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

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

The faculty and staff of the UAMS College of Pharmacy wish all of you a very productive and fulfilling year!
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Policy Statement

Procedures stated in this Catalog and Student Handbook require continuing evaluation, review, and approval by appropriate University officials. All statements contained herein reflect policies in existence at the time this Catalog and Student Handbook went to press, and the University reserves the right to change policies at any time and without prior notice. The UAMS fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive
Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, sex, color, national origin, religion, age, marital status, ethnic origin, disability and/or disabled veterans and veterans of the Vietnam Era. Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Associate Dean for Administrative Affairs in the College of Pharmacy Dean’s Office (501-686-5557) for assistance in addressing such concerns. The UAMS Office of Human Resources, Core Building room G/800, is also available to assist with these concerns.

Institutional Vision, Mission, & Core Values

**Vision Statement:** UAMS is a world-renowned academic health sciences center improving the health of Arkansans.

**Mission Statement:** The mission of UAMS is to improve the health, healthcare and well-being of all Arkansans and of others in the region, nation and the world through...
- Education of exemplary health care providers
- Provision of standard-setting, comprehensive clinical programs
- Scientific discovery and research
- Extension of services to the State of Arkansas and beyond

**Core Values:**
- **Integrity** - We foster, encourage and expect honesty and the highest ethical standards in all that we do.
- **Respect** - We embrace a culture of professionalism with respect for the dignity of all persons, honoring the unique contributions provided by a diversity of perspectives and cultures.
- **Teamwork** - We seek to create interdisciplinary, synergistic and collegial relationships characterized by collaboration, inclusiveness and flexibility.
- **Creativity** - We encourage and support innovation, imagination, ingenuity, resourcefulness and vision.
- **Excellence** - We strive to achieve, through continuous improvement and adherence to institutional policies and best practices, the highest quality and standards in all our endeavors.

UAMS Historical Information

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

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

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

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

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

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

The I. Dodd Wilson (IDW) Education Building opened in the Fall of 2008 and is located on Hooper drive near Campus Entrance 2. IDW is connected to the College of Public Health Building by an elevated pedestrian bridge. This is a two-story building with approximately 43,000 ft². It houses 14 25-seat classrooms, two 40-seat classrooms, and two 225-seat auditoriums.

The construction of the first through eighth floors occurred several years later culminating in the dedication of the CPH building in 2005. There is shared classroom space on the ground and eighth floors of this building. The building houses the Boozman College of Public Health, along with new office and instructional space for the College of Nursing on the 5th floor, and the College of Pharmacy on the 6th floor. CPH connects to EDII directly on the ground, 1st, 5th, 6th, and 8th floors.

In the Fall of 2006 new Residence Halls replaced the Jeff Banks Student Union and Dormitory. The new facility is a unique hybrid of a University-style dormitory and apartment dwellings. These housing units accommodate both single and married students. Studios and apartments are available to singles or married couples. Duplex dorm rooms are available to
single same sex occupants. Also opening in 2006 was the new UAMS Bookstore. The bookstore is 4000 ft\(^2\) and is located next to the Residence Halls and IDW Education Building. Acquisition and renovation of the eight buildings formerly used by the Arkansas State Hospital during 2009 resulted in the collocation of the majority of College of Health Related Programs for the first time. In addition, the former State Hospital administration building provides administrative space for the CHRP, Graduate School, UAMS Center for Diversity Affairs, Student Financial Services, Academic Affairs, and Financial Aid.

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

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

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

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

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

The Jackson T. Stephens Spine and Neurosciences Institute at UAMS is a center for research, education, and clinical care related to the spine. It is named for philanthropist Jack Stephens of Little Rock, whose historic gift to UAMS made the institute’s 12-story building possible. The Institute is the home of the Center for the Athletic and Aging Spine, University Rehabilitation, and the Departments of Neurosurgery, Neurology, and Otolaryngology/Head and Neck Surgery of the UAMS College of Medicine, as well as related neurosciences programs.
The Donald W. Reynolds Institute on Aging houses the clinical, research, and educational programs of the Department of Geriatrics. A grant from the Donald W. Reynolds Foundation provided funds to construct the building and establish the department.

