-face, do not do it!
- Allow the on-screen site to finish speaking before answering. Be aware that there may be a slight delay, so be sure the person is finished speaking before you speak.
- Announce your name and the location prior to speaking.
- To speak in a classroom with desktop microphones, wait for your turn to speak, activate your microphone by pressing the button, and speak in your normal tone as you would in a face-to-face meeting.
- Classroom technology assistants should respond one way or the other if your site is asked "Do you have any questions?" You might respond, "(name of site) has no questions, thank you".
- Remain for all scheduled classroom activities.
- Leave the classroom in as good if not better condition as you found it.

### **Class Attendance**

Students are required to be diligent in their studies and regular in their attendance at classes. They will be held responsible for making satisfactory arrangements with their instructors regarding absences. Students will not be permitted to be absent from a class in excess of the semester hours of credit for that course. Repeated absences will be reported to the office of the Dean. Absences should be reported to the Dean's office. Absences must be phoned in (501-686-5557), not e-mailed, to the Dean's office on the day classes will be missed.

### *Extended Absence from Class Policy*

Regular attendance at lecture, laboratory and other didactic exercises is fundamental to successful completion of the Doctor of Pharmacy degree. Failure to attend two or more consecutive meetings of any class constitutes "Extended Absence". Any student who is compelled to be absent for an extended

period must notify the Associate Dean for Student Affairs and Faculty Development before any reasonably predictable absence commences. If an emergency (e.g. serious illness of student or immediate family member, extreme family hardship, disability) leads to extended absence, the student is responsible for notifying the Associate Dean Student Affairs and Faculty Development as soon as practicable after the absence begins.

The Associate Dean Student Affairs and Faculty Development, in consultation with the student, course coordinator, and the instructors involved, shall determine the proper means for the student to make up any extended absence. It is not sufficient for the student to make arrangements with the course coordinators, individual instructors, or to arrange to receive class notes and other information from students in attendance. Class participation is a key element of the Doctor of Pharmacy curriculum. A student who fails to notify the Associate Dean for Student Affairs and Faculty Development in a timely fashion of foreseeable extended absence, or who delays in notifying the Associate Dean for Student Affairs and Faculty Development of an unexpected extended absence, shall be liable to immediate administrative withdrawal from all coursework. The Associate Dean for Student Affairs and Faculty Development may also recommend to the Dean administrative dismissal of a student for unapproved extended absence.

### *Participation in Research Studies*

Students who consider giving consent to participate in research studies must complete and have signed the “Notification of Student Participation in Research Study” form available in the Registrar’s office prior to consenting to participate in the study. The purpose of this form is to notify the student’s instructors of the student’s participation in the study. Any absence that may result from such participation is not excused. The student should consider class obligations and possible research study conflicts before agreeing to participate in the study. In the event of a conflict that arises after consent to participate in research has been provided the student may seek to resolve the conflict by making alternative arrangements with the research principle investigator, or by exercising his/her right to withdraw from the study. Participation in a research study does not excuse a student from a scheduled/unscheduled exam or quiz, class presentation or other class obligation, nor is it an excuse for poor performance.

## **Inclement Weather Policy**

### *Little Rock Campus*

UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of the mission of UAMS, the Little Rock campus never closes. There are times at which the inclement weather policy is declared in force. In severe weather or hazardous road conditions, the Chancellor or his designated representative will declare the inclement weather policy in effect. This will be broadcast on radio station AM 920 KARN, and FM 94.1, FM 98.5, and channels KARK-Channel 4, KATV-Channel 7, and LRTV-Channel 11 television broadcasting. The

College of Pharmacy inclement weather phone number is 501-686-7700. Students are advised to call this number for information about College of Pharmacy classes.

### *Northwest Campus*

In severe weather or hazardous road conditions, the Vice Chancellor of the NW Campus or his designated representative will declare the inclement weather policy in effect. This will be broadcast on KHOG40/29-Channel 7, KNWA-Channel 9, KFSM-Channel 5, and KLRC Radio-101.1.

Classes and Examinations when One Site is Unavailable:

The UAMS College of Pharmacy operates as one college on two geographically separate campuses. The goal is to connect classrooms on both campuses 100% of the time with classes occurring at their regularly scheduled times. However, on rare occasion, circumstances may prevent a synchronous connection. During times when one site is unavailable due to weather closure or a connection is unavailable due to technology downtime, the following will occur:

- Originating campus is open and remote campus is closed: The class will occur as scheduled and be archived and posted for viewing by the remote site.
- Originating campus is closed and remote campus is open:
  - If the originating campus is closed and the faculty member can safely make it to the campus, he/she may conduct the class as scheduled to the remote site and archive the materials for the closed campus.
  - If the originating campus is closed and the faculty member has access to Wimba from home, he/she may archive the materials and post for students on both campuses.
  - If the originating campus is closed, and the faculty member cannot make it to the campus, the class will be canceled.

Both campuses are open but connection and archiving are unavailable (equipment failure): The class will be canceled. Makeup activities will be coordinated by course coordinators & faculty.

### *Make-Up Sessions*

Missed class time will be scheduled by the Dean's office in consultation with the course coordinators as necessary.

### *Examinations and Quizzes*

When any one campus is closed and there is a scheduled examination, quiz or activity that contributes to course grade in class, it will be rescheduled for all students. This may include scheduling in the evening.

## *IPPE & APPE Students*

During inclement weather conditions (regardless of activation of the UAMS inclement weather policy), please contact your assigned experiential preceptor to receive information about site hours of operation and function. If you are unable to travel during inclement weather any absence requires that you contact your preceptor and the Experiential Education Office.

## **Drug Testing Policy**

The UAMS College of Pharmacy seeks to provide a professional environment that is safe and drug-free for our students. As members of the health care community, we have the additional responsibility to provide high quality patient care. The understanding of and compliance with the following policy is important for every student.

The College of Pharmacy explicitly prohibits:

- The use of illicit substances;
- Being impaired or intoxicated by alcohol or prescription medication without a prescription while on university premises and/or during introductory or advanced pharmacy practice experiences.
- Possession, solicitation, or sale of illegal drugs (or legal drugs outside the usual scope of pharmacy practice).

The College may require a student to provide a sample for drug testing analysis at any time there is reasonable cause to suspect that the student is impaired or under the influence of drugs or alcohol, including, but not limited to:

- Observed impairment of performance (negative performance patterns, excessive and unexplained absences);
- Abnormal conduct or erratic behavior;
- Evidence of drug tampering in the student's practice environment (evidence of drugs or alcohol on or about the student's person or in the general vicinity, eyewitness testimony);
- Arrest or conviction on an alcohol or drug-related offense

An important part of your education involves clinical experience in hospitals and other health care facilities. Use of these facilities in training is essential for students to complete their assigned practice experiences. Nationwide, many hospitals and health care facilities have or are developing procedures to do drug testing of employees and potential employees. Because the use of these health care facilities is essential to a pharmacy student's education, students should be aware that these policies exist. Students must comply with the drug testing policies and procedures at any facility where they engage in practice experiences.

Students who refuse for-cause testing or to participate in training in facilities because they do not want to submit to drug testing, who refuse to submit to drug testing required by these facilities' policies, or

who are terminated from training in these facilities because they violate the drug testing or drug use policies of the facilities, are subject to administrative dismissal from the College of Pharmacy. All costs associated with drug testing are the responsibility of the student. The type of testing, location, and required time to complete the drug test will be provided to the student.

## **Impaired Student Policy**

Any student known to the College of Pharmacy Dean's Office to have a substance abuse problem or to be engaged in substance abuse must abide by the following regulations in order to continue to matriculate in the College. The faculty of the College of Pharmacy has approved the following pharmacy student impairment policy for pharmacy students.

The problem of impairment resulting from alcohol or drug use produces a significant negative influence on the educational and professional development of any student pharmacist. Therefore, the UAMS College of Pharmacy has established procedures to be implemented through the Associate Deans to respond to instances of substance abuse. The goal of the policy is to provide appropriate and timely assistance to pharmacy students impaired as a result of alcohol or drug use that may interfere with a student's educational process.

Ideally, a student will self-identify their impairment to a faculty member. Otherwise, when an incident occurs which appears to be a dysfunction related to alcohol or drug use, this should be reported to the Associate Dean for Student Affairs and Faculty Development on the Little Rock Campus or the Associate Dean on the Northwest Campus.

- The appropriate Associate Dean may immediately refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment;
- If the situation is non-emergent the Associate Dean will refer the student to the Scholastic Standing Committee. The Scholastic Standing Committee will meet to review the incident, talk with the student and guide the actions to be taken. The Scholastic Standing Committee may refer the student for assessment (SWP, counseling, etc.) and notify the Arkansas Pharmacy Support Group if referral includes a substance impairment assessment.

As long as the student maintains compliance with the Committee decisions, the student will generally retain eligibility to return to student status at the College of Pharmacy. If this assessment includes the Arkansas Pharmacy Support Group then as long as the student maintains compliance with the assessment, treatment and aftercare programs and by way of Board action an internship license is maintained, the student is eligible to continue their education if the decision of the Scholastic Standing Committee allows such action. Failure to complete the treatment or aftercare process or failure to comply with the decisions of the Scholastic Standing Committee is grounds for dismissal from the College.

## Plagiarism

Plagiarism is adopting or appropriating for one's own use and/or incorporating in one's own work, without acknowledgment, passages from the writings or works of others or presenting parts of passages of other's writings as the products of one's own mind. The COP faculty considers plagiarism an example of dishonest work. Faculty of the COP may use specialized computer software to assess plagiarism of student assignments. Infractions are to be referred to the Scholastic Standing Committee for judgment. Dishonest work will not be tolerated.

Use the following guidelines when referencing material: The use of exact words from the source requires direct quoting and an appropriate reference using scientific notations. Paraphrasing is defined as the restatement of text, passage or entire work, i.e. not the use of the original writer's exact words. Paraphrasing also requires the use of an appropriate reference using scientific notation. Tables, photographs, models, figures, and illustrations and written text constitute the "works of another" and must be footnoted and referenced appropriately. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading. The UAMS Library has a webpage on "Avoiding Plagiarism" for additional information and is designed especially for students.

Check the webpage at <http://uamslibrary.webfactional.com/scholarly-resources/avoiding-plagiarism/>.

## Conduct Expectations of Staff, Faculty, and Volunteer Faculty

Staff, faculty, and volunteer faculty are expected to obey laws of the city, state and nation and refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Staff and Faculty are expected to comply with UAMS rules and regulations in the performance of their duties as employees of the University. Misconduct on the part of an employee of UAMS shall be reviewed by the employee's immediate supervisor. UAMS Administrative Guide 4.4.01 Employee Basic Code of Conduct serves as a basis as well as this Catalog and Student Handbook. Reports of misconduct of staff, faculty, and volunteer faculty should be made to the following appropriate line of communication

- Staff: reports should be made to the direct supervisor and if the supervisor is unknown then a report should be made to the Director of Human Resources for the College.
- Faculty: reports should be made to the appropriate Department Chair and if the report is regarding the Department Chair the report should be made to the Dean.
- Volunteer Faculty – Clinical Faculty and Preceptors: reports should be made to the Assistant Dean of Experiential Education
- Volunteer Faculty – Adjunct Faculty: reports should be made to the appropriate Department Chair.

Evaluation of these reports will be the responsibility of the identified supervisor. Consequences of misconduct will be determined within the confines of the job descriptions of the individuals. The

process outlined in the UAMS Administrative Guide 4.4.02 Employee Disciplinary Notice may be followed. Appeals will be handled through staff and faculty procedures outlined in the UAMS Administrative Guide <http://www.uams.edu/AdminGuide/> or UAMS Faculty Handbook.

## **Administrative Actions Policy**

In the College of Pharmacy, certain individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the University community. These “authorized individuals” include the Dean and/or his/her designees. As defined below, the Dean and/or his/her designee are permitted, when necessary, to take the following interim administrative actions: (A) interim actions; (B) interim suspensions; and/or (C) referrals for psychological or psychiatric evaluations.

### *A. Interim Actions*

In special circumstances the authorized individuals named above may impose “interim actions” to ensure the safety and welfare of members of the University community, including, but not limited to, student restrictions from certain activities or locations and changes in class schedules. Any restrictions outlined in the interim action will be clearly presented in a written notice to the student.

1. Appeal of Interim Administrative Action: In the event that interim action is invoked, the student may appeal the action through the College’s non-discriminatory grievance policy as further explained in the “Student Grievance Procedure and Appeal” [click here](#) for more information.
2. Violation of Interim Action: Any violation of an interim action will result in an inadequate Scholastic Non-Cognitive Evaluation. The Scholastic Standing Committee will then meet to consider the student’s status with the College of Pharmacy.

### *B. Interim Suspension*

Notwithstanding any other provision of this policy, an “interim suspension” may be imposed upon a student by the Dean and/or his/her designees when there is reasonable cause to believe, based on available facts, that the student is an immediate threat to the safety of himself or herself, other members of the University community or University property, or is persistently disruptive to the University community. When an “interim suspension” action is imposed, a student will be given a written notice containing the reasons for suspension, the duration, and any conditions that apply, along with a copy of this interim suspension policy. After receiving such notice, a student is required to leave the campus and University property immediately and make no future visits to any University property unless invited by his/her college Dean, the Dean’s designee, or the Vice Chancellor for Academic Affairs. Following notice of an interim suspension, the student will be suspended from participation in all classes and all other University activities.

1. Appeal from the Interim Suspension: In the event that interim suspension is invoked, the student may appeal the action through the College’s non-discriminatory grievance procedures

as further explained in the “Student Grievance Procedure and Appeal” in the College of Pharmacy Catalog and Student Handbook.

