

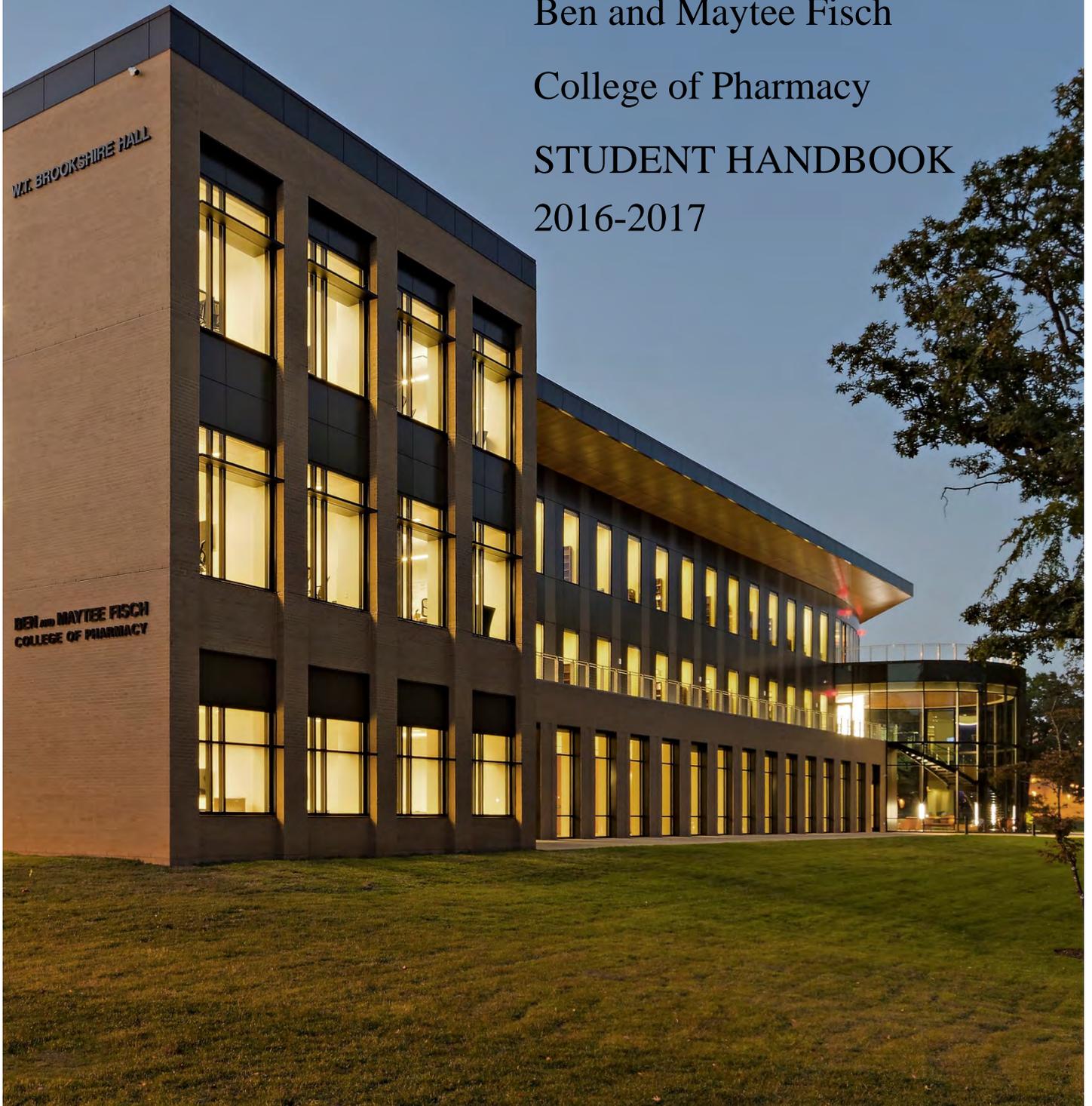


Ben and Maytee Fisch

College of Pharmacy

STUDENT HANDBOOK

2016-2017



Ben and Maytee Fisch College of Pharmacy
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***Thank you for wanting to learn more about the
Ben and Maytee Fisch College of Pharmacy at UT Tyler!***

This is a very exciting time as we build our pharmacy program with you at the center of our focus. From the design of our new student-friendly building to the development of our *team-based learning curriculum*, our emphasis is to create the kind of pharmacy program we know will help you succeed today and for the rest of your life.

Gone are the hours of endless lectures in cramped, worn-out theater seats. Our new classrooms are open and bright where you are engaged in learning by critically evaluating information and creatively solving problems; not just memorizing endless pharmaceutical trivia. Gone are the faculty who stand isolated behind the classroom lectern hastily reading slides or feverishly writing formulas.

Using team-based learning, our faculty will challenge you in class with real-world situations and work with you and your teams to help you understand problems and create solutions.

We *facilitate*, not dictate, your learning. You are put at the center of the learning environment, which means you are vested in what happens in the classroom, laboratory and practice site. Isn't that what learning should be about?

Pharmacy is a profession that faces perpetual change. There are always new drugs, new treatments and new information sources. A focus of our faculty is to help you learn how to navigate these new territories and develop the skills required to practice pharmacy. In other words, we help you learn *how* to learn. Learning involves more than just remembering facts that are presented to you so that you can pass a test.

Truly effective learning involves unrestrained curiosity, deliberate investigation, careful analysis and critical inquiry. Our faculty embody these traits and our curriculum will hone them in you. When you graduate, you will have the knowledge and skills to think critically and communicate effectively as a contributing member of a health care team.

You will be an exceptional pharmacist!

Lane J. Brunner, Ph.D., R.Ph.
Dean and Sam A. Lindsey Professor
Ben and Maytee Fisch College of Pharmacy



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INTRODUCTION

The Doctor of Pharmacy (Pharm.D.) student handbook provides information for prospective and current students on the organization, curriculum, policies, and procedures for the Pharm.D. program.

Students are also responsible for following the UT Tyler University-wide policies and procedures including the UT Tyler [Handbook of Operating Procedures \(HOP\)](#), [Graduate Policies](#) (located within the UT Tyler Graduate Catalog), and [Manual of Policies and Procedures for Student Affairs \(MOPP\)](#).

The student handbook is updated each fall semester and is posted on-line and is also available through the College of Pharmacy Office of Student Affairs. Updates to policies and procedures that occur between publications are posted on the official College of Pharmacy [website](#).

Commonly Used Abbreviations & Definitions

AACP	American Association of Colleges of Pharmacy
ACCP	American College of Clinical Pharmacy
ACPE	Accreditation Council for Pharmacy Education
AIP of Texas	Alliance of Independent Pharmacists of Texas
AMCP	Academy of Managed Care Pharmacy
APhA	American Pharmacists Association
APhA-ASP	American Pharmacists Association-Academy of Student Pharmacists
APPE	Advanced Pharmacy Practice Experience
ASHP	American Society of Health-System Pharmacists
CAPE	Center for the Advancement of Pharmaceutical Education
CETPA	Central East Texas Pharmacy Association
CQI	Continuous Quality Improvement
Didactic	Refers to classroom-based, discussion-based, or laboratory-based teaching
Early Decision	Early admission pathway through PharmCAS
ETS	Department of Educational Technology Services at UT Tyler
ETSHP	East Texas Society of Health-System Pharmacists
Experiential	Refers to practice-based teaching, e.g. Introductory or Advanced Pharmacy Practice Experiences
FAQ	Frequently Asked Questions
iCAT	Individual Cumulative Assessment Test
IPPE	Introductory Pharmacy Practice Experience
ILO	Institutional Learning Outcomes
iRAT	Individual Readiness Assessment Test
IRB	Institutional Review Board
JCAHO	Joint Commission on the Accreditation of Healthcare Organizations
KE	Kappa Epsilon Professional Pharmacy Fraternity
KY	Kappa Psi Pharmaceutical Fraternity

FERPA	Family Educational Rights and Privacy Act
GPA	Grade Point Average
HIPAA	Health Insurance Portability and Accountability Act
HOP	Handbook of Operating Procedures
MOPP	Manual of Policies and Procedures for Student Affairs
MMI	Multiple Mini-Interview
NABP	National Association of Boards of Pharmacy
NAPLEX	North American Pharmacy Licensure Examination
NCPA	National Community Pharmacists Association
OSCE	Objective Structured Clinical Examination
OSHA	Occupational Safety and Health Administration
P1	First professional year; Pharm.D.
P2	Second professional year; Pharm.D.
P3	Third professional year; Pharm.D.
P4	Fourth professional year; Pharm.D.
PCAT	Pharmacy College Admission Test
PDX	Phi Delta Chi Pharmacy Fraternity
PharmCAS	Pharmacy College Application Service
PLS	Phi Lambda Sigma Leadership Society
Pre-Pharmacy	Refers to undergraduate courses or students before starting the Doctor of Pharmacy program
Rho Chi	Rho Chi Academic Honor Society
Rho Pi Phi	Rho Pi Phi International Pharmaceutical Fraternity
SACS COC	Southern Association of Colleges and Schools – Commission on Colleges
SCH	Semester Credit Hours
SGA	Student Government Association
SLC	Student Learning Communities
SLO	Student Learning Outcome
SNPhA	Student National Pharmaceutical Association
SSHSP	Student Society of Health-System Pharmacists
TBD	To be determined
TBL	Team-Based Learning
tCAT	Team Cumulative Assessment Test
TCCNS	Texas Core Course Numbering System
TPA	Texas Pharmacy Association
tRAT	Team Readiness Assessment Test
TSHP	Texas Society of Health-System Pharmacists
UT	The University of Texas
UT System	The University of Texas System
UT Tyler	The University of Texas at Tyler

The University of Texas at Tyler

The University of Texas at Tyler (UT Tyler) is part of the prestigious University of Texas System that includes nine universities and six health institutions located throughout the state. Founded in 1971, UT Tyler today enrolls more than 8,000 students and consists of seven colleges.

Our beautiful 259-acre [UT Tyler](#) campus is nestled along a lake, surrounded by thick pine and oak forests, providing a picturesque location for study and recreation. We also maintain regional campuses in [Palestine](#) and [Longview](#), as well as a location in [Houston](#).

Most UT Tyler classes are taught by professors, not teaching assistants, and average a favorable student-to-professor ratio, a definite advantage over larger, less intimate campuses. With more than 80 bachelor's and master's degree programs offered, UT Tyler provides a wealth of learning opportunities and dynamic programs, including many online master's programs and PhD degrees in nursing and human resource development.

Our learning environment is truly student-centered. We encourage you to visit our campus and see for yourself why UT Tyler is where you'll feel at home—and find your best path. UT Tyler's students represent 41 states and 35 countries.

UT Tyler is a young, fast-growing university offering the latest facilities such as the renowned [R. Don Cowan Fine and Performing Arts Center](#), a centerpiece of cultural entertainment in the East Texas region, and the [Herrington Patriot Center](#), our state-of-the-art fitness center.

The College of Pharmacy

The Ben and Maytee Fisch College of Pharmacy is the first Doctor of Pharmacy (Pharm.D.) program in East Texas. The college was established at The University of Texas at Tyler to help meet the medical needs of East Texans and to provide students access to an education in pharmacy that was previously unavailable in the region. Support for a college of pharmacy in East Texas has been widely received and includes the community, businesses, healthcare institutions, and education leaders throughout the region.

The college of pharmacy was named for **Ben and Maytee Fisch**, both pharmacists who graduated from The University of Texas at Austin in 1945 and who had been an active part of the Tyler, Texas community since 1960. The Pharm.D. program is physically housed in the W.T. Brookshire Hall, named for **Wood T. Brookshire**, founder of the Brookshire Grocery Company.

The Ben and Maytee Fisch College of Pharmacy is a self-supported college and does not receive any state funding.

Mission, Vision, and Core Values

Mission

To advance public health and wellness in East Texas and beyond through innovation and collaboration in pharmacy education, scholarship and advocacy.

Vision

To be the preeminent college of pharmacy that fosters leaders in pharmacy practice, education, scholarship, and public service to care for rural and other underserved populations.

Core Values

The College embraces the following core values as part of its academic and professional culture. The core values are used to guide our interactions with all current and future stakeholders:

- **Integrity** – honesty, fairness, and respect for individual worth
- **Optimism** – supportive, positive, and hopeful
- **Curiosity** – inquisition, investigation, and discovery of the possible
- **Accountability** – transparency, responsibility, and commitment
- **Leadership** – inspiration, collaboration, and advocacy
- **Initiative** – purpose, innovation, and lifelong learning
- **Development** – growth, maturity, and cultivation

The core values guide how the Ben and Maytee Fisch College of Pharmacy hires faculty and staff, recruits students, develops didactic and experiential learning components, and engages the professional and lay communities.

☞ Riter Tower at UT Tyler ☞



The Story of Ben and Maytee Fisch



The story of Ben and Maytee Fisch is a charming tale of a young couple that met in college and then built a life of community involvement and quiet philanthropy. Their story accents the spirit of The University of Texas at Tyler and the people of East Texas. It is quite fitting that our new College of Pharmacy is named in their honor.

Ben and Maytee Fisch met in the early 1940s while attending The University of Texas at Austin as students in the College of Pharmacy. The two quickly became friends and were often seen studying together and enjoying the sites around campus.

Ben Fisch knew while growing up in Richmond, Virginia that pharmacy was the path he would take in college. He was greatly influenced by one of his cousins who worked as a hospital pharmacist and helped Ben appreciate the important role a pharmacist plays in the appropriate use of medications. Maytee Robinson, however, was less sure about pharmacy as a career. Maytee was interested in both pharmacy and law and was split as to which would be the best area of study. Little did she realize that her decision to enroll in the College of Pharmacy would lead to a lifetime of joy with a man she would soon meet.

With a class of just over a dozen students, it was inevitable that Ben and Maytee would spend a lot of time together. As their friendship grew, they discovered that they shared many of the same interests, values, and goals. In June 1945, just before graduation, Ben proposed to Maytee and they became engaged. On July 29 of the same year, Ben and Maytee began the first of their 56 years together.

In the meantime, Ben had decided to advance his education and pursue medicine. His application to Southwestern Medical School in Dallas was accepted and he was excited about the future. Maytee was offered a pharmacy position in New Jersey and had also been awarded a scholarship to The University of Texas Medical School in Galveston. Again, Maytee faced a difficult career decision. Together, they decided to remain in Texas and move to Dallas so Ben

could pursue his medical education and Maytee could build a home for their family. Ben graduated in 1949, and began his general practice an hour north in Gainesville and then two additional years of training as an allergist and immunology specialist.

The Fisch family moved to Tyler in 1960 where Dr. Fisch founded the Allergy Clinic and practiced as an allergist for over a quarter century. Known for his kindness and extraordinary care, Dr. Fisch was a cherished member of the East Texas community. In addition to the praise given to him by his many patients, Dr. Fisch received numerous awards from the professional and academic communities. Most notably was the honor of being bestowed the Gold-Headed Cane Award by the Smith County Medical Society for his years of commitment and activity in the community. Ben and Maytee were also recognized by The University of Texas at Tyler in 2001 as the Patriots of the Year, an award given to community members who have made a meaningful, sustaining impact on the University.

The [Ben and Maytee Fisch Foundation](#) was created to provide philanthropic support to the greater East Texas community. The reason they chose the region is the strong affection Ben and Maytee had towards the community and its people. The area around Tyler that the Ben and Maytee Fisch Foundation support was determined based on the travel that Dr. Fisch did as a practicing allergist to network with fellow physicians. As a specialist, Dr. Fisch relied heavily on referrals from other doctors serving East Texas. While Dr. Fisch may have chosen to contact these doctors through the phone or mail, he preferred the personal touch and would drive out to the doctor's offices to have a personal conversation. Although he drove many miles to meet with his colleagues, he always promised Maytee that he would be home for supper, and he was true to his word. So, the distance Dr. Fisch could travel in a day became the area in East Texas the Foundation would support.

☞ Ben and Maytee (Robinson) Fisch ☛



1945 American Pharmaceutical Association
The University of Texas

Photos from The Cactus; Texas Student Publications, Inc. 1945.

The History of the Brookshire Grocery Company

On September 1, 1928, the late Wood T. Brookshire opened a small grocery store on the courthouse square in downtown Tyler, Texas. Mr. Brookshire began with four employees in a small, 2,500 square-foot store. He possessed enthusiasm, aggressiveness and the desire to give his customers the best service possible. He soon knew all his customers by name and had them bring new customers into his store. Today, the company has grown to include more than 150 stores – operating under the brands of Brookshire's, Super 1 Foods and FRESH by Brookshire's.

Through the years, Brookshire Grocery Co. (BGC) has maintained a philosophy of self-sufficiency and has provided many career opportunities by operating its own support departments, distribution centers, manufacturing facilities and by generally providing most of the services necessary to keep the company growing.

At BGC, the primary focus is on people. Their tradition of outstanding service was instilled many years ago when Wood T. Brookshire made the decision to place the customer as his top priority. This same commitment extends to its employee/partners – the more than 13,000 people who help make BGC successful every day.

BGC is the leader in the grocery industry and always looking to modernize, improve and grow. The company has come a long way since 1928 – but is still focused on offering the same exceptional customer service it was founded on. BGC's mission is to provide a great food and shopping experience.

At the heart of everything, BGC does is honesty, integrity and ethical business principles. BGC strives to be transparent with its employees/partners, suppliers and customers.

BGC is proud of its reputation for great service, generosity, and involvement with communities. Each year, BGC donates millions of dollars and millions of pounds of product to charitable service organizations. The BGC employees/partners are actively involved in the communities where they serve and make it a top priority to not only help those in need, but to build solid relationships with those in their local communities. The BGC corporate giving program supports more than 800 non-profit organizations annually.

BGC is very aware of the impact our business has on the environment. We continually look for ways to improve sustainability. BGC has been recognized by Progressive Grocer magazine for our outstanding green initiatives. The new concept store, FRESH by Brookshire's, has been certified by LEED (Leadership in Energy and

Environmental Design), a nationally recognized standard for high-performance green buildings.

BGC values all perspectives and know a diverse workforce increases its ability to interact and engage with its customers. BGC welcomes global perspectives and strives to empower our partners with the right tools needed for their success. BGC believes that it is our differences that make us each unique, and we know these traits are valuable in connecting with and providing the right foods and products for BGC consumers. Our company promotes a positive work environment in which everyone – partners, suppliers and customers – are treated with equality and respect.

Adapted from: <http://www.brookshires.com/company-history>

College of Pharmacy Facilities

W.T. BROOKSHIRE HALL

W.T. Brookshire Hall is the home of the College of Pharmacy and is named after W.T. Brookshire, the founder of Brookshire Grocery Company. In April 2014, a ground breaking ceremony was held to mark the official start of the construction. Since that time, the building has truly grown from its foundation to the three-story, \$26.5 million, spacious W.T. Brookshire Hall.

The building is specifically designed to encourage student-faculty interaction, support the college's innovative teaching methods, and include a variety of student-centered classroom and study spaces.

Facilities within W.T. Brookshire Hall include:

- Team-Based Learning Classrooms
- Student Study Areas
- Model Pharmacy and Compounding Laboratory
- Student Lounge
- Wireless Printing
- Research Labs
- Covalent Café

∞ W.T. Brookshire Hall ∞





Faculty and Staff

The college of pharmacy includes several administrative offices including the Office of Academic Affairs, Office of Student Affairs, and the Office of Experiential Education. The college of pharmacy faculty are housed within two departments, including the Department of Pharmaceutical Sciences and the Department of Clinical Sciences.

Visit the [Faculty and Staff](#) web page for contact information and biographical sketches.

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Rebecca Fernandez, MLS, MBA 903.565.5614
Head of Electronic Resources and
Collection Manager; Liaison to the
College of Pharmacy

PROSPECTIVE STUDENT INFORMATION

Become a Pharmacist!

Pharmacists are consistently rated as one of the top "[most trusted professionals](#).¹ In 2015, UT Tyler began offering the Doctor of Pharmacy (Pharm.D.) degree with the opening of the [Ben and Maytee Fisch College of Pharmacy](#).

Students admitted to the UT Tyler Ben and Maytee Fisch College of Pharmacy will be a part of an exciting career and be a part of a brand new college of pharmacy!

Pharmacy students will:

- Be an active participant in the classroom using team-based learning.
- Experience the practice of pharmacy, beginning in the first semester of the program!
- Advocate for health promotion and disease prevention through patient education and health screenings.
- Provide safe and effective pharmacy care by combining drug therapy knowledge, pathophysiology, and respect for every patient.

The Doctor of Pharmacy (Pharm.D.) program

The UT Tyler Pharm.D. program requires students to complete a minimum of 2 years of pre-pharmacy coursework and 4 years of professional pharmacy coursework. Prospective students can apply for admission as early as the year *before* they plan to enter the program. The Pharm.D. program includes a mixture of classroom, laboratory, and experiential (i.e. practice-based) learning. After a student completes the Pharm.D. program, they are required to complete a national licensing exam (NAPLEX) and law exam to practice as a pharmacist.

Career Options for Pharmacists

There are multiple career options for pharmacists after graduation. An excellent resource for learning about different careers in pharmacy includes [Pharmacy is Right for Me](#) and the [American Pharmacists Association Career Pathway Evaluation Program for Pharmacy](#).



Career Outlook for Pharm.D. Graduates

Nationally, the [U.S. Bureau of Labor Statistics](#)² predicts that the demand for pharmacists will increase 14% from 2012 to 2022; this is higher than the national average for other occupations (11%). In Texas, the Department of State Health Services³ evaluated the number of pharmacists per 100,000 people from 2002 to 2011. There were fewer pharmacists per capita in rural counties as compared to metropolitan counties. In 2011, for 12% of Texas counties there 0-1 pharmacists for every 100,000 people. Additionally, 41% of Texas counties had fewer pharmacists in 2011 as compared to 2002.

Additional Information:

- 1 Gallup®. Honest/Ethics in Professions. Available at <http://www.gallup.com/poll/1654/honesty-ethics-professions.aspx>
- 2 United States Department of Labor. Bureau of Labor Statistics. Occupational Outlook Handbook. Pharmacists. Available at <http://www.bls.gov/ooh/healthcare/pharmacists.htm>
- 3 Texas Department of State Health Services. Supply Trends Among Licensed Health Professions, Texas, 1980-2011. Available at <http://www.dshs.state.tx.us/chs/hprc/Supply-Trends-Among-Licensed-Health-Professions,-Texas,-1980-2011/>

Connect to the College of Pharmacy

Prospective students, family members, and current college students can learn about UT Tyler and the College of Pharmacy through our webpages and social media sites. Prospective students can also meet with the college's Office of Student Affairs to learn more about pharmacy and the Pharm.D. program.

Additional information on the College of Pharmacy can be found at:

Web Pages: uttyler.edu/pharmacy/

Social Media:

Facebook [facebook.com/UTTylerPharmacy](https://www.facebook.com/UTTylerPharmacy)

Twitter twitter.com/UTTylerPharmacy

Instagram [instagram.com/UTTylerPharmacy](https://www.instagram.com/UTTylerPharmacy)

Our UT Tyler College of Pharmacy webpage allows everyone interested in the College of Pharmacy to receive regular updates including college of pharmacy and community events, student activities, faculty profiles, and the developing admissions process and curriculum.

Visit UT Tyler and the College of Pharmacy

UT Tyler hosts a [Patriot Preview Day \(Open House\)](#) each semester. Prospective students can interact with current pharmacy students, practitioners, faculty, and staff. Students will also learn how team-based learning (TBL) works and how TBL is used to deliver the curriculum and prepare students to become pharmacists.

Each spring, UT Tyler hosts the **College Showcase Week**. Each day of the week a specific UT Tyler college and

degree programs are highlighted. Prospective students attending the College of Pharmacy-specific Showcase Day will meet with current pharmacy faculty and students and tour W.T. Brookshire Hall and the UT Tyler campus. Students will also meet with a UT Tyler Enrollment Management representative who can answer questions about UT Tyler, admissions, financial aid, and other resources on campus. Registration for College Showcase Week typically becomes available starting in November.

UT Tyler [campus tours](#) and individual College of Pharmacy admission advising appointments are available for prospective students and family members throughout the year. Appointments can be made by calling 903.565.5777 or emailing pharmacy@uttyler.edu.

Academic Advising for Prospective Students

All Students (UT Tyler and External Colleges)

All students are invited to meet with the Ben and Maytee Fisch College of Pharmacy Office of Student Affairs to learn more about the college of pharmacy and admissions information. Appointments can be made by calling 903.565.5777 or by emailing pharmacy@uttyler.edu.

UT Tyler Students

The UT Tyler College of Arts and Sciences is the home for the pre-professional students including *pre-pharmacy students*. Students at UT Tyler may have more than one academic advisor based upon their career interests and majors.

- **UT Tyler Incoming Freshmen:** UT Tyler Students with 0-30 hours of college credit are usually assigned an academic advisor within the Academic Success Advising Center. [Ms. Tonya Gaddis](#), is the academic advisor for pre-pharmacy incoming freshman.
- **UT Tyler Transfer Students:** Students entering UT Tyler with at least 30 hours of college credit are considered [transfer students](#). Transfer students who are completing a degree program (such as chemistry, biology, biochemistry) are advised by the department offering the degree. Transfer students who are not seeking a specific degree are advised by [Mr. Matthew Hallman](#) in the Academic Success Advising Center.

UT Tyler Degree-Seeking Students OR Students with at least 60 hours of college credit: Students interested in pharmacy who are also completing a degree program (such as chemistry or biology) are advised by the College of Arts and Sciences academic advisors, [Dr. Michael Millet](#) (903.566.7389), [Ms. Stephanie Harding](#) (903.566.7407), or [Ms. Kimberlie Carroll](#) (903.565.5927).

- **Students Interested in Multiple Health Professions Degree Programs:** Students deciding between pharmacy and other types of health profession degrees, such as dentistry, medicine, or occupational therapy can learn more about these careers by visiting the [Pre-Professional Tracks webpage](#) and from the Chief Health Professions Advisor, [Dr. Neil Gray](#) (903.566.7206).
- **Bachelor of Science in Health Studies Students:** Students in the Health Studies program who are also interested in Pharmacy should contact [Ms. Leandra Phillips](#) or [Ms. Christina Balduf](#), the academic advisors for the Department of Health and Kinesiology.

To identify yourself as a pre-pharmacy student at UT Tyler, notify your UT Tyler advisor or the College of Pharmacy and ask for a pre-pharmacy “service indicator” to be placed at the top of your myUTTyler student center page. This service indicator will see this as a red star★ on the top of your profile. The service indicator is only to identify you as a pre-pharmacy student and does not affect your ability to register for classes.

UT Tyler Pre-Pharmacy Opportunities

Pre-Pharmacy Club

UT Tyler undergraduate and graduate students wishing to explore the field of Pharmacy come and gather with other students sharing similar interests through the [Pre-Pharmacy Club](#). The club allows students to meet new people, listen to current pharmacists, and learn more information related to applying to Pharmacy programs.

Pre-Health and Wellness Professions Student Learning Community

The UT Tyler [Student Learning Communities](#) (SLC) offers incoming first-time freshman the opportunity to join together and explore similar interest areas. The Pre-Health and Wellness Professionals Student Learning Community introduces students to various aspects and opportunities associated with careers in health professions (pre-dental, pre-med, pre-pharmacy, physical therapy, athletic training, occupational therapy, kinesiology) and sciences.

The SLC students will take courses together, including a Freshman Year Experience class, and routinely meet with UT Tyler Academic Success staff, faculty, and staff on topics ranging from contemporary issues in health care to enhancing study skills and tips on time management/stress reduction.



ADMISSION INFORMATION

College of Pharmacy Admissions

General Admissions Information

The Pharm.D. program is a 4-year professional level program at UT Tyler. The program begins each fall semester and continues for a total of four 4 academic years. At this time, students may only enter in the program as a first year student, i.e. students cannot be admitted and started as a second, third, or fourth year student.

Preparing for Admission to the College of Pharmacy

Students applying to the Ben and Maytee Fisch College of Pharmacy may begin applying for admissions the summer *before* their anticipated entry into the Pharm.D. program.

For students applying for fall 2017, the following must be completed by the deadlines listed:

<i>PharmCAS Early Decision Deadlines</i>	
1. PCAT Exam	Sep 6, 2016
2. PharmCAS Application	Sep 6, 2016*
3. Supplemental Application	Sep 6, 2016*
4. Supplemental Application Fee (\$75)	Individualized deadline
5. Pre-Pharmacy Courses	May 31, 2017

* For Early Decision, it is recommended that all items be completed prior to August 1, 2016 to allow adequate time to be verified by PharmCAS and processed by the college.

<i>PharmCAS Regular Decision Deadlines</i>	
1. PCAT Exam	Jan 31, 2017
2. PharmCAS Application	Mar 1, 2017
3. Supplemental Application	Mar 1, 2017
4. Supplemental Application Fee (\$75)	Individualized deadline
5. Pre-Pharmacy Courses	May 31, 2017

Prospective students are *not* required to have a previous bachelor's degree, complete GRE/GMAT testing, or apply for admission through ApplyTexas.org.