The Biomedical I and II Research Buildings house laboratories, offices and small classroom facilities for UAMS faculty involved in research. Individual laboratories of scientists are well-equipped with a wide variety of specialized equipment for their research. Collaboration and cooperation among scientists and students at UAMS provide wide access to all equipment on campus, and all offices and laboratories have direct access to local area networks, email and the Internet.

A new parking deck was completed in 2008 for employees and patients. Other construction projects include a new information technology building.

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

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

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

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

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

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

**Area Health Education Centers**
The Area Health Education Centers (AHEC) Program is an integral component of the overall program of UAMS. Located off-campus in Fayetteville/Springdale, Jonesboro, Pine Bluff, El Dorado, Helena, Texarkana, Fort Smith and Batesville/Mountain Home, the AHEC facilities represent an extension of UAMS into the peripheral regions of the state. Since its inception in 1973, the program has focused principally on the state’s primary health care needs, particularly in the medically under-served areas. Senior pharmacy students may take advanced pharmacy practice experiences at the AHEC facilities. College of Pharmacy faculty members practice in some of these facilities.
UAMS Policies for All Students
Acceptable Computer Use Policy

Access to the UAMS network, including access to the Internet via the UAMS network, and other UAMS computing resources is restricted to persons having a UAMS network account, i.e. a UAMS network domain logon ID and password. All active UAMS students receive UAMS network accounts and information is provided to new students as part of the orientation process. Creation of a network account for a student is contingent upon completion of a UAMS Confidentiality Agreement. Your UAMS network account is to be used only by you. Do not share your UAMS network logon ID and password.

As a security precaution, your UAMS network account password automatically expires every ninety days. As the expiration of your password approaches, you will receive warnings when you log onto the UAMS network. You can change your password at that time. You can also change your password at any time by clicking on “Reset Your UAMS Domain Password” at http://webmail.uams.edu/. You will be required to enter your current (“old”) password. Network logon passwords are case sensitive and must be a minimum of eight characters long and contain at least three of the following elements: capital letter, lower case letter, number, and/or symbol.

Your privileges to use the UAMS network and other computing resources may be revoked for violation of the Acceptable Use Guidelines which follow. As a member of the UAMS community, you are also obligated to observe all UAMS policies regarding use of computer resources.

Appropriate and acceptable uses of the UAMS network, computer labs, and other computing resources include but are not limited to, the following:

Use for UAMS course assignments or any project assigned by a UAMS faculty member.
• Use to facilitate UAMS research projects or other UAMS work-related projects.
• Communication with faculty, staff, and students at UAMS to share information.
• Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.
• Exchange of personal information with friends and acquaintances at UAMS and at other sites on the Internet is an acceptable use if such use is not disruptive and does not interfere with use of resources for education or research.

Examples of unacceptable use of Academic Computing resources include, but are not limited to, the following:
• Downloading information from Internet sites that could be used in committing a crime or that can result in serious harm to others.
• Use for any purpose that violates U.S. or state laws.
• Use for any commercial purpose or for outside employment.
• Use to make unauthorized entry into other computers, information, or communication systems or resources.
• Use in a manner that interferes with or disrupts other users, services, or equipment. This can include, but is not limited to, the distribution of unsolicited advertising, harassment of other users, and propagation of computer viruses.
• Unauthorized use of these resources by non-UAMS personnel.
Violation of the Acceptable Use Policy may result in loss of your privileges to use these facilities and disciplinary action by your department or college. For resolution of issues related to your UAMS network or email accounts, please contact the UAMS Help Desk at 686-8555 or techsupportcenter@uams.edu.