2. Violation of Interim Suspension: Any student who is suspended on an interim basis and returns to the campus and University property without proper authorization to do so or otherwise violates the terms of the interim suspension will receive an inadequate Scholastic Non-Cognitive Evaluation. The Scholastic Standing Committee will then meet to consider the student’s status with the College of Pharmacy. Further, the student may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to consult with the Vice-Chancellor for Academic Affairs, the Dean or his/her designees, or to participate in the disciplinary procedures against him/her) may be granted in writing by the Vice-Chancellor for Academic Affairs, the Dean or his/her designee.

### *C. Referral for Psychological Evaluation*

The authorized individuals named above may determine that a student should undergo a psychological or psychiatric evaluation prior to an administrative action or a Grievance Committee hearing. When such determination has been made, the student should be administratively referred to the appropriate agency for such evaluation according to the guidelines outlined below:

1. Referral to The Student Wellness Program on their respective campus: When an authorized individual has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student’s continued presence on campus would present a danger to himself/herself and/or others, or to university property, the authorized individual will direct the student to consult with the Director or staff of the Student Wellness Program. In the event of a student’s refusal to obtain such consultation in a timely manner, interim action may be invoked.
2. Procedure: Whenever possible, the student who is being administratively referred to the Student Wellness Program will be accompanied by an authorized individual or faculty member from the College.
3. Recommendations: Following an evaluation, the Director or medical staff member of The Student Wellness Program may recommend that the student be placed on a medical leave from the University to seek psychological/medical treatment if:
  - a) The student has violated institutional regulations and appears to lack the capacity to respond to the disciplinary process, or did not appear to know the nature and wrongfulness of the alleged violation; or
  - b) The student has threatened or attempted harm to himself or herself or another individual, or to University property, and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or
  - c) A student is engaged in behavior exacerbated in the academic setting, which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.



4. Report: The medical staff and/or the Director of The Student Wellness Program will send a report summarizing the results of the evaluation and any recommended action to the student's Dean or his/her designees. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the student's Dean's Office (e.g., the University Housing staff member if the student is living in a residence hall).
5. Medical Leave: If a medical leave is recommended, the medical staff and/or Director of The Student Wellness Program will notify the student's Dean or designee. If the Dean or designee accepts the recommendation, the student shall be immediately placed on a medical leave of absence from the College of Pharmacy.
  - a) Return from Leave of Absence: If a student has been placed on a medical leave from the College of Pharmacy based on recommendations from the medical staff and/or Director of The Student Wellness Program, prior to ending the leave and returning to school, the student will be required to submit a report to the Scholastic Standing Committee from a licensed mental health practitioner stating that he/she is capable of participating in the College's academic/disciplinary/grievance processes, and/or that the student has received sufficient treatment to be capable of returning safely to the University community. The College of Pharmacy may require further evaluation by the Director of The Student Wellness Program or by another licensed practitioner.
  - b) Appeal from Medical Leave: After the Scholastic Standing Committee has received a report from the medical staff and/or the Director of the Student Wellness program stating that the student is capable of participating in the College's academic/disciplinary/grievance processes, the student may appeal any disciplinary charges through the College's nondiscriminatory grievance procedures in the "Student Grievance Procedure and Appeal" in the Catalog and Student Handbook.
6. Dismissal: If the Interim Action, Interim Suspension, or Medical Leave extends for a period of time making it impossible for the student to complete all requirements for the degree then the student will be dismissed from the College of Pharmacy.

## **Student Policies and Procedures**

The majority of pharmacy students will pass through the professional curriculum without any difficulty. Most students are never referred to the Scholastic Standing Committee except as they are routinely promoted to the next level of study. A few students, however, will experience difficulties that will bring them before the Scholastic Standing Committee, the Honor Council, or a Grievance Panel. These difficulties fall into two major categories, academic (marginal or inadequate academic performance) and disciplinary (cheating or serious breach of appropriate behavior). Since the procedures used to handle these problems differ, they will be described separately.

There may also be students who believe that a rule, procedure or policy was applied to them in an unfair or inequitable manner or that they had been treated unfairly by a faculty member or administrator. The Student Grievance Procedure is used to review the complaint of unfair treatment. It is possible that a student's allegation (e.g., unfairness of an assigned grade) could impact on two of the three procedures. In a situation such as an allegation of unfair assignment of a grade, the Grievance Panel must review the allegation first and make a recommendation to the Dean. The Scholastic Standing Committee can make a recommendation on progress and promotion of a student only after receipt of final, uncontested grades.

## Academic Progression Review and Appeals Procedure

The Scholastic Standing Committee meets to review the records of all students approximately within two weeks after final grades are assigned by the faculty. When a student does not meet scholastic standards the Scholastic Standing Committee will review that student's record in detail and determine the appropriate application of the College of Pharmacy Scholarship Rules and Regulations.

The Scholastic Standing Committee determination will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Chair of the Scholastic Standing Committee will notify the student of the determination in writing.

**Academic Review Appeal:** Within seven (7) working days of the date of the determination notice, the student may appeal, in writing, to the Chairman of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for appealing the determination. If a student appeals the decision to the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

**Final Decision by the Dean or Dean's Designee:** After receipt of a determination from the Scholastic Standing Committee resulting from an academic procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for additional consideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal. The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

## Scholastic Non-Cognitive Progression Review Procedure and Appeals

When a student does not meet academic honesty or minimal scholastic non-cognitive standards the Scholastic Standing Committee will review that student's record in detail and make a determination. If the class syllabus for a particular class states a specific academic honesty policy different from the

College policy, the class policy takes precedence. The Scholastic Standing Committee may meet at any time during the calendar year.

The members of the Scholastic Standing Committee and student(s) whose situation(s) will be considered in detail will be notified, in writing, of the meeting by the Chair of the Scholastic Standing Committee. The notice will be hand delivered to the student(s) or delivered by mail to his/her last known address. The notice will include the date, time, and place of the meeting, the issues that will be considered, and the possible consequences.

The student may submit a written statement to the Chair of the Scholastic Standing Committee prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others on his/her behalf, and may appear before the Committee, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing. The student may have legal counsel present, but said counsel may only participate if a student faces a possible suspension of 10 days or more or withdrawal from the college. The student may not present witnesses without prior consent of the Chair.

The determination of the Scholastic Standing Committee will be made after careful and deliberate discussion, based upon the professional judgment of the Committee members. The Scholastic Standing Committee shall not reconsider a determination made by the Grievance Panel concerning a student. Students may not be present during the Committee deliberations. The Chair of the Scholastic Standing Committee will notify the student in writing of the determination.

**Scholastic Non-Cognitive Review Appeal:** Within seven (7) working days of the date received of the determination notice, the student may appeal, in writing, to the Chair of the Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for contesting the decision. If a student appeals the determination of the Scholastic Standing Committee, the Scholastic Standing Committee will reconvene to review the student's contentions. If the Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Committee's final determination will be forwarded to the Dean or the Dean's designee after the seven (7) day period for appeal has passed, or at the conclusion of an appeal.

**Final Decision by the Dean or Dean's Designee:** After receipt of a determination from the Scholastic Standing Committee resulting from a scholastic non-cognitive procedure, the Dean or Dean's designee may accept the determination or refer it back to the Scholastic Standing Committee for reconsideration. The decision of the Dean or the Dean's designee shall be final, and there shall be no further appeal. The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.

## Student Grievance Procedure and Appeals – Non-Discriminatory

### Purpose

The Student Grievance Procedure is used as due process by a student who believes that a rule or ruling, procedure, or policy has not been followed or has been applied in an unfair or inequitable manner. To submit a grievance, a student must provide evidence of unfair or inequitable treatment, defined as: 1) the occurrence of a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) the occurrence of a significant procedural defect. The Grievance Procedure shall not be used to question a rule or ruling, procedure or policy established by an authorized faculty or administrative body.

### Definitions

**Grievance:** An expression of dissatisfaction when a student believes that a rule or ruling, procedure, or policy, has been applied in an unfair or inequitable manner. Alleged situations not covered by this policy include discrimination prohibited by other specific policies of the University of Arkansas for Medical Sciences (see UAMS policy 2.2.1: Grievance Procedure for Students Alleging Discrimination).  
**Grievance Panel:** Those members of the College of Pharmacy Faculty selected by a drawing to hear a grievance and make a determination.

**Grievant:** Any student submitting a grievance as defined above.

**Respondent:** A person or persons alleged to be responsible for the violation(s) alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

**Working Days:** Monday through Friday, excluding official UAMS holidays.

### Policy

When an incident forming the basis for a grievance arises, the grievant must follow the procedure outlined below.

Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. Each participant in a grievance shall do his or her part to protect this right. It is understood that the respondent will not retaliate against the grievant in any way.

No student, faculty member, member of the Grievance Panel, administrator, or witness shall suffer loss of compensation or leave time for the time spent in any step of this procedure.

Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at a minimum: the written grievance complaint filed by the grievant, the written response filed by the respondent, documents presented during the hearing, the written determination of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Dean or the Dean's designee.

A file of these records shall be maintained in the office of the Associate Dean for Academic Affairs. For purposes of the dissemination of grievance precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals, and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

### Procedure

#### Step I: Initial Attempt to Resolve Grievance

- A. The grievant must submit a written statement specifying the complaint of inequitable or improper treatment, defined as: 1) the occurrence of a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) the occurrence of a significant procedural defect. The grievant shall also provide the following information: name and address of the grievant; nature, date, and description of the alleged violation(s); name(s) of person(s) responsible for the alleged violation(s); the reason for the grievant's belief that he/she is aggrieved; the remedy sought; and any background information the grievant believes to be relevant.
- B. This written statement must be received by the respondent's department chair and the Associate Dean for Student Affairs and the Associate Dean for the Northwest Campus (where applicable) within three (3) working days following the incident which forms the basis for the grievance (e.g., three days after grades are posted).
- C. Within three (3) working days of receipt of the written statement, the department chair will notify the respondent and provide him/her with the grievant's written statement. The department chair will attempt to resolve the grievance by discussions with the grievant and/or the respondent and may elect to consult others as appropriate in an effort to resolve the grievance.
- D. If the grievance is satisfactorily resolved by these discussions, the terms of the resolution shall be reduced to writing and shall be signed by the grievant, department chair, and the respondent.
- E. This initial attempt of resolution must conclude within ten (10) working days of the receipt of the grievant's written document. If the grievance cannot be resolved, the grievant can immediately proceed to Step II, presentation of a formal grievance to the Dean.

## Step II: Formal Grievance to the Dean

- A. The grievant's written statement, as described in Step I above, must be submitted to the Dean within three (3) working days of the completion of the initial attempt of resolution, outlined in Step I above.
- B. Within three (3) working days of his/her receipt of a formal grievance, the Dean will give the respondent a copy of the grievance and direct the respondent to submit to the Dean a written response to the charges within three (3) working days.
- C. Following receipt of the respondent's written response, the Dean may elect to review and decide the issue, or the Dean may refer the issue to a Grievance Panel for a hearing. If the Dean decides the issue, the decision shall be final, and there shall be no appeal. If the Dean refers the issue to a Grievance Panel, the grievance will be heard pursuant to the Pre-Hearing Procedures and Hearing Procedures listed below. The Dean will decide or refer the issue within three (3) working days of the receipt of the respondent's written response.
- D. Pre-Hearing Procedures:
  - 1. Selection of Grievance Panel: The process for selecting a Grievance Panel of six faculty members will be as follows: the grievant, respondent, and the Dean (or designee) will review the College of Pharmacy's voting faculty list, removing from consideration the respondent, the Dean, the department chairs, assistant/associate deans, any faculty member directly involved in the issue being grieved, and any other faculty member, in the opinion of the Dean, who has a significant conflict of interest. The names of the remaining members will then be written on tabs of paper, folded, and randomized by mixing. The grievant will draw names from the container. The first six (6) names will constitute the Grievance Panel, provided that they are available to serve. The seventh name drawn is the first alternate, the eighth name drawn is the second alternate, etc., until 6 alternates are listed in a sequence of priority.
  - 2. Scheduling of the Hearing: The Hearing is to take place no sooner than five (5) days and not later than ten (10) days after the drawing unless there is a specific reason why another time must be selected (e.g., inability of an attorney to be present within the prescribed period).
  - 3. Charge to the Grievance Panel and Election of the Chairperson: At a prearranged time prior to the Hearing, the six (6) members of the Grievance Panel will meet briefly with the Dean, the grievant, and the respondent to be given the charge (i.e., whether the grievant has been treated improperly or inequitably, defined as the occurrence of: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect) by the Dean. All parties will be supplied with the written

statements previously submitted to the Dean and the date of the hearing will be confirmed.

4. The Dean, grievant, and respondent will then withdraw and the Panel will elect a chair to preside at the subsequent hearing. The Grievance Panel should convene briefly for the sole purpose of electing a faculty member as chairperson and deciding whether the Grievance Panel requests the assistance of University counsel. The substance of the grievance shall not be discussed at this initial meeting, and neither the grievant, the respondent, nor their respective representatives are permitted to attend.

#### E. Hearing Procedures:

1. Privacy: The hearing will be conducted in a private setting. Panel deliberations will take place out of the presence of the parties and witnesses.
2. Representation: The grievant and respondent may each have one (1) person, who may be an attorney, to assist in the initiation, filing, processing, or hearing of the formal grievance. However, this person may not address the Grievance Panel, speak on behalf of the grievant or respondent, question witnesses, or otherwise actively participate in the hearing. If the grievant chooses to have an attorney present, a University attorney may also attend the hearing to provide counsel to the respondent or to represent the interests of the College or University. The Grievance Panel may also be assisted and advised by University counsel at its discretion.
3. Witnesses: Witnesses will be admitted for testimony only at the discretion of the Panel and then will be asked to leave. Witnesses shall not be present during the testimony of any party or other witness. The grievant and the respondent may hear and question all witnesses testifying before the Grievance Panel.
4. Commencement of the Hearing: At the beginning of the hearing, the Dean (or designee) will announce the date, time, place, and purpose of the hearing and will repeat the charge for the Grievance Panel. Members of the Grievance Panel will then identify themselves by name and department. The grievant will identify himself or herself by name and year in school and the respondent will then identify himself or herself by name and department. The Dean (or designee) will then withdraw from the room.
5. Presentation of Case: The grievant and respondent must appear in person, make an oral statement, and answer questions from members of the Panel. The grievant and respondent shall be afforded reasonable opportunity for oral opening statements, closing arguments, their own testimony, and pertinent documentary evidence. At any time during the hearing process, the Panel may request additional information from the grievant or respondent to be submitted within a specified timeline.