The deadline for students applying fall 2018 and beyond would be adjusted based upon the year; i.e. the deadline for the PCAT exam for fall 2018 would be Jan 31, 2018.

The college also posts **priority processing dates**. Complete applications that are submitted before these dates will be reviewed for the next upcoming on-site admission interview. This allows us to respond to each application as they are submitted to the college.

To be considered for admission, all of the above requirements and an on-site interview must be completed.

Prospective students considering the College of Pharmacy are encouraged to review all of the admissions information

posted on the college's official website. Students may also contact the College of Pharmacy Office of Student Affairs with questions or for additional information.

Please note that all communication between the student and the College of Pharmacy may be considered within the application process including phone calls, emails, and written correspondence.

International Applicants

International applicants are considered to be those candidates who are not US citizens and not lawful permanent residents. International applicants may be considered for admission and may have additional requirements:

- **Social Security Number (SSN):** The Texas State Board of Pharmacy (TSBP) requires all pharmacy students to submit a SSN when applying for their pharmacy intern license. SSNs are available to all US citizens, Lawful Permanent Residents, and aliens who are authorized to work in the US.

Additional information on obtaining a SSN as an international student is available through the Social Security Office [printed information](#) or by contacting the local Social Security Office. Since admitted students are required to obtain a pharmacy intern license before week 8 of the program, international applicants should begin the process of obtaining a SSN prior to becoming admitted into the program.

- **US Work Authorization:** One of the strengths of the Pharm.D. program is that students begin experiential training the first year of the program. In order to obtain a SSN, the international applicant must be able to work within the US when the first professional year starts.
- **F and J Visas:** Applicants with an F or J visa may be considered for admission to the Pharm.D. program. Applicants must also be eligible to work within the US and obtain a Social Security Number.
- **English Proficiency Testing:** International applicants may be required to submit an English Proficiency assessment. Others may be exempt from testing. If required, applicants may take the TOEFL, IELTS or PTE exams. The [Graduate International Student Admissions](#) website provides a list of English Proficiency assessments (e.g. TOEFL, IELTS or PTE) and the minimum scores required by UT Tyler. The list of exemptions for English Proficiency Assessments is also provided on this website.



English Proficiency scores may be reported to PharmCAS, UT Tyler (TOEFL Code 6850), or to the College of Pharmacy directly. To be considered, scores must be within 5 years of entry into the program.

Applicants with Accommodations or Disabilities

The [UT Tyler Office of Accessibility and Resources](#) assists students in reaching their educational, co-curricular, and social goals. Students with disabilities are welcome to contact their office and/or the College of Pharmacy regarding accommodations.

Admissions Process

Early Decision and Regular Decision Applications

Applicants may submit applications as a [PharmCAS Early Decision](#) or **Regular Decision** candidate. An Early Decision applicant applies to only one college of pharmacy and must submit all application materials by the Early Decision deadline. Applicants meeting the deadline will have their application files reviewed by the college, be considered for an on-site interview, and receive their admission decision in August-October. Applicants who do not submit all of their materials by the deadline are automatically considered a Regular Decision application.

Applicants selecting the Regular Decision option may apply to more than one College of Pharmacy. Application materials must be submitted before the Regular Decision deadline unless an application extension deadline is approved by the college. On-site interviews usually occur between October-May. Admission decisions follow the rolling admission process with admission offers starting in October and continuing until the program starts.

Additional information on the Early and Regular Decision application process is available at www.PharmCAS.org.

Rolling Admissions

The College of Pharmacy uses a *rolling admission process*. This means that as applications are received, the Admissions Committee will periodically review the files and invite candidates in for an on-site interview.

Whole File Review

The College of Pharmacy uses a whole file review process when determining admissions decisions. We primarily focus on whether or not the student is a good fit for the profession, the college of pharmacy and the university. This evaluation includes, but is not limited to, past academic record, prior experience in pharmacy or other healthcare fields, volunteer activities, letters of recommendation, writing skills, the PCAT, and admission interviews assessments. Residency status (e.g. in-state vs. out-of-state applicants) is not considered in admission decisions.

Admission Decisions

General Admissions Timeline

The College of Pharmacy uses the rolling admission process. The **general** timeline for applications, interviews, and decisions are listed below:

- **July:** Application cycle open in PharmCAS.
- **Aug:** Applicant files begin to be reviewed.
- **Sept:** PharmCAS *Early Decision* deadline.
- **Oct:** On-site interviews begin.
- **Oct:** *Early Decision* admission complete.
- **Nov:** Applications for *Regular Decision* continue.
- **Mar:** PharmCAS *Regular Decision* deadline.
- **Jun:** Admission interviews complete. Rolling admissions continue.
- **Aug:** First year week-long orientation begins. First year classes begin.

Minimum Requirements to Apply

Applicants must meet the minimum requirements in order to apply to the Pharm.D. program.¹ Exemptions to these requirements are not available.

- GPA (total): 2.5 or above
- GPA (science/math): 2.5 or above
- GPA (prerequisite) considered: See below
No specific minimum.
All prerequisites must be completed as a "C" or higher.
- PCAT (composite) minimum score: See below
No minimum score is required.
The PCAT must be taken within the previous 3 years (e.g. between June 2013 and Jan 31, 2017 for fall 2017).
- Able to meet the Professional Technical Standards for Admission, Matriculation, and Graduation

¹ *Minimum Requirements to Apply* were approved by the College of Pharmacy Faculty on May 16, 2014

Minimum Requirements – Additional Information

- **GPA calculations:** Cumulative and science/math grades are calculated using a four-point scale (e.g. A, 4 points per semester hour). Grades with pluses or minuses are converted to the corresponding A, B, C or D letter grades. Failing course grades, e.g. "F", withdraw failing (WF), and no credit (NC), will be calculated as an "F". For repeated courses, both the original grade(s) and repeated grade(s) are included. All other GPA calculations follow the rules outlined by PharmCAS.

- **Repeated coursework:** For courses that are required to be completed at a grade of "C" or higher, students may retake these courses. If a grade of "C" or higher is achieved, this requirement is considered completed.
- **Professional Technical Standards for Admission, Matriculation, and Graduation:** The [Professional Technical Standards for Admission, Matriculation, and Graduation](#) are established by the college and are based on the physical and mental attributes required of students to function competently as a pharmacist upon graduation. Students with disabilities are welcome to apply and may consult with the Office of Student Affairs and/or the Disability Services Office regarding accommodations that may be available.
- **PCAT Information:** Applicants must complete the Pharmacy College Admissions Test (PCAT) as part of the application process. The College of Pharmacy reviews all PCAT score taken within the last 3 years; e.g. for fall 2017, the PCAT must be taken between June 2013 and July 31, 2017. Students may take the PCAT more than once.
- **Eligibility for Admission to UT Tyler:** Applicants to the college of pharmacy must be eligible for admission to UT Tyler. For example, students that have been barred from applying to UT Tyler or who are ineligible for readmission to UT Tyler will not be considered for admission to the College of Pharmacy.

Pharm.D. Prerequisite Coursework

Pre-pharmacy or prerequisite coursework provide a solid foundation for the Pharm.D. curriculum and a well-rounded general education. The Accreditation Council for Pharmacy Education recommends chemistry, biology, mathematics, information and communication technologies, physical sciences, and general education courses as a foundation for the Pharm.D. curriculum (ACPE 2011, Standard 17.1).

Time Requirements for Prerequisites

- **Seven (7)-Year Time Limit on Prerequisites:** Several prerequisite courses (organic chemistry, biology, microbiology, anatomy & physiology, and all accompanying labs) must be completed within seven years of entering Pharm.D. program.
- **Deadline to the Complete Prerequisites:** Prerequisites must be completed by May 31 immediately preceding entry into the program; e.g. for fall 2017, prerequisites must be completed by May 31, 2017. Students may petition the college's Office of Student Affairs to take prerequisites in the summer. Requests are reviewed on a case-by-case basis to

ensure that they may be feasibly completed within the time frame specified.

Equivalent Coursework

- **Equivalent Coursework at Other Colleges:** Equivalent prerequisite courses can be identified through the [Texas Common Course Numbering System](#) and/or the [Equivalency Sheets](#) web page. For courses not included in the TCCNS, contact the Office of Student Affairs.
- **Course Credit by Exam:** Prerequisites may be completed by Advanced Placement (AP), College-Level Examination Program (CLEP), and the International Baccalaureate Program (IB). A specific score is required to receive credit; exam options and required scores are listed on the Office of the Registrar [webpage](#).

Retaking Prerequisite Coursework

Colleges and universities, including UT Tyler, may have restrictions regarding *if* a course may be retaken or if approval is needed from the Registrar's Office to retake a course. If you require a letter or email stating that retaking the course is required as part of the admission requirements, please contact the College of Pharmacy's Student Affairs Office.

Financial aid may or may not be available for those courses being retaken. Please consult with your specific college's Office of Financial Aid for more information.

Prerequisite Exemption Request Form

Applicants wanting to request an exemption to the prerequisite or other requirements must submit an [Exemption Request form](#).

☞ The Student Center, W.T. Brookshire Hall ☞





**College of Pharmacy Prerequisite Coursework
(Example 2-year Schedule)**

Fall: Semester 1	UT Tyler Course(s)	TCCNS ^{1**}	SCH ¹
General Chemistry I & Lab	CHEM 1311 & 1111	CHEM (1311 & 1111) or 1411	4
Biology I & Lab	BIOL 1306 & 1106	BIOL (1306 & 1106) or 1406	4
Fundamentals of Speech	SPCM 1315	SPCH 1315	3
Texas Core Curriculum ²	See List		3
			14
Spring: Semester 2			
General Chemistry II & Lab	CHEM 1312 & 1112	CHEM (1312 & 1112) or 1412	4
Biology II & Lab	BIOL 1307 & 1107	BIOL (1307 & 1107) or 1407	4
Microbiology & Lab	BIOL 2320 & 2120 or BIOL 4300 & 4101	BIOL (2320 & 2120) or (2321 & 2121) or 2421	4
Economics (Macro or Micro) ³	ECON 2301 or 2302	ECON 2301 or 2302	3
			15
Summer			
Texas Core Curriculum ²	See List		6
			6
Fall: Semester 3			
Organic Chemistry I & Lab	CHEM 3342 & 3134	CHEM (2323 & 2223) or 2423	4
Calculus I	MATH 2413	MATH 2413	3-4
Anatomy/Physiology I & Lab ⁴	BIOL 2301 & 2101	BIOL (2301 & 2101) or 2401	4
Texas Core Curriculum ²	See List		6
			17-18
Spring: Semester 4			
Organic Chemistry II & Lab	CHEM 3344 & 3145	CHEM (2325 & 2225) or 2425	4
Anatomy/Physiology II & Lab ⁴	BIOL 2302 & 2102	BIOL (2302 & 2102) or 2402	4
Texas Core Curriculum ²	See List		9
			17
Summer			
Texas Core Curriculum ²	See List		

¹SCH: Semester credit hours; TCCNS: Texas Core Course Numbering System (<http://www.tccns.org/>); ²Texas Core Curriculum: <http://statecore.its.txstate.edu/> and <http://tinyurl.com/CoreCurriculum2014>. ³Economics is required for students entering into the pharmacy program starting fall 2016. This may be macro or microeconomics. ⁴Anatomy+Lab (3+1 SCH) and Physiology & Lab (3+1 SCH) courses may be used to satisfy Anatomy/Physiology I & II requirements.

Prerequisite Coursework Requirements Approved by the College of Pharmacy Faculty on May 16, 2014

Texas Core Curriculum

The [Texas Core Curriculum](#) describes the general education requirements required of all students receiving a Bachelor's Degree at a public university in Texas. The Texas Core Curriculum includes courses such as history, government, fine arts, the sciences, communication, and mathematics. Many of the pharmacy prerequisite courses will also satisfy the math and science requirements.

Applicants who have/will have a Bachelor's Degree before entering the program are exempt from this requirement. The Texas Core Curriculum is required for both in-state and out-of-state residents.

Texas Core Curriculum Requirements by Degree

Bachelor's Degree Prior to the Pharm.D. Program	
Yes:	Texas Core is not required to be completed.
No:	The Texas Core Curriculum is required even if courses were taken outside of Texas.

Completing the Texas Core Curriculum at UT Tyler²

The Texas Core Curriculum is recommended to be completed prior to starting the program. However, students may take **up to 12 semester credit hours** during the first two years of the program. These courses are restricted to the following categories: (40) Language, Philosophy, and Culture, (50) Creative Arts, (60) American History, and (70) Government/Political Science. If the Texas Core.



Curriculum is completed at another institution, UT Tyler will only consider this complete if documented on the official transcript. It is recommended that these classes, if taken, be completed during the first and/or second summer semester. This will allow students to concentrate on the Pharm.D. curriculum during the fall and spring semesters

Students are responsible for tuition and fees associated with the Texas Core Curriculum courses. All other prerequisite and Texas Core Curriculum courses must be completed prior to entry into the Pharm.D. program.

If an applicant is required to complete the Texas Core Curriculum, the applicant must either (1) complete the Texas Core Curriculum prior to entering the program or (2) complete the Texas Core Curriculum at another college (e.g. during the summer) and submit those transcripts to UT Tyler. Once a student has started the program, they must meet the UT Tyler-specific Texas Core Curriculum. All pharmacy students must be core complete by the start of the third professional year.

UT Tyler 2014-16 Core Curriculum	SCH
• 10 Communication Examples: ENGL 1301, 1302, SPCH 1315	6
• 20 Mathematics Example: MATH (Calculus)	3
• 30 Life & Physical Sciences Example: BIOL 1406, 1407 (Biology I & II)	6
• 40 Language, Philosophy, Culture	3
• 50 Creative Arts	3
• 60 American History	6
• 70 Government/Political Science	6
• 80 Social/Behavioral Sciences Example: ECON 1301 or 1302	3
• Component Area Option - STEM ⁵ Example: CHEM 1411, 1412 (Chem I or II)	3
• Component Area Option – Human Expression Example: ENGL 1301, 1302, SPCH 1311	3
	42
SCH: Semester credit hours. Students entering UT Tyler before 2014 may complete the 2012-2014 or 2014-2016 curriculum. The Texas Higher Education Coordinating Board requires the listed courses to be accepted by the student's home institution. One course cannot be used to satisfy multiple requirements.	

A list of specific courses that fulfill the Texas Core Curriculum at UT Tyler is provided on the [2014-16 General Education Core Curriculum](#) table and webpage.

⁵ Texas Core Curriculum Requirements approved by the College of Pharmacy Faculty on May 16, 2014

Application Instructions

All application materials must be submitted through PharmCAS or as directed by the College of Pharmacy Office of Student Affairs. Letters of recommendations or other materials received outside of the official application process (e.g. unsolicited letters of recommendations) will be kept in a separate file and not considered in the application process. The Associate Dean of Student Affairs may, when needed, contact the applicant regarding the information received outside of the formal application process.

Application Components and Links

- [PCAT](#) Exam
- [PharmCAS](#) Application
- [Supplemental Application](#)
- Supplemental Application Fee

PCAT

Information on registering for the PCAT, exam dates, and content information is available at [PCAT website](#).

PharmCAS Application

Applicants must apply through [PharmCAS](#). Applicants should review the college's PharmCAS profile and the college's website for specific instructions on completing this application.

Instructions include:

- **Pharmacy or Healthcare Experience:** Experience in a healthcare-related or pharmacy setting is not required to apply to the Pharm.D. program. However, some pharmacy or healthcare experience is strongly encouraged.
- **Reference Letters:** Applicants should submit three (3) letters of recommendation as part of their PharmCAS application. Letters should be from individuals who know the applicant professionally or academically such as employers, faculty advisors, health care professionals, pharmacists, pre-health advisors, professors (math), professors (science) and/or supervisors. Letters from pharmacists or supervisors are strongly encouraged.

Letters from family and/or friends are not accepted. Committee letters and composite letters of reference are also not accepted.

- **Foreign Transcripts:** Applicants completing coursework at a foreign institution (including Canada) are required to submit a Foreign Transcript Evaluation Report (FTER) as part of their application. The FTER may be submitted through PharmCAS or submitted

directly to the college. All foreign transcripts must be evaluated by an [approved FTER service provider](#) regardless of date completed or if coursework is being used to satisfy prerequisites.

Students with foreign transcripts are encouraged to submit their FTERs to the College of Pharmacy Office of Student Affairs well ahead of the posted deadline to allow for the additional time needed to review the FTER.

- **Non-Accredited US Coursework:** Applicants who have attended a college or university within the US that is not accredited will need to submit these transcripts directly to the College of Pharmacy.
- **Supplemental Application:** The [supplemental application](#) is specific to the College of Pharmacy. This application includes specific questions not included on the PharmCAS application and must be submitted by the posted deadline.
- **Supplemental Application Fee (\$75):** The Office of Student Affairs will request applicants to submit this fee *after* the PharmCAS application and Supplemental Application have been submitted and processed. When the review process has been completed, applicants will receive an email requesting payment of the supplemental fee. The deadline for this fee is specific to each applicant.

Admission Interview Requirement

All applicants must complete an on-site interview in order to be considered for admission.

UT Tyler Students may be eligible for a **Guaranteed Interview**. To be eligible for a Guaranteed Interview, UT Tyler students must meet all application requirements, have attended UT Tyler for at least 3 semesters full-time, and have maintained a GPA of at least 3.0 (on a 4.0 scale). This interview does not guarantee admission into the program.

UT Tyler students not meeting these criteria will be assessed for an interview through the same process as other applicants.

Admission Decisions

The College of Pharmacy Admissions Committee determines the admission status for individual candidates:

- **Conditional Admission:** Applicants are offered admission to the college, however this offer requires that specific items be successfully completed. This is

the most common type of admission offered by the college. The typical required elements to be completed include: (1) completion of all remaining prerequisites at grade of C or higher; (2) successful submission and review of urine drug test and criminal background check; and (3) submission of official transcripts.

- **Full Admission:** Applicants offered full admission have successfully completed all of the items required for admission. Applicants will typically be offered conditional admission and then move to full admission in the summer prior to starting the Pharm.D. program.
- **Deferred Admission:** Deferred admission describes the process when an applicant had been offered admission, but needs to delay admission to the program until the next academic year. Requests for deferred admission are only considered for significant extenuating circumstances and are submitted to the College of Pharmacy Office of Student Affairs.
- **Revoked Admission:** An offer of admission may be revoked for reasons that include, but are not limited to: 1) failure to respond to Offer of Admission or submit deposit within the time frame specified; 2) failure to satisfy criminal background checks and/or urine drug screening requirements; 3) failure to maintain Minimum Requirements to Apply to the College of Pharmacy including GPA/grade requirements and the ability to meet the Professional Technical Standards for Admission, Matriculation and Graduation; 4) falsification and misrepresentation of admissions related requirements; or 5) ineligible to be admitted to The University of Texas at Tyler (UT Tyler).

Questions regarding the admissions process and admission decisions should be directed to the College of Pharmacy Office of Student Affairs. This office can provide information to the student regarding the admission decision and when possible, areas to strengthen if the student desires to reapply to the program. Please note, due to the competitive nature of the admissions process, qualified applications may not be offered admission due to space limitations within the program.

Appealing Admissions Decisions

Students who are denied admissions and seek to appeal this decision should contact, in writing, the dean of the College of Pharmacy. All decisions by the dean regarding this request are considered final.

Anticipated Timeline for Applicants Offered Admission

- **Offers of Admission:** Typically communicated within 3 weeks of the on-site interview.



- **Accepting Offers of Admission:** Applicants are required to accept or decline the admission offer within two (2) weeks OR the deadline established by the Office of Student Affairs.
- **Seat Deposit:** A deposit of \$500 deposit is required to hold the acceptee's place in the class. This is due approximately 2 weeks after accepting admission. The specific due date will be specified by the Office of Student Affairs. The seat deposit is not refundable, however it will be applied to the first semester tuition for those students starting the program.
- **Orientation:** A week-long orientation will be held immediately prior to the start of the fall semester. The dates for orientation will be posted on the College of Pharmacy website as soon as they are available.
- **Fall Semester Start Date:** The program starts 1 week prior to the normal UT Tyler fall semester. The dates will be posted on the College of Pharmacy website as soon as they are available.

Background Checks and Urine Drug Screens

All applicants conditionally admitted to the College of Pharmacy are required to complete a background check and urine drug screen. For additional information, refer to the [Criminal Background Check and Urine Drug Screen](#) requirements.

Summary of Application and Admission Numbers

The college of pharmacy began admitting students into the Pharm.D. program in fall 2015. Each year, the college publishes information on the number of applications, interviews offered, and admissions.

Summary of Application and Admission Numbers for the College of Pharmacy

Application Information			Applications		
			Fall 2015	Fall 2016	Fall 2017
• Applications received			595	692	
• Interviews completed			174	194	
Admissions Information					
• Enrollment (or *anticipated)			82	102*	102*
Matriculated Students		Texas ¹	East Texas ¹		
• Age (years):	Average	--	--	25	--
• Gender:	Male (%)	50%	50%	50%	--
	Female (%)	50%	50%	50%	--
• Race/Ethnicity (%):	Hispanic	38%	13%	18%	--
	Non-Hispanic	62%	87%	77%	--
	• Asian	4%	1%	27%	--
	• American Indian/Alaskan Native	0%	0%	0%	--
	• Black	11%	17%	17%	--
	• Native Hawaiian/Pacific Islander	0%	0%	0%	--
	• White	45%	67%	32%	--
	• Other	0%	0%	0%	--
• Two or more	1%	1%	1%	--	
	Unknown	--	--	1%	--
	Foreign, Non-Resident	--	--	4%	--
• Texas Residency Status			83%	--	--
• Academic History (Averages)	Years in College (30 SCH/year)			4.3 years	--
	GPA cumulative			3.26	--
	GPA science/math combined			3.14	--
	PCAT composite percentile rank			40	--

¹Demographic information from the 2010 US Census

Academic History of Matriculated Students - PharmCAS National Application Service²

Matriculated Students for Colleges of Pharmacy Participating in PharmCAS		National PharmCAS Applications		
		Fall 2015	Fall 2016	Fall 2017
• Academic History (Averages)	GPA cumulative	3.34	--	--
	PCAT composite percentile rank	53	--	--

²Adams J. PharmCAS Policy Review. Presented at the 2016 American Association of Colleges of Pharmacy Meeting. July, 22, 2016.

On-Site Admission Interviews

[On-Site Admission Interviews](#) are typically held from October-May at UT Tyler. The on-site interview web page includes information on the pre-interview open house, multiple mini-interview format, interview assessments, and example interview schedule.

Pre-Interview Open House

The Pre-Interview Open House is held the Friday evening immediately before the on-site interview. The pre-interview open house is held at The University of Texas at Tyler. The evening is designed for candidates and their families to meet College of Pharmacy faculty, staff, and pharmacists from the community in an informal setting. The recommended dress for is **business casual**.

The Open House is also a great time to see the university, become familiar with parking, and the location for interviews the next morning. The Open House is open to invited guests only— i.e. applicants interviewing and their registered guests. Additional open house events are held each fall and spring (Patriot Preview Days, College Showcase Week) for candidates wanting general information about the College or are visiting campus.

On Campus Interviews

The College of Pharmacy on-site interviews include Multiple Mini-Interviews (MMIs), a team-based learning session, a math and writing assignment, campus tour, and question/answer sessions with Dean Brunner and the Office of Student Affairs. On interview day candidates are expected to dress [business professional](#) (recommended to wear comfortable, professional shoes) and arrive on-time. Water and snacks will be available during the day, breakfast and lunch will be provided. Applicants are required to bring a photo ID on Saturday (such as a driver's license or university ID) for registration purposes.

Guests are welcome to come and will have a separate schedule from interviewers.

Interview Day Activities

Example interview schedules for applicants and their guests are located on the [Interview Day Information for Applicants](#) web page. The interview day's activities includes:

- **Multiple Mini-Interviews (MMIs):** Candidates will be asked a series of interview questions using the MMI format. In general, candidates will receive a question, such as an ethical dilemma or a hypothetical healthcare scenario. After reading the question or scenario, they are asked to discuss that specific scenario with the interviewer. Each MMI station is

timed so that each candidate has 2 minutes to read the question and 8 minutes to interact with the interviewer.

The MMI stations may be individual (one candidate-one interviewer) or collaborative (two candidates-one interviewer). At one additional station, candidates will meet with a faculty or staff member to clarify any information regarding the application/admissions process, application file, and to answer any questions about the Pharm.D. program, UT Tyler, the College of Pharmacy, or Tyler, TX. The biggest advantage of using the MMI interview format is that each candidate gets to meet 7-8 different interviewers and have opportunities to make a good first impression

- **Example Team-Based Learning (TBL) session:** This TBL session will give candidates an opportunity to actively participate in a mock classroom TBL session. The TBL session includes background reading (provided during the session), an individual readiness assurance test (iRAT), a team readiness assurance test (tRAT), and team application exercises.

The goal of this session is to provide candidates with insight into how the day-to-day classroom activities will be conducted during the Pharm.D. program.

- **Math and Writing Assessments:** The math and writing assignments are included in the interview to simulate questions that pharmacists may encounter in the workplace. The writing assignment is to assess the applicant's ability to communicate in a clear and concise manner. The math assignment is also designed to simulate math skills used within the profession of pharmacy. The assignment may ask applicants to calculate proportions, concentrations, and applicable subtraction/addition/multiplication/division. No prior pharmacy-specific knowledge is needed for the math and writing assignments. Calculators are provided.
- **UT Tyler Campus Tour:** The campus tour will give candidates an opportunity to explore WT Brookshire Hall, UT Tyler and to speak informally with current UT Tyler students.
- **Question and Answer Session with Dean Brunner and the Office of Student Affairs:** Candidates will have the opportunity to meet with Dean Brunner, learn more about the Ben and Maytee Fisch College of Pharmacy and to ask questions about pharmacy, the Pharm.D. program, the College of Pharmacy, UT Tyler, and Tyler, TX.



Description of On-Site Interview Guest Activities

Guests are invited to the Pre-Interview Open House and the On-Site Interviews for special guest programming.

- **Pre-Interview Open House:** Guests are invited to attend the Pre-Interview Open House. Candidates can register their guests names by completing the survey sent with the interview invitation. Guests are asked to dress *business casual* for both the Open House and the Interview Day.
- **On-Site Interviews – Guest Activities:** Guests are invited to join us during the on-site interviews. Guests will be involved in separate activities that will provide everyone with an opportunity to explore the Ben and Maytee Fisch College of Pharmacy and UT Tyler.

Activities include a question and answer session with Dean Brunner and the Office of Student Affairs, a campus tour, and active participation in the example team-based learning (TBL) session. The College of Pharmacy welcomes all guests to join the TBL session so they may experience the mock classroom setting and understand how students accepted into the Ben and Maytee Fisch College of Pharmacy will learn throughout the curriculum. Guests will also have free time during the day to explore Tyler, TX and to visit one of our many restaurants for lunch.

Admissions Frequently Asked Questions (FAQ)

Do you give admission preference UT Tyler students?

No, we do not give admission preference to students from any institution.

Do you give admission preference to Texas residents?

No, we will admit the best applicants from across the country and around the world.

What qualities are you looking for when you admit students?

There are a number of factors we consider. We primarily focus on whether or not the student is a good fit for our college and the university. Part of this evaluation includes past academic record, prior experience in pharmacy or other healthcare fields, volunteer activities, letters of recommendation, and writing skills and the personal interview.

What grade point average (GPA) and pharmacy college admission test (PCAT) scores are competitive? To apply, prospective students must meet a minimum college GPA, college math/science GPA, and minimum grade in prerequisite math/science courses. Applicants must also complete the PCAT. The GPA and PCAT requirements only provide the *minimums* needed to apply and may not represent competitive scores for entry into the program. A better measure competitive scores are the average GPA and PCAT scores for the classes admitted into the program (e.g. [Application and Admission Statistics](#)).

I took my prerequisite courses at an institution using the quarter system. How do I convert Quarter Hours to Semester Hours? UT Tyler uses the semester system and lists the pharmacy prerequisite courses in terms of semester credit hours (SCH). To convert quarter credit hours to semester hours, multiply the quarter hours x (2/3) to calculate the equivalent number of SCH.

How long is the Pharm.D. program? The Pharm.D. program at UT Tyler is a four-year, professional doctorate program. Nearly all students will complete the program within four years. In certain circumstances, however, some students may take up to an additional year prior to graduation.

Can I enroll as a part-time student? No, all pharmacy students are enrolled full time.

Can I work while I am in the program? Working in a pharmacy can be a valuable part of your education and greatly enhance the learning experience. However, we encourage students to be very cautious as to the amount of time spent in the workplace as due to the academic demands of the Pharm.D. program.

Tuition, Fees and Financial Aid

The College of Pharmacy's tuition is similar to other private colleges of pharmacy. This is because the college does not receive any funding from the state.

The tuition for the Ben and Maytee College of Pharmacy for fall 2016 and spring 2017 is \$17,253 per semester. Each semester is divided into two 8-week sessions with \$8,625.60 due prior to the start of each 8-week academic session. The tuition 2017-2018 and beyond have not yet been finalized. The tuition includes all of the required UT Tyler student fees.