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

Protected Health Information (PHI) means information that is part of an individual’s health information that identifies the individual or there is a reasonable basis to believe the information could be used to identify the individual, including demographic information, and that (i) relates to the past, present or future physical or mental health or condition of the individual; (ii) relates to the provision of health care services to the individual; or (iii) relates to the past, present, or future payment for the provision of health care services to an individual. This includes PHI which is recorded or transmitted in any form or medium (verbally, or in writing, or electronically). PHI excludes health information maintained in educational records covered by the federal Family Educational Rights Privacy Act and health information about UAMS employees maintained by UAMS in its role as an employer. To access any other terms or definitions referenced in this policy: http://hipaa.uams.edu/DEFINITIONS%20-%20HIPAA.pdf

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

PROCEDURES:
1. Confidentiality Agreement: As a condition of employment, continued employment, or relationship with UAMS, UAMS will require its workforce and all non-UAMS employees, vendors, consultants and other visitors who may access Confidential Information to sign the UAMS Confidentiality Agreement.
   All new employees, students, or vendors requiring access to electronic Confidential Information (computer systems) must have a current Confidentiality Agreement on file in the IT Security Office. The person signing the agreement will receive a copy of the Confidentiality Policy with the Confidentiality Agreement. The UAMS IT Security Office will maintain signed Confidentiality Agreements. It is the responsibility of the manager hiring individual vendors or consultants or receiving sales representatives or service technicians (who do not require electronic access but who may have access to Confidential Information) to require execution of the appropriate confidentiality
agreements approved by the UAMS Office of General Counsel and to send those
documents to the UAMS IT Security Office.

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

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

3. Sales Representatives and Service Technicians: Sales representatives and service
technicians must register in the appropriate area and execute the Confidentiality
Agreement prior to any exposure to UAMS Confidential Information.

4. Media: All contacts from the media regarding any Confidential Information must be referred
to the UAMS Office of Communications and Marketing (501-686-8998 or pager 501-
395-5989).

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

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

Health Insurance Portability and Accountability Act (HIPAA) Policy
Training of all UAMS employees and students on the HIPAA regulations and related policies
and procedures to protect the confidentiality of patient information is mandatory. Students are
required to sign a written acknowledgement that they have reviewed a HIPAA self-study
packet and completed a post-test on the regulations and related policies. This written
acknowledgement is on file in the UAMS HIPAA Office. An annual update of HIPAA training is
also required. Information regarding this requirement is available at
http://hipaa.uams.edu/employee_student_training.htm Various experiential sites may also
require HIPAA training to be completed at each individual location.
Grievance Procedure Related to Discrimination Complaints

A. Purpose and Scope

1. Policy Statement: UAMS prohibits discrimination on the basis of race, color, national origin, disability, sex or age.

2. Purpose: The purpose of this procedure is to provide the process for addressing student grievances alleging discrimination based on race, color, national origin, disability, sex or age.

B. Definitions

1. Grievance: Grievance means a complaint of a student alleging any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act of 1990 and their implementing regulations.

2. Procedure: The steps set out in this procedure shall constitute the grievance procedure for discrimination complaints brought by students based on race, color, national origin, disability, sex or age.


4. UAMS means any college, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this Agreement, the term “college” shall be deemed to include the Graduate School.

5. Coordinator: The person serving as the designated Title IX and/or Section 504/Title II Coordinator.

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

7. Associate Dean Responsible for Academic Affairs: Refers to the Associate Dean in the college where the grievant is enrolled as a student. Since there is no Associate Dean for the Graduate School, reference to Associate Dean shall be deemed to include the Assistant Dean for Graduate Studies and Institutional Reporting, where applicable.

8. Dean: Refers to the Dean of the college where the grievant is enrolled as a student.

C. Filing of Grievance

1. Eligibility for Filing: Any UAMS student may file a grievance alleging discrimination on the basis of race, color, national origin, disability, sex or age.

2. Pre-Grievance Meeting: Prior to the filing of a written grievance, the grievant(s) should first consult with the appropriate Associate Dean responsible for academic affairs, who shall attempt to resolve the grievance informally by agreement between the grievant and the respondent alleged to be directly responsible for the possible violation, and/or persons with immediate supervisory authority related to the grievance. If the matter cannot be resolved at this level, a written grievance should be submitted to the appropriate Associate Dean responsible for academic affairs for subsequent processing in accordance with the procedures for formal grievances outlined below.

3. Filing a Grievance: Grievances filed with the appropriate Associate Dean shall be in writing and shall provide the following information:
- Name and address of the grievant(s);
- Nature, date and description of alleged violation;
- Name(s) of persons responsible for the alleged violation;
- Requested relief or corrective action;
- And any background information that the grievant believes to be relevant.