6. **Grievance Panel Rights:** The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses or review other documentation as the Grievance Panel deems necessary. The Grievance Panel has the right to limit testimony and presentation of other evidence to that which is relevant to the violation(s) alleged and to further limit testimony and other evidence that is cumulative and unnecessary.
7. **Grievance Panel Deliberation:** After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority determination. The Grievance Panel shall make its determination whether the grievant was subjected to inequitable or improper treatment, defined as the occurrence of: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect; based upon the evidence presented at the hearing which is relevant to the issue(s) before the Grievance Panel. Neither the grievant, respondent, nor their representatives may be present during the Grievance Panel deliberations.
8. **Grievance Panel Determination:** No later than two (2) working days following the conclusion of the hearing, the Grievance Panel will provide their written letter of determination to the Dean. Upon receipt of the Grievance Panel's determination letter, the Dean will provide to the grievant and respondent a copy of the written Grievance Panel determination.

#### F. Appeal of Grievance Panel Determination and Resolution by the Dean

1. After the Dean has provided to the grievant and respondent a copy of the written Grievance Panel determination, the grievant or respondent may appeal the Panel's decision. If either the grievant or the respondent wish to appeal the Grievance Panel determination, the grievant or respondent shall, within three (3) working days of the receipt of the determination, submit a written appeal to the Dean. The appeal shall be based on the occurrence of one of the following: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of official policies; or 3) a significant procedural defect. These are the only grounds for contesting the determination of the Grievance Panel. Within five (5) working days of receipt of an appeal of the Grievance Panel's final determination, the Dean shall make a final determination. The Dean may accept the original determination, reverse or amend the determination of the Grievance Panel. The decision of the Dean shall be final.
2. If the Dean receives no appeal of the Grievance Panel's determination, by either the grievant or the respondent, within three (3) working days, the Dean will provide to the grievant and respondent a written copy his/her plan for resolution. The Dean may accept, amend, or reverse the determination of the Grievance Panel. The decision of



the Dean shall be final, and there shall be no appeal.

### ***Final Decision by the Dean***

After receipt of a determination from the Panel and after the seven day period has elapsed, the Dean may accept it, reverse it, or refer it back to the Panel for reconsideration. The student shall be notified in writing of the Dean's decision. The decision of the Dean shall be final, and there shall be no further appeal.

### **Student Grievance Procedure and Appeals – Alleging Discrimination**

For the full policy and procedures, [click here](#).

### **Student Complaint Policy (ACPE Standards 2007, Guidelines 2.0)**

The UAMS College of Pharmacy will respond fairly and impartially to any written complaint related to standards of the Accreditation Council of Pharmacy Education (ACPE) according to the process established by the faculty.

Standards of ACPE accreditation shall be published on the College of Pharmacy website in order to make them easily accessible to students. The College of Pharmacy shall update information posted on the website whenever ACPE amends the standards. The procedure for responding to written complaints from a student or group of students related to a Standard established and published by ACPE shall be:

1. The written complaint shall be directed to an Associate Dean of the College of Pharmacy.
2. The Associate Dean shall acknowledge in writing to the author(s) of the complaint the date of its receipt and the schedule for action
3. The Associate Dean shall bring the complaint to the next regular meeting of the Executive Committee of the College for advice in directing the complaint to the appropriate Standing Committee of the College.
4. The Associate Dean shall transfer the complaint to the Chair of the appropriate Standing Committee for action.
5. The Standing Committee receiving a written complaint related to an ACPE Standard shall meet to consider the complaint within five (5) working days of delivery of the complaint to its Chair. The Standing Committee shall recommend action to resolve the complaint within five (5) working days of this meeting. The Chair shall direct the recommendation to the Dean.

6. The Dean may accept, reject or modify the advice of the Committee. The Dean shall notify in writing the decision about the Committee's advice to the Chair of the Committee and to the author(s) of the complaint within three (3) working days of receiving the Committee's advice.
7. The decision of the Dean shall be final. If the author(s) of the complaint disagree, the matter shall be handled in accordance with the College of Pharmacy Grievance Process.
8. The Dean's Office shall establish a file containing the original of each complaint received relating to ACPE Standards, the advice of the Standing Committee receiving the complaint, and a copy of the Dean's letter stating final action on the complaint. The file shall be maintained permanently. Contents of the file shall be available only to the Dean or Dean's Designee, and to authorize officers of ACPE.

For more information on unresolved issues on a complaint related to the accreditation standards please see <https://www.acpe-accredit.org/complaints/>.

If you wish to file a complaint, please use the following e-mail: [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program) or [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider).

## **APPENDICES**

### APPENDIX A

#### *UAMS Historical Information*

##### *University of Arkansas*

The University of Arkansas, organized under provisions of the Federal Land-Grant Act in 1871, enrolled its first class at its Fayetteville site on January 22, 1872. The first class of five men and four women graduated in 1876. The purpose of the Land-Grant Act was to provide a public system of higher education for all qualified persons, regardless of their economic or social status. The University of Arkansas remains committed to this policy. Its basic aim is to provide the finest educational opportunities to all students, irrespective of handicaps, sex, race, color, creed, or national origin.

##### *University of Arkansas for Medical Sciences (UAMS)*

UAMS originated in 1947 when the School of Medicine's enrollment increased significantly with a corresponding expansion of the faculty and programs. The 450-bed University Hospital and Isaac Folsom Clinic were the first units of a new medical complex to be occupied in 1956. The nine-story building for teaching and research, designated in 1981 as the Winston K. Shorey Building, opened in 1957. As a result of the impressive improvements in academics, faculty and facilities, the American Medical Association granted full accreditation in 1958.

In response to a critical shortage of health care professionals in rural Arkansas, the General Assembly appropriated in the early 1970's more than \$30 million for expansion and modernization of facilities to accommodate increased enrollments. One of the new facilities, Education Building II (EDII), was completed in 1977. Built for student laboratory and classroom instruction, EDII houses the Colleges of Nursing and the College of Pharmacy Little Rock campus, as well as a four-floor medical library.

The Northwest Regional Campus cleared its first major hurdle as the 87th Arkansas General Assembly approved funding for this expansion. The driving force behind a new regional campus is the need to produce more physicians, pharmacists, nurses and allied health professionals to meet rising health care work force shortages. UAMS Northwest will promote the fulfillment of the educational component of the University's mission.

Northwest Arkansas, the state's fastest growing region, is the prime location for the regional campus because the area has sufficient educational sites where students and resident physicians can practice developing their skills using the latest medical technology. The new campus began its first academic year in 2009-2010. Academic programs are offered from the UAMS College of Medicine, College of Pharmacy, College of Nursing and College of Health Related Professions.

UAMS Northwest will join with local hospitals, clinics and pharmacies to provide clinical experiences in medical and pharmacy school with the latest medical technology and the opportunity to treat real patients in supervised settings. The UAMS regional campus anticipates 250 to 300 students, including medicine, pharmacy, nursing, and allied health students and medical residents, when full enrollment is reached.

The I. Dodd Wilson (IDW) Education Building opened in Fall 2008 and is located on Hooper drive near Campus Entrance 2. IDW is connected to the College of Public Health Building by an elevated pedestrian bridge. This is a two-story building with approximately 43,000 ft<sup>2</sup>. It houses 14 25-seat classrooms, two 40-seat classrooms, and two 225-seat auditoriums. The construction of the first through eighth floors occurred several years later culminating in the dedication of the CPH building in 2005. There is shared classroom space on the ground and eighth floors of this building. The building houses the Boozman College of Public Health, along with new office and instructional space for the College of Nursing on the 5th floor, and the College of Pharmacy on the 6th floor. CPH connects to EDII directly on the ground, 1st, 5th, 6th, and 8th floors.

In the Fall of 2006 new Residence Halls replaced the Jeff Banks Student Union and Dormitory. The new facility is a unique hybrid of a University-style dormitory and apartment dwellings. These housing units accommodate both single and married students. Studios and apartments are available to singles or married couples. Duplex dorm rooms are available to single same sex occupants. Also opening in 2006 was the new UAMS Bookstore. The bookstore is 4000 ft<sup>2</sup> and is located next to the Residence Halls and IDW Education Building. Acquisition and renovation of the eight buildings formerly used by the Arkansas State Hospital during 2009 resulted in the collocation of the majority of College of Health

Related Programs for the first time. In addition, the former State Hospital administration building provides administrative space for the CHRP, Graduate School, UAMS Center for Diversity Affairs, Student Financial Services, Academic Affairs, and Financial Aid.

### *Patient Care and Research Space*

The new University Hospital of Arkansas opened January 16, 2009. It is a 540,000 ft<sup>2</sup> facility that houses patient rooms (234 adult private beds, 64 neonatal beds), emergency department, clinical lab, and radiology. In addition, the facility results in an expansion of surgical and interventional suites along with larger intensive and intermediate care units. Including the Ward Tower and Psychiatric Institute the facility provides 437 total patient beds.

Ambulatory care services were upgraded in 1980, when the Ambulatory Care Center was opened to house 22 outpatient services. The Continuity Clinic located in the Ambulatory Care Center has been named the Isaac Folsom Clinic to pay tribute to Dr. Isaac Folsom whose bequest made possible, in 1915, the first ambulatory clinic. Under terms of Dr. Folsom's will, all medical diplomas issued by UAMS indicate that the student is also a graduate of the Isaac Folsom Clinic.

The Arkansas Cancer Research Center name was changed in 2008 to the Winthrop P. Rockefeller Cancer Institute. Presently the institute is housed in an eleven story complex that combines state-of-the-art tertiary cancer care, cancer-related basic and clinical scientific research, professional oncology training and practical patient education. In early 2008, construction was started on a 300,000 ft<sup>2</sup>, 12-story expansion to the Cancer Institute, which was completed in 2010. The expansion adds more space for clinical, research, education, and community outreach programs. The Rockefeller Cancer Institute continues to experience remarkable growth and is now a primary focus of cancer-related activities within Arkansas and much of the surrounding region.

The UAMS Psychiatric Research Institute opened in December 2008. The facility houses clinicians, researchers, and educators who are focused on caring for patients with mental illness. The facility is approximately 110,000 ft<sup>2</sup> and sits adjacent and connected to the west end of the University Hospital of Arkansas.

The Harvey and Bernice Jones Eye Institute is dedicated exclusively to the study and treatment of the eye. This 100,000 ft<sup>2</sup> facility is a re-standing center that opened in 1994. A five-floor addition completed in early 2006 produced the present 10-story Institute building. The Jones Eye Institute provides patient care in every ophthalmic specialty while serving as the principal training site for ophthalmic technicians, medical students and ophthalmology resident physicians.

The Jackson T. Stephens Spine and Neurosciences Institute at UAMS is a center for research, education, and clinical care related to the spine. It is named for philanthropist Jack Stephens of Little Rock, whose historic gift to UAMS made the institute's 12-story building possible. The Institute is the home of the Center for the Athletic and Aging Spine, University Rehabilitation, and the Departments of

Neurosurgery, Neurology, and Otolaryngology/Head and Neck Surgery of the UAMS College of Medicine, as well as related neurosciences programs.

The Donald W. Reynolds Institute on Aging houses the clinical, research, and educational programs of the Department of Geriatrics. A grant from the Donald W. Reynolds Foundation provided funds to construct the building and establish the department. Expansion of the Institute is ongoing in 2011. The Biomedical I and II Research Buildings house laboratories, offices and small classroom facilities for UAMS faculty involved in research. Individual laboratories of scientists are well-equipped with a wide variety of specialized equipment for their research. Collaboration and cooperation among scientists and students at UAMS provide wide access to all equipment on campus, and all offices and laboratories have direct access to local area networks, email and the Internet.

The NW campus houses the Area Health Education Center (AHEC) Northwest Family Medical Center. The Family Medical Center provides primary care patient services while serving as a training site for NW campus medical, pharmacy and nursing students and family medicine resident physicians.

### *College of Medicine*

Under a charter of the Arkansas Industrial University (renamed the University of Arkansas in 1899), eight physicians established the state's first medical school in Little Rock. The Medical Department opened on October 7, 1879 with 23 students. The College of Medicine offers the Doctor of Medicine degree and Master's and Doctor of Philosophy degrees in anatomy, biochemistry, interdisciplinary toxicology, microbiology, pharmacology, and physiology. Master's degrees are also offered in biometry and pathology.

### *Graduate School*

From a single biochemistry program authorized in 1943, the UAMS Graduate School has grown to eleven programs. Master of Science degrees are now offered in the areas of anatomy, biochemistry, biometry, communicative disorders, interdisciplinary toxicology, microbiology and immunology, nursing, pathology, pharmaceutical sciences, pharmacology and physiology. Doctor of Philosophy degrees are awarded in the departments of anatomy, biochemistry, interdisciplinary toxicology, microbiology and immunology, pharmacology and physiology.

### *College of Pharmacy*

The College of Pharmacy of the University of Arkansas was established at the beginning of the 1951-52 academic year in response to demand for well-prepared individuals in practical and theoretical pharmacy and interrelated subjects. The academic responsibility of the College of Pharmacy is to nurture an environment of excellence in the pharmaceutical and biomedical sciences with appropriate concern for the communication and acquisition of new knowledge through sound teaching methods and the pursuit of new knowledge through research and study.