Expanded information regarding tuition and fees is located in the [Tuition, Fees, and Finances](#) section of the Student Handbook.



DOCTOR OF PHARMACY PROGRAM

Doctor of Pharmacy (Pharm.D.) Curriculum

The Doctor of Pharmacy (Pharm.D.) curriculum at the Ben and Maytee Fisch College of Pharmacy integrates both basic and clinical sciences into a single course. Unlike a traditional Pharm.D. curriculum that organizes its content into multiple stand-alone courses, our curriculum will integrate those various topics into a single, cohesive course.

Our curriculum is highly coordinated by design. This means that when students learn specific healthcare topics, such as "Pain and Inflammation", they will learn the basic sciences (such as the pathophysiology of the condition, the pharmacology of the agents used, the medicinal chemistry of the medication's activity) along with the clinical sciences (such as selection of appropriate agents, use within special patient populations, counseling, and monitoring for adverse side effects).

Our faculty facilitate student learning and problem-solving in the classroom using a teaching method called team-based learning. Instead of students spending their time in the classroom listening to faculty deliver content, students solve real-world problems that integrate the basic and clinical sciences.

The Pharm.D. curriculum has three major categories of courses, (1) integrated pharmacy courses, (2) longitudinal pharmacy practice skills laboratories and (3) experiential education courses. Each semester is divided into two eight-week sessions; where seven weeks are used for actively learning the content and the final week is for reflection and assessment. Each eight-week session is further divided into "modules" that focus on one or more therapeutic topics that build upon prior knowledge.

In the first three years of the program, students participate in **Introductory Pharmacy Practice Experiences (IPPEs)**. These experiences are designed to complement the classroom and laboratory experiences, allowing students to practice knowledge and skills into the real world practice environment.

Starting in the fourth year, students begin their **Advanced Pharmacy Practice Experiences (APPEs)** or advanced clinical rotations. The last six weeks of the program, students are brought back to campus to complete the final Integrated Pharmacy 13-15 courses. These last sessions are designed to fine tune knowledge and skills before the students enter into the profession. Course descriptions are available in the [UT Tyler Undergraduate and Graduate Catalog](#).

Doctor of Pharmacy (Pharm.D.) Curriculum

Adopted 6-17-2016

Professional Year 1 (P1)			
Fall Courses:	SCH	Spring Courses:	SCH
7601 Integrated Pharmacy* 1	6	7603 Integrated Pharmacy 3	6
7602 Integrated Pharmacy 2	6	7604 Integrated Pharmacy 4	6
7241 Longitudinal Laboratory* 1	2	7243 Longitudinal Laboratory 3	2
7242 Longitudinal Laboratory 2	2	7244 Longitudinal Laboratory 4	2
7161 Introductory Pharmacy Practice	1	7163 Introductory Pharmacy Practice	1
7162 Introductory Pharmacy Practice	1	7164 Introductory Pharmacy Practice	1
Total Student Credit Hours (SCH)	18	Total Student Credit Hours (SCH)	18
Professional Year 2 (P2)			
Fall Courses:		Spring Courses:	
7605 Integrated Pharmacy 5	6	7507 Integrated Pharmacy 7	5
7606 Integrated Pharmacy 6	6	7508 Integrated Pharmacy 8	5
7245 Longitudinal Laboratory 5	2	7121 Pharmacy Selective ^s 1	1
7246 Longitudinal Laboratory 6	2	7122 Pharmacy Selective 2	1
7165 Introductory Pharmacy Practice	1	7247 Longitudinal Laboratory 7	2
7166 Introductory Pharmacy Practice	1	7248 Longitudinal Laboratory 8	2
		7167 Introductory Pharmacy Practice	1
		7168 Introductory Pharmacy Practice	1
Total Student Credit Hours (SCH)	18	Total Student Credit Hours (SCH)	18



Professional Year 3 (P3)					
Fall Courses:			Spring Courses:		
7509	Integrated Pharmacy 9	5	7511	Integrated Pharmacy 11	5
7510	Integrated Pharmacy 10	5	7512	Integrated Pharmacy 12	5
7123	Pharmacy Selective 3	1	7125	Pharmacy Selective 5	1
7124	Pharmacy Selective 4	1	7126	Pharmacy Selective 6	1
7249	Longitudinal Laboratory 9	2	7251	Longitudinal Laboratory 11	2
7250	Longitudinal Laboratory 10	2	7252	Longitudinal Laboratory 12	2
7169	Introductory Pharmacy Practice	1	7171	Introductory Pharmacy Practice	1
7170	Introductory Pharmacy Practice	1	7172	Introductory Pharmacy Practice	1
Total Student Credit Hours (SCH)		18	Total Student Credit Hours (SCH)		18
Professional Year 4 (P4)					
Summer Courses					
7681	Advanced Pharmacy Practice Experience ¶	6			
7682	Advanced Pharmacy Practice Experience	6			
Total Student Credit Hours (SCH)		18			
Fall Courses			Spring Courses		
7683	Advanced Pharmacy Practice Experience	6	7686	Advanced Pharmacy Practice Experience 6	6
7684	Advanced Pharmacy Practice Experience	6	7687	Advanced Pharmacy Practice Experience 7	6
7685	Advanced Pharmacy Practice Experience	6	7213	Integrated Pharmacy 13 [^]	2
			7214	Integrated Pharmacy 14 [^]	2
			7215	Integrated Pharmacy 15 [^]	2
Total Student Credit Hours (SCH)		18	Total Student Credit Hours (SCH)		18

- * In the Integrated Pharmacy (IP) courses, the pharmacy disciplines are not taught as separate courses. The IP courses are taught in a team-based learning (TBL) classroom setting. In each IP course, the student pharmacist discovers how medications impact the body according to its chemical and physical properties. Based on these properties, the student pharmacist also discovers how medications work to correct biochemical, immunological, and physiological disruptions in normal functioning. The IP courses also guide students to an understanding of the best dosage forms for the medication so that it is optimally absorbed, distributed and eliminated from the body. Finally, the students learn the optimal medication and dosage for each disease.
- ‡ The Integrated Longitudinal Lab (IL) is where the student pharmacist learns and practices the skills needed to care for patients in classroom, laboratory and model pharmacy settings. Among the most important of those skills are patient interviewing and counseling, compounding medications and sterile products, teaching patients how to take their medications, reading the scientific literature, how to manage a pharmacy, and how to legally fill a prescription in the state of Texas. The knowledge that the students discovered in the IP course(s) is applied directly to the skills needed to care for patients in the laboratory, before going into an operational pharmacy and directly caring for patients.
- † During the Introductory Pharmacy Practice Experiences (IPPEs) the student pharmacist works in a pharmacy for four hours each week throughout the academic year. In the IPPEs, the knowledge they discovered in the IP courses and skills that are practiced in the IL are applied to the care of a patient under the direct supervision of a preceptor pharmacist. The materials from the IP and IL courses are aligned with the IPPE so that the knowledge and skills discovered in the classroom and laboratory can be practiced in a real-life setting.
- § Pharmacy Selectives are required of student pharmacists. Pharmacy selectives are courses that are of personal interest and selected from among a menu of courses. Examples of pharmacy selectives include making professional presentations, antibiotic stewardship, preparing for an academic career, principles of drug design, and pharmacists' roles in the context of major social issues (i.e., medical marijuana).
- ¶ Advanced Pharmacy Practice Experiences (APPE) are completed over a 12-month period. Course numbering corresponds to the semester and session the course is taken rather than specific content. The accrediting agency requires four APPEs and the remainder are elective pharmacy practice experiences from an area of therapeutic or administrative interest for the specific student pharmacist. The elective rotations include such as fields as psychiatry, transplant, nuclear pharmacy, academic, managed care. The potential topics are as many as the interests of the preceptor/faculty who will be offering the APPE rotations. The APPE rotations are developed and monitored by the Office of Experiential Education within the college.
- [^] Student pharmacists return to the Tyler campus for the final six-week session. During the final session, students will take a required capstone course to designed integrate, review and reflect on their APPEs under the supervision of faculty. The capstone course will help them to prepare for the North American Pharmacy Licensure Exam (NAPLEX) which is required to practice in the field. The final six-week session also will allow students to take specialty classroom and skill-based courses in one or more areas of practice discovered during their APPEs before they enter into practice or help them prepare for residency or graduate training.



Academic Calendar (2016-2017)

The College of Pharmacy has a separate academic calendar from UT Tyler. In general, the fall and spring semesters start one week earlier than UT Tyler, but both semesters start the same time. Additional calendars, such as the UT Tyler Academic Calendar, Enrollment Calendar (Admissions, Financial Aid, Registrar's Calendar), and the monthly College of Pharmacy is located on the [UT Tyler Academics](#) web page.

Organization of Semesters and Academic Sessions

The first professional years are organized into two semesters, i.e. fall and spring semesters. Within each of these semesters, there are two 8-week sessions. The Pharm.D. courses are organized to fit within each of these 8-week sessions; with each having a separate enrollments, census dates, add/drop dates, and final exam periods. One exception to this structure are longitudinal courses which may span across two or more sessions. The third professional year includes a 12 week summer semester.

Fall 2016 Academic Calendar

AUGUST

- 19 Payment Deadline, 5:00PM CST for First 8-Week Session
- 22 Opening Convocation
Classes begin for First 8-Week Session
- 29 Census Date for First 8-Week Session
- 31 20th Class Day Equivalent for First 8-Week Session

SEPTEMBER

- 5 Labor Day holiday; all offices closed, no classes held
- 23 Last day to withdraw from one or more courses for the First 8-Week Session

OCTOBER

- 10-14 Final exams for First 8-Week Session
- 14 End of First 8-Week Session
Payment Deadline, 5:00PM CST for Second 8-Week Session
Textbook orders due for Spring 2017
- 17 Classes begin for Second 8-Week Session
First Date to File for Summer 2017 graduation
- 18 Final grades due in Faculty Center by 12:00PM CST for First 8-Week Session
- 24 Census Date for Second 8-Week Session
- 27 20th Class Day Equivalent for Second 8-Week Session

NOVEMBER

- 1 Final Filing Deadline for Fall 2016 graduation
- 21-26 Thanksgiving holidays for faculty and students
- 24-25 Thanksgiving holidays for staff, all offices closed
- 28 Last day to withdraw from one or more courses for Second 8-Week Session

DECEMBER

- 12-17 Final exams for Second 8-Week Session
- 16-17 Fall Commencement
- 17 End of Second 8-Week Session
- 20 Final grades due in Faculty Center by 12:00PM CST for Second 8-Week Session
- 24-31 Holidays for staff

Spring 2017 Academic Calendar

JANUARY

- 1 New Year's Day, all offices closed
- 6 Payment Deadline, 5:00PM CST for First 8-Week Session
- 9 Classes begin for First 8-Week Session
- 16 Martin Luther King, Jr. Holiday, all offices closed, no classes
- 17 Census Date for First 8-Week Session
Enrollment Services Center open until 6:30PM CST
- 20 20th Class Day Equivalent for First 8-Week Session
- 30 Priority Filing Date for Spring 2017 graduation

FEBRUARY

- 1 Registration for Summer 2017 begins
First Day to File for Fall 2017 Graduation
- 10 Last day to withdraw from one or more courses for First 8-Week Session
- 27-28 Final exams for First 8-Week Session

MARCH

- 1-3 Final exams for First 8-Week Session
- 3 End of First 8-Week Session
- 6 Classes begin for Second 8-Week Session
- 7 Final grades due in Faculty Center by 12:00PM CST for First 8-Week Session.
- 10 Textbook orders due for Summer and Fall 2017
- 13-18 Spring break for faculty and students
- TBD Spring Break for staff
- 20 Census Date for Second 8-Week Session
Final Filing Deadline for Spring 2017 graduation
- 23 20th Class Day Equivalent for Second 8-Week Session

APRIL

- 3 Registration for Fall 2017 begins
- 17 Last day to withdraw from one or more courses for Second 8-Week Session

MAY

- 1-6 Final exams for Second 8-Week Session
- 5-6 Spring Commencement
- 6 End of Second 8-Week Session
- 9 Final grades due in Faculty Center by 12:00PM CST for Second 8-Week Session.
- 29 Memorial Day holiday; all offices closed, no classes held



Course Descriptions

The Pharm.D. curriculum includes required didactic, required experiential, and selective coursework. The [UT Tyler Catalog](#) contains a complete list of courses, course descriptions, and prerequisites.

The College of Pharmacy is currently updating the course descriptions for the Integrated Pharmacy and Pharmacy Practice Skills Laboratory courses. For a current description, please refer to the individual course syllabi. Course descriptions for elective courses.

PHAR 7161

Introductory Pharmacy Practice Experience 1 provides students with their first practical experience in pharmacy practice, including administering immunizations; an introduction to the pharmacists' professional obligation to the patient, and the legal basis to practice as a student pharmacist intern in the State of Texas. Prerequisite(s): admission into the College of Pharmacy; Corequisite(s): PHAR 7601, PHAR 7241.

PHAR 7162

Introductory Pharmacy Practice Experience 2 provides students with practical experience in community pharmacy practice, including administering immunizations; accepting and interpreting prescription orders; dispensing prescriptions; patient interviewing; patient medication records; practice regulations concerning the distribution of medications and practice roles; and an introduction to the principles of self-care with over-the-counter medications and non-pharmacologic treatments. Prerequisite(s): PHAR 7601, PHAR 7241, PHAR 7161.

PHAR 7163

Introductory Pharmacy Practice Experience 3 provides students with practical experience in institutional pharmacy practice, including accepting and interpreting medication orders; medication distribution within the institution; sterile technique; patient interviewing; patient records; understanding of the institution's organizational structure, and pharmacists' practice responsibilities. Prerequisite(s): PHAR 7601, PHAR 7241, PHAR 7161.

PHAR 7164

Introductory Pharmacy Practice Experience 4 provides students with their first practical experience in providing direct patient care, including patient interviewing and professional communication; patient medication reconciliation, records and adherence; health and wellness screening; continuity of care; and an introduction to the principles of self-care with over-the-counter medications and non-pharmacologic treatments. Prerequisite(s): PHAR 7601, PHAR 7241, PHAR 7161.

PHAR 7121

Introduction to Preparing for a Future in Academic Pharmacy introduces the student to valuable tools for success in academic pharmacy. Students will be exposed to grant writing, precepting, presentation skills, service, work-life balance, and instructional design. Students will learn valuable tools to apply to any academic pharmacy environment.

PHAR 7122

Practical Applications to Preparing for a Future in Academic Pharmacy introduces the student to valuable tools for a success in academic pharmacy. Students will build upon the introductory class and design projects/presentations focused on teaching and clinical and academic service while incorporating work-life balance and academic efficiency. Prerequisite(s): PHAR 7121

PHAR 7123

Delivering an Effective Professional Presentation introduces the basic skills and concepts necessary to create and deliver all components of a professional presentation: curriculum vitae, biosketch/ abstract, podium presentation, objectives, handout, references and assessment questions. A large component will also focus on public speaking, professionalism and communication skills. By the end of the course, all students will have created and delivered a podium presentation on a pharmacy topic of their choice. Prerequisite(s): P2 or P3 standing.

PHAR 7124

Clinical Research: Drug Development and the Role of the Pharmacist will help the students develop expertise with the clinical research drug development process and locating enrolling clinical trials. Students will gain the ability to discuss with patients, caregivers, and other healthcare providers the advantages and disadvantages of participation in clinical research and become an expert about trial availability for specific conditions that may be prevalent in their practice location and patient population. In addition, this course will evaluate ethical issues in the clinical drug development process, including patient access to experimental therapies. Prerequisite(s): P2 or P3 Standing.

PHAR 7125

Principles of Drug Design provides basic understanding to principles of drug discovery, design and development. The topics covered include choosing a disease, identifying drug targets, establishing testing procedures, finding a lead compound, lead optimization, performing the preclinical and clinical trials, and introducing new drugs to the market. The course will have more emphasis on the methods used to design a lead compound, such as ligand/structure-based drug design methods. It will also explain the approaches used in improving the pharmacodynamic and pharmacokinetic properties of lead compounds. Recent advances in drug design such as the use of molecular modeling software tools will also be presented. Prerequisite(s): CHEM 3342 or PHAR 7602.

PHAR 7126

Infectious Diseases – Antimicrobial Stewardship 1 reviews the importance of antimicrobial stewardship programs in improving outcomes in patients with infectious complications, while minimizing the unintended consequences of antimicrobial use. During this course the student will be exposed to the different tools needed to design and implement an antimicrobial stewardship program. These skills include antibiogram development, metrics, guideline and clinical trial reviews, and optimization of antimicrobial therapy. The student will also have the opportunity to meet other members of the antimicrobial stewardship team (infectious diseases physician, microbiologist, infection preventionists, pharmacists, informatics). Prerequisite(s): PHAR 7606.

PHAR 7127

Social-Behavioral Aspect of Health Care offers an overview of the social-behavioral aspects of health care. The pharmacist's role is explored in the context of major social issues affecting health care - in particular medication safety issues - integrating information from both pharmaceutical and social sciences. Students may use this knowledge towards understanding the individual needs of the patient in a practice setting. The course will help students consider how organizations and social systems impact patient experiences with medications, contributing to an improved system of patient-centered practice and care. Prerequisite(s): PHAR 7606

PHAR 7165

Introductory Pharmacy Practice Experience 5 provides students with an understanding of many aspects of senior care. The course is divided into two sections. The students will be able to gain valuable experience in a closed door pharmacy setting that specifically delivers medications to long-term care facilities for three weeks. They will be able to understand the operational aspects of dispensing and delivery to an institutional setting. The other part of the experience (four weeks), students are paired with a senior patient living in a nursing home. Students will complete assignments with their senior patient on communication strategies, screening tests, medications and conditions that effect the senior population. Prerequisite(s): PHAR 7164.

PHAR 7166

Introductory Pharmacy Practice Experience 6 provides students with an understanding of community pharmacy practice as a registered pharmacist intern in the State of Texas. This experience teaches a higher progression of concepts about pharmacist duties which include: prescription processing tasks, pharmacy operations, medication safety and an introduction to counseling patients. This course integrates with the Integrated Pharmacy (IP) didactic course and Lab (IL) in which the students are enrolled at the College of Pharmacy. Prerequisite(s): PHAR 7164.**PHAR 7167 Introductory Pharmacy Practice Experience 7** provides students with a higher level of objectives for institutional pharmacy practice. The student is now considered a pharmacist intern in the State of Texas. Therefore, they will be performing pharmacist functions under the direct supervision of a preceptor. Students will have the opportunity to participate in pharmacy operations, informatics, drug information, medication safety and patient interviewing as part of the course. Prerequisite(s): PHAR 7164

PHAR 7168

Introductory Pharmacy Practice Experience 8 provides students with the opportunity to work with an interdisciplinary team to promote the health and wellness of a family living in East Texas. The pharmacy student will help the families with their medications and health and wellness strategies. Prerequisite(s): PHAR 7164.

PHAR 7241-7248

Pharmacy Practice Skills Laboratory 1-8 For these courses, please refer to the current syllabi for the course description, prerequisites, and corequisites.

PHAR 7601-7508

Integrated Pharmacy 1-8 For these courses, please refer to the current syllabi for the course description, prerequisites, and corequisites.

Doctor of Pharmacy (Pharm.D.) Outcomes

The curriculum was developed to deliver the goals of the Pharm.D. program, these include the **Core Curricular Outcomes, Institutional Outcomes, and Co-Curricular outcomes.**

Core Competencies

The Pharm.D. curriculum is designed so that students will meet the following competencies essential to the practice of pharmacy:

1. Integrate and apply an appropriate level of scientific, social-behavioral and clinical knowledge to make therapeutic decisions and recommendations.
2. Demonstrate ethical behavior, including self-reflection, in all practice and professional activities.
3. Demonstrate professional behavior in all practice and professional activities.
4. Collaborate and advise in therapeutic decision making and use appropriate referral in an interprofessional team.
5. Provide patient care in accordance with legal, ethical, social, economic and professional guidelines.
6. Demonstrate effective communication abilities in interactions with patients, families, care
7. Identify and resolve medication-related problems.
8. Identify sources, retrieve, evaluate, organize, assess, and disseminate relevant medication information according to the needs of patients, families, care-givers and other healthcare providers.
9. Demonstrate a commitment to and a valuing of patient safety in all practice activities including accurate interpretation, preparation, labeling, dispensing and distribution of prescriptions and medication orders.
10. Recommend and provide healthcare information about lifestyle and other non-drug measures that promote health or prevent the progression of a disease or medical condition.

Core Competencies Maintained by the Office of Academic Affairs;
Approved by the College of Pharmacy Faculty on 07-28-2015

Institutional Learning Outcomes

Institutional learning outcomes (ILOs) are knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, and student services. ILOs are different from course and programmatic learning outcomes in that they are the collective expression of the learning environment that a college or university offers to any enrolled student. Programmatic and student learning outcomes focus on the more particular skills, knowledge, and attitudes that students learn in specific courses and programs. ILOs are universal educational goals of the college or university and a single course cannot and is not expected to meet all of the ILOs. The ILOs for the Ben and Maytee Fisch College of Pharmacy are:

1. Critical Thinking

Description: Critical Thinking is the ability of students to engage in a process of disciplined thinking that informs beliefs and actions. It is a core skill to clinical reasoning. A student who demonstrates critical thinking applies the process of disciplined thinking by remaining open-minded, reconsidering previous beliefs and actions, and adjusting his or her thinking, beliefs and actions based on new information. *The process of critical thinking begins with the ability to remember and understand, but it is truly realized when the student demonstrates the ability to:*

- a. Integrate knowledge with mental, emotional, and creative processes for increased insight;
- b. Use complex information from a variety of sources including personal experiences and observation to draw logical conclusions and form a decision or opinion;
- c. Demonstrate ability to recognize and effectively manage ambiguous ideas, experiences and situations; and
- d. Identify and adjust behaviors by applying previously understood information, concepts, and experiences to a new situation or setting.

2. Values and Ethical Reasoning

Description: Ethical reasoning is an ability of students to make sound decisions with respect to individual conduct, citizenship, and demeanor. Ethical reasoning is guided by a student's core values. *A sense of values and ethics is demonstrated by the student's ability to:*

- a. Make informed and principled choices and to foresee consequences of these choices;
- b. Understand ethical principles within diverse cultural, social, environmental and personal settings; and
- c. Exhibit respect and preserve the dignity of others.

3. Integration and Application of Knowledge

Description: Integration and application of knowledge is an ability of students to use information and concepts from studies in multiple disciplines in their intellectual, professional, and community lives. *Integration and application of knowledge are demonstrated by the student's ability to:*

- a. Seek and identify new information to solve problems;
- b. Identify connections between classroom and out-of-classroom learning;
- c. Relate co-curricular experiences to major career decisions;
- d. Demonstrate transferrable life skills (e.g., time management, communication, and problem solving) that were developed while participating in curricular and co-curricular activities; and
- e. Work across course and inter-professional boundaries.

4. Personal Development & Life-Long Learning Skills

Description: Interpersonal skills develop in the student an ability to be aware of their emotions, behaviors, and motivations, analyze their strengths and weaknesses, and take responsibility for their decisions, professionalism, and learning; providing the skills necessary for life-long learning. *Personal development and life-long learning skills are demonstrated by the student's ability to:*

- a. Articulate one's values, beliefs, strengths, and challenges;
- b. Take responsibility for one's own actions based on analysis of one's values, beliefs, strengths, and challenges;
- c. Manage adversity and life challenges in a flexible and ethical manner that promotes individual growth and development; and
- d. Undertake and grow professionally through ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons.
- e. Explores a topic in depth.
- f. Explores opportunities to expand knowledge, skills and abilities.
- g. Reflect on one's own learning process and learn new information independently.

Core Competencies Maintained by the Office of Academic Affairs;
Approved by the College of Pharmacy Faculty on 07-28-2015

Co-Curricular Outcomes

The "co-curriculum" pertains to activities contributing to the academic learning experience; especially activities that provide students with opportunities to learn and develop skills through active participation. They are required elements that are conducted outside of a course, such as independent study, advocacy and outreach, the white coat ceremony and annual professional orientations. Co-curricular activities and programs may be developed or led by faculty or staff - or by students themselves - but they must have stated goals and measureable outcomes. The co-curriculum is designed to inculcate knowledge, skills, abilities, and attitudes that contributes to the students' professional development and behaviors outside of the classroom. The co-curricular and institutional outcomes are inter-related and the co-curriculum provides a venue for teaching and learning these other outcomes.

1. Leadership Skills

Description: Leadership is a process of social influence in which one person can enlist the aid and support of others to accomplish a common task. *Students will demonstrate leadership and social influence if they are able to:*

- a. Cultivate a sense of self-awareness through identifying a leadership vision, mission, style and values;
- b. Demonstrate communication skills and the ability to interrelate and work in teams with others;
- c. Utilize internal practices that support organizational sustainability;
- d. Assume a sense of social, civic and professional responsibility through involvement in the community;
- e. Enhance awareness and commitment toward effective citizenship and social and professional responsibility;
- f. Develop collaborative relationships with student organizations and professional and community partners;
- g. Be able to identify policies, practices, and resources relevant to planning and implementing programs; and
- h. Exhibit responsible and adaptive decision making that benefits the College of Pharmacy and the profession, such as analyzing decisions by considering multiple points of view and a variety of outcomes.

2. Innovation and Entrepreneurship

Description: Students engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals. *Innovation and*

entrepreneurship is demonstrated by the student's ability to:

- a. Demonstrate initiative when confronted with challenges.
 - b. Develop new ideas and approaches to improve quality or overcome barriers to advance the profession.
 - c. Demonstrate creative decision making when confronted with novel problems or challenges.
 - d. Assess personal strengths and weaknesses in entrepreneurial skills
 - e. Apply entrepreneurial skills within a simulated entrepreneurial activity.
 - f. Conduct a risk-benefit analysis for implementation of an innovative idea or simulated entrepreneurial activity.
3. Patient Advocacy

Description: Patient advocacy assures that patients' best interests are represented. Patient advocacy is demonstrated by the student's ability to:

- a. Empower patients to take responsibility for, and control of, their health.
 - b. Assist patients in navigating the complex healthcare system.
 - c. Ensure patients obtain the resources and care required in an efficient and cost-effective manner (e.g., triage to social and/or other healthcare services).
4. Ability to serve special patient populations and awareness of cultural diversity

Description: A focus on special patient populations and cultural diversity gives the student an ability to identify and empathize with the interests, beliefs, and customs of their community, and others, through interaction, self-discovery, scholarship, and active participation in communal traditions. *Understanding the challenges of special patient populations and cultural diversity is demonstrated by the student's ability to:*

- a. Demonstrate appreciation of the range of diversity and universality in human history, societies, and ways of life;
- b. Demonstrate understanding of the interconnectedness of global and local communities;
- c. Demonstrate civility in day-to-day interactions;
- d. Recognize and respect values, customs and beliefs of various cultures and communities; and
- e. Incorporate knowledge of diverse groups into practice and community-based services.

Core Competencies Maintained by the Office of Academic Affairs;
Approved by the College of Pharmacy Faculty on 07-28-2015

Team-Based Learning (TBL)

Changing the Classroom

Over the past 20 years or so there has been a shift in how college students are taught. This change has occurred as we gained a better understanding of how people learn and what improves the retention of what they learned. As a result, more faculty members are moving away from traditional lectures and incorporating active learning as part of their teaching. This active learning may include intermittent question and answer periods, writing exercises or other activities that engage students in the classroom as they learn the course material.

One of the active learning techniques that has gained popularity in health care education over the past decade is **team-based learning (TBL)**. This method focuses on students working in teams to solve problems in the classroom rather than sitting through lectures during class time and doing homework exercises at some later point. [Read more about TBL in pharmacy education.](#)

A few pharmacy programs have begun to incorporate TBL into their curriculum with only a small number using the method more than just occasionally. Our Pharm.D. program will use TBL extensively throughout the curriculum. In fact, our new pharmacy building, **W.T. Brookshire Hall**, has been designed specifically for TBL in the classroom and collaborative learning outside the classroom.

The Appeal of TBL

Being a successful pharmacist involves more than knowing a lot about drug therapy. While medication therapy knowledge is essential, equally important is the ability to think critically and solve problems. Since it is impossible for a single person to learn every possible nuance of medication therapy management in pharmacy school, the ability to take core knowledge and apply this knowledge to new situations is what will differentiate our graduates as exceptional pharmacists. This is where TBL shines.

Students in our Pharm.D. program will be learning the foundational sciences and drug therapy management skills while developing critical thinking and problem solving skills.

Another attribute of an exceptional pharmacist is being able to communicate clearly. With TBL, students will constantly interact with their team members as they work through problems, deliberate possible solutions and agree on answers. As students progress through the Pharm.D. program, they will hone their communication skills and learn how to comprehend and explain complex concepts in

a clear and concise way using language that both professionals and patients can understand.

The ability to work well on a team is vital to being an exceptional pharmacist. No pharmacist works alone. Although a pharmacist may be the only person in a specific location, that pharmacist is a member of a health care team who must work effectively with others to ensure the best care for their patients. As the name implies, TBL places students in groups who work together in and out of the classroom as they learn about pharmacy and how to manage drug therapy. This is very different from “team projects” when a group of students may meet a “couple of times” to work on something together, where the result was anything but work from the entire group.

To function well as a team takes a bit of time and a lot of work, just like any good interpersonal relationship. TBL helps students learn how to develop these professional relationships through improved communication and collaborative learning. In our Pharm.D. program, we place the students in teams at the beginning of each semester and students will remain in these same teams for each course during that semester. Over the first few weeks the teams will become cohesive as they communicate and work collaboratively to solve real-world problems. By the end of the school semester, our goal is that the incoming group of individuals will have developed into a knowledgeable, high-functioning team who respect and trust one another. ***This is the hallmark of an effective health care team.***

Each semester the teams will be reorganized. Students will get to work with new team members from the class just like they did in the prior semester. Using this approach, students will continue to develop and refine the team-building and team-maintenance skills so valued in the workplace today.

The TBL Difference

TBL is a significant departure from how many students have been taught in school. Rather than receiving content in class and then going away to solve homework problems, the process is essentially reversed. Class time is used to solve problems and time outside the class is used to digest content. TBL is different from “flipping” the classroom by using the *readiness assurance process*. This is the real key to TBL’s success. Coming to the classroom truly prepared to solve problems is what will keep our student on top of the material and be able to apply and retain what was learned.

TBL uses *modules*. Modules are a collection of related topics that are best learned together and that build on prior knowledge. For each TBL module, a general process is followed that begins with (1) guided preparation,

(2) assessment of readiness for class, and (3) application exercises that allow students to apply knowledge and skills in such a way that students learn to think critically and solve problems.

Guided Preparation

Pre-class preparation can take many forms, including pre-recorded presentations, specific reading assignments, and introductory problem sets. It all depends on the faculty member and the content to be learned. In general, an instructor will assign the pre-class material with appropriate learning objectives designed to guide the student s to what needs to be accomplished before class begins.

The expectation is that you will understand important foundational concepts *prior* to coming to class so that deeper learning can occur *during* class time. It is not the goal to have you master material before class, but rather have a solid fundamental understanding of the important concepts so that those concepts can be applied during class. Of course, you can always work with your team or seek help from the instructor before class on those really tough topics.

Assessment of Classroom Readiness

At the start of class, students take an individual quiz that assesses their readiness to actively participate in the class. This graded quiz is called an ***individual readiness assurance test (iRAT)*** and assesses a student’s preparation for class. It also serves as a powerful incentive for students to keep up with the course material since the iRATs are graded.

Following the iRAT, each student team takes the same graded RAT together; this is called the ***team readiness assurance test (tRAT)***. The team discusses, negotiates and selects the best answer for each of the questions. Since not all students study the same way or come to class with same level of understanding of the pre-class material, discussions that occur during the tRAT are great for refining conceptual understanding and preparing the team to solve problems in the classroom.

After the iRAT and tRAT, the instructor reviews the questions and has an interactive discussion with the entire class. This helps to ensure the students have an appropriate understanding of the pre-class material. At this time, instructors will generally review more challenging concepts and perhaps introduce more advanced topics in preparation for the problems to be solved during class. This facilitated discussion, often called a ***mini lecture***, is important for both the instructor and students to help identify areas that may still be perplexing and provides

topics the instructors can address with individual teams later during the class period.

When the iRAT, tRAT, and the facilitated discussion is finished, the *readiness assurance process* is complete.

Application Exercises

The problems students teams solve in the classroom are called *application exercises*. These exercises are at the core of learning using TBL. These problems are designed for teams to delve into real situations that face practicing pharmacists. Just like in the real world, these problems often don't have a single right answer, but have several correct answers where one may be better than the others. This approach helps the teams appreciate that in practice, pharmacists need the ability to seek alternative solutions when multiple potential solutions are available.

Following completion of the application exercises, teams are often asked to present and defend their answers. At times, teams even debate each other over the merits of their choices. Instructors use these events to enrich the learning experience as a team may present an approach to solving a problem not intended by the instructor. Instructors will also use this time to explore new avenues of critical thinking that help students enhance their problem solving skills.

Midterms and Finals are Different

At designated intervals during the semester, most courses will have major examinations, such as midterm exams. At the end of the semester, a final exam will be given to assess the knowledge gained during the course. These exams are different than with traditional courses in that the way students study for them is greatly influenced by the use of TBL.

Students keep up with the material as they prepare for class and take the iRATs and tRATs. The students then apply that knowledge during class. As a result, there is less of a pre-exam scramble to study that lessens the stress for many students. In other words, the exams are just as detailed and tough as traditional courses, but students are better prepared and students end up not needing to cram for the exams.

Why Not Lecture?

That's a valid question with an easy answer. The lecture format is not routinely used at the Ben and Maytee Fisch College of Pharmacy, because lectures really don't work well. As odd as that may sound, it's true. The lecture format is very common in colleges of pharmacy and within colleges and universities because lectures are efficient at delivering content. However, lectures are not necessarily

effective for learning. Another reason lectures are efficient for giving information, is that lectures can be given to a large number of people. It takes the same energy to prepare and deliver a slide presentation for hundreds of students as it does for dozens of students. With this teaching method, more people may have heard the information but the individuals may not have learn more as a result. Probably the most likely reason that many teachers teach using lectures is that they were taught using lectures. We model what we know. Although bright and talented teachers may be exceptional at delivering a lecture, it's clear that when students are actively engaged in the classroom and responsible for their learning, they have better comprehension and greater retention. And that's what learning is all about.

A Better Way to Learn

We believe that using TBL is a better way to teach and a better way for you to learn. Not only will our students prepare better for class, but the time in class will be spent applying what this material in a way that improves communication and critical thinking. This will lead to a deeper understanding of the complex world of pharmacy and a stronger set of skills when you enter into the profession. Instructors will challenge the students both in and out of the classroom to be the best possible pharmacist for their patients. Our Pharm.D. students will develop lasting professional relationships with their classmates as they learn and teach each other throughout the curriculum.

We believe our graduates will have the best education in pharmacy.

☞ Robert R. Muntz Library at UT Tyler ☞



STUDENT ORGANIZATIONS AND LEADERSHIP OPPORTUNITIES

Student Governance

Student Government Association - UT Tyler

The [Student Government Association](#) (SGA) serves as a recognized forum for student opinion at UT Tyler. Comprised of all students enrolled at UT Tyler, SGA assists the university in identifying -- and communicating to the university community -- the interests, programs and goals of the majority of students. The association also assists in providing students with programs to meet their needs. The College of Pharmacy has 3 Senators positions within the SGA. College of Pharmacy students may also be eligible to run for other seats such as the Student Body at Large and residential life positions. Senators representing the College of Pharmacy must follow all the rules and regulations of the Student Government Association.

Student Council – College of Pharmacy

The Student Council for the College of Pharmacy is responsible for hearing and communicating global student concerns to the administration and faculty of the College. The student council may also serve as a communication hub between the different class years within the college, including mentorship of the newer class officers and/or coordination of class-led student activities and fundraisers. The initial Student Council (2015-2016) was composed of the inaugural class officers, who were responsible for drafting the council's bylaws. The final council bylaws will be reviewed and voted on by the Pharm.D. student population.

Class Officers – P1, P2, P3, P4 Class Years

Each of the P1 to P4 class years will elect officers annually. The class officers serve several purposes including, but not limited to 1) communicating class-wide concerns to the College of Pharmacy administration, faculty and/or instructors and 2) organizing class-sponsored events such as community volunteer efforts and/or fundraising activities. *The class President and Vice-President serve as the official representatives for the class in the College of Pharmacy student council.*

Class elections are held in the late spring of each year and are coordinated by the Office of Student Affairs. The P1 class officer elections will be held in early fall semester. Offices include, but are not limited to: President, Vice-President, Treasurer, and Secretary. Students must be in good academic standing to serve as a class officer.

- **President:** The president is responsible for the oversight of the planning and deployment of class events such as volunteer activities, social events, and class-specific alumni events. The president also serves as the liaison between the class members and the student council and when needed to the college administration, faculty, and instructors. The President also serves on the *College of Pharmacy Student Council*.
- **Vice-President:** The vice-president assists the president and in their absence serves as the person responsible for the oversight of the planning and deployment of class events. The Vice-President also serves on the *College of Pharmacy Student Council*.
- **Treasurer:** The treasurer is responsible for collecting and tracking any funds received and expended. The treasurer and at least one additional officer usually has signature authority on an external class-specific checking account.
- **Secretary:** The secretary is responsible for meeting minutes and communicating meetings/events to class members.

Student Organizations – General Information

Student Organizations at UT Tyler

UT Tyler is home to more than 80 student organizations, representing the diverse interests of students across campus. College of Pharmacy students may also be eligible to participate these [UT Tyler student organizations](#).

Pharmacy and Pharmacy Student Organizations

Pharmacy organizations are a great way for pharmacists and pharmacy students to explore and network with other professionals with common interests. Pharmacy organizations may be based on a common interest in a practice setting (e.g. Academy of Managed Care Pharmacy), a health condition (e.g. College of Psychiatric and Neurologic Pharmacists), fostering or recognizing an important attribute (e.g. Phi Lambda Sigma Leadership Society).

The college's inaugural student organization is the [American Pharmacists Association-Academy of Student Pharmacists \(APhA-ASP\)](#), which was started in 2015. As the pharmacy student population continues to grow, additional organizations will be added based on student interest and organizations that offer a variety of goals/mission statements. All UT Tyler recognized student organizations, including those based out of the College of Pharmacy, must adhere to the [UT Tyler Student Organization Guidelines](#).



☞ APhA-ASP Chapter Receives Charter at the 2016 American Pharmacists Association National Meeting ☛

Pharmacy Student Organization Chapters – UT Tyler

APhA-ASP: American Pharmacists Association – Academy of Student Pharmacists

The [American Pharmacists Association \(APhA\)](#) is one of the largest national pharmacist organizations. The mission of the APhA Academy of Students Pharmacists (APhA-ASP) is “...to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.”

The process of starting the APhA-ASP chapter at UT Tyler began in fall 2015 with a small group of students and faculty who provided the foundation for this organization.

In March 2016, the APhA-ASP chapter at UT Tyler received its charter and was officially recognized at the APhA Annual Meeting in Baltimore, Maryland!

Opportunities for APhA-ASP members include:

- Community outreach programs, such as: Generation Rx and Immunizations;
- Scholarship and awards;
- Leadership opportunities;
- Member Resources; and
- Networking at National, State, and Regional Meetings

2016-2017 APhA-ASP Officers:

- President: Tyler Gipson
- President-Elect: Kabria N Davis
- Vice President: Sarah Cate
- Secretary: Ariana Ramirez
- Treasurer: David Daniel Dan
- Historian: Shelby Adams
- Faculty Advisor: Frank Yu, Pharm.D.
- Initiative Advisors
- Generation Rx: Brittany Parmentier, Pharm.D.

Contact information at the college of pharmacy:

For additional information, email: uttaphaasp@gmail.com

SNPhA: Student National Pharmaceutical Association

The mission of the [Student National Pharmaceutical Association](#) is to serve as “...an educational service association of pharmacy students who are concerned about pharmacy and healthcare related issues, and the poor minority representation in pharmacy and other health-related professions.”

Contact information at the college of pharmacy: TBA

Status at UT Tyler: In development

SSHP: Student Society of Health-System Pharmacists

[American Society of Health-System Pharmacists \(ASHP\)](#) mission describes the role of pharmacists helping people achieve optimal health outcomes. ASHP “...helps members achieve this mission by advocating and supporting the professional practice of pharmacists in hospitals, health systems, ambulatory care clinics, and other settings spanning the full spectrum of medication use.”

Contact information at the college of pharmacy: TBA

Status at UT Tyler: In development

☞ APhA-ASP Members at the 2016 American Pharmacists Association Annual Meeting ☛



List of Pharmacy Student and Pharmacist Organizations

Pharmacy Student Organization Chapters - UT Tyler	
APhA-ASP:	American Pharmacist Association –Academy of Student Pharmacists
SNPhA:	Student National Pharmaceutical Association – Proposed
SSHP:	Student Society of Health-System Pharmacists – Proposed
Regional Pharmacy Associations	
CETPA:	Central East Texas Pharmacy Association
ETSHP:	East Texas Society of Health-System Pharmacists
State Pharmacy Associations	
AIP of Texas:	Alliance of Independent Pharmacists of Texas
TPA:	Texas Pharmacy Association / TPA Student Membership
TPC:	Texas Pharmacy Congress
TSHP:	Texas Society of Health-System Pharmacists
National Pharmacy Organizations	
AACP	American Association of Colleges of Pharmacy
AAPS	American Association of Pharmaceutical Scientists
ACCP	American College of Clinical Pharmacy
AMCP	Academy of Managed Care Pharmacy
APhA	American Pharmacists Association / Student Organization = APhA-ASP
ASCP	American Society of Consultant Pharmacists
ASHP	American Society of Health-System Pharmacists / Student Organization = SSHP
CPNP	College of Psychiatric and Neurologic Pharmacists
HOPA	Hematology/Oncology Pharmacy Association
NACDS	National Association of Chain Drug Stores
NCPA	National Community Pharmacists Association
PPAG	Pediatric Pharmacy Advocacy Group
SIDP	Society of Infectious Diseases Pharmacists
National Leadership, Academic Honor Societies, and Professional Pharmacy Fraternities	
KE	Kappa Epsilon Professional Pharmacy Fraternity
KY	Kappa Psi Pharmaceutical Fraternity
PDX	Phi Delta Chi Pharmacy Fraternity
PLS	Phi Lambda Sigma Leadership Society
Rho Chi	Rho Chi Academic Honor Society

∞ Brookshire Grocery Company Model Pharmacy ∞





UT TYLER RESOURCES

Academic Support and Career Success Programs

UT TYLER

UT Tyler has a number of services available to students, including College of Pharmacy Students.

[Blackboard](#) is the course management system used at UT Tyler and is used to house course components such as syllabi, content, assignments, and gradebooks.

[Campus Computing Center \(COC\)](#) is a general use computer lab on campus. It is open to all UT Tyler students. The lab is furnished with late-model computer systems and software that may be needed. All computers have access to the Internet. The CCC is located in the Business Building, Room 101.

[Campus Computing Services](#) webpage offers instructions on Blackboard, Patriot Email, Secure Air wireless internet, Patriot WebSpace, Patriot Podcast, and setting up services on iPhones, iPads, and android devices.

[myUTTyler](#) is used to manage UT Tyler's student-related processes, such as admissions to UT Tyler, class registration, financial aid notifications, reporting of official grades, and transcripts.

[New Student and Family Programs](#) is dedicated to introducing incoming students and their families to the lifestyle, programs and opportunities at UT Tyler to aid them in the transition process and integrate new students and their families into the UT Tyler community.

[Office of Career Services](#) offers guidance, resources and support to help Patriot students and alumni navigate the career development process

[Office of Student Accessibility and Resources \(SAR\)](#) provides students equal access to all educational, social and co-curricular programs through coordination of services and reasonable accommodations, consultation and advocacy. The SAR works collaboratively with students, faculty and staff to create an inclusive educational environment. *Students requesting accommodations must request services through the SAR at least four (4) weeks prior to the start of the semester.* For additional information, visit the [Requesting Accessibility Services](#) web page.

[Patriot Email](#) is the official email system for UT Tyler and official method of communication to students. All students receive a unique email account within the university.

[Pharos Dollars](#) are provided to students as part of the normal tuition and fees. UT Tyler Students receive \$25 Pharos Dollars each semester. Pharos Dollars may be used to printing in any of the computer labs, college of pharmacy, and the library. Once the Pharos Dollar allotment is expended each semester, students will need to place additional money on their P2 card (aka Patriot Bucks) to print on campus.

[Robert R Muntz Library](#) at UT Tyler offers electronic journals, eBooks, and access to interlibrary loans, in addition to its physical holdings. The College of Pharmacy has a Library Liaison available to assist students, faculty, and staff.

[Patriot Leadership Team \(PLT\)](#) is a leadership program designed to provide fun, friendly and effective leadership development information for the UT Tyler community.

[Student Counseling Center](#) assists students with study and test taking skills, stress management, listening and communications skills, time management skills. A relaxation room is also available for students to practice skills learned in counselling and use relaxation techniques prior to exams or stressors.

[Testing Center](#) at UT Tyler provides accurate and secure testing opportunities to meet the individual needs of students in an environment conducive to academic success. The center provides proctoring services for standardized testing, university-level correspondence testing, placement exams, institutional effectiveness assessments, and accessibility testing.

[Writing Center](#) allows students, faculty, and graduate students to work on their writing projects and writing skills.

Health and Wellness Programs

UT Tyler Resources

[Behavioral Intervention Team \(BIT\)](#) assists in protecting the health, safety and welfare of the students and members of the UT Tyler community; support student success; and provide a comprehensive response to students whose behavior is disruptive to themselves or the educational environment. Because of our commitment to students, UT Tyler provides several departments and services across campus that responds to our students' unique needs. However, sometimes students do not ask for help with they need it. Through the creation of a collaborative interdisciplinary team, the University provides a caring, confidential program of identification, intervention and response in order to provide students with the greatest opportunity for success and the University community with the greatest level of protection. The BIT is one of several resources available to the campus community to address

these concerns. Other offices with similar purpose include Residence Life & Judicial Affairs, Student Counseling Center, UT Tyler Police Department, and the Office of Student Accessibility.

Individuals concerned about the behavior of a student, should use the [electronic reporting form](#) to provide information to the BIT. Please include all relevant information you can in the forms on that page before clicking on the submit button. Please include your contact information so we can follow up if we need more information. *If you have an immediate concern, please contact UT Tyler Police Department at 903.566.7300 or dial 911 for emergencies.*

[Center for Students in Recovery \(CSR\)](#) provides a supportive community where students in recovery and in hope of recovery can achieve academic, personal and professional success while enjoying a genuine college experience free from alcohol and other drugs.

[Student Counseling Center](#) promotes student success by facilitating personal and academic growth contributing to lifelong learning. The center serves students through personal counseling, crisis management and advocacy, and provides resources and consultative services to the campus community. Services include:

- Individual counseling for personal, career, and study strategies counseling;
- Group counseling for social confidence, body image, anxiety, sexual assault, healthy relationships;
- Couples, pre-marital, marriage counseling;
- Relaxation Room; and
- Walk-in visits and 24/7 phone line available for UT Tyler students in crisis and currently on campus.

[Student Health and Wellness](#) supports student learning at UT Tyler by creating opportunities, programs and policies empowering students to: 1) reach their full potential, 2) take responsibility for themselves and others, and 3) contribute to the creation of a healthy, safe and socially just learning environment.

[University Health Clinic \(UHC\)](#) is a partnership between The University of Texas Health Science Center at Tyler and UT Tyler. The clinic is dedicated to the highest quality treatment and care of the students, faculty and staff of UT Tyler. As the *student health clinic*, the UHC recognizes that that health and well-being are vital components of success for UT Tyler students. Appointments can be made at 903.939.7870. There are costs associated with student health services; cost information is provided on the UHC website.

[Office of International Programs \(OIP\)](#) provides several services and resources including assistance with F/J visas, Intensive English Language Institute, International Student Organizations, and Study Abroad Programs.

[P2 Card Funds](#) describe up to 4 different types of funds on a student's P2 Card. including include the P2 Card Money Network Account, Patriot Bucks, Dining Dollars, and Pharos Dollars. Each type has restrictions as to where it can be used. Some of the funds lapse at the end of each semester and some are refundable.

[Police Department \(UT Tyler\)](#) provides an environment in which the university community can live, study, and work without fear. The UT Tyler Campus Police will partner with members of the university community to maintain an environment of safety conducive to the accomplishment and fulfillment of the UT Tyler's overall mission by providing information and services that enhance personal safety and protect resources. The UT Tyler Police Department is recognized as a police agency throughout the State of Texas. Services include, but are not limited to: [Parking](#), [Campus Crime Alerts](#), [UT Tyler Safety App "Patriot Guardian"](#), [Emergency Notifications](#), and the campus [Lost and Found](#).

[Recreational Sports](#) programs include [fitness programs](#), [intramural sports](#), [outdoor adventures program](#), [club sports program](#) and [wellness education](#).

[Student Organizations at UT Tyler](#) include more than 80 student organizations, representing the diverse interests of students across campus. New organizations (including those within Pharmacy) must be registered with UT Tyler and follow the student organization guidelines. Helpful websites include [Student Organization Forms](#), [Student Organization Guidelines](#), and [Student Organization Registration Process](#).

Pharmacy Student-Focused Resources

Pharmacy-Related Health and Wellness Resources

[The Professional Recovery Network \(PRN\)](#): This organization is committed to helping health care professionals enter a safe, healthy recovery. The trained staff helps identify, assist, support, and monitor any Texas-Licensed *Pharmacists, Pharmacy Students, Dentists, Dental Hygienists, Dental Assistants, Dental Students, Veterinarians, Veterinary Students, Optometrists, or Optometry Students with a potential impairment due to substance abuse/dependence or mental illness.* The program recognized by the Texas State Board of Pharmacy (TSBP), Texas State Board of Dental Examiners (TSBDE), Texas Board of Veterinary Medical Examiners (TBVME), and the Texas Optometry Board (TOB). *The PRN Confidential Helpline is 1-800-727-5152.*



Pharmacy Academic-Related Resources

Robert R Muntz Library College of Pharmacy Research Guide: This website is specifically designed for College of Pharmacy Faculty, Staff, Students, and Preceptors with frequently used databases, books, web resources, research methods, and resources.

Access Pharmacy® Library: Students have access to the McGraw-Hill electronic resources including textbooks, drug information resources, multi-media resources, cases, self-assessments, and patient education.

APhA Pharmacy Library: Students have access to the American Pharmacists Association (APhA) electronic library that includes textbooks, case studies, NAPLEX® Review, and access to the Journal of the American Pharmacists Association.

APhA Career Pathway Evaluation Program for Pharmacy Professionals: This website includes an on-line assessment tool exploring career opportunities in pharmacy and profiles for over 28 different specialties.

ExamSoft®: The College of Pharmacy uses ExamSoft® to administer course assessments and exams.

National Association of Boards of Pharmacy: The NABP website contains links to the state Boards of Pharmacy, information for students such as the NAPLEX (national licensure exam), MPJE (law exam), and the Continuing Pharmacy Education (CPE) monitor service.

State Boards of Pharmacy: The state board of pharmacy web pages will include information such as pharmacy intern requirements, licensure, pharmacy laws and regulations for the specific state. The [Licensing Reference Tool](#) by the Connecticut Pharmacists Association (Feb 2013) provides a comparison of internship hours, Board of Pharmacy Fees, differences between the states. Websites: [Texas State Board of Pharmacy](#) | [Louisiana Board of Pharmacy](#) | [Oklahoma Board of Pharmacy](#)

Additional Resources:

TUITION, FEES, AND FINANCES

Tuition and Fees

Tuition & Fee Schedule for 2016 – 2017

The tuition and fees are confirmed to be \$17,253 per semester for fall 2016 and spring 2017. Each semester is divided into two 8-week sessions with \$8,626.50 due prior to the start of each 8-week academic session. The tuition for academic years beyond 2016-1017 have not yet been finalized.

Tuition includes fees and other academic expenses associated with the Pharm.D. program including:

- Courses taken at UT Tyler as part of the Pharm.D. curriculum;
- UT Tyler required student fees such as student services fees, instructional support fee, intercollegiate athletics fee, medical service fee, recreational facility fee, student union fee, etc.;
- Electronic texts for required Pharm.D. courses; and
- Access to physical textbooks for required Pharm.D. courses when electronic texts are not available.

The tuition does not cover:

- UT Tyler courses taken to satisfy the Texas Core Curriculum or another degree program;
- Elective courses that are not approved as part of the Pharm.D. curriculum;
- Books & supplies for elective Pharm.D. coursework, non-Pharm.D. approved coursework, or Texas Core Curriculum courses;
- Costs associated with on campus housing, meal plans, and parking; and
- Late fees for registration, payment installment fees and emergency loan origination fees for the cashier’s office, parking tickets, etc.

Tuition & Fee Due Dates for 2016 – 2017

All tuition and fee charges are billed according to the Texas Education Code Chapter 54 and the University of Texas Board of Regents. Students may not enter a class or laboratory until payment of tuition and fees has been arranged.

- **Fall 2016 8 week I session**
Tuition and fee bill are due 5 p.m. Fri., Aug 19, 2016.
- **Fall 2016 8 week II session**
Tuition/fee bills are due by 5 p.m. Fri., Oct 14, 2016.
- **Spring 2017 8 week I session**
Tuition/fee bills are due by 5 p.m. Fri., Jan 6, 2017.
- **Spring 2017 8 week II session**
Tuition/fee bills are due by 5 p.m. Fri., Mar 3, 2017.



Students will be dropped from all classes for nonpayment after this time.

Payment Plans

College of Pharmacy students may enroll in either (1) a 5 installments payment plan or (2) an Emergency Loan each semester (includes both 8 week session charges for the semester). The Five Installments plan and the Emergency Loan cover the expenses for tuition and fees as well as housing, meal plans and textbooks paid to UT Tyler for the semester. Tests, off campus textbook purchases, supplies, insurance or other expenses are not covered by payment plans.

- **5 Installments Payment Plan:** An installment fee of \$45 (\$9 per installment) is charged on the 5 Installments Payment Plan. The 5 Installments Payment Plan must be repaid in full by the below installment due dates.
- **5 Installments Payment Plan Due Dates**
(Installment Fee \$45)

Fall 2016

1 st Installment Due:	Aug 19, 2016 by 5 p.m.
2 nd Installment Due:	Sep 2016 (Exact Date TBD)
3 rd Installment Due:	Oct 2016 (Exact Date TBD)
4 th Installment Due:	Nov 2016 (Exact Date TBD)
5 th Installment Due:	Dec 2016 (Exact Date TBD)

Spring 2017

1 st Installment Due:	Jan 6, 2017 by 5 p.m.
2 nd Installment Due:	Feb 2017 (Exact Date TBD)
3 rd Installment Due:	Mar 2017 (Exact Date TBD)
4 th Installment Due:	Apr 2017 (Exact Date TBD)
5 th Installment Due:	May 2017 (Exact Date TBD)

Students may sign up for the 5 Installments Payment Plan for a \$45 Installment Fee in their Student Center in [myUTTyler](#) by choosing "Finances" and "Enroll in a Payment Plan."

Dropping classes does not cancel the obligation to repay an installment plan. Once you have signed up for an installment plan, proceed to make the payments that are due. Please make sure to pay only the installments that are currently due and not installment balances due in the future.

Payments must be received in the cashiers' office by the payment due date or a late fee of \$25 will be charged to your account. *Please notice that the first installment is due before classes begin. If the first installment is not paid by 5 p.m. on the date your bill is due, you will be dropped from all your classes.*

Emergency Loan Payment Plan

An origination fee of 1.25% is charge on all emergency loans and the loan must be repaid in full by the below due dates. Dropping a class does not cancel the obligation to repay an emergency loan.

- **Emergency Loan Due Dates**
(Origination Fee 1.25%)
Fall 2016: Thursday, October 27, 2015 by 5 p.m.
Spring 2016: Thursday, March 16, 2017 by 5 p.m.

Students may sign up for the Emergency Loan in their Student Center in [myUTTyler](#) by choosing "Finances" and "Enroll in a Payment Plan."

A student who fails to provide full payment of tuition and fees, including late fees assessed, when payments are due, is subject to one or more of the following actions:

- Bar from registration/deny readmission.
- Withholding of grades, degree and official transcript.
- Denial of course credit for work done that semester.
- Apply appropriate penalties as established by law.
- Referral of debt to collection agency.

Accessing Your Current Charges

Students can access their current bills via [myUTTyler](#).

- Log on to the web at [myUTTyler](#);
- Enter your Patriot username and password (same as your student email);
- Go to the Student Home Page tab.
- Go to Student Center, under System Access pagelet.
- Scroll down to the Finances section.
- Choose Charges Due; click the double arrow circle.
- All due dates will be shown on the next screen, along with billing details.

Paying your Bills

Payments can be made through the [myUTTyler](#) Student Center or at the cashiers' office. Cash (rolled coins only), check (no temporary checks, no international checks), money order, VISA, MasterCard, Discover or American Express will be accepted by the cashiers. Payment information can be phoned in at 903.566.7227 or faxed to 903.565.5657. Be sure to note your university ID number when remitting payment to the cashiers' office. When making credit card payments via fax or mail please submit the completed Credit Card Information Form.

Mailing Address for the Cashier's Office

The University of Texas at Tyler
Attention: Cashiers' Office
3900 University Blvd.
Tyler, TX 75799



Bills with a zero (\$0.00) balance do not need to be returned in order to complete the registration process. However, if you have a zero balance bill and believe you should owe money, contact the Cashier's office at 903.566.7227 or by email at cashiers@uttyler.edu.

International Payments

International payments may be submitted through pay.flywire.com.