### *College of Nursing*

Established in 1953, the College of Nursing at UAMS now offers a Baccalaureate degree, a Certificate of Nursing Practitioner, and a Master of Nursing Science degree. Through its various programs, the College of Nursing promotes the philosophy that its major functions are teaching, research, and service.

### *The Fay N. Boozman College of Public Health*

The College of Public Health (CPH), in partnership with the Arkansas Department of Health includes the shared missions of meeting the public health workforce needs for the future and demonstrating how public health approaches can address the health needs of Arkansas via model community programs. Pilot sites for teaching and learning also serve as innovative laboratories for new and creative approaches to old problems. Students learn, with the expert aid of local citizens, schools, hospitals and faith groups about community-based health improvements. A statewide approach to education includes partnerships with other universities and institutes of learning. The CPH offers a Post-Baccalaureate Certificate and Master of Public Health degree programs.

### *College of Health Related Professions*

The College of Health Related Professions has offered a coordinated approach to the education and training of personnel for allied health fields since its inception in 1971. The twelve departments offer Certificates in emergency medical sciences, and surgical technology; Associate degrees in biomedical instrumentation technology, dental hygiene, emergency medical sciences, radiologic technology, respiratory therapy, surgical technology; Bachelor's degrees in cytotechnology, dental hygiene, medical technology, nuclear medicine technology, radiologic technology; a Post Bachelor's Certificate in dietetic internship; and a Master's degree in communicative disorders.

### *UAMS Regional Programs*

The UAMS Regional Programs are an integral component of the overall program of UAMS. Located off-campus in Fayetteville/Springdale, Jonesboro, Pine Bluff, El Dorado, Helena, Texarkana, Fort Smith and Batesville/Mountain Home, the Regional facilities represent an extension of UAMS into the peripheral regions of the state. Since its inception in 1973, the program has focused principally on the state's primary health care needs, particularly in the medically under-served areas. Senior pharmacy students may take advanced pharmacy practice experiences at the Regional facilities. College of Pharmacy faculty members practice in some of these facilities.

## APPENDIX B

### *Prohibition Against Hazing (Act 75 of 1983)*

*Section 1:* No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other student in the commission of this offense.

### **Section 2**

Hazing is defined as:

1. Any willful act on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of intimidating the student attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame or disgrace among his fellow students, and acts calculated to produce such results; or
2. The playing of abusive or truculent tricks on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, upon a student to frighten or scare him; or
3. Any willful act on or off any school, college, university or other educational institution campus in Arkansas by one student alone or acting with others, directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or
4. Any willful act on or off any school, college, university, or other educational institution campus in Arkansas by one student alone or acting with others, in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this Section.
5. The term "hazing" as defined in this Section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### **Section 3**

No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.

### **Section 4**

The offense of hazing is a Class B misdemeanor.

### **Section 5**

Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

## **APPENDIX C**

### ***Roofs and Exterior Walls of Buildings Use Policy***

The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings, and by the security officers of the institution:

1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly scheduled curriculum course which requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the Director of the Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed there from and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to again secure the points of access used by such violators.



3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described; their request should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the release form.
4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks.
7. University security officers shall enforce this policy.

## APPENDIX D

### *Policy on Sexual Harassment*

#### *Definition of Sexual Harassment*

Sexual harassment generally includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life.

#### *Prohibited Acts*

For the purpose of this policy, sexual harassment may take many forms — subtle or indirect, or blatant and overt. It may consist of repeated actions or may even arise from a single incident if sufficiently extreme. In assessing whether a particular act or acts constitute sexual harassment under this policy, the standard shall be the perspective of a reasonable person similarly situated.

Sexual harassment includes any behavior of a sexual nature where:

- Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a UAMS-sponsored course, program, or activity;
- Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting that individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur within a variety of relationships. It may occur between individuals of the opposite sex – male against female, or female against male – or, between individuals of the same sex. Incidents may occur between supervisor and subordinate, faculty member and student, or between fellow employees and fellow students; they may also take place between employees and campus visitors and between employees and those who do business with UAMS. Especially injurious, however, is harassment in relationships characterized by an imbalance of power and authority.

Typically, such relationships are found between:

- Employer and employee (usually, supervisor and subordinate);
- administrator and faculty;
- administrator and student or medical resident;
- employee and student or medical resident;
- senior and junior faculty;
- graduate assistant and student;
- faculty and student, whether medical student, graduate student, or undergraduate student.

Examples are when the student is enrolled in a faculty member's class, or when the student is in a continuing position to require evaluation of work or letters of recommendations from faculty. Such relationships can be immediate, or based upon future expectations; e.g., the need for future evaluations and references.

- Faculty and medical resident;
- resident/fellow and student.

### *Examples of Sexual Harassment*

The perception of conduct which constitutes sexual harassment may vary from individual to individual; what is offensive to one person may be less so to another. The following examples are intended as illustrations only; they do not cover all possible situations.

- Physical assault;
- Suggestions that submission to or rejection of sexual advances will influence decisions regarding an individual's employment or educational status;
- Repetitive remarks or actions of a sexual nature (including, but not limited to, statements, questions, jokes, and anecdotes) which constitute a pattern where actions unreasonably cause discomfort or humiliate an individual unwelcome visual contact or body language that communicates a sexual message;
- Whistling, cat calls, leering, or other improper gestures;
- Persistent, unwelcome flirtations, and outright advances or propositions of a sexual nature,
- Unwelcome remarks or actions about an individual's appearance;

- Unwelcome repetitive touching, such as patting, pinching, hugging, or brushing against an individual's body;
- Unwarranted displays of sexually suggestive objects or pictures;
- Unwelcome exposure to sexually explicit music, letters, or written notes;
- Unwelcome descriptions of sexual activity or speculation about previous sexual experiences.
- Investigative steps should be taken as outlined in this policy and appropriate action will be taken if harassment is found to have occurred.

### *Anonymous Complaints*

All members of the UAMS community may contact the Office of Human Resources at any time to ask questions about sexual harassment or complaint procedures without disclosing their names and without filing a complaint. However, because of the inherent difficulty in investigating and resolving allegations from unknown persons, individuals are discouraged from making anonymous complaints of sexual harassment. Although anonymous complaints are discouraged, UAMS will respond reasonably to all allegations of sexual harassment. In order to determine the appropriate response to an anonymous allegation, UAMS will weigh the following factors:

- The source and nature of the information;
- The seriousness of the alleged incident;
- The specificity of the information;
- The objectivity and credibility of the source of the report;
- Whether any individuals can be identified who were subjected to the alleged harassment; and
- Whether those individuals want to pursue the matter.
- If, based on these factors, it is reasonable for UAMS to investigate the matter, the Office of Human Resources will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the alleged harasser could not respond to the charges of sexual harassment without knowing the name of the accuser.

### *Consensual Relationships*

The basic function of a university is the discovery and the transmission of knowledge, which is founded upon the free and open exchange of ideas. In order for productive learning and the work that supports to occur, members of the campus community (faculty, staff, and students) should pursue their responsibilities guided by a strong commitment to principles of mutual trust, confidence, and professional codes of conduct.

Consenting romantic relationships between faculty members and students, supervisors and subordinates or fellow employees are strongly discouraged. Faculty members exercise power over students as do supervisors over subordinates, whether in promotions, raises, evaluations,

recommendations, study, job duties, grades, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment.

Employees and students involved in a consenting relationship in the actual or equivalent context of educational/employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future sexual harassment charge on the grounds of mutual consent. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate's freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted.

#### *Disciplinary Actions for Violations of the Sexual Harassment Policy*

Disciplinary actions for violations of the Sexual Harassment Policy may include, but are not limited to, the following: oral or written warning, reassignment, counseling, demotion, termination, or any combination thereof. Sanctions for sexual harassment depend upon the circumstances in each case.

In addition to disciplinary action, those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages.

All individuals accused of sexual harassment shall be given the opportunity to respond to the complaints prior to any final employment and academic decisions.

#### *Confidentiality*

UAMS understands that some individuals may be reluctant to tell anyone about harassment or to have their names disclosed. Every reasonable effort will be made to maintain confidentiality of all parties, all conversations, and all documents concerning a sexual harassment complaint. However, UAMS's obligation to stop sexual harassment means that it cannot fail to take appropriate action and, as such, confidentiality cannot always be guaranteed. The appropriate administrative officials will be kept informed on a "need to know" basis. All persons involved should maintain confidentiality to the greatest extent possible, except to the extent needed for processing complaints under this Policy.

#### *Retaliation*

Reprisals or retaliatory action against an individual who, in good faith, reports or provides information in an investigation about behavior that may violate this policy will not be tolerated. Such action should be regarded as a separate and distinct cause for disciplinary action.

#### *Malicious Allegations/Complaints; False Information*

UAMS is committed to protecting the due process rights it provides to the accused as well as the accuser. Allegations of sexual harassment that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy.

Such actions constitute grounds for disciplinary action that may include, but is not limited to, written warning, demotion, transfer, or dismissal. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

The failure to substantiate a sexual harassment complaint does not automatically constitute a malicious or frivolous complaint. In the event that allegations are not substantiated, every reasonable effort will be made and all reasonable steps taken to restore the reputation of the accused if it was damaged by the proceedings.

### *Record Keeping*

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the offices of Human Resources or Student Affairs.

Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented. Such file will be maintained as provided by law.

### *Procedure*

Complaints of sexual harassment, submitted in writing or accepted orally, are taken seriously and will be dealt with promptly. Allegations of sexual harassment shall be judged on the facts of the particular case and the context in which the alleged incident(s) occurred. The complainant has the responsibility of providing evidence to substantiate the alleged sexual harassment. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation and the initiation of disciplinary action as described above. Where a violation of the Sexual Harassment policy is found to have occurred, UAMS will act to stop the harassment, prevent its recurrence, and discipline those responsible.

UAMS recommends that all reports of suspected sexual harassment be made within 180 days of the alleged incident to assist in the investigation process.

## *Reporting Procedures*

### Employees

Employees with complaints of sexual harassment are encouraged to notify their immediate supervisor, department head, or the UAMS Office of Human Resources. If the alleged harasser is the employee's supervisor, the employee may contact someone outside his or her chain-of-command. Employees who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police Department if the employee's supervisor is unavailable or other administrative offices are closed. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i.e., Monday through Friday, excluding holidays. Individuals who witness possible sexual harassment should report their concerns to the Office of Human Resources.

When a UAMS employee receives a report of sexual harassment, he or she must immediately notify their Department Head or the Office of Human Resources prior to taking any action to investigate or resolve the matter informally and must act only on direction from such office.

### Students

Students should report incidents of sexual harassment to his or her college's Office of Student Affairs. A designated individual in each college's Office of Student Affairs will handle all complaints from students. If assistance is needed, please contact the Employee Relations Manager in the Office of Human Resources at 501-686-5650.

Students who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police department if no one from the appropriate Student Affairs Office is available. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i.e., Monday through Friday, excluding holidays. Students who witness possible sexual harassment should report their concerns to the designated student affairs official in their college. (The University of Arkansas Police Department is available 24 hours a day, 7 seven days a week for issues originating on the Northwest Campus).

## **Informal Complaint Process**

### *Employees*

- In the event that an individual believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct is not acceptable. The individual is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

- The individual should consider meeting with their Department Head or the office of Human Resources to discuss the sexual harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual's permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused's supervisor.
- If the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Office of Human Resources. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complaining individual shall be asked to read the written documentation to acknowledge its accuracy; a written acknowledgment will be preferred and may be made in a separate document. Written documentation shall be prepared before any informal discussions are held with the accused and the accused's supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.
- If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
- The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP).
- The complainant or the Office of Human Resources may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

### *Students*

- In the event that a student believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct is not acceptable. The student is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.
- The student should consider meeting with the appropriate student affairs official in his or her college to discuss the sexual harassment allegation. If the student cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual's permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused's supervisor.
- If the student does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Employee Relations Manager of the Office of Human Resources or a college's designated individual within the Office of Student Affairs. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The student shall be asked to read the written

documentation prepared by the appropriate representative to acknowledge its accuracy; a written acknowledgment will be prepared and may be made in a separate document. If the student refuses to sign the written documentation, the Employee Relations Manager or college's designee shall note such on the documentation and forward it to the Office of Human Resources for determination of whether the complaint will be investigated despite the student's refusal to acknowledge the written documentation. Written documentation shall be prepared before any informal discussions are held with the accused and the accused's supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.

- If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.
- The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS' Employee Assistance Program (EAP).
- The complainant, the Office of Human Resources, or a college's Office of Student Affairs may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

## **Formal Complaint Process**

### *Employees*

- When the Informal Complaint Process fails to resolve the complaint, or in instances where the Office of Human Resources determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Employee Relations Manager in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
- If an individual wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources. The written statement should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.
- Upon receipt of the written complaint, the Employee Relations Manager will notify the Assistant Vice Chancellor of Human Resources, who will appoint two investigators to conduct an investigation of the complaint. The Employee Relations Manager will meet with the accused and allow him or her to view the complaint and present a copy of the sexual harassment policy. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The Employee Relations Manager will also explain that there is to be no contact with or retaliation against the complainant. The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the



complainant), the accused, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation.

- Every effort will be made to ensure a thorough and timely investigation of the complaint.
- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human Resources will prepare a written report, containing a recommended course of action for the employee's Division Head and may provide further consultation when necessary. It is the responsibility of the division head to take action consistent with the written findings. Once a final determination is made by the appropriate Division Head, both the complainant and the accused will be notified of the action to be taken.
- Employees may appeal any employment decision made subsequent to a finding of sexual harassment through the campus grievance procedure.
- Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

### *Students*

When the Informal Complaint Process fails to resolve the complaint, or in instances where the college's Office of Student Affairs determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Employee Relations Manager in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.

If a student wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources.

Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.