Parking Permits

Parking permits may be purchased online through the myUTTyler Student Center. Parking permits can be picked up at the University Police department once you have purchased the permit. Fall permits are good from September to August. Spring permits are good from purchase date to August. Summer permits are valid from purchase date to August.

myUTTyler Training

Electronic [myUTTyler training](#) is available with step by step tutorials showing:

1. How to enroll through myUTTyler.
2. How to drop a class through myUTTyler.
3. How to view your bill through myUTTyler.
4. How to register for the installment plan through myUTTyler.
5. How to purchase a parking permit through myUTTyler.
6. How to pay your bill through myUTTyler.

Note: Microsoft's Internet Explorer is required with pop-ups enabled. To enable pop-ups: click on Tools/Pop-Up Blocker and click "Turn Off Pop-Up Blocker".

Textbook Loan Program

UT Tyler, in coordination with the Barnes and Noble Bookstore at UT Tyler, offers a textbook loan program. Enrolled students may charge up to \$1,000 in textbook charges, plus shipping, to their UT Tyler student account. Additional details are available on the [Textbook Loan Program](#) website.

Cost of Attendance Planning Guide

There are anticipated expenses that are associated with attending the College of Pharmacy. Some of these expenses will occur in specific years of the program, while others occur annually. These expenses are not included in the Pharm.D. tuition. Please note that these are only estimated costs and do not include room and board.

Estimated Full-Time Cost of Attendance

The 2016-2017 estimated full-time cost of attendance (Fall and Spring only) is:

- \$45,455 (on campus housing)
- \$57,007 (off-campus housing)

This includes estimated costs for direct and in-direct costs: Tuition/feeds, room/board, books/supplies, transportation, personal, loan fees, etc.

Computer or Mobile Device Requirements

A mobile computer or device with wireless internet access, word processing capabilities, and ability to access UT Tyler course management system and the College of Pharmacy examination software (ExamSoft) is required. Additional information on minimum requirements is provided in [Computer or Mobile Device Requirements](#). [Computer and Software Discounts](#) on Dell products and software/hardware purchases are available for students, faculty, and staff of UT Tyler.

Texas Core Curriculum – Tuition and Financial Aid

Students completing their Texas Core Curriculum at UT Tyler during the first or second summer semester of the Pharm.D. program are classified as a graduate students for these courses. Tuition for these courses will not be included in the Pharm.D. tuition. Students will be responsible for all applicable graduate student tuition, course fees, and in-state/out of state fees associated with these courses. Students interested in completing core curriculum courses should consult with the Office of Financial Aid as there may be restrictions on if aid is available for these courses.

Pharm.D. students *may* be considered **undergraduate students** if they enroll in Texas Core Curriculum courses outside of UT Tyler. Students should consult with the specific college or university offering the courses to see if they will be considered an undergraduate or graduate student. If a student is considered an undergraduate then undergraduate financial aid options may apply.

W.T. Brookshire Hall, View from Lake Harvey



Cost of Attendance Planning Guide 2016-2017

Pharm.D. Anticipated Expenses	Professional Program Year	Approximate Cost			
		Year 1	Year 2	Year 3	Year 4
Screenings					
• Criminal Background Check	Admission, P3, & as needed	\$250 max	--	\$250 max	--
• Urine Drug Screen	Admission, P3, & as needed	\$53	--	\$29	--
Health and Immunizations ¹					
• Annual TB Screening	P1-P4	\$150	\$150	\$150	\$150
• Annual Influenza Vaccination	P1-P4	\$40	\$40	\$40	\$40
• Tdap (1 dose)	P1 (if not already completed)	\$64	--	--	--
• Hepatitis B (3 doses)	P1 (if not already completed)	\$345	--	--	--
• Measles, Mumps, Rubella (2 doses)	P1 (if not already completed)	\$200	--	--	--
• Varicella (2 doses)	P1 (if not already completed)	\$300	--	--	--
• Student Health Insurance (UT Tyler)	P1-P4	\$2181	\$2181	\$2181	\$2181
Licenses and Certifications					
• BCLS/CPR	P1, P3	Provided	--	\$125	--
• Pharmacy Intern/Trainee License	P1-P4	\$0	--	--	--
• Fingerprinting for Texas State Board	P1	\$45	--	--	--
• Pharmacy Intern Liability Insurance	P1-P4	\$40	\$40	\$40	\$40
• Licensing Exams (NAPLEX/MJPE)	P4	--	--	--	\$715
• Pharmacist State Licensing Fees	P4	--	--	--	varies
Supplies					
• Replacement Lab Coat (short)	P1-P4	\$40	--	--	--
• Stethoscope – dual diaphragm	P1	\$50	--	--	--
• Computer/Mobile Device and Software	P1-P4	\$1000	--	--	--
Miscellaneous					
• Professional Clothes (IPPE, APPE)	P1-P4 (varies)	varies	varies	varies	varies
• Travel to IPPE, APPE locations	P1-P4 (varies)	varies	varies	varies	varies
• Parking at UT Tyler	P1-P4	\$48	\$48	\$48	\$48
• Textbooks (see tuition)	P1-P4 (varies)	\$700	\$700	\$700	\$700
• Student Organization Dues	P1-P4 (varies)	varies	varies	varies	varies
• Travel to regional/national meetings	P1-P4 (varies)	varies	varies	varies	varies
	Yearly Estimate	\$5421+	\$3159+	\$3353+	\$3874

¹The University Health Clinic may provide immunizations at a lower cost than private entities ([link to cost estimates](#)).



FINANCIAL ASSISTANCE

Financial Aid

Students completing the undergraduate pharmacy prerequisites may be eligible for [undergraduate-level financial aid and scholarships](#), such as Federal Pell Grant, Direct Subsidized and Direct Unsubsidized Loans and Direct Parent PLUS Loan.

Students enrolled into the Pharm.D. program are recognized by UT Tyler as graduate/professional students whether or not the student has completed a bachelor's degree.

Additional information on undergraduate and graduate financial aid is located at:

- [UT Tyler Financial Aid web page](#)
- [College of All Texans](#)
- [Federal Student Aid U.S. Department of Education Direct Loan](#) - For questions concerning your borrower information (Entrance Loan Counseling and Master Promissory Note completion, Parent Plus/Graduate Plus Loan Credit Decision status), contact Direct Loans Applicant Services at 1-800-557-7394.

Students considering financial aid options for the Pharm.D. program, should evaluate graduate/professional level financial aid for the fall semester and onward.

Important information for newly admitted students: It is recommended for all newly admitted students to start working on their [FAFSA](#) as soon as possible. The University of Texas at Tyler FAFSA Code is 011163.

Students needing additional financial aid information should contact the Enrollment Services Center at 903.566.7180 or email enroll@uttyler.edu. Please ask to speak to a financial aid counselor for assistance, and identify yourself as a student inquiring about Graduate/Professional level financial aid for the Pharm.D. program.

Please note that there may be loans associated with Financial Aid. Additional information on this is provided in the "Complete Entrance Counseling" section at [Federal Student Aid web page](#).

Financial Aid Programs Offered at UT Tyler

Graduate/Professional students may be eligible to apply for the following Financial Aid Options. Typically students will apply for more than one financial aid program. Additional information on each of these options is available on the [UT Tyler Financial Aid web page](#).

- The **Texas Public Education Grant (TPEG)** program provides limited state financial aid for students with exceptional financial need. To qualify for disbursement, students must be enrolled for a minimum of 6 credit hours per semester. Annual award amounts range from \$400 to \$2,000 and are based on availability of funds.
- **Direct Unsubsidized Loans** are awarded based on the student's Cost of Attendance, as determined by the Financial Aid Office. The annual maximum amount for PharmD Students is \$33,000. Loans are paid in at least two disbursements per academic year. (Forms available on the UT Tyler Financial Aid website)
- **Direct Graduate PLUS Loans** are federal loans that graduate or professional degree students use to help pay education expenses. The Direct PLUS Loans are administered through UT Tyler. For this loan, the borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. (Additional information can be found the Federal Student Aid website).
- **Private Loans** are administered outside of UT Tyler for postsecondary education expenses.

Loan Repayment Programs

Several national organizations and corporations may have tuition assistance or loan repayment programs available for their student members and/or employees. Examples of these programs include:

- [Native Hawaiian Health Scholarship Program](#) is for native Hawaiians who are students in a health professions program.
- [US ARMY Pharmacist Health Professional Loan Repayment Program](#) includes funding of up to \$120,000.
- [US ARMY Pharmacists Accession Bonus](#) is a sign-on bonus of \$30,000 for qualified pharmacists.
- [US Air Force \(USAF\) Health Professionals Scholarship Program](#) (HPSP) includes funding for tuition, books, some fees, and a monthly stipend.



Tuition Exemptions and Waivers

Pharm.D. students are typically not eligible for tuition exemptions or waivers. Exceptions may include when a Pharm.D. student takes non-pharmacy courses during the first and second summer of the program or if a student is eligible for a federally sponsored exemption.

- **Tuition Exemptions** are a type of financial assistance that allows certain Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees. Pharm.D. students are not eligible for state supported tuition exemptions (e.g. Hazelwood Exemption). However, students may be eligible for federal programs. Tuition exemptions may apply to students taking classes at UT Tyler during the first and second summers during the program.
- **Tuition Waivers** allow certain students who are not Texas residents to reduce the cost of tuition to in-state rates. The Pharm.D. tuition rate is the same for in-state and out-of-state students, therefore these waivers would not apply for college of pharmacy classes. Waivers may apply to students taking classes at UT Tyler during the first and second year summer semesters.

College of Pharmacy Emergency Funds

Pharm.D. students may request emergency funds from the college for short term emergencies. Examples include emergency travel for a family illness or death or emergency funding for medical care/medication. Requests for funds are considered on a case-by-case basis. There is no guarantee that a specific request will be funded or the level of funding provided. Emergency funds are not a replacement for the tuition payment installment plans or UT Tyler emergency loans for tuition. ([Request Form](#))

Scholarships and Tuition Assistance

UT Tyler Scholarships

Pharm.D. students *may* be eligible for the following UT Tyler Scholarships:

- **Veteran Scholarships** – See Veterans Benefits.
- **UT Tyler Scholarships (for Returning Students Only)** are designated for returning UT Tyler students. First year pharmacy students may be eligible for if they have previously taken undergraduate and/or graduate coursework at UT Tyler. Pharmacy students with no

prior UT Tyler coursework become eligible for scholarships after session 1 of the first professional year. Interested students should contact the College of Pharmacy Office of Student Affairs for additional information. UT Tyler Scholarships range in criteria, requirements and amounts.

Pharm.D. students are NOT eligible for the following UT Tyler Scholarships:

- UT Tyler Staff, Spouse, and Dependent Scholarships
- [UT Tyler Graduate Scholarship](#)
- [UT Tyler New Freshman Scholarships](#)
- [UT Tyler Scholarships for Transfer Students](#)

Ben and Maytee Fisch College of Pharmacy Scholarships

College of Pharmacy Scholarships for Pharm.D. Students are currently being identified and fostered. Incoming students will receive updates on scholarships that may be available for students via email. Scholarships specifically designated for pharmacy students include:

- **Rod and Merle Mabry Excellence in Education Scholarship**

Veterans Benefits

Students receiving Veterans Benefits are recommended to contact the [UT Tyler Veterans Resource Center](#) at 903.565.5972 or by e-mail vrc@uttyler.edu for resources available to pharmacy students. Students who are uncertain if they are eligible for benefits should contact the VA Office.

Pharm.D. students are eligible to use the following Veterans benefits:

- **Post 9/11 GI Bill** provides up to 36 months of education benefits including a monthly housing allowance and annual book and supplies stipend. To check eligibility please contact the UT Tyler Veterans Resource Center.
- [Veterans Scholarships \(aka Only in America Scholarship\)](#) may be available for honorably discharged veterans and their dependents. This application accesses multiple scholarships; annual deadline July 1st).

Pharm.D. students are NOT eligible to use the following Veterans benefits:

- Hazelwood Exemption Act



UT TYLER POLICIES AND PROCEDURES

General Information

The Ben and Maytee Fisch College of Pharmacy follows the policies and procedures outlined by UT Tyler, these include, but are not limited to, the UT Tyler Handbook of Operating Procedures, Graduate Policies, and Student Affairs Policies. Several key policies will be reinforced within the College of Pharmacy Policy and Procedure section.

Handbook of Operating Procedures (HOP)

The [Handbook of Operating Procedures](#) (HOP) includes several student-related policies, including but not limited to:

Series 200 General Policies and Procedures

- 2.1.1 Public Records Policy
- 2.2.1 Strategic Planning and Assessment
- 2.3.1 Copyrighted Materials
- 2.3.2 Intellectual Property Policy and Guidelines
- 2.4.1 Nondiscrimination Policy & Complaint Procedure
- 2.4.3 Sexual Harassment Procedures & Responsibilities
- 2.4.4 Sexual Harassment by Faculty, Staff, or Visitor
- 2.4.5 Sexual Harassment by Students
- 2.5.5 Conflicts of Interest in Research
- 2.4.6 Consensual Relations
- 2.5.2 Conflict of Interest, Commitment, Outside Activities
- 2.6.1 Confidentiality of Social Security Numbers
- 2.7.1 Freedom of Expression
- 2.8.1 Inclement Weather Policy
- 2.9.1 HIV and Hepatitis B Policy

Series 500 Student Affairs

- 5.2.1 Student Academic Responsibilities and Appeals
- 5.2.3 Student Records Family Educational Rights and Privacy Act (FERPA)
- 5.4.1 Student Right-to-Know and Campus Security Act
- 5.5.1 Student Conduct
- 5.5.2 Student Conduct Code, Student Disciplinary Hearing and Appeals Procedures
- 5.6.1 Student Organizations
- 5.6.3 Guidelines for Student Travel and Off-Campus Activities (Exceeding 25 miles)
- 5.7.1 Student Publications
- 5.8.1 Student Complaints
- 5.9.1 Mandatory Freshman Housing
- 5.10.1 Approved Student Absences
- 5.10.2 Class Attendance
- 5.11.1 Grade Appeals
- 5.12.1 Immunizations
- 5.13.2 Scholastic Load
- 5.14.1 Disability Accommodation Policy and Procedures

UT Tyler Graduate Policies

Students enrolled in the Pharm.D. program are classified within the university as graduate students. Therefore, the graduate school policy and procedures, outlined in the [UT Tyler Student Catalog](#), also apply to College of Pharmacy students.

Manual of Policies and Procedures for Student Affairs (MOPP)

The [Manual of Policies and Procedures for Student Affairs \(MOPP\)](#) describes policies and procedures that are related to all students at UT Tyler, including students enrolled in the College of Pharmacy. This information is located in the Student Affairs section of the catalog.

Graduate Policies and Procedures

- Graduate Admission Requirements
- Academic Fresh Start
- International Graduate Student Admissions
- Student Seeking a Second Graduate Degree
- Concurrent Enrollment in Two Master's Degree Programs
- Transient Admission: Student Pursuing Degrees at Other Universities
- Transient Admission: UT Tyler Students at Other Universities
- Transfer of Graduate Credit
- Scholastic Load
- Catalog Year
- Change of Program
- Course Enrollments
- Grading System
- Graduation Guidelines and Procedures

Student Affairs Policies and Procedures

- Complaints and Grievances Process
- Disability Services
- Emergency Response, Fire Safety, and Security
- Gang-Free Campus
- Greek Life
- Non-Academic Student Grievances
- Non-Discrimination and Sexual Harassment Policy and Complaint Procedure
- On-Campus Solicitation
- Parking
- Residence Life
- Student Responsibilities
- Student Conduct and Discipline
- Academic Dishonesty
- Copyright Infringement
- Hazing
- Student Right-To-Know and Campus Security Act
- Student Travel Policy



COLLEGE OF PHARMACY POLICIES AND PROCEDURES

The College of Pharmacy also has additional policies and procedures related to the Pharm.D. Program. Many policies and procedures are detailed within this section of the student handbook, however more extensive policies and procedures will be briefly described and a link to the full text will be provided. In general, the full text for the policies provided at the end of the student handbook or posted on the College of Pharmacy website.

Several of the policies and procedures outlined in this section are UT Tyler policies and procedures. These are identified in the list and in the descriptions whenever possible.

Academic Progression Policies and Procedures

- General Academic Policies - College of Pharmacy
 - [Academic Policies \[Full Text\]](#)
 - [Academic Probation Form](#)
 - [Incomplete \(Grade\) Resolution Form](#)
 - [Appeal of Academic Dismissal Form](#)
 - [Professional & Academic Affairs Committee Petition](#)
- Academic Alert Policy and Form
- Credit Hour Assignments
- Full-Time Status – Required Semester Credit Hours
- Leave of Absence Policy and Form
- Maximum Credit Hours per Semester
- NAPLEX Release Authorization Form

Course-Related Policies and Procedures

- Add/Drop Policy and Form
- Accommodations; American with Disabilities Act (UT Tyler)
- Attendance Policy for Didactic and Elective Courses
- Attendance Policy for Experiential Education
- Auditing Courses
- Course and Instructor Evaluation Policy
- Exams – Milestone and Capstone Exams
- Grade Appeal Policy – College of Pharmacy
- Grades
- Recording of Class Sessions
- Reproduction of Class Sessions

Non-Academic Policies and Procedures

- Bloodborne Pathogen Prevention and Exposure Plan (UT Tyler)
- Computer or Mobile Device Requirements
- Email Policy (UT Tyler)
- Emergency College of Pharmacy Student Funds Request Form
- FERPA - Family Educational Rights & Privacy Act (UT Tyler)
- Health Insurance Requirements
- Immunization and Health Screening Requirements
- Non-Academic Alert Form
- Photography and Video Recording Consent
- Safety - Emergency Communications (UT Tyler)
- Student Travel & Requests for Funding
- Tobacco Free Campus (UT Tyler)
- Weapons on Campus, Campus Carry Law, and Concealed Weapons (UT Tyler)
- W.T. Brookshire Hall – After Hours Access

Professionalism-Related Policies and Procedures

- Alcohol and Substance Abuse Policy
- Criminal Background and Drug Screening Procedures
- Health Insurance Portability & Accountability Act (HIPAA, UT Tyler)
- Honor Code – College of Pharmacy
- Honor Code (UT Tyler)
- Non-Academic Alert Form
- Pharmacy Internship Requirements
- Professional Liability Insurance Requirements
- Professional Technical Standards for Admission, Matriculation, and Graduation
- Standards for Professional Dress and Classroom Behavior
- Standards for Professional Dress for Experiential Learning

Student Complaint Procedures

- Student Complaint Process - Accreditation Council for Pharmacy Education (ACPE)
- Student Complaint Process – College of Pharmacy

COLLEGE OF PHARMACY POLICIES & PROCEDURES (ALPHABETICAL ORDER)

Academic Alert Policy

An academic alert is designed to allow a student to be referred for academic support at any point during the semester. Such a step may be taken based on a quantifiable assessment (e.g., exam grade or a cumulative iRAT score). An Academic Alert could also be based on observation of behavior, such as concerns about a student's participation in the team environment or absenteeism in excess of the College of Pharmacy policy. Additional information for this policy and accompanying forms include:

- [Academic Alert Policy \[Full Text\]](#)
- [Academic Alert Form](#)

Add/Drop Policy

The Add/Drop policy outlines the specific process for adding or dropping Pharm.D. courses. Changes in course registration may be made without penalty before the College of Pharmacy Census Date (see the College of Pharmacy Academic Calendar for the specific dates). Additional information for this policy and accompanying forms will be posted on the college's website when available.

- Add/Drop Policy – In development
- Add/Drop Form – In development

Alcohol and Substance Abuse Policy

This policy is currently under development and will be posted on the official College of Pharmacy web site.

Accommodations – Americans with Disabilities Act (ADA, UT Tyler)

In accordance with Section 504 of the Rehabilitation Act, American with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University offers accommodations to students with learning, physical, and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD, or ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA coordinator, Cynthia Lowery Staples. Please contact the SAR office if you are unsure if the above criteria apply and you have questions or concerns. For more information or to set up an appointment, please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

Students must notify instructors of accommodations needs at least five (5) business days prior to needing the accommodation so that the course coordinator has adequate time to coordinate with the Student Accessibility and Resources (SAR). A letter from the SAR office must accompany this request. Authority for disability accommodation can be found in the [Handbook of Operating Procedures, Section 5.14.1](#).

Special Notes for College of Pharmacy Students

- Students are required to notify each course coordinator, each session. Accommodations do not automatically transfer from one course coordinator.
- Courses may have an iRAT scheduled for the first day of the course. It is recommended that the accommodation process is started well in advance of the start of the semester or session.

Attendance Policy – Didactic and Electives Courses

The Attendance Policies for didactic (classroom and laboratory) may vary from course to course. The specific course policies for each course is outlined in the syllabi.

Attendance Policy – Pharmacy Practice Experiences

The Attendance Policy for the Pharmacy Practice Experiences are outlined in the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) manuals.

Auditing Courses

Pharmacy students may not audit courses offered at UT Tyler. UT Tyler undergraduates and graduate students may not audit courses offered within the College of Pharmacy.

Bloodborne Pathogen Prevention and Exposure Plan (UT Tyler)

The key to preventing exposure to bloodborne pathogens (such as Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus) is a commitment to universal precautions. Universal precautions is an infection control strategy in which the healthcare professional assumes that all human blood and body fluids may contain bloodborne pathogens. The bloodborne pathogen prevention and exposure plan describes the training, prevention program, and exposure plan for students, staff, and faculty.

- [Bloodborne Pathogen Prevention and Exposure Plan](#)



Computer and Mobile Device Requirements

Students will be required to have a mobile device that has internet access, word processing capabilities, and ability to access UT Tyler course management system called Blackboard. This mobile device can be a laptop, iPad, mac product, etc.

Computer and Mobile Device Recommendations

Windows-Based Laptops
<p>Recommendation:</p> <ul style="list-style-type: none"> • CPU: Intel Core i5 or AMD Equivalent or Higher • Memory / RAM: 8GB • Storage: 250GB or Higher Solid State Hard Drive • OS: Windows 10 • Screen Resolution of 1920x1080 or Higher • Manufacture Date No Earlier Than January, 2015 <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • CPU: Intel Core i3 or AMD Equivalent • Memory / RAM: 4 GB • Storage: Greater than 5 GB Available • OS: Windows 7 or 10 • Screen Resolution of 1366x768 • Manufacture Date No Earlier Than January, 2015 <p>Notes:</p> <ul style="list-style-type: none"> • Surface Pro 3 and 4 devices are supported and must have an external keyboard for ExamSoft¹ <p>Not Supported:</p> <ul style="list-style-type: none"> • Surface 1 and 2 devices and Surface RT¹ • ARM architecture devices¹
Apple MacBook, MacBook Air or MacBook Pro
<p>Recommendations:</p> <ul style="list-style-type: none"> • CPU: 1.6GHz Intel Dual-Core Core i5 or higher • Memory / RAM: 8GB or higher • Storage: 250GB or higher w/ at least 5GB available • OS: OSX Yosemite 10.10 or Higher • Manufacture Date No Earlier than January 2015 <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • CPU: Intel processor • Memory / RAM: 4GB • Storage: 5GB free or higher • OS: Mac OSX Yosemite 10.10 • Manufacture Date No Earlier Than January, 2015 <p>Not Supported:</p> <ul style="list-style-type: none"> • Parallels¹ and OSX Server Edition¹
Apple iPad
<p>Notes:</p> <ul style="list-style-type: none"> • While an iPad is an approved test taking device, it is strongly recommended to have a full laptop for additional productivity features and functionality <p>Not Supported:</p> <ul style="list-style-type: none"> • iPad Generation 1¹

¹ ExamSoft®, the classroom-based exam software for the College of Pharmacy

Additional notes for computers and mobile devices:

- UT Tyler does not encourage the use of Windows 8, although it is supported by ExamSoft.
- [Microsoft Office 365 for Windows and Mac](#) is provided free of charge for students, faculty and staff of UT Tyler.
- Virtualization of any sort (i.e: Parallels, VirtualBox, Hyper-V, VMware, or similar) is not supported¹

Discounts on Dell Products: Students, faculty, and staff of UT Tyler receive a discount on Dell products and discounted software.

Privacy Filters: All students are required to have privacy filters for their laptops and/or tablets during exams and quizzes. These can be purchased for various screen sizes through various retailers or online. Removable filters are acceptable.

Course and Instructor Evaluation Policy and Procedures

Student feedback is an essential part of the college's continuous quality improvement process. This policy describes the different types of assessments used to provide feedback to course instructors. Additional information for this policy and accompanying forms include:

- [Course and Instructor Evaluations \[Full Text\]](#)

Criminal Background and Drug Screening Procedures

A criminal background check and urine drug screen is required of all students offered admission to the College of Pharmacy. Admission to the College of Pharmacy is contingent upon results of these evaluations. A review committee, led by College of Pharmacy Office of Student Affairs, will review positive results from criminal background check and/or urine screen and make a determination on a case-by-case basis.

Background checks and urine drug screens will be repeated at specific intervals during the Pharm.D. curriculum. A review committee, led by College of Pharmacy Office of Student Affairs, will review positive results from criminal background check and/or urine screen and make a determination on a case-by-case basis. Enrolled students, as part of the obligations of being a licensed pharmacy intern and/or pharmacy intern trainee, are required to disclose any criminal convictions and deferred adjudication community supervisions or deferred dispositions to the Texas State Board of Pharmacy. Enrolled students are also required to report these events to the Office of Student Affairs **within 10 days** of the event. When applicable, an international background check may be completed.

Admission to the College of Pharmacy may be denied or enrolled students may be dismissed based on the results of the criminal background checks and/or urine drug screen.



Examples of reasons for denial or dismissal include, but are not limited to: 1) positive criminal background check would affect the ability to become licensed, 2) failure to report criminal convictions/deferred adjudication/deferred dispositions to the Texas State Board of Pharmacy or the Office of Student Affairs, or 3) positive urine drug screen. The [Texas State Board of Pharmacy](#) provides further information on criminal background checks and substance use.

The [National Association of Boards of Pharmacy](#) (NABP) provides information on if a felony conviction may prevent applicants from obtaining a license to practice pharmacy in a particular state (NABP phone: 847.391.4406).

Email Policy (UT Tyler)

[UT Tyler Student Email Policy](#) states that upon acceptance for admission, all students are issued a unique Patriot Email address, which will be the official email communication method during their academic careers at UT Tyler. Students are responsible for checking their Patriot Email account regularly, and should be aware of the following items regarding email communications with the University:

- Communications containing [information protected under FERPA](#) may only be discussed via students' Patriot Email accounts. Accordingly, all official communications from the University will be sent to the Patriot Email account.
- All official communications and requests from students regarding their academic career at UT Tyler must be made using the Patriot Email account. Student communications originating from any other email account will not be considered to be official communications, and cannot be honored until they have been re-sent from the Patriot Email account.
- The Patriot Email account serves as the communication source for BlackBoard.

College of Pharmacy students are strongly encouraged to check email twice a day and respond to emails within 24 business hours. Failure to check email cannot be the basis for missing deadlines nor used as rationale for being unaware of information or official notifications.

Exams – Milestone and Capstone Exams

Milestone and/or capstone exams may be given as a comprehensive assessment of learning. The policy describes the composition of the milestone and capstone exams, grading, and required follow-up following a milestone or capstone exam. Additional information for this policy and accompanying forms will be posted on the college's website when available.

- Milestone and Capstone Exams – In development.

FERPA - Family Educational Rights & Privacy Act (UT Tyler)

The [Family Educational Rights and Privacy Act \(FERPA\)](#), 20 U.S.C. 1232g, and the Texas Public Information Act, Texas Government Code 552.001 et seq., are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws, the University has adopted the policy outlined in the [MOPP Sec. 1-401](#).

Individuals are informed of their rights under this law through this policy which is included in the University Handbook of Operating Procedures (HOP) and Catalog. The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as noted in the Manual of Policies and Procedures for Student Affairs (MOPP).

- [FERPA Authorization Form to Release Information](#)

Full-Time Status – Required Semester Credit Hours

The minimum semester credit hour load to be considered a full-time professional student in the College of Pharmacy is 15 semester hours during the fall and spring semesters, or six semester hours in the summer semester. This policy is maintained by the UT Tyler Office of the Registrar.

General Academic Policies for the College of Pharmacy

The General Academic Policies describe the different academic statuses within the College of Pharmacy including good academic standing, academic alert, academic probation, and dismissal. The policy also outlines academic restrictions, probation process, appeal process, requirements for dismissal for students on academic probation. Additional information for this policy and accompanying forms include:

- [Academic Policies \[Full Text\]](#)
- [Academic Probation Form](#)
- [Incomplete \(Grade\) Resolution Form](#)
- [Appeal of Academic Dismissal Form](#)
- [Professional & Academic Affairs Committee Petition](#)

Grade Appeal Policy - College of Pharmacy

This policy describes the appeal process, follow-up procedures, timeframe, and further appeal processes available. Additional information for this policy and accompanying forms include:

- Grade Appeal Policy [Full Text] – In development
- [Grade Appeal Form](#)



Grades

A letter grade equal to or greater than a C is considered satisfactory performance (passing) for completion of a course. The breakdown for assignment of letter grades and grade points for each letter grade are as follows:

Percent Grade	Letter Grade	GPA Value
90.0 to 100%	A	4.0
80.0 to 89.9%	B	3.0
70.0 to 79.9%	C	2.0
65 to 69.9%	D	1.0
Below 65%	F	0.0

Abbreviation and Non-letter Grade Designation:

P/F	Pass/Fail – Passing work is a letter grade of 'C' and above. The College of Pharmacy P/F standard differs from the University's standard for passing (i.e., letter grade of 'D' or higher).
CR	Credit with semester credit hours awarded (See Credit/No Credit option policy)
NC	No-credit with no semester credit hours awarded (See Credit/No Credit option policy)
I	Incomplete Coursework (See Incomplete Policy)
W	Withdraw (See Withdrawal Policies)
*	A course subsequently repeated (see Repeating Courses and Grade Forgiveness Policies)
AU	Audit

For further explanation, refer to the General Academic Policies for the College of Pharmacy.

Specific Course Grades

Course components, weighing of assignments used to calculate course grades are outlined in each course syllabus.

Graduation Requirements

Students are recommended and approved for the Pharm.D. degree by the UT Tyler College of Pharmacy Faculty. Approval is awarded provided that the student:

- Has conducted oneself in an ethical, moral, professional, and lawful manner;
- Has satisfactorily completed all of the College of Pharmacy curricular requirements in a timely fashion, not to exceed five (5) years from the date of initial enrollment (excluding approved leave(s) of absence);
- Has fulfilled all tuition and financial requirements and completed all necessary paperwork for College of Pharmacy; and
- Has a cumulative GPA in all professional courses of at least a 2.0 or higher.

Health Insurance Requirements

As a condition of enrollment, all Pharm.D. students must maintain and submit proof of personal health insurance coverage that includes effective date and renewal date. Personal health insurance covers illness and injury in classroom, laboratory situations, and experiential learning courses as well as any illness or injury that occurs while not on the UT Tyler campus or affiliated with a COP activity. This requirement can be met by enrolling in the [UT Tyler student health insurance plan](#) or by presenting proof of insurance coverage through an alternative health insurance plan. The Office of Student Affairs tracks this information at the beginning of each academic year. Students who do not meet the deadline to submit proof of health insurance may have delays in starting their semester coursework and/or experiential activities. This may affect the student's ability to successfully complete the curriculum and delay on-time graduation.

Health Insurance Portability & Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 protects the privacy of an individual's identifiable health information called Protected Health Information (PHI). Students may encounter patient- and caregiver-related information during classroom, laboratory, experiential, and extracurricular activities. Students, as a healthcare professionals, are obligated to respect any and all confidences revealed during any College of Pharmacy educational experiences including but not limited to, patient conditions, medical and pharmacy records, economic information and professional policies.

No information should be circulated or discussed outside the clinical realms of the learning experience or in any inappropriate manner during the experience. Disclosure of information or inappropriate discussion of information is also a violation of the patient's or preceptor's trust and can cause harmful consequences for the patient, their caregivers, or the experiential site. Situations involving breach of HIPAA and disclosure of PHI is illegal and any student who chooses to violate this policy will undergo severe consequences.

HIPAA Training: The College will provide initial and annual HIPAA training as part of the curriculum for the pharmacy students. Students should maintain a copy of their HIPAA certification within their portfolio. Students may need to complete a clinical site-specific HIPAA training in addition to the College of Pharmacy course.

Access to Confidential Information: Students may have access to privileged information about a patient/caregiver's health and financial information, practice site information, and other information that is considered to be personal. Access to confidential subject information is permitted only



on a need-to-know basis. Additionally, students are to keep all user log-in and passwords confidential when using any electronic device as well.

Disclosure of Confidential Information: HIPAA violations include, *but are not limited to*, disclosing patient information verbally or in writing (including email), unauthorized viewing of patient health information, talking about patient's private health information in a public venue, posting of protected health information on social media, and posting photographs of patients without their permission. HIPAA violations are reportable to the healthcare institution, the College of Pharmacy (as a violation of the College of Pharmacy Honor Code), and for potential legal action. Consequences for violations include, *but are not limited to*, failure of a course or course assignment, removal from a clinical practice site, expulsion from the College of Pharmacy, and/or legal penalties.

Honor Code of the College of Pharmacy

The College of Pharmacy Honor Code is a formal code of conduct that emphasizes the four core principles of respect, honesty and integrity, legal and professional codes and standards, and professionalism and ethical behavior. All students, faculty, and staff are held responsible for behavior compliant with the Honor Code. The Honor Code Policy outlines each of the four core principles, student accountability and expectations, consequences of Honor Code violations, non-retaliation, and expected outcomes of following the Honor Code.

- [Honor Code - College of Pharmacy \[Full Text\]](#)

Honor Code Violations

This policy provides guidelines for faculty, staff, and administrative personnel to pursue student violations of the Honor Code. The document includes guidelines for academic violations and non-academic violations. Forms and links that accompany this policy include:

- [Honor Code Violations Policy – College of Pharmacy \[Full Text\]](#) This policy outlines the procedures and forms to use with an academic and non-academic honor code violations.

Forms referenced in the Honor Code Violations Policy:

- [Overview of the UT Tyler Judicial Appeals Process](#)
- [Scholastic Dishonesty Report Form \(UT Tyler\)](#)
This form is completed by the faculty member for academic honor code violations.
- [Scholastic Dishonesty Report \(UT Tyler, On-Line\)](#)
This follow up form is used to communicate the academic honor code violations to the Director of Residential Life and Judicial Affairs.
- [Faculty & Student Resolution Form](#) - College of Pharmacy for non-academic honor code violations.

Honor Code (UT Tyler)

The University of Texas at Tyler is committed to providing a setting for free inquiry, excellent teaching, research, artistic performances and professional public service. As a community of scholars, the university develops each individual's critical thinking skills, appreciation of the arts, humanities and sciences, international understanding for participation in the global society, professional knowledge and skills to enhance economic productivity, and commitment to lifelong learnings.

Such a commitment to a preeminent place in higher education also requires the ethical development of the entire UT Tyler community: students, faculty members, staff members and administrators. The [UT Tyler Honor Code](#) is crucial to these ideals. The Honor Code is the means through which to apply the ethical ideal of honorable living to the lives of the UT Tyler community.

Therefore, every member of the UT Tyler community joins together in saying:

UT Tyler Honor Code:

I embrace honor and integrity.

Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.

The purpose of the UT Tyler Honor Code is to foster a commitment to honorable living, and to exhort its community members (students, staff, faculty and administrators) to adhere not simply to the minimum standard, but to transcend the letter of the code by committing to broader ideals consistent with the spirit of the Code. The honor code has many advantages which serve to promote a relationship of trust and respect across the entire UT Tyler community.

The Honor Code strives to achieve this relationship through the following goals:

- To assist the UT Tyler community in developing an understanding of the importance of integrity.
- To enable the UT Tyler community to learn and practice ethical principles.
- To instill in the UT Tyler community a strong desire to maintain honor in accordance with the Code.
- To promote a level of commitment in the UT Tyler community to honorable conduct necessary to meet the ethical challenges faced throughout a lifetime of service to the global community.
- To enable the UT Tyler community to develop essential leadership skills necessary to establish an ethical climate within their organizations.
- To encourage members of the UT Tyler community to embrace the spirit of the honor code in their lives rather than merely verbalize endorsement.

- g. To affirm that members of the UT Tyler community will not be disadvantaged for having done his or her own work while others have violated the honor code.

Educating students to take their place in the world engenders a serious responsibility for any educational institution. The University of Texas at Tyler recognizes that the future decisions made by these citizens must be grounded in ethics as well as in academic knowledge if these decisions will protect and benefit society.

For these reasons The University of Texas at Tyler takes a proactive stand and adopts an honor code throughout the campus so that students may be equipped with an ethical framework for their future lives.

Immunization and Health Screening Requirements

Students are required to present evidence of tuberculosis screening and proof of immunizations by week 6 of their first semester enrollment in the College of Pharmacy. For those vaccines that involve more than one injection, the series must be started by week 6 in their first semester at the College of Pharmacy. In accordance with state law (e.g. [Meningitis Policy SB 1107](#)) and the [Centers for Disease Control and Prevention \(CDC\)](#), the following immunizations/health screening are required for all students enrolled in health-related courses that will involve direct patient contact in medical facilities:

- **Influenza:** proof of influenza vaccination required every fall semester; any type of influenza vaccine.
- **Tetanus/diphtheria:** proof of one Tdap "booster" with a Td following at least every 10 years.
- **Varicella:** proof of completing the 2-dose immunization series, serological immunity (blood test), or documentation of disease or diagnosis of either varicella or herpes zoster by a healthcare provider.
- **Measles/Mumps/Rubella (MMR):** proof of completing the 2-dose MMR series or serological immunity (blood test).
- **Hepatitis B:** proof of completing the 3-dose immunization series or serologic immunity (blood test).
- **Tuberculin (TB) Screening:** The frequency and type of tuberculin screening depends upon if this is initial testing and the duration of time between tests:
 1. students receiving their *first tuberculin screening* or having their *last tuberculin skin test (TST) more than 2 years ago*, proof of a 2-step TST or a single blood assay (BAMT) test followed by an annual TST is required;
 2. students with a TST within the *previous 12 months*, a single TST is required followed by an annual TST; and

3. for students with a *positive TST, BAMT, or prior treatment for TB*, proof of a negative chest x-ray is required (repeat x-rays are not required unless recommended by a healthcare provider).

- **Meningitis Vaccine:** Students younger than 22 years are required to present documentation of meningitis vaccination prior to being enrolled in Pharm.D. courses.

Vaccinations and screenings are obtained at the student's expense. A student's health insurance may cover these services. Students who fail to submit documentation will not be permitted to participate in the direct patient care components of the Pharm.D. program.

Exclusions may be allowable on an individual basis for medical contraindications and pregnancy.

- **Students with medical contraindications** must submit written verification form a physician or Nurse Practitioner that the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household. Unless a lifelong condition is specified, the verification is valid for only one year from the date signed by the healthcare professional.
- **Pregnant females** may be exempt from select immunizations. Students must present written documentation of a positive pregnancy test and written verification of immunizations that the student is exempt due to pregnancy.

The Office of Student Affairs will track student compliance with these requirements and at the start of each academic year will notify the Experiential Education Office with a list of pharmacy students who are not in compliance. The Office of Student Affairs will contact the student and inform the Experiential Education Office when the student is again compliant.

Leave of Absence Policy

A leave of absence is approved for a specific period of time and the institution agrees to permit the student to return to the College without formally reapplying for admission to the College. The policy describes the process for requesting and returning from a Leave of Absence. Additional information for this policy and accompanying forms include:

- Leave of Absence Policy [Full Text]
- [Leave of Absence \(LOA\) Form](#)

Maximum Credit Hours per Semester

The maximum credit hour load permitted is 18 semester hours during the fall and spring semesters, and the typical curriculum load is 18 semester hours in the fall and spring. The maximum credit hour load permitted is 12 credits in the summer semester. This policy is maintained by the UT Tyler Office of the Registrar.



NAPLEX Release Authorization Form

As part of the College of Pharmacy continuous quality improvement process, students will be asked to release a copy of their NAPLEX results to the college.

Non-Academic Alert Form

Non-academic concerns, such as professionalism, dress code, classroom behavior, absenteeism, tardiness, and ethical concerns may be reported using the Non-Academic Alert form.

- [Non-Academic Alert Form](#)

Photography and Video Recording Consent

The College of Pharmacy requests use of student-related photographs and/or video-recordings for external use, e.g. distribution of class composite photos, posting on the internet, publications, social media, etc. Permission for use can only be given by the student and the initial request occurs during the orientation process and remains into effect until the student is no longer enrolled in the Pharm.D. program or the permission is revoked by the student. Students can grant permission or revoke permission for photography and/or video-recordings at any time by contacting the College of Pharmacy Office of Student Affairs.

- [Photography and Video Recording Release and Revocation Form](#)

Pharmacy Internship Requirements

All students are required to register with the Texas Board of Pharmacy (TSBP) as an intern trainee during their first year of the program. Applications and fingerprints should be sent to the Board of Pharmacy during the first two weeks of the program or before. After the first 30 hours of the program are completed, students are required to register with the Texas Board of Pharmacy as a **pharmacist intern**. Licensure must be completed prior to starting the second year, fall semester. Students are required to follow all Board of Pharmacy rules and regulations during their experiential learning experiences. Failure to obtain licensure may delay on time graduation.

Professional Liability Insurance Requirements

All college of pharmacy students are covered by a medical professional liability insurance policy, offered for all medical professions students in the UT System. The insurance premium for this coverage is included as part of the tuition of all Pharm.D. students and is renewed annually. The insurance policy covers students and faculty during all College of Pharmacy organized experiential, professional student organization, and service learning activities while in the Pharm.D. program. The policy requires appropriate student supervision while providing patient care. Students can request verification of insurance from the Dean's Office. The insurance policy does **not** cover students at their place of employment. It is

recommended that each pharmacy student maintain private professional liability insurance to cover their activities outside of the College of Pharmacy (e.g. employment).

Professional Technical Standards for Admission, Matriculation, and Graduation

The Accreditation Council for Pharmacy Education (ACPE 2011) recommends that the "Professional Technical Standards for Admissions are established by the university, college, or school based on the physical and mental attributes required of students to be able to function competently as a pharmacist upon graduation."

Therefore, the Ben and Maytee Fisch College of Pharmacy at The University of Texas at Tyler have established the following attributes for admission, matriculation, and graduation from the College of Pharmacy.

Observation: The student needs to be able to use their sense of vision to observe 1) demonstrations and experiments in both large and small group settings, 2) a patient accurately at a distance and at close range. Sight may be combined with other senses such as hearing, smell, and touch during the observation process.

Communication: The student needs adequate verbal communication (e.g. voice or adaptive voice equipment), reading, writing, and computer abilities to communicate 1) individually and in groups, 2) with patients and caregivers, 3) with other healthcare professionals, 4) with peers and instructors.

Motor skills: The student needs the physical ability and coordination to 1) participate in individual, small, and large group discussions, 2) perform basic physical and health assessment skills, and 3) perform pharmacy-related functions in the classroom, experiential, and service learning settings.

Intellectual, conceptual, integrative and quantitative abilities: The student needs the ability to 1) think quickly and in an organized manner, 2) be alert and attentive to surroundings, 3) measure, analyze, and interpret data, 4) process information and apply learned information to new situations, and 5) exhibit reasonable judgment and ethical and professional decision making when in the classroom, experiential, and extracurricular settings.

Behavioral and social attributes: Students need the emotional, mental, and physical health to 1) demonstrate the attributes listed above, 2) adequately function during times of fluctuating workloads and stress, 3) adapt to different learning and healthcare environments, and 4) demonstrate compassion, integrity, and motivation required in the practice of pharmacy.

Students are required to affirm that they meet the Professional Technical Standards prior to matriculation into the program. Students with disabilities should possess these attributes either directly or through fair and reasonable accommodations. The [UT Tyler Student Accessibility and Resources Office](#) and the College of Pharmacy Office of Student Affairs can assist candidates who have questions or concerns regarding meeting these requirements.

Students enrolled in the Pharm.D. program are required to possess these attributes through all portions of the curriculum. Should a student's ability to demonstrate these attributes change, they should contact the Office of Student Affairs.

References:

- Accreditation Council for Pharmacy Education. Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree (Guidelines Version 2.0). Accreditation Council for Pharmacy Education: Chicago(IL). Available at <http://www.acpe-accredit.org/pdf/Finals2007Guidelines2.0.pdf>. Accessed March 26, 2014.
- Berry TM, Chichester CO, Lundquist LM, et. al. Professional Technical Standards in Colleges and Schools of Pharmacy. Am J Pharm Ed 2011; 75(3): Article 50.

Approved by the College of Pharmacy Faculty on August 24, 2014

Recording of Class Sessions

This policy applies to all forms of multi-media recording on the University campus or affiliate locations and includes all classroom sessions. Class sessions may be recorded if the student receives written permission from the course coordinator. This policy applies to, but is not limited to, photographing or recording of material placed on white boards or overhead projections. Because of the interactive nature of team-based learning, class periods may not be recorded in lieu of attending class, unless specifically authorized by the College of Pharmacy, Office of Academic Affairs (e.g., approved absence for professional meetings).

Reproduction of Class Sessions

Reproduction and/or distribution by any means such as YouTube, podcasts, etc. of any class session presentations or material created for the purpose of class preparation or for class review are forbidden unless written authorization from the Office of Academic Affairs **and** the creator is obtained at least seven (7) calendar days in advance.

Safety - Emergency Communications (UT Tyler)

UT Tyler has several avenues to communicate emergencies to students, faculty, and staff. These include:

UT Tyler Emergency Communications: This UT Tyler emergency website will be updated with the most current information available, as well as details and instructions.

RAVE Patriot Guardian Application: Allows individuals to quickly contact university police in cases of an emergency by phone call or text, and you can use the app to dial 9-1-1 when you are off campus. This free app is available through your mobile app store – download the RAVE Guardian, which will then personalize to the UT Tyler and appear as Patriot Guardian. Allows you to 1) make an emergency call to police and 2) report a crime in progress or suspicious activity. Other features include the following:

- **Safety timer** – set a timer from five minutes up to 24 hours so that if you have not reached your destination and deactivated the timer, university police will be alerted.
- **GPS location** – using your profile information, university police will be able to reach you and make sure you are safe.
- **Guardians** – you may designate friends, roommates or family to be your guardian during your safety timer session.
- **Emergency call button** – allows direct and immediate contact to campus police, including GPS location and user profile information.
- **User profile** – provides campus police with as much, or as little, information as you wish to submit, including current location, medical conditions, addresses and photo. This data isn't shared with police until activation occurs either by call, text or expired safety timer.

PatriotALERT Emergency Notification Service:

PatriotALERT is the official emergency notification service for UT Tyler. It is a mass notification system comprised of email, voice and text messaging that is designed to send emergency messages to all UT Tyler students, faculty and staff in minutes. It supplements existing means of emergency communication, including the outdoor warning system and severe weather alert radios.

Emergency Information Flip Charts in the Classroom: The Emergency Information flip charts contain the following information:

- Important Phone Numbers;
- Fire/Fire Alarms;
- Tornado/Severe Weather;
- Medical Emergency/Injured Person
- Active Shooter
- Suspicious Person/Item
- Psychological Crisis/Suicide Threat
- Bomb Threat, Hazmat/Chemical Release
- Blood/Body Fluid/Infectious Agents
- Utility Failures
- Criminal/Civil Disturbance/Hostage;
- Notifications/ General Procedures; and
- Assisting People with Disabilities.

Standards for Professional Dress and Classroom Behavior

Student pharmacists are expected to adhere to a professional dress code while at the College of Pharmacy and attending patient care events. Student pharmacists are representing themselves, their peers, the College of Pharmacy, and the profession of pharmacy and therefore, should behave appropriately and dress in a professional manner at all times. The policy outlines professional dress/behavior and potential consequences for violations of the Professional Dress and Classroom Behavior Policy.

- [Standards for Professional Dress and Classroom Behavior \[Full Text\]](#)

Standards for Professional Dress for Experiential Learning

All students are expected to adhere to the highest professional standards as outlined by the College of Pharmacy Student Handbook and Experiential Education Manual. Student pharmacists are representing themselves, their peers and the College of Pharmacy. The Standards for Professional Dress for Experiential Learning outlines the professional dress code and potential consequences for violations of the policy.

- [Standards for Professional Dress for Experiential Learning \[Full Text\]](#)

Student Complaint Process - Accreditation Council for Pharmacy Education (ACPE)

Complaints regarding the College of Pharmacy, as it relates to the Accreditation Council for Pharmacy Education (ACPE) standards, policies, or procedures, may be reported to ACPE. The procedure to submit complaints is available on the [ACPE website](#).

Student Complaint Procedure - College of Pharmacy

For complaints unrelated to the ACPE standards, policies, or procedures, the College of Pharmacy's administration encourages communication of these concerns to contact the College of Pharmacy. If the concern involves a pharmacy course, the student is encouraged to discuss the concern and/or resolve the issue with the following individuals, in order:

- Instructor
- Course Coordinator
- Division Chair (for that course coordinator)
- Assistant/Associate Dean for Experiential Education (for IPPE, APPE) or Assistant/Associate Dean for Academic Affairs

If the concern does not involve a course, the student is encouraged to bring concerns to the appropriate Assistant or Associate Dean:

- Assistant/Associate Dean for Academic Affairs
- Assistant/Associate Dean for Experiential Education
- Assistant/Associate Dean for Student Affairs

If the above communications do not resolve the student's concern, the student may contact the Dean.

The College of Pharmacy students are also encouraged to seek guidance from their faculty advisor regarding concerns and for questions regarding the complaint process.

Student Travel & Requests for Funding

Student organizations and individual students may request travel to College of Pharmacy sponsored/approved activities such as national pharmacy organization meetings, state, or regional organization meetings, and legislative days. Requests for funding are also considered for student organization members and individual students. Travel requests follow the UT Tyler travel regulations located in [Manual of Policies and Procedures](#), Chapter 13. Funding requests are submitted to the College of Pharmacy Office of Student Affairs at pharmacy@uttyler.edu. Funding must be approved prior to travel and cannot be retroactively approved. If approved, reimbursement is requested through the College of Pharmacy Office of Student Affairs.

- Travel Request Form – In development
- [Travel Reimbursement Form](#)

Tobacco Free Campus (UT Tyler)

To promote the health, well-being and safety of university students, faculty, staff and visitors, UT Tyler will become a tobacco-free campus. Beginning Aug. 15, 2016, all forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This includes, but is not limited to: cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and all other tobacco products.

Who does the policy effect? All members of the university community, including students, faculty, staff, university affiliates, contractors and visitors.

How will the policy be enforced? Adherence to the policy will be the responsibility of all members of the university community. All students, faculty, staff, university affiliates, contractors and visitors to campus will be expected to comply with the policy. For more information about UT Tyler becoming a tobacco-free campus, see the [Tobacco-Free FAQ page](#).

- Tobacco Free Campus [\[Full Text\]](#)



Policies & Procedures (Full Text)

Academic Alert Policy (p 1 of 2)

Academic Alert Policy (p 2 of 2)



*Ben and Maytee Fisch College of Pharmacy
Approved: April 24, 2015*

Creating Solutions

ACADEMIC ALERT

A. Purpose

The purpose of this policy is to provide the purpose, guidelines and procedures for placing students on **Academic Alert** and notifying students of their status.

B. Persons Affected

Faculty
Students
Office of Academic Affairs
Office of Student Affairs

C. Definitions

The **Faculty** is the inclusive body of all members at all ranks.
A **faculty member** is a single member of the Faculty body.
The **course coordinator** is a member of the academic staff who has administrative responsibility for a course of study.
An **academic alert** describes a situation wherein a student's academic performance falls below a certain minimum during a course of study. Students on academic alert are notified and must improve their grades during the semester. If they do not improve their grades by the end of the semester, they are at risk for being placed on Academic Probation.

D. Policy and Procedures

1. Objectives

As a component institution of The University of Texas System, The University of Texas at Tyler is committed to maintaining a standard of excellence in all of its programs, departments and colleges. Academic alert serves as a platform to support students' success. Academic alert serves as an "early warning system"; not as a punishment.
2. Procedures
 - a. The student will meet with the course coordinator to develop an action plan if the student is not meeting the academic standards of the course.
 - b. The course coordinator will complete an **Academic Alert** form and shall submit the form to both the Offices of Academic and Student Affairs.
 - c. An **Academic Alert** pertains and refers to a specific course. At a minimum, the form shall include the:
 - Reason for **Academic Alert** in the course and
 - Plan for receiving academic support appropriate for the course.
 - d. The student's academic advisor shall receive copy(-ies) of the **Academic Alert** forms.

Written or Revised 4/24/2015



*Ben and Maytee Fisch College of Pharmacy
Approved: April 24, 2015*

Creating Solutions

- e. If the student receives a second (or more) **Academic Alert** in the same semester, the student will meet with their faculty advisor and Associate/Assistant Deans for Academic Affairs and Student Affairs to discuss the reasons for the student's unsatisfactory academic performance.
- f. If the student receives multiple **Academic Alerts** for two contiguous semesters, the student shall meet with their faculty advisor and Associate/Assistant Deans for Academic Affairs and Student Affairs who shall counsel the student regarding their academic program of study.
- g. If the student does not meet with the parties indicated above within five business days, that information will be forwarded to the Office of Academic Affairs.

E. Responsibilities

Execution of the policy is the responsibility of the Office of Academic Affairs.

F. Review

This policy shall be reviewed by the Office of Academic Affairs in consultation with the Faculty Council annually for three years and every five years thereafter.

Approved April 24, 2015

Written or Revised 4/24/2015



Academic Alert Notification Form (On-Line Form)



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Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

ACADEMIC ALERT NOTIFICATION

Student Name: _____ Student ID Number: _____
Course Name/Number: _____ Session/Year: _____
Course Coordinator: _____
Other Course Faculty: _____ Student's Faculty Advisor: _____

Part 1: Course Coordinator Referral for academic support (completed by Course Coordinator)

Reason for Academic Alert:

- Assignment grade/percentage _____
- iCAT percentage(s) _____
- iRAT cumulative percentage _____
- Session cumulative percentage _____
- Team Concerns [e.g., dysfunction] _____
- IPPE/APPE requirement deficiency or non-compliance: _____
- Other: Briefly describe below: _____

Course Coordinator Signature: _____ Date: _____

Student's Signature _____ Date: _____

Part 2: Plan for receiving academic support (completed by course coordinator)

- Review session(s) with instructor and/or course coordinator
- Review session(s) with student tutor (the course coordinator has the choice to either select a tutor or ask the Associate Dean for Student Affairs to select a tutor)
- Formation of a study group
- Referral to learning resource center activities
- Counseling/stress management/time utilization
- Other: Briefly describe below: _____

- The student did not respond to request to meet with course coordinator within 5 business days.

Course Coordinator Signature: _____ Date: _____

Student's Signature _____ Date: _____

Note: The course coordinator is to return the signed form to the College of Pharmacy Office of Academic Affairs within 7 calendar days of initiating the academic alert

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.



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Ben and Maytee Fisch College of Pharmacy
Approved: April 24, 2015

Academic Progression-Related Policies

General Academic Policy for the College of Pharmacy

This policy describes the different academic statuses within the College of Pharmacy. A student's status allows or restricts a student's privileges within the College.

Definitions

1. A student in **Good Academic Standing** has completed all of the courses in the curriculum up to that point with no more than one letter grade of 'D' and a cumulative professional GPA of 2.0 or higher;
2. A student on **Academic Alert** has earned one letter grade of 'D', but does not have a cumulative professional GPA of 2.0 or higher. A student on **Academic Alert** may continue taking courses necessary to progress normally through the college's professional curriculum. A student on **Academic Alert** cannot begin Advanced Pharmacy Practice Experiences (APPEs);
3. A student on **Academic Probation** has multiple grades of less than 'C' which indicates a lack of understanding of fundamental concepts and indicates inadequate academic progression. Students who have earned (a) two (2) 'D's; (b) one (1) 'F'; or (c) one (1) 'D' and one (1) 'F' will be placed on **Academic Probation**.
4. A student who is permanently **Dismissed** has not met the College's progression or professional behavior standards and is no longer matriculated.

Implications of Unsatisfactory Academic Standing

Students with unsatisfactory academic standing will have specific course and graduation restrictions. Students must be in good academic standing before beginning Advanced Pharmacy Practice Experiences (APPEs). A student who has completed the professional curriculum, but who does not attain a minimum 2.00 cumulative professional GPA in required and selective pharmacy courses while enrolled in the College of Pharmacy, shall not be considered for the Doctor of Pharmacy degree.

Situations that Result in Unsatisfactory Academic Standing

Letter Grades	Consequence
1 'D'	Academic Alert
2 'D's	Academic Probation
1 'F'	Academic Probation
Accumulation of 1 'D's and 1 'F'	Academic Probation
Accumulation of 3 'D's or lower	Dismissal
Accumulation of 2 'F's	Dismissal

Academic Alert or Academic Probation

A student who is placed on either **Academic Alert** or **Academic Probation** is not permitted to withdraw or drop pharmacy classes unless approved to do so by the Professional and Academic Standards Committee (PASC) in conjunction with the Office of Academic Affairs and the student's academic advisor;

Written or Revised 4/24/2015



Academic Progression-Related Policies (p 2 of 3)



Ben and Maytee Fisch College of Pharmacy
Approved: April 24, 2015

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Academic Probation

Academic Probation places the student on a five-year schedule to complete the program. The program must be completed within five consecutive years of the date of the first day the student begins the program. Students unable to complete the program in five years or less because of inadequate academic progression or any other reason shall be dismissed.

A student who is placed on **Academic Probation** will:

- be limited only to the necessary minimum number of course hours required for that session;
- not be permitted to seek or hold office(s) in any student organization;
- be subject to policies, procedures, and regulations of the University and College of Pharmacy Student Handbooks in place at the time of the reinstatement;
- repeat all of the courses where a letter grade of 'D' or less was earned, including the first occurrence.