- Upon receipt of the written complaint, the Employee Relations Manager will notify the Assistant Vice Chancellor of Human Resources, who will appoint two investigators to investigate the facts of the complaint. The Employee Relations Manager will meet with the accused and present him or her with a copy of the complaint and a copy of the sexual harassment policy. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The Employee Relations Manager will also explain that there is to be no contact with or retaliation against the complainant. The investigators will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the accused, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation.
- Every effort will be made to ensure a thorough and timely investigation of the complaint.
- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human

Resources will consult with the student's appropriate student affairs official regarding the written findings for purposes of resolving the complaint. It is the responsibility of the student affairs official to take action consistent with the written findings. Once a final determination is made by the appropriate student affairs official, both the complainant and the accused will be notified of the action to be taken.

- Pursuant to FERPA (Family and Educational Rights to Privacy Act), student disciplinary records will remain confidential unless the accused consents to release of information.
- Students who are found to have violated the sexual harassment policy may grieve any decision affecting their educational status through the grievance procedure of their respective college.
- Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

Questions regarding this policy may be directed to the Office of Human Resources at 501-686-5650

## APPENDIX E

### *Parking Policies*

#### *Little Rock Parking*

There are three main parking areas for patients and visitors at UAMS. These are 1) Parking deck 1 (South Deck) accessible from the drive in front of the Ward Patient Tower off of Hooper Drive; 2) Parking deck 2 (North Deck) accessible just off of Campus Drive; and 3) Parking Deck 3 (East Deck) accessible from W. Capitol street. All are time pay lots so each customer pays as he leaves for the time they were parked. Visitors may purchase parking authorizations by the week at a discounted rate.

Many UAMS clinics and other patient areas validate parking for their patients. Only visitors and guests are allowed to use the pay parking areas. Staff, faculty, employees and students are advised not to park in these areas. Short-term parking for patient pick-up is allowed in front of the hospital; however, persons picking up patients must first park in the visitor's area while completing paperwork for patient dismissal.

#### *Government Vehicles, Motorcycles, and Bicycles*

- There will be spaces available on A-level parking deck for government vehicle parking. Bicycles only: EDII Building bicycle rack
- Motorcycles/Mopeds: VIP Lot motorcycle rack and D-level of deck. Appropriate decal must be displayed. No bicycles or motorcycles will be permitted to park in any spaces other than those listed above. The UAMS Police Department will cease the enforcement of the parking rates on the Ambulatory Care Center lot from 7:00 p.m. to 7:00 a.m. Hopefully, this area will be utilized by students who must attend evening classes. To ease the on-going need for parking at UAMS, the University provides shuttle service from the parking areas to the educational buildings from

6:00 a.m. until 7:30 p.m. The schedules and routes may vary based on campus construction. Student parking is available at the student lot located at the corner of Cottage Drive and West 7th Street. Vehicles must be registered through the UAMS Parking Department. Please do not block other vehicles in this lot. More information can be obtained by calling 501-526-PARK (7275) or visiting <http://www.uams.edu/parking/>.

The following are the parking regulations on campus

1. Vehicles with an authorized parking lot decal may park in that designated lot only, with the following exceptions:
  - No Parking Zone
  - Service Area
  - Loading Zones
  - Reserved Spaces
2. Parking in reserved spaces is restricted at all times.
3. Vehicles will be parked within designated parking boundaries and in no case overlapping into or onto a roadway or crosswalk. Parking in any manner to impede the normal flow of vehicular or pedestrian traffic is not allowed.

No parking zones consist of:

1. All posted areas
2. All areas marked with red or yellow paint — solid or intermittent
3. All driveways; these will not be posted
4. Any part of a traveled roadway
5. Within 15 feet of any fire hydrant
6. Within 20 feet of any major intersection
7. Double parking is prohibited on any street and/or lot. Service vehicles of the University, when on actual work projects, are exempt from this rule provided such parking does not constitute a hazard to traffic.
8. All commercial loading zones (These zones will be utilized by commercial vehicles only)
9. All vendor areas (These will be utilized by service vehicles only)
10. All sidewalks and/or crosswalks
11. All cultivated areas, grass, or other growth

Any person who refuses to accept a notification of violation issued by duly constituted authority shall be in violation of these regulations. NOTE: For questions regarding citations call the UAMS Parking Department at extension 501-526-PARK (7275). The responsibility for charges incurred shall rest with the registrant, and in the event of the lack of registration, with the owner and/or operator of the vehicle in all cases. (NOTE: These charges are subject to change without notification.)

1. For failure to completely accomplish vehicular registration within authorized period - \$10.00
2. For moving violations (per violation) - \$10.00
3. For all other violations (per violation) - \$10.00
4. Failure to remit or appear within seven (7) calendar days from date of notification of violation will subject the person receiving the notification of violation to an additional \$1.00 administrative charge beginning on the second offense.
5. Habitual violators of these regulations will be referred to a Dean or other administrative official for action deemed appropriate.
6. Any vehicle in frequent violation of one or more of these regulations may be impounded. Information concerning such action may be obtained at the UAMS Parking Department. An authorized commercial garage may perform the towing.
7. Visitors to the campus are subject to these regulations. Persons operating a motor vehicle on this campus in violation of institution rules and regulations or State Law may be summoned to appear before the Municipal Court of the City of Little Rock.

### *Appeals Process*

Any person charged with a traffic violation shall have the right to appeal to the House of Delegates Appeals Committee with payment of any administrative charge to be postponed until after the complaint has been heard and acted upon. The appeal must be in writing and be of sufficient detail to provide a basis for ruling. The appeal must be directed to the UAMS Parking Department Traffic Division, Slot 582 within seven (7) calendar days of the date of violation.

### *NW Campus Student Parking*

A student parking lot is available across from the North Street entrance to the NW campus. All other parking areas are reserved for patients, faculty, and staff.

## APPENDIX F

### *Emergency Codes and Listserv for Emergency Notification*

#### *Fire Procedures – CODE RED*

The fire plan for the UAMS campus and University Hospital is referred to as CODE RED. CODE RED will be put in effect when fire and/or smoke are reported within the University Hospital and other campus buildings. The purpose of this plan is to outline the general procedures to be followed in the event of a fire so that all staff, employees, and students will know what is expected of them in a fire and/or smoke situation. Remember that patient safety is an integral part of patient care. It is your responsibility to understand CODE RED. When fire and/or smoke are discovered: Activate the nearest FIRE ALARM PULL STATION. Dial 501-686-5333 on the Little Rock campus or 911 on the NW Campus and tell the operator that there is a CODE RED situation in your area. Also, tell the operator

which building, floor, room and if possible, what is burning. Tell other personnel of the situation. Note: Only the moving of a patient from immediate danger shall take priority over reporting fire and/or smoke. When advised of a CODE RED situation, the operator will alert the Fire Department. In University Hospital and Ward Tower, the operator will then repeat the following announcement over the public address system: "Attention All Personnel – CODE RED" (give location of fire and/or smoke). Elevators should not be used during a fire emergency.

#### *Severe Weather - CODE GRAY*

When a CODE GRAY is activated across the Campus, severe weather is predicted to impact the UAMS Campus and/or area in a matter of minutes. All students, staff, employees, visitors and patients should take refuge in an interior room or stairwell away from windows or glass. Do not attempt to "sight" the weather, especially in tornadic conditions. Take precautions to protect your safety and suspend all non-lifesaving activities until after the CODE GRAY has been cleared.

#### *Medical Emergency – CODE BLUE*

A medical emergency is called a CODE BLUE. In buildings contiguous to University Hospital, to call a CODE BLUE, dial beeper 501-688-6333 and give the location (building and room number), or dial "O" and give the operator the location. In buildings not contiguous to University Hospital and on the NW Campus, call the community "911" number.

#### *Mass Casualty – CODE GREEN*

A mass casualty disaster is reported as a CODE GREEN. Students may be used for patient transport and reassigned to the Labor Pool in the EMS office and then to the hospital cafeteria if needed and as directed by the hospital Emergency Operations / Incident Command Center. In general, students should not be assigned to critical patient care areas but may be used as runners, etc.

#### *Active Shooter – CODE BLACK*

#### Campus Violence Plan

#### PURPOSE/INTRODUCTION OF PLAN:

In the event of a violent occurrence on Campus, special procedures are needed to ensure maximum safety and prevention of injury / loss of life. As a result, multiple responses are necessitated by all components of UAMS. Law enforcement is paramount in securing the situation, but the rest of the campus must work to ensure patient, student, visitor, and staff safety. Violent actions on campus could include an active shooter, hostage situation, terroristic threatening and other scenarios not depicted here. While this is primarily a law enforcement operation; incident management, sheltering in place and crisis communications are integral to the safety and security of the Campus.

#### PART I: ACTIVATION OF CODE BLACK

### *UAMS Notification*

Notification may come by way of reports of violent actions or potential for violence from staff / employees, students, visitors, patients, or by UAMS Police. All reports should be transmitted to the UAMS Police Department (UAMSPD) by calling 686-7777 or personally notifying an officer.

The persons providing the initial notification should immediately notify the UAMSPD Dispatch Center, providing as much information of the event and person(s) involved as possible. UAMSPD Dispatch will immediately notify the Shift Commander as well as Captain of Patrol and the Chief. Shift Commander will determine the level of response needed. After determining the event is beyond the ordinary capacity of the PD and poses an imminent danger to life and property, Dispatch and the Shift Commander will follow the Implementation protocol, to activate the Emergency Notification System (ENS) and the Emergency Incident Command System (EICS) – Code BLACK.

### *Implementation of CODE BLACK*

After being advised that a potential emergency situation exists, in which violent means have been employed or are threatened, the UAMSPD Dispatcher in conjunction with the Shift Commander:

1. Determines the level of response needed;
2. UAMSPD Dispatcher activates both the Emergency Notification System (ENS) which notifies the UAMS Tactical Team, Code Black EICS Command Structure – UNIFIED COMMAND, The
3. Chancellors Cabinet, all Building Managers; and other designated personnel, as well as the
4. WAVES system which triggers all internal and external speakers;
5. ENS notifies Communications & Marketing;
6. Communications & Marketing immediately initiates email and list serve notifications to all personnel on global email as well as enrolled on the student or other list serves.
7. Unified Command assumes overall command of the law enforcement and disaster response;
8. Notifies Little Rock Police Department and Pulaski County Sherriff's Office if warranted;
9. Notifies MEMS and metropolitan hospitals that UAMS is temporarily closed and cannot receive ambulance traffic. MEMS STAR Teams and Little Rock Fire Department Bomb Squad will be automatically placed on standby as well as regular MEMS and LRFD assets will be alerted to possibly respond and assist with triage, treatment and potential transport of any victims as designated by Unified Command;
10. Delegates roles/responsibilities per organizational chart as deemed necessary for the specific situation.

Once the decision to implement the EICS is made and ENS, in addition to the activation of internal and external messaging; all decision making devolves to the UNIFIED COMMAND (Incident Commander, Hospital Administrator, Chief of Police, and Vice Chancellor of Campus Operations). This may initially be the ADON (Assistant Director of Nursing) and the PD Shift Commander after hours and the accepted hierarchy listed above during normal business hours. The After Hours Activation Policy

command staff will be utilized until Hospital Administration, VC for Campus Operations and Chief of Police are available and briefed.

### *Transmission of Emergency Information*

When instructed by either the UAMSPD Dispatcher/Shift Commander and/or UNIFIED COMMAND to implement the Code BLACK Plan, the automated internal/external warning system will make the following announcement continuously over the public address system in all buildings and through the external sirens outside:

“The UAMS campus is now in a code black status. Everyone should immediately move out of any hallway or other open areas into the nearest office, patient room, or classroom. Close and lock the door. Do not leave the building. Do not enter stairwells or hallways until further notice. If you are currently off campus, do not come to campus”

The announcement will be repeatedly played until either an update is provided, or until the “all clear” has been called by the UAMS Police Department.

### *Recall of UAMS Police Officers*

If the UNIFIED COMMAND determines additional personnel are needed, above and beyond that already on campus, UAMSPD Dispatch will begin a call out to all officers of the Department.

### *Assembly of Employees, Staff and Students*

All UAMS employees, staff, and students should be aware that all public assembly or transit throughout any campus area during a Code Black is strictly prohibited. All UAMS personnel are instructed follow their departmental plans, if in place or in lieu of, to shelter in place or immediately find a place of shelter and secure themselves until further notice or suspension of law enforcement operations. Off duty employees should not return to the hospital, unless a Code Green (mass casualties) is called in response to the Code Black and only as directed by their departmental plan or as requested by Code Green officers or their Department’s chief. Each department should keep a current recall list of all employees and call in additional personnel as needed, in consultation with the Incident Commander.

### *Law Enforcement Communications*

All internal UAMS communications will be conducted on radio channels Disaster 1, 2, and 3 as determined by the UNIFIED COMMAND. Any outside communications with other law enforcement and responding agencies will utilize an AWIN “LAW” Frequency as assigned by the Arkansas Department of Emergency Management (ADEM) at the time of the event.

## **PART II: EMERGENCY INCIDENT FACILITIES**

1. Specific locations of support functions during a Code BLACK event are as follows:
2. Command Center is to be in one of the following locations, depending upon activity of the event and if a particular area is compromised
3. Hospital Administration Conference Room
4. UAMS Police Department / Distribution Center
5. Little Rock Fire Station #7
6. Any other location as determined by the UNIFIED COMMAND
7. Media Vehicle Staging will be the gravel lot adjacent to Bio Med Building II
8. Media Conference Center will be in the first floor lobby of the Boozman College of Public Health Building
9. Law Enforcement Staging will be as determined by the UNIFIED COMMAND

### PART III: VITAL/SPECIAL CONTINGENCIES & RESPONSIBILITIES Community Law

#### *Enforcement Response*

Law Enforcement personnel from other agencies may be responding either at the request of UAMSPD or in support of investigative or response operations. During Code Black operations all outside Law Enforcement officers must check in with the UAMSPD Staging Officer for assignment and instructions. Upon termination of Code Black Operations, investigative measures may be necessary. All investigative teams will need to check in with and report to UAMSPD designated staff.