Students may repeat a course only one time. Students placed on **Academic Probation** must earn a letter grade of 'C' or higher the next time a course is offered to be eligible for reinstatement to **Good Academic Standing** status. Failure to earn a letter grade of 'C' or higher on a repeated course shall result in **Dismissal** from the program.

Appeal of Academic Probation

There is no appeal process for students placed on **Academic Probation**.

Incomplete Grade

During a session, a student may not complete all required assessments and/or coursework due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such a case, the course coordinator may give a letter grade of Incomplete (I) for the course. The "I" may be assigned *in lieu* of a grade only when *all* of the following conditions are met: (a) the student is not failing the course at the time of the incomplete decision (i.e., on track to receive a letter grade of 'D' or higher with the work already completed); (b) the incomplete work is due to unusual circumstances that are beyond the student's personal control and are acceptable to the course coordinator; and (c) the student presents these reasons prior to the time that the final grade roster is due (*See UT Tyler Graduate Policies and Procedures*).

As determined by the course coordinator, all missed assessments and/or coursework must be completed within 21 calendar days after the end of the session in which the 'I' was received *unless* another time is agreed upon in advance (i.e., not upon the expiration of the original 21 days). However, the time limit in which the work must be completed may not exceed one session (or full summer). Should the student fail to complete all of the work for the course within the time limit, the incomplete will be automatically changed to an "F" (*See UT Tyler Graduate Policies and Procedures*) and the relevant consequences for this academic status will apply. The session credit hours for a course with an 'I' grade will not be used to calculate the student's grade point average.

The student and the course coordinator must submit an Incomplete Form to their respective department chair or college dean for approval. The form shall detail the work required and the time by which the work must be completed. The Incomplete Form can be obtained from the Office of

Written or Revised 4/24/2015



Ben and Maytee Fisch College of Pharmacy
Approved: April 24, 2015

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Academic Affairs or on the College of Pharmacy website. According to UT Tyler academic policies, the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within the time limit (a) the letter grade of 'I' is automatically changed to a letter grade of 'F' on the student's final transcript, (b) the letter grade of 'F' is used to calculate the session and cumulative professional grade point averages and (c) according to UT Tyler academic policies, the student is placed on Academic Probation and must repeat the course. The student can appeal the letter grade of 'F' earned from non-conversion of an 'I' to the PASC. Based on their academic standing, a student may be dismissed according to college of pharmacy dismissal policies.

Dismissal

A student will be dismissed from the College of Pharmacy if any of the following conditions exist and the PASC determines that dismissal is warranted:

- Failure to meet the terms of Academic Probation;
- Conduct subject to dismissal as described in the University and/or College Academic Honesty/Honor Code section(s) of the Student Handbook; and/or
- Failure to complete the degree requirements in five (5) consecutive academic years from the date of the first day the student begins the program.

Professional and Academic Standards Committee

The College of Pharmacy Professional and Academic Standards Committee (PASC) will act on all petitions concerning internal matters within the College of Pharmacy regarding academic matters, including, but not limited to probation, dismissal, and experiential program placements. The University Office of Student Affairs, Judicial Affairs acts on other matters, such as academic dishonesty violations (*See The University of Texas at Tyler's Manual of Policies and Procedures for Student Affairs, Chapter 8. Student Conduct and Discipline*). Students are encouraged to seek guidance from the College of Pharmacy's Office for Academic Affairs in all matters concerning university petitions. The Dean may review appeals on the decisions of the PASC.

Petitions and Appeals to the Professional and Academic Standards Committee

All petitions and appeals to the College's progression policies must be submitted in writing to the PASC. Each student is responsible for submitting his/her own petition. In many instances, the petition must be accompanied by written documentation (e.g., a letter from a physician documenting chronic illness, copy of a court order, etc.). Failure to provide such documentation may constitute grounds for denial of a petition. Students must consult with their faculty advisors regarding the proper procedure before submitting the initial appeal. Failure to consult the faculty advisor may be sufficient reason to deny convening the committee to hear the appeal.

Any subsequent appeal of a PASC decision shall be treated as a new petition. In the subsequent appeal, the student must submit further evidence of increased hardship or changed conditions for it to be considered.

Appeal of Dismissal

Students dismissed from the College may appeal the decision to dismiss to the Dean of the College of Pharmacy. The appeal must be in writing and submitted within thirty (30) calendar days of notification of dismissal. The Dean will render a decision in writing within thirty (30) calendar days of receipt of the formal written appeal. The Dean's decision is final.

Approved April 24, 2015

Written or Revised 4/24/2015



Academic Probation Form ([On-Line Form](#); p 1 of 2)



Creating Solutions

Ben and Maytee Fisch College of Pharmacy
Form Originally Approved: Month Day, Year
Form Last Amended: Month Day, Year

College of Pharmacy Academic Probation Form

Student Name: _____

Student ID Number: _____

Local Address: _____
(Street Address)

(City) (State) (Zipcode)

Academic Advisor: _____ Term/Year _____

Part 1: Reason(s) for Academic Probation. [See Student Handbook for Progression Policy.]

- 2 or more letter grades of 'D' (before remediation) in a single semester
- 1 letter grade of 'F' in a single semester
- Accumulation of 2 letter grades of 'D'
- Other (Please describe): _____

Part 2: Options to Resolve the Academic Probation.

- Option 1. Drop current and pending enrollments. The student will be scheduled to return to complete the course of study beginning _____ (Semester/Academic Year). Under Option 1, the student will repeat all courses with unsatisfactory academic performance beginning the semester designated above and maintain a full academic load thereafter.
- Option 2. Remain enrolled, but take a reduced academic load. Under Option 2, all courses with unsatisfactory academic performance must be repeated the next time the course is offered. A revised plan of study will be developed (see attached).

Under both options, the student will graduate one year later than scheduled based on the original matriculation date. Failure to successfully complete the course requirements within the agreed upon timeframe will result in the student being placed on **Academic Dismissal** from the College of Pharmacy. Students must complete their course of study in 5 years or less from the date of original matriculation to the University of Texas at Tyler.

Verification of Notification. We the undersigned have discussed and confirm that we understand the conditions of the **Academic Probation** Policy and agree to meet with its requirements. If the student does not meet the requirements within the designated time frame, the student will be dismissed from the College of Pharmacy for failure to meet the requirements.

Student Signature: _____ Date: _____

Associate Dean: _____ Date: _____

Completed by: _____	Office Use Only	Date: _____
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Academic Probation Form (p 2 of 2)



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Ben and Maytee Fisch College of Pharmacy
Form Originally Approved: Month Day, Year
Form Last Amended: Month Day, Year

Revised Course of Study for Name: _____

Academic Year	Course Number, Title (Units)		Course Number, Title (Units)
	Fall Semester		Spring Semester
201__201__	PHAR 7701 – Integrated Pharmacy 1 PHAR 7702 – Integrated Pharmacy 2 PHAR 7741 – Pharmacy Skills Lab 1 PHAR 7742 – Pharmacy Skills Lab 2 PHAR 7761 – IPPE 1 PHAR 7762 – IPPE 2		PHAR 7703 – Integrated Pharmacy 3 PHAR 7704 – Integrated Pharmacy 4 PHAR 7743 – Pharmacy Skills Lab 3 PHAR 7744 – Pharmacy Skills Lab 4 PHAR 7763 – IPPE 3 PHAR 7764 – IPPE 4
201__201__	PHAR 7705 – Integrated Pharmacy 5 PHAR 7706 – Integrated Pharmacy 6 PHAR 7745 – Pharmacy Skills Lab 5 PHAR 7746 – Pharmacy Skills Lab 6 PHAR 7765 – IPPE 5 PHAR 7766 – IPPE 6		PHAR 7607 – Integrated Pharmacy 7 PHAR 7608 – Integrated Pharmacy 8 PHAR 7741 – Pharmacy Skills Lab 7 PHAR 7742 – Pharmacy Skills Lab 8 PHAR 7121 – Pharmacy Selective 1 PHAR 7122 – Pharmacy Selective 2 PHAR 7761 – IPPE 7 PHAR 7762 – IPPE 8
201__201__	PHAR 7701 – Integrated Pharmacy 9 PHAR 7702 – Integrated Pharmacy 10 PHAR 7741 – Pharmacy Skills Lab 9 PHAR 7742 – Pharmacy Skills Lab 10 PHAR 7121 – Pharmacy Selective 3 PHAR 7122 – Pharmacy Selective 4 PHAR 7761 – IPPE 9 PHAR 7762 – IPPE 10		PHAR 7701 – Integrated Pharmacy 11 PHAR 7702 – Integrated Pharmacy 12 PHAR 7741 – Pharmacy Skills Lab 11 PHAR 7742 – Pharmacy Skills Lab 12 PHAR 7121 – Pharmacy Selective 5 PHAR 7122 – Pharmacy Selective 6 PHAR 7761 – IPPE 11 PHAR 7762 – IPPE 12
201__201__			
201__201__	Summer PHAR 7681 APPE 1 PHAR 7682 APPE 2	Fall PHAR 7683 - APPE 3 PHAR 7684 - APPE 4 PHAR 7685 - APPE 5	PHAR 7686 – APPE 6 PHAR 7687 – APPE 7 PHAR 7213 – Integrated Pharmacy 13 PHAR 7214 – Integrated Pharmacy 14 PHAR 7215 – Integrated Pharmacy 15

Distribution.

- Original to Office of Academic Affairs, College of Pharmacy
- Copy to student's academic advisor
- Copy to student of record
- Copy to Office of the Registrar

Approved April 24, 2015



Incomplete (Grade) Resolution Form (p 1 of 2)



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Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

INCOMPLETE RESOLUTION FORM

Student Name: _____ Student ID Number _____

Course Name/Number: _____ Session/Year _____

Course Coordinator: _____ Student Faculty Advisor _____

Part 1: Qualification for Incomplete Grade (all three conditions must be met)

- The student has been making satisfactory progress in the course
- The final grade roster has not been submitted (i.e., cannot be a retroactive 'I'). If the student is requesting a change after the final grade has been submitted, s/he must petition the Professional and Academic Standards Committee.
- The student's circumstances are acceptable. Briefly describe the circumstances below (Use an additional sheet if necessary).

Part 2: Plan for completing course requirements. The incomplete course requirements must be completed

- Within 21 calendar days of the date shown on signature below
- Course requirements must be completed before the end of the next semester. If the incomplete is not resolved by the final class day of the following semester, the incomplete grade will automatically be converted into a letter grade of "F" and will be used for determining the student's academic progress.

Part 3: Course requirements that must be completed.

*A grade of incomplete will be reported to the Office of the Registrar, but the letter grade noted below will be recorded on the student's academic record within the College of Pharmacy Office of Academic Affairs. This incomplete grade will not be included in calculation of academic grade point for the current session/semester, but will be used for determining the student's status according to the academic progression policy.

Description of other missed work (Please describe. Use an additional page if necessary).

Current Grade: Letter Grade (check one): A B C D F

Note: Course Coordinator: Return the signed form to the College of Pharmacy Office of Academic Affairs within 7 calendar days of submitting the Incomplete Grade.



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Office of Academic Affairs

Part 4: Notification

Failure to successfully complete the course requirements within the agreed upon timeframe will result in **Academic Probation** and the course coordinator may assign a zero(s) to the unfinished work, compute the course average for the student, and assign the appropriate grade.

If a grade has not been assigned and reported to the College of Pharmacy Office of Academic Affairs AND the Office of the Registrar within the time limit designated in Part 2 (1) the 'I' is automatically changed to a letter grade of 'F' on the student's final transcript, (2) the letter grade of 'F' is used to calculate the semester and cumulative grade point averages and (3) and the student is placed on **Academic Probation** and must repeat the course. The student can appeal the letter grade of 'F' earned from non-conversion of an 'I' to the Professional and Academic Standards Committee. According to university policy, the agreed upon time frame cannot extend beyond the end of the following full semester.

Verification of Notification. We the undersigned have discussed and confirm that we understand the conditions of the Incomplete Policy and agree to meet with its requirements. If the student does not meet the requirements within the designated time frame, the conditions described in Part 4 (Notifications) above for failure to meet the requirements will be invoked.

Course Coordinator Signature: _____ Date: _____

Student's Signature _____ Date: _____

Distribution.

- Original to Office of Academic Affairs, College of Pharmacy
- Copy to course coordinator
- Copy to student of record

Note: Course Coordinator: Return the signed form to the College of Pharmacy Office of Academic Affairs within 7 calendar days of submitting the Incomplete Grade.

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.



Appeal of Academic Dismissal Form (p 1 of 4)



*Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs*

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APPEAL OF ACADEMIC DISMISSAL FORM

Student Name: _____ Student ID: _____

Local Address: _____
(Street Address)

(City) (State) (Zip code)

Faculty Advisor: _____ Session/Year of Dismissal _____

Section 1. Reason(s) for Academic Dismissal.

- 2nd Academic Probation
- Completion of academic course of study will exceed 5 calendar years from original matriculation date
- Accumulation of 4 (or more) letter grades of 'D'
- Accumulation of 2 (or more) letter grades of 'F'
- Accumulation of 3 (or more) letter grades of 'D' and 1 letter grade of 'F'
- Conduct subject to dismissal as described in the Academic Honesty / Honor Code
- Other (Please describe): _____

Section 2. Basis For Appeal

Narrative that describes the basis for this appeal to reverse my academic dismissal from the College of Pharmacy to the Professional and Academic Standards Committee (PASC) is:

You may attach an additional page if more space is needed.

Student Signature

Date

The student shall sign and submit the original, physical form to the Office of Academic Affairs. After the form has been submitted, the Office of Academic Affairs will submit the form to the Professional and Academic Standards Committee.

Page 1

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.



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Office of Academic Affairs*

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Section 3. Professional and Academic Affairs Committee Decision and Statement.

The committee has reviewed the appeal and the committee's decision is to:

- Uphold the appeal
- Decline the appeal

The basis for the decision is:

(Chair, Professional and Academic Standards Committee)

(Date)

Return the original of this form to the student and a copy to the Office of Academic Affairs in the case s/he wishes to pursue the matter further.



Appeal of Academic Dismissal Form (p 3 of 4)



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

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Section 4. Appeal of Academic Dismissal to the Dean.

I have followed the formal process and have been unable to reach a satisfactory resolution of my appeal of my Academic Dismissal from the College of Pharmacy through the Professional and Academic Standards Committee. I wish to appeal my academic dismissal from the College of Pharmacy to the Dean.

(Student Signature)

(Date)

Sign and submit this form to the Office of the Dean if you wish to further appeal your academic dismissal from the College of Pharmacy. If you are **not** pursuing the appeal further, sign and return this form to the College of Pharmacy's Office of Academic Affairs.

You may attach an additional page if more space is needed to add additional comments to the appeal.

Section 5. College Dean's Decision and Statement.

I have reviewed the student's appeal of his/her academic dismissal and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for the decision is:

(Dean, College of Pharmacy)

(Date)

Return the original of this form to the student and a copy to the College of Pharmacy Office of Academic Affairs in the case s/he wishes to pursue the matter further.



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

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Section 6. Appeal of Academic Dismissal to the Provost/Senior Vice President for Academic Affairs.

I have followed the formal process outlined in the College of Pharmacy's policies and procedures and have been unable to reach a satisfactory resolution of my academic dismissal through the College's Dean. I wish to appeal my academic dismissal from the College to the university Provost/Vice President for Academic Affairs.

(Student Signature)

(Date)

Sign and submit this form to the Office of the Provost/Senior Vice President for Academic Affairs if you wish to further appeal your academic dismissal from the College of Pharmacy. If you are **not** pursuing the appeal further, sign and return this form to the College of Pharmacy's Office of Academic Affairs.

You may attach an additional page if more space is needed to add additional comments to the appeal.

Section 7. Provost's Decision and Statement.

I have reviewed the student's appeal of his/her academic dismissal and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for the decision is:

(Provost/Senior VP Academic Affairs)

(Date)

Return the original of this form to the student and a copy to the College of Pharmacy Office of Academic Affairs in the case s/he wishes to pursue the matter further.



Professional & Academic Affairs Committee Petition (p 1 of 2)



Ben and Maytee Fisch College of Pharmacy
Professional and Academic Standards Committee

**College of Pharmacy
Professional and Academic Affairs Committee Petition**

Student's Full Name: _____ Student ID #: _____

Academic Class P1 P2 P3 P4

Preferred Mailing Address: _____
(City) (State) (Zip)

Preferred Phone Number (+area code): _____

Patriot Email Address: _____

Do you plan to present your case in person? (Circle One) YES or NO

Year you entered the College of Pharmacy _____ Expected graduation date: _____

Please state category of your petition

- Honor Code Violation (e.g., HIPAA, exam violation, professionalism)
- Change in Registration (e.g., Retroactive Withdrawal, Grade Forgiveness)
- Academic Probation
- Academic Dismissal

STATE THE BASIS FOR YOUR PETITION AND SUBMIT IT ALONG WITH DOCUMENTATION AS NEEDED. (Note: This is a formal document that goes into your permanent record. Experience shows a well written petition is better received than a poorly written petition by the Committee. Please consult with your faculty advisor regarding your situation and write the petition with the professionalism and writing skills that reflect the seriousness of the situation).

You may attach an additional page if more space is needed.

Professional & Academic Affairs Committee Petition (p 2 of 2)

- Current GPA in required pharmacy courses: _____
- Have you ever been on probation or dismissed from the College of Pharmacy? Yes
No

*Faculty Advisor's Name: _____

It is strongly suggested that you meet with your faculty advisor and discuss your situation before submitting your petition. Your faculty advisor will be permitted to attend and participate in the meeting. Your faculty advisor also will be able to serve as counsel during the meeting if necessary.

Student's Signature: _____ Date: _____

PLEASE SUBMIT THIS FORM TO THE OFFICE FOR ACADEMIC AFFAIRS

FAX: 903-563-5598
(ATTN: Dr. Ried)

Approved April 24, 2015

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.



Course and Instructor Evaluation Policy (p 1 of 4)



*Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs*

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Course and Instructor Evaluation

A. Purpose

The purpose of this policy is to provide the purpose, guidelines and procedures for course and instructor evaluation.

B. Persons Affected

Faculty
Students
Office of Academic Affairs
College Administrators, including Department Chairs and the Dean.

C. Definitions

Course evaluations are paper or electronic questionnaires that require written or selected response answers to a series of questions to evaluate the instruction of a given course. The term may also refer to the completed survey form or a summary of responses to questionnaires.

Summative evaluations refer to the assessment of participants, and summarizes their development at a particular time. In contrast to formative assessment, the focus is on the outcome of a program. Summative evaluations typically occur at the end of a session or semester, usually a week or two before the last day of class. The evaluation is performed by the current students of the class.

Formative assessments are periodic assessments intended to provide constructive criticism that can result in changes to improve the faculty's teaching and students' learning. Formative assessment is typically performed by other experienced teachers who review one of their peer's instructional sessions together with the accompanying materials for the classroom session (e.g., slides, student assessments, evidence of learning outcomes). Formative assessment is typically performed by peer consultation and occurs when changes can take place during the current session or semester. While information obtained from formative assessments may be incorporated into summative evaluation reports at the request of the faculty being assessed, such information is usually considered informal and for the professional growth of the faculty being observed.

Formal peer review is the process by which individuals critically assess their colleague(s) performance to reinforce areas of strength and quality in instruction and to identify areas for development or improvement. Formal peer review of teaching is generally performed by colleagues of the same profession working in similar organizational settings who invoke common criteria and resources to make benchmark or comparative and summative evaluations. Formal peer review of teaching normally involves more than just observation of a single teaching episode, but also includes evaluation of classroom learning materials, learning assessments, organization of the course and learning sessions and its integration into the curriculum.

Written or Revised 4/24/2015

Course and Instructor Evaluation Policy (p 2 of 4)



*Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs*

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Informal peer observation of teaching is a formative process where a colleague (or peer group) observes another individual's teaching and offers structured feedback on this teaching.

Educational assessment is the process of documenting knowledge, skills, attitudes, and beliefs in measurable terms. Assessment can focus on the individual learner, the learning community (class, workshop, or other organized group of learners), or the college.

D. Objectives and Procedures

1. Objectives

As a component institution of The University of Texas System, The University of Texas at Tyler is committed to maintaining a standard of excellence in all of its programs, departments and colleges. A program of course and instructor evaluation is integral to the assessment and improvement of the college's educational function. A comprehensive course and instructor evaluation is a multistep process with multiple intended outcomes.

2. Procedures

a. **Student course and instructor evaluations** are conducted online every session and/or semester as required by the policies and procedures of the University of Texas at Tyler. The Office of the Director of Institutional Analysis coordinates course and instructor evaluations conducted through myUTTyler. The University has a required set of questions that are asked about every class at the University. Faculty have the right to ask additional questions separate from the University's required questions that may provide additional information the instructor finds more useful for improvement of their own course or the questions may be better suited to alternative pedagogies (e.g., team-based learning [TBL]). Formal student course and instructor evaluation is summative and is used in personnel decisions, such as annual personnel evaluations and tenure and promotion decisions.

b. **Formal peer review of a faculty's teaching** is summative and is used in personnel decisions, such as annual personnel evaluations and tenure and promotion decisions. The peer-review process yields important information that shall be combined with other sources to provide a comprehensive view of an individual's teaching. A formal peer review of teaching is conducted annually for faculty at the instructor and assistant professor ranks and every three (3) years for non-tenure track faculty at the associate and full professor ranks. For tenured or tenure-track faculty at the associate and full professor ranks, a formal peer review will be conducted at the mid-point and at the end of the 6-year period as part of the formal periodic performance evaluation required of tenured faculty (Handbook of Operating Procedures, Section 3.3.6). Formal peer review of teaching uses standardized forms and criteria to

Written or Revised 4/24/2015



Course and Instructor Evaluation Policy (p 3 of 4)



*Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs*

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provide consistent and standardized decisions regarding the quality of instruction in the college.

The formal peer evaluation team shall consist of three faculty members at the same academic rank or higher. One is to be selected by the faculty member under review, one by the department chair, and the third is selected jointly by the faculty member and department chair. At least one faculty member should be from outside the college.

Consistent with the evaluation criteria from (Handbook of Operating Procedures, Section 3.3.6), each faculty member will be evaluated using the following performance level categories as defined by Regents' Rule 31102:

1. "Exceeds Expectations" reflects a clear and significant level of accomplishment beyond what is normal for the institution, discipline, unit, faculty rank, and type of contractual expectations;
2. "Meets Expectations" reflects a clear and significant level of accomplishment normal for the institution, discipline, unit, faculty rank, and type of contractual expectations;
3. "Does Not Meet Expectations" indicates a failure beyond what can be considered the normal range of year-to-year variation in performance, but of a character that appears to be subject to correction;
4. "Unsatisfactory" means fails to meet expectations for the faculty member's institution, unit, rank, and contractual obligations, or involves professional misconduct, dereliction of duty, or incompetence.

- c. **Informal peer observation of a faculty's teaching** is conducted each semester the faculty teaches five or more classroom sessions or as requested by the faculty or the faculty member's department chair. The peer review/observation process is intended for the professional development of both the faculty observers and the faculty who are being observed. Informal peer observation of teaching is one of the most important aspects of an academic teaching career and it is an expectation that every faculty member will participate in this important professional commitment and service. Peer observations are formative (NOT to be confused with summative peer evaluations) and are important to our colleague's and our own individual professional teaching development. Peer observation of teaching is a professional courtesy and responsibility that we owe to each of our team members; but we can also learn from the experience – it can be a two-way street.
- d. **Student learning experience interviews** are conducted each semester that the faculty teaches five or more classroom sessions. In this strategy, a colleague interviews students in the current class about what is contributing to their learning at approximately the mid-point of the semester to allow time for improvement. The outcomes of using this strategy includes identification

Written or Revised 4/24/2015



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Office of Academic Affairs*

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of successful teaching strategies, strategies that need improvement and means for making the improvements.

- e. **Teaching portfolios** are factual descriptions of an instructor's teaching strengths and accomplishments. It includes documents and materials, which collectively represents the scope, development and quality of a professor's teaching performance. The teaching portfolio includes materials from one's self, from others, and products of teaching and student learning.

E. **Responsibilities**

Faculty
Faculty Council
Dean
Department Chairs
Office of Academic Affairs

F. **Review**

This policy shall be reviewed every five years or sooner if necessary by the Dean, the Dean's Executive Committee, and the College Faculty.

Approved: April 27, 2015

Written or Revised 4/24/2015



Emergency College of Pharmacy Student Funds Request Form (p 1 of 2)



Ben and Maytee Fisch College of Pharmacy - Office of Student Affairs
The University of Texas at Tyler
3900 University Blvd. Tyler, TX 75799
Phone: 903.565.5777 (main number) or (800) UT TYLER
Email: pharmacy@uttyler.edu | Website: <http://www.uttyler.edu/pharmacy/>

College of Pharmacy Emergency Funds:

Policy: Pharm.D. students may request emergency funds from the College of Pharmacy for short term emergencies. Examples of requests for emergency funds include emergency travel for a family illness or death or emergency funding for medical care or medication. Requests for emergency funds are considered on a case-by-case basis. There is no guarantee that a specific request will be funded or the level of funding provided. Emergency funds are not a replacement for the tuition payment installment plans or UT Tyler emergency loans for tuition.

A complete form should be submitted to the Office of Student Affairs as soon as student is aware of the emergency.

Name: _____ Date: _____ E-mail: _____

Student ID: _____ Cell Phone Number: _____

Reason for requesting funds:

- Emergency Travel (Family illness or death) Medical care or medication Medical care or medication
 Technology needs Household needs
 Other

What type of funding are you requesting:

- Airfare Other Travel Expenses
 Other

Please explain your specific situation:

Emergency College of Pharmacy Student Funds Request Form (p 2 of 2)

Specific amounts requesting:

Funds will be used for:	Amount Requesting:
	\$
	\$
	\$
	\$
	\$

Date funding needed:

Receipts are to be turned in to the Office of Student Affairs within five (5) business days of expense. Receipts may be submitted in person or via e-mail to pharmacy@uttyler.edu.

Student Signature

Associate Dean of Student Affairs Signature

For Office Use Only:

Date Received: _____

Decision: Approved Denied OSA Signature: _____

Date Student Contacted: _____

Date Receipt Received: _____

Date Added to Student File: _____

Receipt Received	Date	Items

Revised: 10.27.15 amr



Grade Appeal Form (p 1 of 2)



**The University of Texas at Tyler
Grade Appeal Form**

A student who believes that his/her grade in a course is improper should first attempt to resolve the matter informally with the course instructor. If a satisfactory outcome is not forthcoming from the informal process, the student may file this Grade Appeal form with the department chair within 60 days after the assignment of the disputed grade. It is the student's responsibility to pursue appeals to the next higher level at each stage of the appeal process.

PART I: TO BE COMPLETED BY THE STUDENT

Name _____ Student ID# _____

Current Mailing Address _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ E-mail (required) _____

Course Prefix	Course Number	Section	Title of Course

Semester and Year _____ / _____

Grade assigned by instructor _____

Grade requested by student _____

Reasons for grade change request: (use additional sheets if needed.)

Student's Signature _____ Date _____

PART II: TO BE COMPLETED BY THE INSTRUCTOR

General criteria for the assignment of grades:

Description of the student's performance based on the above criteria:

I hereby assert that the grade given the student is correct. I have notified the student of this decision.

Instructor's Signature _____ Date _____

04/2016

Grade Appeal Form (p 2 of 2)

PART III: TO BE COMPLETED BY APPROPRIATE ADMINISTRATORS

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Department Chair's Signature _____ Date _____

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Dean's Signature _____ Date _____

Appealing to the Provost

- Allegations involving the quality of a student's work or cases involving academic dishonesty will not be appealable beyond the college dean.
- Only if the allegations involve capricious grading, discrimination, or unlawful actions will an appeal be accepted by the Provost.

Arbitrary or capricious means: (a) the assignment of a course grade to a student on some basis other than performance in the course, (b) the assignment of a course grade to a student based on unreasonable standards or more exacting or demanding standards than those applied to other students in that course, or (c) the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards. If the student believes the grading is capricious, discriminatory or unlawful, the student may submit a written appeal to the Provost and include this completed form and all other documented materials.

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Provost's Signature _____ Date _____

04/2016



Honor Code - College of Pharmacy (p 1 of 2)



Creating Solutions

Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

Honor Code

The Honor Code of the Ben and Maytee Fisch College of Pharmacy at The University of Texas at Tyler is a formal code of conduct that emphasizes the four core principles of respect, honesty and integrity, legal and professional codes and standards, and professionalism and ethical behavior. All students, faculty, and staff are held responsible for behavior compliant with the Honor Code.