#### *Hospital & Campus Operations*

Upon the activation of Code Black, certain clinical procedures, treatments and therapies will not be able to be immediately ceased. The Unified Command will endeavor to provide relief and support based upon the incident needs and capability on hand at the time of the incident.

#### *Deceased Victims*

Upon Code BLACK activation, the Morgue will serve as the Black Treatment Area for deceased/expectant patients. It will be staffed by Pathology Staff and operate in the following manner:

- Complete list of bodies/remains and identities will be kept.
- Crime Scene Technicians will be allowed to work within the morgue or other spaces
- Communication with the Patient Information & Family Services Officers will be maintained for contacting next-of-kin.
- Situational Reports to Command Staff as appropriate.
- Coordination with Pulaski County Coroner and investigative bodies as dictated by Arkansas Law.



### *Staff Identification / Hospital Access*

- ALL PERSONNEL MUST DISPLAY PROPER UAMS CREDENTIALS
- NO CAMPUS ACCESS WILL BE ALLOWED UNTIL DETERMINED BY THE UNIFIED COMMAND. In the event Code Black becomes a Code Green event:
- Only ED employees and those assigned to the Red Treatment Area are allowed access to the ED
- All other employees are encouraged to access the Hospital, through the Central Building on the first floor/A level of Parking 2 (formerly the North Deck)
- All assigned Treatment Area Leaders and other Officers will be identifiable by vests or colored tape. They have authority to grant or limit access to their respective area
- Elevators are to be used only for transport of Patients and necessary supplies
- Staff should use stairs in the event of a Code GREEN
- Phone Calls should be limited to Official Use ONLY.

### *Metro Hospital & MEMS Communications*

Communications between first responders and other Hospitals will be accomplished by the METRO Hospitals dedicated phone line and the METRO Hospitals Radio Talk Group / AWIN System. Reports may be transmitted via the Hospital Communications Radio located in the ED.

### PART IV: DISCONTINUING THE PLAN

Upon determination by the UNIFIED COMMAND the campus no longer needs to operate within Code BLACK status, the Incident Commander will notify the Call Center to cancel Code BLACK. The automated system will then announce overhead three (3) times:

“CODE BLACK ALL CLEAR, CODE BLACK ALL CLEAR, PLEASE RETURN TO NORMAL OPERATIONS.”

(Repeated three (3) times)

The UAMS Police Dispatcher will activate the Lockdown All Clear in the Emergency Notification System. The all clear message: “Code Black ALL CLEAR, Code Black ALL CLEAR, please return to normal operations.” will be sent to the same list as above. The UAMS Police Dispatcher will direct Communications & Marketing to send out a campus-wide email with the same scripted message as above.

### PART V: RESUMING NORMAL OPERATIONS

Following the conclusion of any Code BLACK plan activation, the effectiveness of the response will be evaluated. Changes to the plan will be initiated as necessary to correct any problems identified during

the response. Resources used during the response will be inventoried and replaced in conjunction with the usage of the UAMS Disaster Recovery Checklist.

Initiated: December 2008

Revised August 2009

Revised June 2010

### *Other Emergency Codes*

*Code Pathogen – Bioterrorism*

*Code Yellow - Deacon Plan*

*Code Exodus - Evacuation*

*Code Purple - Utility Failure*

*Code Pink – Infant/Child Abduction*

*Code Amber - Bomb Threat*

Refer to the emergency quick reference guide/flip chart or the EICS website for more information:

<http://intranet.uams.edu/campusop/depts/ohs/forms/emerguide.aspx>.

### *UAMS Listserv for Emergency Notification of Students*

#### *Instructions for Students*

UAMS provides an email messaging process (a listserv) which is used to send emergency alerts to UAMS students in circumstances on campus which pose an imminent and serious threat. It is expected that such alerts will very rarely, if ever, occur. You are encouraged to subscribe email addresses and any other email-enabled messaging services (text messaging, paging, etc.) in the listserv. This is principally intended for you to subscribe outside (non-UAMS) email and messaging addresses. If and when an alert is issued it will be sent to all addresses which you have subscribed.

You do NOT have to subscribe your UAMS email address. Alerts will automatically be sent to UAMS student email addresses.

[Click here](#) to subscribe.

## APPENDIX G

### UAMS Libraries

#### *Little Rock Campus Library*

##### *Library Web Site*

The UAMS Library web site (<http://www.library.uams.edu>) serves as the gateway to all of the Library's resources, services, and information. You must go through the web site in order to gain online access

to all of the Library's subscription products such as research databases, electronic journals, and ebooks.

The Library provides a mobile web site (<http://library.uams.edu/m/>) for your convenience. It includes information about the Library, access to selected mobile resources, the library catalog, and your individual library account.

### *Computing Access in the Library*

Computers are located on all floors of the Library and are accessed via a UAMS Username and Password. Library computers provide access to the Library catalog, online resources, Microsoft Office suite, and the Internet. All computers in the Library are covered by the Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources policy.

### *Wireless Access in the Library*

Wireless connectivity is available throughout the Library. Wireless enabled devices can connect to the Internet via the UAMS Guest wireless network by entering an email address and signing on as "Guest". Contact the IT HELP desk (501) 686-8555 to configure your wireless-enabled devices or for wireless assistance.

### *Remote Access to Library Resources and Services*

Most of the Library's online collection can be accessed from off campus. You will be asked to provide your UAMS Username and Password when accessing the Library's subscription resources from off campus or through the Library's mobile web site.

### *Study Areas*

Study areas on every floor of the Library offer a variety of services and accommodate all types of study needs. Amenities include computers, printers/scanners, open areas for quiet group study, an Active Learning Center for collaborative work, rooms for group study, individual study carrels, a silent study room, and a lounge area with seating & vending machines. Study areas are monitored with security cameras, panic buttons, and emergency phones.

### *Circulation: Loan Periods & Late Fees & Renewals*

The UAMS Student ID badge functions as the UAMS Library card.

Up to 10 books may be checked out concurrently. The loan period is for two weeks with two renewals, for a total of six weeks checkout. (If a book is on 'hold' for another customer, it cannot be renewed.) AVs and CD-ROMs may be checked out for three working days unless the material is restricted.

Print copies on classroom reserve may be checked out for two hours use (and renewals) in the Library. Headphones are also available for checkout at the Circulation Desk on the 1st floor.

Courtesy notice reminders that books are coming due are sent via e-mail three days prior to the due date. Renewals may be made online through the Library Catalog, by phoning the Circulation Desk (686-5980) or replying to the courtesy notice. The first overdue notice is sent the day after the book is due. Two subsequent notices are sent followed by an invoice if materials are not returned within 30 days.

### *Charges for Overdue or Lost Books*

Overdue fines for late books are \$1.00 per day/per book. There is a \$100.00 overdue fine limit. Borrowing privileges are suspended until all bills and fines are settled. Prior to graduation all students are required to pay any outstanding fines or invoices before they are 'cleared' by the Library.

### *Special Collections*

eReserves: Digital materials, such as images, PowerPoint presentations, and documents, placed on reserve for students are available via 'eReserves' on the Library web site. These materials are password protected to restrict access only to students enrolled in the courses.

### *Reference Collection*

Non-circulating reference materials are housed on the first floor of the Library. Ask at the Reference Office or Circulation Desk for help in locating items or information. The Robert Watson Room houses older reference materials such as earlier editions of directories, biographies, and statistical documents. Older drug and toxicology reference materials are located in off-site storage. To request these items please contact the Circulation Desk.

History of Medicine Collection: General works pertaining to the history of medicine are located on the second floor in the Historical Research Center. The Archives Collection, also located in the Historical Research Center, contains materials documenting the history of UAMS and the health sciences in Arkansas.

### *Core Collection*

Core collection materials are heavily used gold standard books covering all areas of the health sciences. The collection is located behind the Circulation Desk on the 1st floor of the Library.

### *Reference Resources and Services*

Reference Services staff are available on the first floor of the Library Monday through Friday, 7:30 AM - 6 PM to help students make efficient and effective use of Library resources and services. Reference staff can help get students started with their research by providing assistance with subject research

guides, database searching, online journals and full text access, electronic books, and citation styles and bibliographies.

You can contact the Reference Department in a variety of ways: phone 686-6734, email [libraryreference@uams.edu](mailto:libraryreference@uams.edu), Twitter <https://twitter.com/UAMSLibrary>, Facebook <http://www.facebook.com/uamslibrary>, or come by the Library.

### *Mobile Resources*

The UAMS Library provides access and assistance with the mobile versions of numerous research databases, clinical resources, and reference sources. Technical support with mobile devices is available in the Learning Resources Center on the 5th floor of the Library. Check the Library web site or the mobile web site for more details.

### *Student Success Center*

The Student Success Center is located on the 3rd floor of the Library.

Their webpage (<https://studentsuccess.uams.edu/>) contains information about services and resources of importance to COP students, including a list of many Web- based educational programs.

Audiovisuals: Audiovisual materials and equipment are available for student use in the LRC at the north end of the 3rd floor of the Library. The audiovisual collection includes slide sets, videotapes, and models. Audiovisual materials not on reserve for classes or restricted by licensing agreements are available for 3-day checkout. The LRC does not lend equipment.

### *Computer Labs*

All LRC student computer labs provide access to a wide variety of computer-based educational resources as well as Microsoft Office applications, the Internet, and the Library's electronic resources. Some programs on CD-ROM may be checked out and some of the programs are available over the Internet from locations off-campus. Check with the LRC staff on availability. There is a 10¢ charge for printing from the computers in the LRC computer labs.

The computer labs are located on the 3rd and 5th floors of the Library. In addition to the above mentioned resources, the 5th floor lab computers provide scanning and image manipulation programs to assist students in preparing presentations. Mobile device assistance is available on the 5th floor from 8:00am-6:00pm Monday-Friday.

### *Library Catalog*

<http://www.libcatalog.uams.edu/search>

Online catalog records for all the books, audiovisuals, journal titles, and computer-based instruction programs the Library owns are included in the library catalog, as well as records for books owned by some departmental libraries and the libraries at Arkansas Children's Hospital and the AHEC libraries. The catalog may be searched on computers in the Library or remotely through the library web site.

Electronic Resources <http://www.library.uams.edu/resources/eresources.aspx>

The library web site provides access to bibliographic databases (such as Evidence-Based Medicine Reviews, Health & Psychosocial Instruments, International Pharmaceutical Abstracts, PsycInfo and MEDLINE); clinical reference tools (such as Lexi-Comp, StatRef!, Harrison's Online, DynaMed, UptoDate, and Clin-eguide); electronic books (including a variety of medical specialty textbooks); and more than 4,000 electronic journals. Most of these resources are available both on and off campus. From off campus, students will be asked to enter their user/domain account and password before accessing some resources.

#### *Interlibrary Loans/Document Delivery*

The Interlibrary loan staff obtains materials not available in the UAMS Library from other libraries and commercial document suppliers. Interlibrary Loan requests are submitted through the ILLiad section of the Library website after a one-time registration (<http://library.uams.edu/library-services/interlibrary-loanedd/>). There is a \$5.00 charge for each item obtained. Customers are notified if they will be responsible for additional copyright fees or other document delivery charges. For more information, please call 686-6744 between the hours of 7:30am and 5:00pm, Monday through Friday, or email [libraryinterlibraryloan@uams.edu](mailto:libraryinterlibraryloan@uams.edu).

#### *Historical Research Center (HRC)*

<https://libguides.uams.edu/historical-research-center/home>

The Historical Research Center Office is located on the 2nd floor of the Library, room 2/112. The History of Medicine Collection contains works pertaining to the general history of medicine and is located on the 2nd floor in the Historical Research Center. The Archives Collection, also located in the Historical Research Center, contains materials documenting the history of UAMS and the health sciences in Arkansas. Historical research tools, such as earlier drug reference books, directories, biographical information, statistical materials, and health sciences dictionaries, are housed in the Robert Watson History of Medicine Room, room 1/112 on the 1st floor.

#### *Photocopiers, Printing from Computers, & Copy Cards*

<http://librarydev.uamslibrary.webfactional.com/help-guides/info-for-new-students/>

Photocopiers are available on the 1st floor of the Library and can be purchased with coins, dollar bills, or copy cards (vendaCards). A copy card is required for printing from computers, and may be

purchased at the Circulation Desk with a check, credit card, cash, or interdepartmental transfer. The minimum price for a copy card is \$1.00 purchased at the Circulation Desk or \$5.00 from the vending machine. Each card may be revalued in any amount at the Circulation Desk.

B/W photocopies or computer printing= 10¢ per page. Color photocopies or computer printing= 20¢ per page.

### *Group Study Rooms*

The UAMS Library has seven group study rooms, equipped with white boards and wall monitors. There are three on Level 2 and four on Level 3. These rooms may not be reserved but are available on a first-come-first-served basis, and are intended for use by groups of 2 or more persons. Two additional group rooms on the 3rd floor have audiovisual and computer equipment for use by small groups of students.

### *Individual Testing/Study Rooms*

In the northeast corner of the 3rd floor, there are three small individual testing/study rooms. Each contains a networked computer. Individual testing with the LRC is the priority use of these rooms and the entire area will be closed during these times. When the rooms are not being used for testing, they are available for general individual studying. When using these rooms, please do not move any equipment.

### *Food and Drink in the Library*

<https://libguides.uams.edu/library-policies>

The Library allows foods and covered drinks in the Library. An area on the 1st level is a mini lounge with vending machines for coffee, bottled drinks, and snacks. 'Big time' eating should take place in the lounge area; however, food may be eaten throughout the Library. It is up to individuals to pick up after themselves and to keep a clean environment in the Library. Please notify Library Staff if a spill or area needs additional attention.

### *Personal Property and Lost and Found*

'Lost and Found' items are held at the Circulation Desk. Do NOT leave personal belongings unattended. The Library has no facilities for secure storage of personal property of library users, and will not under any circumstances take responsibility for such property. Items left unattended for a significant length of time will be collected at the Circulation Desk.

### *Cell Phone Use*

The Library is committed to providing an environment that is conducive to study. When you enter the Library please turn your cell phone ringer and/or your pager off or set to a non-audible signal. Be

considerate of those studying around you and keep your conversation short and your voice lowered when using a cell phone. If you need to have an extended conversation (more than 1-2 minutes), please go outside the Library or move to an unoccupied study room or the snack room. Please refrain for all conversations in the 'Silent Room'.

If you wish to report an inappropriate cell phone use, contact a library staff member at the Circulation Desk or the Reference Office.

### *Northwest Campus Library*

#### *Computing Access in the Library*

Computers with Internet, email, and Microsoft Office programs are accessible with a current UAMS user/domain account and password are available at Library locations.

#### *Wireless Access in the Library*

Wireless connectivity is available throughout the Library for laptops, PDAs, and cell phones. Wireless enabled devices can connect to the Internet via the UAMS wireless network by entering an email address and signing on as 'Guest'. If students need wireless access to a UAMS network or the Intranet, they must contact the HELP desk 501-686-8555 to configure their wireless-enabled devices.

All computers in the Library are covered by the Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources.

#### *Remote Access to Library Resources and Services*

UAMS-NW students can use their UAMS user/domain account and password to gain remote web access to most electronic reference sources: research databases, clinical resources, electronic books, and electronic journals. Remote web access is available to the Library Catalog, My Account circulation services, and course electronic reserves materials.

#### *Circulation: Loan Periods & Late Fees & Renewals*

Students must present a current UAMS student ID badge to check out library materials.

#### *Standard Loan Periods*

Reserve Items (print) may be checked out for two hours for use in the Library.

Books may be checked out (up to 5 books) for two weeks. A book may be renewed two times after the original due date unless another patron has requested the material by placing a hold on the item. AVs and CD-ROMs may be checked out for three working days unless restricted. Reference materials,



Core books, journals, and abstracts/indexes may not be checked out. Renewals may be requested in person, through e-mail, or by phoning the Circulation Desk at 479-521-7615.

Fines for overdue books are \$1.00 per day per book with a maximum fine of \$100.00 per item. Courtesy notices are sent through e-mail three days prior to the due date.

Renewals may be requested by replying to the courtesy notice, phoning the Circulation Desk (479-521-7615) during operating hours. If items are not returned, four notices are sent. The first notice is sent via e-mail the day after the book is due. Two other notices follow that initial notification at weekly intervals. The final notice is a bill for the replacement cost as well as a \$15.00 non-refundable billing fee and a \$15.00 processing charge for each item still outstanding. Overdue fines will continue to accrue at \$1.00 per day on billed items until the maximum fine of \$100.00 is reached. Borrowing privileges are suspended and will not be reinstated until 1) the materials are returned and the fines and fees are paid or 2) in the case of lost materials, replacement costs, fees and outstanding fines for the materials are paid.

All students are responsible for paying any outstanding fines or invoices before they are cleared by the Library for graduation from their program.

#### *Course Reserves*

<http://librarydev.uamslibrary.webfactional.com/online-resources/eresources/>

eReserves are digital materials, such as images, PowerPoint presentations, and documents which are placed on reserve for students and are available via eReserves on the UAMS library web site. These materials are password protected to restrict access only to students enrolled in the courses. Print reserve materials that instructors select to support lectures and class assignments are housed behind the Circulation Desk at UAMS-NW. Items may be checked out for two hours but must be used in the Library.

#### *Reference Resources and Services*

Reference Services staff are available Monday through Friday 8:00 am-5:00 pm. Services include basic and advanced reference assistance. Instruction for using the library catalog, electronic resources, electronic journals, and other research sources is available for faculty, staff, student groups, or individual students. Instruction can be tailored to meet specific research needs, including both print and electronic resources. Ask at the Circulation Desk for help in locating items or for information. The Reference Collection is a small collection of non-circulating, heavily used basic materials, covering all areas of the health sciences, and is used as a quick reference source.

#### *Library Catalog*

<http://www.libcatalog.uams.edu/search>

Online catalog records for all the books, audiovisuals, journal titles, and computer-based instruction programs the Library owns are included in the library catalog, as well as records for books owned by some departmental libraries and the libraries at Arkansas Children's Hospital and the AHEC libraries. The catalog may be searched on computers in the Library or remotely through the library web site.

Electronic Resources <http://www.library.uams.edu/resources/eresources.aspx>

The library web site provides access to bibliographic databases (such as Evidence-Based Medicine Reviews, Health & Psychosocial Instruments, International Pharmaceutical Abstracts, PsycInfo and MEDLINE); clinical reference tools (such as Lexi-Comp, StatRef!, Harrison's Online, DynaMed, UptoDate, and Clin-eguide); electronic books (including a variety of medical specialty textbooks); and more than 4,000 electronic journals. Most of these resources are available both on and off campus. From off campus, students will be asked to enter their user/domain account and password before accessing some resources.

### *Interlibrary Loans*

Interlibrary Loan is a service through which materials not available in the UAMS-NW Library may be obtained from other libraries. Interlibrary Loan requests must be submitted to Library staff. If the lender charges for the interlibrary loan, the Library will pass the cost of these charges on to the requestor.

### *Photocopiers and Printers*

Photocopiers and printers are available for student use. At this time the 10¢ per page copy charge which is in place at UAMS LR is not in effect. A charge per page cost may be put in to place at a future date.

### *Food and Drink in the Library*

The Library allows snacks and covered drinks (including cans and bottles) in the Library. However, meals should not be eaten at the computer workstations. Please move to a table or other area. It is the responsibility of the individual to dispose of trash and to help keep the library environment clean, sanitary, and pleasant. The library staff asks that students remember to leave any area in good condition.

### *Personal Property and Lost and Found*

'Lost and Found' items are held at the Circulation Desk. Do NOT leave personal belongings unattended. The Library has no facilities for secure storage of personal property of library users, and will not under any circumstances take responsibility for such property. Items left unattended for a significant length of time will be collected at the Circulation Desk.

## *Cell Phone Use*

The Library is committed to providing an environment that is conducive to study. When you enter the Library please turn your cell phone ringer and/or your pager off or set to a non-audible signal. Be considerate of those studying around you and keep your conversation short and your voice lowered when using a cell phone. If you need to have an extended conversation (more than 1-2 minutes), go outside the Library or move to an unoccupied study room. If you wish to report an inappropriate cell phone use, contact a library staff member at the Circulation Desk.

UAMS promotes the educational and research use of copyrighted materials (Appendix A. Basic Copyright Law) through the appropriate application of the provisions provided in copyright law for fair use (Appendix B. Fair Use) and for specific exemptions granted for educational and research purposes (Appendix C. Exemptions). The Library assists students with understanding fair use rights and compliance with copyright laws through the campus-wide distribution of the Guidelines for UAMS Faculty, Staff, and Students Using Copyrighted Materials. See the Library web site for detailed guidelines, laws, and resources regarding copyright.

Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, see the web site of the U.S. Copyright Office at <https://www.copyright.gov/>, and especially their FAQs at <https://www.copyright.gov/help/faq/index.html>.

## APPENDIX H

### Standing Committees

#### *Admissions Committee*

The Undergraduate Admissions Committee reviews, evaluates and selects candidates for admission to the College of Pharmacy in accordance with the admissions standards determined by the Faculty. The committee chair prepares an annual report to the Faculty of applications, admissions, qualifications of those admitted, and other trends, tendencies or such matters as the committee deems necessary or as may be requested by the faculty. Membership consists of faculty and practitioners.

#### *Assessment Committee*

The Assessment Committee shall recommend to the Faculty a system for assessing effectiveness in instruction and student learning. This shall include forms and procedures for gathering needed data, and also guidelines for applying data as one element of annual performance review. Membership consists of faculty, practitioners, and students.

#### *Awards and Financial Aid Committee*

The Awards Committee is charged with the responsibility of making recommendations for awards and makes a report to the faculty regarding the recipients of annual awards and scholarships. Membership consists of faculty.

#### *Campus Assignment Committee*

The Campus Assignment Committee shall review petitions from students to be reassigned to a different campus for the completion of their P3/P4 years based on extenuating circumstances. The committee will determine whether campus reassignment will be granted and will forward this decision to the Associate Dean of Administrative Affairs, who will communicate the decision to the student. The Campus Assignment Committee will propose changes in policy regarding student assignment and reassignment.

#### *Curriculum Committee*

The Curriculum Committee is responsible for preparing recommendations of coursework (both pre-professional and professional) required for completion of the professional degree offered by the College. In accordance with accreditation guidelines and other recognized standards, the committee recommends the courses required, the academic credit for each course, the broad outline of the subject matter of each course, and the appropriate place in the curriculum for each course. In addition, the committee monitors the outcome of the curriculum. The committee receives, solicits and acts on information and proposals from faculty, students, alumni and others with an interest in the curriculum and responds proactively to changes in pharmaceutical theory and practice. The recommendations of the Curriculum Committee are made to the Faculty, which is the ultimate authority and holds ultimate responsibility for the curriculum. Membership consists of faculty, practitioners, and students.

### *Educational & Technology Support Advisory Committee*

The committee exists to make recommendations to the College of Pharmacy concerning educational and technological support related to the delivery of the curriculum. The committee particularly concerns itself with the advancement of curricular delivery by using technologies to allow synchronous and asynchronous approaches while supporting and facilitating faculty development related to curricular delivery and assessment. The committee also functions as a clearinghouse for information about educational and technological resources at UAMS and in the general scholarly community. The committee's purpose is to enhance curricular delivery through connecting the College to campus resources and maximizing faculty development.

### *Honor Council*

The purpose of the Honor Council shall be to a) investigate and hear cases involving the UAMS College of Pharmacy students accused of violating the Honor Code; f) act as the judicial body to determine guilt or innocence of students who have allegedly committed such violations; c) recommend disciplinary action to be taken in all cases in which a violation has been proved; and d) educate the faculty and students about the Honor Code and related procedures. Membership consists of faculty and students. Only students have voting rights on the Honor Council.

### *Promotion and Tenure Committee*

The Promotion and Tenure Committee implements the promotion and tenure guidelines for the faculty of the College of Pharmacy. Membership consists of tenured faculty.

### *Scholastic Standing Committee*

The Scholastic Standing Committee is responsible for reviewing and developing policy relative to academic progress and scholastic standards, monitoring the progress of students through the curriculum, and recommending standards for differentiating satisfactory and unsatisfactory progress to the faculty. In addition, allegations that a student has failed to meet minimal scholastic non-cognitive performance standards as defined in the College of Pharmacy Catalog and Student Handbook will be considered by this committee. This committee reviews in detail the records of students making inadequate progress and makes recommendations to the Dean or the Dean's designee. Membership consists of faculty and students. Students participate in policy decisions but not in discussions regarding student grades and progression.

### *Student Research Committee*

The Student Research Committee shall work to maintain and promote quality research opportunities for students at the College of Pharmacy. This shall include oversight of the Honors in Research Program and selection of recipients of the various student research fellowships funded by the College of Pharmacy. Membership consists of faculty.

## APPENDIX I

### Service Units

#### *Continuing Pharmacy Education Program*

At the request of and as a service to Arkansas' pharmacy practitioners, the College of Pharmacy maintains a continuing pharmacy education program designed to help pharmacists keep pace with the rapidly changing developments in pharmacy practice. Programming is designed to meet the needs of practicing pharmacists in Arkansas. The College actively cooperates with the Arkansas Pharmacists Association, the Arkansas State Board of Pharmacy and the Board's Tripartite Committee to help satisfy the continuing pharmacy education needs of Arkansas' pharmacy practitioners. The UAMS College of Pharmacy is approved by the ACPE as a provider of continuing pharmacy education.

#### *Nuclear Education Online (NEO) Program*

The NEO Program is an educational consortium between UAMS and the University of New Mexico College of Pharmacy. This program delivers nuclear education to pharmacists, physicians, technicians, cyclotron operators, and other professions that are required to handle radioactive materials.

#### *Arkansas Poison Control Center*

As a service to the citizens of this state, the College of Pharmacy maintains the Arkansas Poison Center. Since its establishment in 1974, the Poison Center has become the major source of emergency drug information for Arkansas' healthcare practitioners and citizens.

#### *Evidence-Based Prescription Drug (EBRx) Program*

The EBRx Program was created by the UAMS College of Pharmacy in November 2004. The major goals of the program are to create an evidence-based Arkansas' Medicaid Preferred Drug List that provides access to medication of clinical advantage with the opportunity to control costs, to manage its implementation through a Prior Authorization Call Center operated by the COP, and to track the long term outcomes of these decision through evaluation of medical and pharmacy claims.

## APPENDIX J

### Student Facilities

#### *Library Computers*

Little Rock Informatics Lab: The College of Pharmacy Informatics Lab (CPH 6/234) is equipped with the following:

11 Dell Optiplex full function PC's with Windows XP, Microsoft Office 2007, Adobe Professional, e-mail and internet access, Sunrise connection abilities, and other miscellaneous tools and options. These machines are all under a Lab Policy that allows for complete student usage and security.

- 3 HP Thin Client machines to be used for basic usage with portable flash drive save ability only.
- These come with Windows XP "Light", Microsoft Word, Excel, and PowerPoint 2007, Adobe Professional, e-mail and internet access and Sunrise connection abilities.
- 4 Scanners with graphic software on attached Dell Optiplex computers.
- The Lab is available for use by students and faculty during normal office hours. You must have a network ID and password to log on to any of the 14 machines in the Lab. It will be locked at night and weekends to provide security for the equipment.