1. RESPECT

The College of Pharmacy is dedicated to teaching, scholarly activity, research, and service in a respectful manner. We display respectful attitudes, values, and behaviors in the classroom, at preceptor sites, and in the community. We encourage team work and respect for differing points of views of team members. We respect one another, our supporters, our colleagues, and our patients. We extend this respect to all persons, regardless of race, color, national origin, ancestry, citizenship, gender, gender identity, sexual orientation, age, religion, physical or mental disability, or veteran status. We promote good will amongst our diverse population and uphold the autonomy, dignity, and moral integrity of all persons. We respect the abilities, customs, beliefs, values, and opinions of others. As members of the pharmacy community, we promote the good of every patient in a caring, compassionate, and confidential manner, with respect to their right to privacy.

The following examples include, but are not limited to, acts that violate the respect principle of the Honor Code and will be subject to non-academic disciplinary action: slander, libel, or defamation (slander, libel, and defamation all involve lying) against the College of Pharmacy or a member of its community; a hate crime against any person; violations of patient or individual privacy; behaviors disruptive to the learning environment and/or disrespectful toward other students and faculty, including but not limited to classes begin on time and end at the scheduled time; arriving late or leaving early without prior permission from the instructor; arriving late or leaving early for breaks; unnecessary discussions with fellow students during classroom instruction that is disrespectful to the instructor whose purpose is to lead the learning environment and to other students who attend class to learn; unauthorized or unnecessary use of cell phones or beepers during class; performing activities which divert a student's attention from the class discussions or lecture, such as reading newspapers or magazines; using electronic devices for non-classroom related purposes, such as playing games, surfing the internet, reading email, or working on another class' homework; failure to allow or to discourage another student to fully express his or her opinion during class discussion; inadequate preparation for class or excessive class absences; making harassing or obscene comments or gestures, email or voice messages to other students, faculty, or staff members. Acts that violate the respect principle will be subject to non-academic disciplinary action if they occur on campus or are directed against the College of Pharmacy or a member of its community while off campus on a College of Pharmacy related matter.

2. HONESTY AND INTEGRITY

The College of Pharmacy is dedicated to teaching, scholarly activity, research, and service with honesty and integrity. Pharmacists and pharmacy students have a duty to be truthful in professional and professional-patient relationships. We are committed to teaching, scholarly activity, and professional preparation in a team-based learning environment, in which all individuals are personally accountable and adhere to the tenets of honesty and integrity in the classroom and in the community. Cheating, plagiarism, and other forms of academic dishonesty are not tolerated. Individual work is to be based solely on the effort of the individual. Team work and professional relationships are to be based on the collaboration of all team members. All examinations, projects, and in or out of classroom assignments, whether individual or team-based, are expected to be performed and completed with the utmost degree of honesty and integrity.

Honor Code - College of Pharmacy (p 2 of 2)

PART III: TO BE COMPLETED BY APPROPRIATE ADMINISTRATORS

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Department Chair's Signature

Date

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Dean's Signature

Date

Appealing to the Provost

- Allegations involving the quality of a student's work or cases involving academic dishonesty will not be appealable beyond the college dean.
- Only if the allegations involve capricious grading, discrimination, or unlawful actions will an appeal be accepted by the Provost.

Arbitrary or capricious means: (a) the assignment of a course grade to a student on some basis other than performance in the course, (b) the assignment of a course grade to a student based on unreasonable standards or more exacting or demanding standards than those applied to other students in that course, or (c) the assignment of a course grade by a substantial and unreasonable departure from the instructor's initially articulated standards. If the student believes the grading is capricious, discriminatory or unlawful, the student may submit a written appeal to the Provost and include this completed form and all other documented materials.

I hereby acknowledge that I have reviewed this grade appeal case and recommend that:

_____ The grade be unchanged. _____ The grade be changed.

I have notified the student of this decision.

Provost's Signature

Date



Honor Code Violations (p 1 of 4)



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

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HONOR CODE VIOLATIONS

A. Purpose

The purpose of this policy is to provide guidelines for the College of Pharmacy faculty, staff, and administrative personnel to pursue student violations of the Honor Code.

B. Persons Affected

Full-time, part-time and adjunct faculty and College administration and staff.

C. Definitions

Faculty includes all ranks.

D. Procedures

1. Objectives

- a. As a component institution of The University of Texas System, The University of Texas at Tyler is committed to maintaining a standard of academic and professional excellence in all of its programs, departments and colleges. As stated in Chapter 8 of the Manual of Policies and Procedures for Student Affairs, "Students at the university neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with both the penal and civil statutes of the local, state and federal government and the Rules and Regulations of the Board of Regents, university regulations, and administrative rules, and to observe standards of conduct appropriate for an academic institution". The Fisch College of Pharmacy (hereafter known as College of Pharmacy) operates under an Honor Code that is intended to serve as a guideline for ethical behavior. Students and faculty alike are bound by this Code and are expected to uphold the articles of the Code. Faculty members are urged to report all violations of the Code to the UT Tyler Judicial Affairs Office after discussing and attempting to resolve or resolving the incident with the student.

The Honor Code is published in the College of Pharmacy Student Handbook. Faculty members are advised to become familiar with the Honor Code and the policies and procedures for pursuing violations.

- b. This Policy and Procedure guidance contains specifics for dealing with alleged student violations of the university standards of conduct and the College of Pharmacy Honor Code. The procedures are designed to protect students' rights for due process when accused of violations of the Code.
- c. For additional information regarding University Judicial Affairs, please refer to the [Judicial Affairs website](#).

2. Guidelines – Academic Violations

- a. The faculty member notifies the student(s) of the alleged violation of the Honor Code. Faculty is urged to meet face-to-face with the student(s) within 24-hours to discuss the allegations and present documentation of the violations. If more than one student is involved in the incident, separate meetings should be held with each student.

Approved by faculty vote on 8/19/2015

Honor Code Violations (p 2 of 4)



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

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- b. Before the face-to-face meeting occurs, the faculty should contact university Judicial Affairs to ascertain whether this is the student's first violation of the Honor Code;
- c. At the time of the face-to-face meeting, the faculty shall:
 - present the nature of the allegations (e.g., professional or academic violation);
 - present the nature of the evidence (e.g., plagiarized documents, videotapes, eyewitness);
 - present the student with their findings regarding previous Honor Code violations; and,
 - provide the student with an opportunity to explain the circumstances that led to the allegations and the evidence.

After discussing the nature of the allegations and evidence and giving the student an opportunity to explain the circumstances, the faculty shall:

- present the student with The University of Texas at Tyler [Scholastic Dishonesty Report Form](#) found on the UT Tyler Judicial Affairs, Scholastic Dishonesty webpage;
 - discuss the student's due process rights and responsibilities according to the resolution form, including an [overview of the judicial appeals process](#) should the faculty and student not be able to come to a mutually agreeable resolution;
 - indicate the resolution of the incident on the [report form](#). The faculty and student both shall sign the form.
 - submit the original signed report form to the College's Office of Academic Affairs and initiate reporting of the incident to university Judicial Affairs using the online [Scholastic Dishonesty Report form](#). The Judicial Affairs website allows uploading of an electronic copy of the report form.
- d. Initiate reporting of the incident to university Judicial Affairs

Rationale. The incident shall be reported to the university Judicial Affairs without fail for two reasons. First, even if a resolution is achieved, reporting the incident to Judicial Affairs provides a permanent record of the student's conduct. If another incident occurs while the student is enrolled in the University, Judicial Affairs will be able to inform the faculty of the student's history. Second, if a resolution is not obtained within the College of Pharmacy, the student's due process is under the purview of [Judicial Affairs](#).

When the faculty member refers the student to the Director of Residence Life and Judicial Affairs (DRLJA), the faculty member should contact the DRLJA and explain the circumstances of the incident. The faculty member should also provide any evidence that supports the alleged violation to the DRLJA. Faculty members should use the [on-line reporting form](#) to submit the information. After conferring with the faculty

Approved by faculty vote on 8/19/2015



Honor Code Violations (p 3 of 4)



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member, the DRIJA will summon the student and proceed with the UT Tyler judicial process. More information on the judicial process is available at the [Judicial Affairs](#) web site.

- e. Authority for the Judicial Affairs policies and procedures is found in the [Manual of Policy and Procedures for Student Affairs Chapter 8. Student Conduct and Discipline](#). A comprehensive discussion of scholastic dishonesty is found on the Judicial Affairs website along with definitions and examples of common types of scholastic dishonesty.
3. Guidelines -- Non-academic Honor Code Violations.
- a. Historically, the majority of Honor Code violations concern the principle of honesty and integrity, specifically in the academic environment. Other equally important non-academic principles, if violated, diminish the individual, the college, university, the profession, and potentially the patients that we serve.
 - b. Non-academic violations of the Honor Code, if not resolved between the faculty and student, are within the purview of the College's Professional and Academic Standards Committee (PASC); unless the faculty chooses to directly involve the university Judicial Affairs Hearing Officer.
 - c. Faculty shall follow the following procedures.
 - (1) The faculty member notifies the student(s) of the alleged violation of the Honor Code. Faculty is urged to meet face-to-face with the student(s) within 24-hours to discuss the allegations and present documentation of the violations. If more than one student is involved in the incident, separate meetings should be held with each student.
 - (2) Before the face-to-face meeting occurs, the faculty should contact university Judicial Affairs to ascertain whether this is the student's first violation of the Honor Code. If so, whether the previous violation was academic or non-academic;
 - (3) At the time of the face-to-face meeting, the faculty shall:
 - i. present the nature of the allegations (e.g., type of non-academic violation);
 - ii. present the nature of the evidence (e.g., pictures, videotapes, eyewitness);
 - iii. present the student with their findings regarding previous Honor Code violations; and,
 - iv. provide the student with an opportunity to explain the circumstances that led to the allegations and the evidence.After discussing the nature of the allegations and evidence and giving the student an opportunity to explain the circumstances, the faculty shall:
 - (4) present the student with [College Faculty/Student Resolution Form](#) found on the College's webpage;

Approved by faculty vote on 8/19/2015

Honor Code Violations (p 4 of 4)



*Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs*

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- (5) discuss the student's due process rights and responsibilities according to the resolution form, including an [overview of the judicial appeals process](#) should the faculty and student not be able to come to a mutually agreeable resolution;
- (6) indicate the resolution of the incident on the [report form](#). The faculty and student both shall sign the form.
- (7) submit the original signed report form to the College's Office of Academic Affairs and initiate reporting of the incident to university Judicial Affairs using the online [Scholastic Dishonesty Report form](#). The Judicial Affairs website allows uploading of an electronic copy of the report form.

After the Faculty/Student Resolution Form is submitted by the faculty member, the Associate/Assistant Dean for Academic Affairs will submit the form and documentation to the Chair, Professional and Academic Standards Committee for a formal hearing according to the PASC by-laws.

- (8) If the violation is referred to Judicial Affairs for adjudication, either directly or if the PASC determined sanction requires referral, policies and procedures contained within Sections 2d and 2e are followed.

E. Review

The Associate/Assistant Dean for Academic Affairs is responsible for this policy. In addition to the responsible party, this policy shall be reviewed every five years or as needed by the following stakeholders:

1. College of Pharmacy Faculty
2. Director of Residence Life and Judicial Affairs
3. Student Government
4. Dean's Executive Council

Approved by faculty vote on 8/19/2015



Honor Code Faculty & Student Resolution ([On-Line Form](#); p1 of 2)



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

Faculty and Student Resolution Form

Section I: STUDENT INFORMATION

Student's Name: _____ Student's ID#: _____
Local Street Address: _____
City: _____ State: _____ ZIP: _____
Course # and Title: _____ Faculty's Name: _____
Year and Term Course was taken: _____ Academic Year: P1 P2 P3 P4

FACULTY'S STATEMENT

Indicate the type of alleged non-academic Honor Code Violation:

- | | |
|--|--|
| 1. Respect <input type="checkbox"/> | 3. Legal and Professional Standards <input type="checkbox"/> |
| 2. Non-academic Honesty/Integrity <input type="checkbox"/> | 4. Professionalism and Ethical Behavior <input type="checkbox"/> |

Description of Alleged Violation (continue on a separate page if necessary):

You may attach an additional page if more space is needed.

The student must check one of the boxes below and sign this form within 24 hours after the student and faculty member have met face-to-face and thoroughly discussed the allegations and sanctions.

The faculty member is required to provide a copy of this signed form to the student. [Note: By checking either Box 3 or Box 4, the student does not contest/dispute the alleged violation(s).]

- Box 1: I do not accept responsibility for the alleged Honor Code violation. I request a formal hearing with the College of Pharmacy's Professional and Academic Affairs Committee (PASC).
- Box 2: I do not accept responsibility for the alleged Honor Code violation. I request a formal hearing with the university Judicial Hearing Officer.
- Box 3: I accept responsibility for the alleged Honor Code violation and accept the proposed sanction(s). By accepting responsibility, I acknowledge that I have waived rights to any other adjudicatory process or appeal.
- Box 4: I accept responsibility for the alleged Honor Code violation, but I do not agree with the proposed sanction(s). I request a formal hearing with the Professional and Academic Standards Committee regarding the sanction.

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.

Honor Code Faculty & Student Resolution (p2 of 2)

Page 2: Faculty/Student Resolution Form

Faculty's description of the sanctions (To be completed if Box 2 or Box 3 is checked):

Under guidelines set forth by the policies and procedures of The University of Texas at Tyler, appropriate sanctions for non-academic ethics violations (e.g., College of Pharmacy Honor Code; MOPP Section 8-803-805) include informal and formal warnings, suspension or dismissal from the College and/or University, and referral to appropriate outside legal (e.g., courts), regulatory (e.g., state boards of pharmacy) or professional authorities (e.g., counseling, Behavioral Intervention Team). Copies of the form signed by the student and faculty member are forwarded to both UT Tyler Judicial Affairs and the College of Pharmacy's Office of Academic Affairs with copies of documentation to validate the allegation(s). If the faculty member and the student do NOT agree on the allegation AND sanction, the matter will be referred to UT Tyler Judicial Affairs. In either case, a record of the allegation will be kept on file for the student and maintained in the UT Tyler Judicial Affairs and the College's Office of Academic Affairs through graduation for most offenses.

Faculty Recommended Sanction (Please choose one):

- Admonition and/or restitution
 Formal Warning Forwarded to UT Tyler Judicial Affairs Office and the College's Office of Academic Affairs
 Direct Referral to Judicial Affairs Hearing Officer
 College or University Probation

Educational Sanction (Faculty can recommend one or more based on the incident):

- Ethical Decision Making Seminar
 Reflection Paper
 Other: _____

Professional and Academic Standards Committee Recommended Sanction (Please choose one):

The following require referral to the university Judicial Affairs Hearing Officer with the recommended sanction.

- Suspension from the College
 Dismissal from the College
 Suspension from the College and referral to outside legal, regulatory or professional authorities
 Dismissal from the College plus referral to outside legal, regulatory or professional authorities

Student's Signature: _____ Date: _____

Faculty's Signature: _____ Date: _____

Student and Instructor Hearing Availability:

If the student and instructor have NOT reached an agreement, the student and instructor will be contacted by the Professional and Academic Standards Committee. Please list times during a typical week (M-F 8am-5pm) when you would be available. Dates and times will be confirmed prior to scheduling.

Monday _____ Tuesday _____
Wednesday _____ Thursday _____
Friday _____

Revised April 14, 2014



Leave of Absence Form (p1 of 3)



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Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

LEAVE OF ABSENCE (LOA) FORM

Student Name: _____ Student ID: _____

Preferred Phone Number: _____

Preferred Address: _____
(Street Address)

(City) _____ (State) _____ (Zip Code) _____

Faculty Advisor: _____ Session/Year: _____

Part 1: Type of Leave of Absence.

- Academic
- Non Academic

Part 2: Reasons for Leave of Absence Request.

Leave of Absence for Non-Academic Reasons	Leave of Absence for Academic Reasons
Childbearing or adoption	Please describe:
Personal illness	
Critical care of family member	
Financial or Job-related interruption	
Military service	
Other, Please describe:	

In each case, the student will graduate later than scheduled based on the original matriculation date. Failure to successfully complete conditions for the **Leave of Absence** within the agreed upon timeframe will result in the student being placed on **Academic Dismissal** from the College of Pharmacy. *Students must complete their course of study in 5 years or less from the date of original matriculation to The University of Texas at Tyler.*

Part 3: Procedures for Approval of Leave of Absence and Readmission to the College.

Leave of Absence for Non-Academic Reasons	Date Completed	Initials / Name
Met with Associate/Assistant Dean for Academic Affairs to determine eligibility for a leave of absence (LOA)		
Determined student's academic standing.		
Determined student is passing all in-progress courses		
Completed new academic plan		
Determined LOA timeframe		
Completed LOA form and filed with Office of Academic Affairs, including new academic plan		
Readmission form submitted no later than 30-days prior to agreed date.		

Leave of Absence Form (p2 of 3)



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Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

Verification of Notification. We the undersigned confirm that we understand the conditions of the **Leave of Absence** and agree to meet with its requirements. If the student does not meet the requirements within the designated time frame, the student will be dismissed from the College for failure to meet the requirements.

LOA Start Date: _____ LOA End Date: _____

Student Signature: _____ Date: _____

*Course Coordinator (Course Number): _____ Date: _____

*Course Coordinator (Course Number): _____ Date: _____

*Course Coordinator (Course Number): _____ Date: _____

Faculty/Academic Advisor: _____ Date: _____

Associate Dean for Student Affairs: _____ Date: _____

Associate Dean for Academic Affairs: _____ Date: _____

* The signature of the course coordinator(s) is required for a request for a **Leave of Absence** of two weeks or less (i.e., the student intends to return the same semester). In addition, the signature of the student's faculty advisor is required if a student's request for a **Leave of Absence** is for less than one year, but the student is not requesting to return the same semester.

Need confirmation from faculty about satisfactory academic status (e.g., passing or no passing) in-progress courses in order for the student to be approved for a **Leave of Absence**. Students failing one or more course(s) will first need to obtain approval for their **Leave of Absence** from the Professional and Academic Standards Committee.



Leave of Absence Form (p3 of 3)



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Office of Academic Affairs

Revised Course of Study for

Name: _____ P1 P2 P3 P4

Academic Year	Course Number, Title (Units)	Course Number, Title (Units)
	Fall Semester	Spring Semester
20__-20__	PHAR 5701 - Integrated Pharmacy 1 PHAR 5702 - Integrated Pharmacy 2 PHAR 5141 - Longitudinal Laboratory 1 PHAR 5142 - Longitudinal Laboratory 2 PHAR 5161 - IPPE 1 PHAR 5162 - IPPE 2	PHAR 5703 - Integrated Pharmacy 3 PHAR 5704 - Integrated Pharmacy 4 PHAR 5143 - Longitudinal Laboratory 3 PHAR 5144 - Longitudinal Laboratory 4 PHAR 5163 - IPPE 3 PHAR 5164 - IPPE 4
20__-20__	PHAR 5705 - Integrated Pharmacy 5 PHAR 5706 - Integrated Pharmacy 6 PHAR 5145 - Longitudinal Laboratory 5 PHAR 5146 - Longitudinal Laboratory 6 PHAR 5165 - IPPE 5 PHAR 5166 - IPPE 6	PHAR 5707 - Integrated Pharmacy 7 PHAR 5708 - Integrated Pharmacy 8 PHAR 5147 - Longitudinal Laboratory 7 PHAR 5148 - Longitudinal Laboratory 8 PHAR 5167 - IPPE 7 PHAR 5168 - IPPE 8
20__-20__	PHAR 5709 - Integrated Pharmacy 9 PHAR 5710 - Integrated Pharmacy 10 PHAR 5149 - Longitudinal Laboratory 9 PHAR 5150 - Longitudinal Laboratory 10 PHAR 5169 - IPPE 9 PHAR 5170 - IPPE 10	PHAR 5711 - Integrated Pharmacy 11 PHAR 5712 - Integrated Pharmacy 12 PHAR 5151 - Longitudinal Laboratory 1 PHAR 5152 - Longitudinal Laboratory 2 PHAR 5171 - IPPE 11 PHAR 5172 - IPPE 12
20__-20__	Advanced Pharmacy Practice Experiences	Advanced Pharmacy Practice Experiences PHAR 5213 - Integrated Pharmacy 13 PHAR 5214 - Integrated Pharmacy 14 PHAR 5215 - Integrated Pharmacy 15

Distribution.

- Original to Office of Academic Affairs, College of Pharmacy
- Copy to the Office of Student Affairs
- Copy to the student's academic advisor and/or course coordinator(s) (i.e., each person who signed above).
- Copy to student of record

Approved Month, Day, Year

Please save this form to your computer, then attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.

Non-Academic Alert Form (p1 of 2)



Ben and Maytee Fisch College of Pharmacy
Office of Academic Affairs

Non-Academic Alert

Student's Full Name: _____ Student ID #: _____

Academic Class: P1 P2 P3 P4 Form Completion Date: _____

Preferred Mailing Address: _____
(City) (State) (Zip)

Preferred Phone Number (+area code): () _____

Patriot Email Address: _____

Please state category of the honor code violation (See the College's Honor Code for Descriptions of Principles).

- Principle of Respect
- Principle of Honest and Integrity
- Principle of Legal and Professional Standards
- Principle of Professionalism and Ethical Standards
- Professional Dress
- Classroom Behavior
- Excessive Absenteeism and Tardiness
- Other (see Complainant's Statement below)

Complainant's Statement. Give specific details of the incident(s) that prompted this alert and submit it along with documentation as needed. (Note: This is a formal document that goes into the student's permanent record. Add an additional page if necessary).

Complainant's Name: _____ Signature: _____ Date: _____

Please Submit This Form to the Office for Academic Affairs

Physical Location: WT Brookshire Hall, Suite 328
FAX: 903-565-5598

(ATTN: Assistant / Associate Dean for Academic Affairs)



Non-Academic Alert Form (p2 of 2)

Student's Declaration

This section describes the student's acknowledgement of the alleged violation. The student has rights and privileges when presented with a non-academic alert. For a more complete description of the student's rights and privileges, please see the College's policy on honor code violations.

Student's Declaration.

I hereby acknowledge that I violated the honor code principle noted above. I understand that this form will be placed in my permanent record and no further consequence will be levied for the specific violation described in this alert. [Note: This alert will be available in the student's record in the case of another honor code violation during the student's tenure in the College. This alert will be destroyed upon the student's graduation in good standing.]

I hereby deny that I violated the honor code principle noted above and hereby request a hearing with the Professional and Academic Standards Committee (PASC). [Note: Please complete the PASC Petition found on the Office of Academic Affairs web site].

If the student requests a hearing with the PASC, it is strongly suggested that the student meets with his or her faculty advisor to discuss the situation before submitting the petition to the PASC. The student's faculty advisor will be permitted to attend and participate in the meeting. The faculty advisor also will be able to serve as counsel during the meeting if necessary.

Student's Signature: _____ Date: _____

*Faculty Advisor's Name: _____

*This form does not require the signature of the faculty advisor. However, the faculty advisor shall be notified by the Office of Academic Affairs.

Note: This is an alert/warning and there is no consequence other than placement of the alert/warning in the student's College permanent record. If the violation is egregious and/or warrants penalties, please follow academic dishonesty policies and procedures including contacting the appropriate UT Tyler offices. You may attach an additional page if more space is needed.

Adopted June 10, 2016

Photography/Video Release and Revocation Form (p1 of 1)



PHOTOGRAPHY/VIDEO RELEASE

Photographer: Ben and Maytee Fisch College of Pharmacy Faculty/Staff
Project: College of Pharmacy Admissions Interviews

I hereby consent to and authorize the use and reproduction by you as a representative of **The University of Texas at Tyler (UT Tyler)**, or anyone authorized by you, of any and all photography/ video/voice which you have taken of myself, for use by **UT Tyler** for the purpose of advertising or marketing promotions in the forms of print/electronic/outdoor advertising, multimedia presentations, publications, promotional items.

This authorization is valid until I have completed the Pharm.D. program or until I have revoked permission. To revoke permission, please contact the Office of Student Affairs.

Signature	Name (Printed)	Date	/ / 2015
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REVOCACTION OF VIDEO/PHOTOGRAPHY PERMISSIONS

Photographer: Ben and Maytee Fisch College of Pharmacy Faculty/Staff
Project: College of Pharmacy Admissions Interviews

I hereby REVOKE my permission for The University of Texas at Tyler (**UT Tyler**), or anyone authorized by you, to use any video/photographs taken AFTER the date indicated below. This includes use by **UT Tyler** for the purpose of advertising or marketing promotions in the forms of print/electronic/outdoor advertising, multimedia presentations, publications, promotional items.

Signature	Name (Printed)	Date	/ / 2015
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Please send this form to the College of Pharmacy Office of Student Affairs at pharmacy@uttyler.edu OR fax 903.565.5504



Standards for Professional Dress and Classroom Behavior (p1 of 2)



STUDENT HANDBOOK

SECTION: College of Pharmacy
Policies and Procedures
ORIGINALLY APPROVED: 05/20/2015
LAST AMENDED: 05/20/2015
PAGE: Page 1 of 2

STANDARDS FOR PROFESSIONAL DRESS AND CLASSROOM BEHAVIOR

A. Purpose

Student pharmacists are expected to adhere to a professional dress code while at the College of Pharmacy, attending patient care events, and during experiential rotations. Student pharmacists are representing themselves, their peers, the College of Pharmacy, and the profession of pharmacy and therefore, should behave appropriately and dress in a professional manner at all times.

Students reporting to the classroom or College of Pharmacy related activities in violation of established dress codes should expect to receive a verbal and/or written warning or asked to change clothes at the discretion of the faculty member. The student will not receive credit for classroom activities that occur during their absence. Violations will be reported to the Office of Academic Affairs (form to be posted).

Failure to comply with the Professional Dress and Classroom Behavior rules will be considered a violation Honor Code Policy and may result in disciplinary action. Students with concerns relating to the professional dress policy for cultural and/or religious reasons should contact the Office of Academic Affairs for guidance.

B. Persons Affected

Students – College of Pharmacy

C. Definitions

None

D. Policy and Procedures

The general requirements are outlined below for classroom (including exams/assessments) and College of Pharmacy activities. Several college of pharmacy courses/activities, such as the compounding class sessions, physical assessment class sessions, and research lab experiences may have specific dress requirements. These requirements will be described in the course syllabi. Students may maintain that level of dress for other classroom activities that day.

1. The general dress code for classroom activities is business casual. For example, these include: collared shirts, blouses, sweaters, slacks, khaki/chino pants, cropped/Capri length pants, or skirts/dresses.

Clothing that is not allowed includes: jeans (any color), shorts, athletic wear, pajama wear/sweatpants, flip-flops, shoes with visible sections for each toe (e.g. vibrams), athletic shoes, and hospital scrubs (if required by the current IPPE/APPE). If scrubs are worn, these should be professional in color and size. No bare midriffs are allowed. Undergarments should be adequately covered by outer clothing and should not be visible through clothing. Clothing should not be provocative or contain obscene or offensive language/pictures. Hats and caps are not allowed during classroom activities

Standards for Professional Dress and Classroom Behavior (p2 of 2)

The College of Pharmacy may approve casual dress days: On specific dates, students may be allowed to wear jeans and t-shirts. However, clothing should not be provocative, ripped, contain obscene/offensive language, and should adequately cover and conceal the midriff and undergarments.

2. All students must maintain good personal hygiene (cleanliness, body odor, etc.) at all times: Nails should be kept clean and well-manicured and at a length not to interfere with duties of a pharmacist. Facial hair, hair color, and style should be kept conservative and in a manner that presents a professional image. Cologne and perfume should be kept to a minimum or not used at all. Earrings and jewelry should be worn in a professional manner.

In the classroom, body art and tattoos that may be considered offensive should be covered. Other body modifications (piercings and gauges) may be allowed if they are not distracting.

3. Classroom demeanor should be respectful of the learning environment: Students should limit activities that are distracting to others and potential inhibit their learning. Students disrupting the learning environment may be asked to leave the classroom.

The use of the technology in the classroom is designed to facilitate learning and not for personal use. Cellular phones should be silenced (or on vibrate), unless permitted by the instructor, so they do not disturb others in the classroom and interfere with learning. Use of approved electronic devices should be limited to classroom-related activities. Students who are disrupting the learning environment may be asked to leave the classroom. Repeated violations may result in College of Pharmacy disciplinary action

The use of headphones, ear buds, noise cancelling headsets, and programmable calculators are prohibited. Exceptions to the use of these devices may be authorized by the course coordinator/instructor.

4. Students participating in patient care related extracurricular activities that involve patient care should consider the venue and the purpose of the event when deciding on clothing. For example, a health screening event held at a hospital would lend itself to dress described in Experiential Learning Activities. Students educating elementary students at an asthma camp may lend itself to more casual clothing and UT Tyler or College of Pharmacy t-shirt. Your faculty advisor can help determine the appropriate dress for an event. For events involving immunizations and/or blood, a white lab coat is required to be consistent with Occupational Safety and Health Administration (OSHA) regulations. College of Pharmacy name tags should be worn at all patient care events and university related extracurricular events/activities.

E. Responsibilities

The Office of Academic Affairs is responsible for reviewing and responding to potential violations of the Classroom Professional Dress and Behavior Policy.

F. Review

The Office of Student Affairs is responsible for this policy. This policy shall be reviewed every five years in conjunction with the Office of Academic Affairs.