Printing in the COP computer lab on the Little Rock campus will be placed on the Library's system for printing prior to the start of the Fall 2013 semester. Copy cards will be provided to all P1, P2, & LR P3 students at registration for use in the computer lab or library. It is each individual student's responsibility to keep up with and will not be replaced if lost or stolen. The amount of money on each card is as follows: P1s = \$10; P2s & P3s = \$5; and P4s on APPE at the COP may request a \$2.50 card from the Dean's Office (\$0.10/page).

#### *Northwest Library Computers*

The Library at UAMS Northwest is equipped with 8 computers for student use available 24 hours a day with card reader access. Computers are equipped Microsoft Word, Excel, PowerPoint, Adobe, e-mail, internet access and webcams. There is a network printer available to these computers.

The main library area has four similarly equipped computers available during library hours.

#### *Leisure Space*

On the Little Rock campus, furniture including tables, chairs, and couches is available in areas in and around College of Pharmacy faculty and student areas. The areas located in the CPH-EDII building are most readily accessible to students. These areas are located on the 6th floor of the north end of the CPH building and the corners of the EDII building. Additional space is available in the BioMed I building on the 2nd floor. These areas all have wireless connectivity. There is a student conference/study room (6/103) located in the EDII building designated for College of Pharmacy students. This room can be reserved for organization meetings or it can be used for study group meetings. Reservations are made in the Dean's office.

On the NW campus furniture including tables, chairs, and a couch is available in the College of Pharmacy area on the first floor of the UAMS Northwest building. The entire College of Pharmacy area has wireless connectivity Rooms are available by reservation for group meetings. See the College of Pharmacy administrative assistant for reservation assistance.

### *Leadership Offices*

On the Little Rock campus, a student leadership office equipped with a table, & chairs and storage space for all student organizations is located on the 6th floor of the EDII building (6/111N). This room is maintained and used by the leadership of the College's student organizations. Each advisor has a key for student use.

On the NW campus a student leadership room with storage space for all student organizations is located in the College of Pharmacy area of the UAMS Northwest building.

## APPENDIX K

### Specialty Tracks

#### *Nuclear Pharmacy Specialist Option*

The College has approved a curricular option leading to a specialization in the field of nuclear pharmacy. This curricular option is available to any student who chooses to pursue these elective courses in addition to the required curriculum leading to the PharmD degree. The course of study outlined below will meet the didactic requirements of the Nuclear Regulatory Commission for authorized user status. Students may complete the 500 hours of experiential training through internships or following graduation. The courses outlined in the nuclear pharmacy curricular option are offered within the College of Pharmacy.

- PhPr7155 Nuclear Physics – 3hrs
- PhPr7154 Nuclear Instrumentation – 2hrs
- PhPr7152 Radiopharmacy – 2hrs
- PhPr7156 Health Physics – 2hrs
- PhPr7153 Radiation Biology – 2 hrs

Courses in the nuclear pharmacy curricular option will meet the professional elective requirement of the Pharm.D. degree. Graduates with 2000 hours of practical experience will be eligible to take the Nuclear Pharmacy Specialty Examination given by the Board of Pharmaceutical Specialties.

Successful completion of requirements will allow designation as a Board Certified Nuclear Pharmacist.

#### *Pharmaceutical Evaluation and Policy (PEP) Elective Track*

Students in good academic standing at the UAMS College of Pharmacy may take up to 12 credit hours of graduate credit in the Pharmaceutical Evaluation and Policy (PEP) MS program. Each credit hour, up to 9 hours, of completed PEP graduate coursework with a grade of B will count towards satisfying the 8 hour elective requirement for the Pharm.D. curriculum. Pharm.D. students will enroll in the



graduate courses as non-degree seeking students in the Graduate School. Students who take the maximum number of available credit hours for non-degree seeking students (12 credit hours) may be able to accelerate the time necessary to complete the MS degree requirements by at least one semester. There are no additional tuition costs to pursue graduate course work while enrolled as a full time Pharm.D. student. Successful completion of the graduate coursework may be counted toward a MS in Pharmaceutical Evaluation and Policy should the student pursue formal admissions to the graduate program.

Admission to the MS PEP program requires a separate application to the Graduate School (<https://pharmcollege.uams.edu/prospective-students/graduate/pep/admissions/>). The following PEP graduate classes qualify for cross credit as transfer credit into the Pharm.D. program for elective credit.

Students must have approval of the course coordinator and PEP program director, complete the appropriate paperwork for the Graduate School, and complete the appropriate paperwork for the Pharm.D. program.

#### *MBA for Pharm.D./MBA Students*

The College of Pharmacy offers access to a combined Doctor of Pharmacy/Master of Business Administration degree. The combined degree is offered in partnership with the University of Arkansas at Little Rock (UALR) College of Business. Students interested in this program should contact the Associate Dean for Professional Education or Dean's designee. Admission to the combined Pharm.D./MBA requires a separate application to UALR.

College of Pharmacy students enrolled in the Combined Pharm.D./MBA program may apply MBA course work taken at UALR to meet the elective course work requirement in the Pharm.D. curriculum if a minimum grade of B is achieved. The courses meeting consideration are the Core Courses and Beyond the Core Courses in the MBA curriculum. At this time the following courses (up to 9 credit hours or 3 courses) have been approved by the UAMS COP faculty as electives within the Pharm.D. program:

- ECON7320 Quantitative Analysis – 3 hrs
- ECON7300 Economic Principles – 3 hrs
- MKTG7301 Marketing Analysis, Planning & Control – 3 hrs
- FINC7301 Financial Management – 3 hrs
- MGMT7302 Management & Organizational Behavior – 3 hrs
- MGMT7310 Organizational Behavior – 3 hrs
- ECON7313 Managerial Economics – 3 hrs
- FINC7311 Corporate Financial Planning – 3 hrs

College of Pharmacy students enrolled in the Combined Pharm.D./MBA program may be allowed to apply up to 6 hours of Pharm.D. program credit towards elective credit in the UALR MBA program if a minimum grade of B is achieved. The following are courses in the Pharm.D. program of study eligible for elective credit within the MBA program:

- PhPr7102 US Health Care System for Pharmacists – 2 hrs
- PhPr7303 Evidence-Based Medicine & Pharmacoeconomics – 3 hrs
- PhPr7306 Pharmacy Management – 4 hrs

#### *MPH for Pharm.D./MPH Students*

The College of Pharmacy offers access to a combined Doctor of Pharmacy/Master of Public Health (Pharm.D./ MPH) degree. The combined degree is offered in partnership with the UAMS Fay W. Boozman College of Public Health. Pharmacy students interested in this program should contact the Associate Dean for Professional Education or Dean's designee. Admission to the combined Pharm.D./MPH degree requires a separate application to the College of Public Health. College of Pharmacy students enrolled in the combined Pharm.D./MPH degree program may apply up to 12 credit hours from the Pharm.D. program towards credit in the MPH program and up to 8 hours of credit earned in the MPH program can be applied to meet elective course requirements (8 credit hours) for the Pharm.D. curriculum. A minimum grade of B is required to receive cross credit in either College. The courses in the College of Public Health meeting consideration for elective credit within the Pharm.D. program are the Core Courses in the MPH degree curriculum. At this time, the following courses have been approved by the College of Pharmacy faculty as electives within the Pharm.D. program:

- HPMT5003 Intro to Public Health – 3 hrs
- BIOS5013 Biostatistics I – 3 hrs
- ENVH5102 Environmental and Occupational Health – 3 hrs
- HPMT5103 Health Care System – 3 hrs
- HBHE5104 Intro to Health Behavior/HE – 3 hrs
- EPID5112 Epidemiology I – 3 hrs
- HPMT5426 Racial & Ethnic Health Disparities – 3 hrs

The courses in the College of Pharmacy meeting consideration for credit within the MPH program are both didactic and experiential course work. At this time, the following are courses in the Pharm.D. program are eligible for elective credit within the MPH program:

- Didactic Course Credit (up to 9 credit hrs):
- PhPr7102 US Health Care System for Pharmacists – 2 hrs
- PhSc7301 Chemical Addiction – 2 hrs
- PhPr7303 Evidence-Based Medicine, Biostatistics, and Pharmacoeconomics – 3 hrs
- PhPr7151 Death and Dying – 2 hrs

- PhSc7250 Public Health: Overview – 2 hrs
- Experiential Course Credit (up to 3 credit hours)
- PhPr67X4 Advance Practice Experience\*

\* An advanced practice experience in the final professional year of the Pharm.D. program may be allowed credit as a Preceptorship within the MPH program (3 credit hrs of the 4 allowed in the Pharm.D. curriculum) if the student meets the PBHL5993 requirements and with the approval of the faculty of the MPH program.

#### *JD for Pharm.D./JD Students*

The College of Pharmacy offers access to a combined Doctor of Pharmacy/Juris Doctor degree. The combined degree is offered in partnership with the University of Arkansas at Little Rock (UALR) School of Law. Students interested in this program should contact the Associate Dean for Professional Education or Dean's designee. A student must obtain admission separately to the JD program and the Pharm.D. program. Once admitted to both programs, a student enters the concurrent degree program by filing a Declaration of Intent to Pursue concurrent degrees. After filing the Declaration of Intent to Pursue concurrent degrees, the student shall schedule a meeting with the COP Associate Dean for Administrative and Academic Affairs and the School of Law Assistant Dean for Student Affairs. Times of enrollment in each program, preliminary course selections, and potential conflicts shall be discussed. A student enrolled in the concurrent degree program is subject to all administrative policies and procedures of each program during the period of enrollment in the concurrent degree program.

The concurrent degree program offers a potential savings of 12 credit hours in the total credit hours otherwise required for both degrees. A student in the concurrent degree program must complete all the requirements for the JD degree as specified by the SOL, and all requirements for the Pharm.D. as specified by the COP. Students enrolled in the College of Pharmacy: A student in the COP who has completed an undergraduate degree is eligible to join the concurrent degree program after successful completion of two years of the pharmacy curriculum. A student wishing to join the concurrent degree program should follow the standard application procedures for the SOL during the second professional year of pharmacy. Upon successful completion of the second professional year of the pharmacy curriculum and acceptance to the SOL, the student must file the Declaration of Intent to Pursue concurrent degrees and shall defer entry into the SOL for two years while completing the pharmacy curriculum. The students in the concurrent degree program may receive elective credits for up to 12 hours of coursework completed with a minimum grade of B during the third and fourth professional years of the pharmacy curriculum. Coursework in the COP that may be used as elective credit in the JD program are as follows:

- PhPr 7151 Death and Dying – 2 hrs
- PhPr 7157 Entrepreneurship – 2 hrs
- PhPr 7301 Pharmacy Law and Ethics – 2 hrs
- PhPr 7250 Public Health: Overview – 2 hrs

- PhPr 7417 Experience – Specialty Pharmacy Practice – 4 hrs

(State Board of Pharmacy or Arkansas Pharmacists Association)

Students enrolled in the School of Law: A student wishing to join the concurrent degree program should follow the standard application procedures for the COP during the second year of coursework in the SOL. Upon successful completion of the second year of law coursework and acceptance to the COP, a student must file the Declaration of Intent to Pursue concurrent degrees, and may begin the first year of course work in the COP. During the third year of the professional pharmacy program, up to 8 hours of JD coursework already completed with a minimum grade of C- will count as elective coursework in the COP. Students may take coursework in the SOL, as time allows, during the third and fourth year of the professional pharmacy program that will meet the requirements for completion of the JD. Students will complete the curriculum in the COP during consecutive years and will complete the JD degree within 7 years of initial enrollment in the SOL. Coursework in the SOL that may be used as elective credit in the Pharm.D. program are:

- LAW 6291 Bioethics Seminar – 2 hrs
- LAW 6269/6328 Employment Law – 2 hrs or 3 hrs
- LAW 6283/6387 Health Law – 2 hrs or 3 hrs
- LAW TBA Health Law Seminar – 2 hrs
- LAW 6368 Insurance Law – 3, hrs
- LAW TBA Interviewing and Counseling – 2 hrs
- LAW 6272 Law and Medicine – 2 hrs
- LAW 6273 Law and Psychiatry – 2 hrs
- LAW 6280/6374 Legislation – 2 hrs or 3 hrs
- LAW 6387 Public Health Law – 3 hrs

### *Graduate Certificate in Entrepreneurship*

The College of Pharmacy offers access to the Graduate Certificate in Entrepreneurship offered by the University of Arkansas Sam M Walton College of Business. Students interested in this program should contact the Associate Dean for Administrative and Academic Affairs or Dean's designee. Admission to the Graduate Certificate in Entrepreneurship requires a separate application to the University of Arkansas Graduate School (Walton College).

College of Pharmacy students enrolled in the GC in Entrepreneurship may apply any coursework taken at the Walton College to meet the elective course work requirement in the Pharm.D. curriculum if a minimum grade of B is achieved. The courses meeting consideration are the core courses within the GC in Entrepreneurship curriculum. At this time the following courses (up to 9 credit hours or 3 courses) have been approved by the UAMS COP faculty as electives within the Pharm.D. program:

- MGMT 5213 Foundations of Business for Entrepreneurs

- MGMT 5323 New Venture Development
- MBAD 5413 Business Plan Project

To meet the didactic requirement for electives, courses must be taken prior to entering the APPEs. College of Pharmacy students enrolled in the GC in Entrepreneurship may be allowed to apply up to 3 hours of Pharm.D. program credit toward the elective credit in the GC in Entrepreneurship if a minimum grade of B is achieved. The following are courses in the Pharm.D. program of study eligible for consideration of elective transfer credit within the GC in Entrepreneurship:

- PhPr7102 US Health Care System for Pharmacists – 2 hrs
- PhPr7301 Pharmacy Law and Ethics – 2 hrs
- PhPr7303 Evidence-Based Medicine, Biostatistics, and Pharmacoeconomics – 3 hrs
- PhPr7306 Pharmacy Management – 4 hrs