4. Time Limit for Grievance Filing: A grievance must be filed within twenty (20) calendar days of the occurrence of the alleged violation or within twenty (20) calendar days of the date the grievant became aware of the alleged violation. If the last day for filing a grievance falls on a Saturday, Sunday, or a day on which the University is closed for business, then the grievance may be filed on the first day following the Saturday, Sunday, or date when the University is closed.

5. Notification of Respondent(s): Immediately upon receipt of a formal grievance, the appropriate Associate Dean will give the respondent a copy of the grievance, and will direct the respondent to submit a written response to the charges within ten (10) calendar days. If the last day for filing a response falls on a Saturday, Sunday, or a day on which the University is closed for business, then the response may be filed on the first day following the Saturday, Sunday, or date when the University is closed. The respondent will be specifically warned not to retaliate against the grievant in any way. Retaliation will subject the respondent to appropriate disciplinary action.

6. Response: The response should include any denial, in whole or in part, of the charges. Failure to respond may subject the respondent to disciplinary action by the Dean of the appropriate college of other appropriate UAMS official.

7. Notification of Appropriate Administrative Officers: The appropriate Associate Dean will notify the appropriate administrative officers to whom the respondent reports of the existence of the complaint. However, all administrative officers will attempt to maintain the confidentiality of the information during the grievance process.

8. Role of the Associate Dean Responsible for Academic Affairs in Discrimination Grievances Filed by Students: The appropriate Associate Dean responsible for academic affairs must conduct a preliminary investigation of the complaint, and take one of the following steps, within thirty (30) calendar days after its receipt:
   - Dismiss the grievance on the grounds that the evidence submitted in support of the complaint or developed in the preliminary investigation does not warrant a detailed investigation or a formal hearing (for example: grievant failed to articulate the factual basis for his or her belief that discrimination occurred; the grievance is so weak, attenuated, or insubstantial that it is without merit, or so replete with incoherent statements that the grievance, as a whole, cannot be considered to be grounded in fact; the grievance anticipates discrimination that has not yet occurred);
   - Refer the grievance to a hearing before the Grievance Panel; or
   - Allow the parties to sign a written statement resolving the grievance. It should be understood that without the approval in writing by the appropriate Associate Dean, any agreement between the parties does not preclude further action by the University against either party. It is the responsibility of the Associate Dean responsible for student and academic affairs of each College to insure the effective record keeping, and notifications required by the grievance procedures. If an appeal of a dismissal of a grievance is filed, the Associate Dean will forward a copy of the investigative report and determination to the Dean. If the Associate Dean refers a grievance to a hearing before the Grievance Panel, the Associate Dean will forward a copy of the investigative report to the Panel.

9. Appeal of a Grievance Dismissal: A student may appeal the dismissal of his/her
grievance by submitting a written request for review with his/her Dean. The request for review must be submitted within five (5) calendar days of receipt of the decision to dismiss. Upon receipt of an appeal of the dismissal of a grievance, the Dean shall carefully consider the relevant information contained in the appeal as well as the investigative report and determination of the Associate Dean, to ascertain that the evidence either submitted in support of the complaint or developed in the preliminary investigation did not warrant a detailed investigation or a formal hearing. The Dean will notify the student of his/her decision in writing within ten (10) calendar days of receipt of the request for review. The decision of the Dean will be final.

10. Notification of Dean: Upon receipt of a formal grievance from a student, the appropriate Associate Dean shall send a copy of the grievance to the Dean of the appropriate College. The Associate Dean or his/her designated representative shall be notified of any hearing and shall be required to attend all student grievance hearings pertaining to alleged discrimination on the basis of race, color, national origin, disability, sex, or age to serve as a University resource person. This individual shall not have a vote at the hearing, nor be present during deliberations of the Grievance Panel.
D. Pre-hearing Procedures

1. Selection of Grievance Panel: When a grievance is referred to the Grievance Panel, the appropriate Associate Dean shall forward a copy of his/her investigative report to a six member Grievance Panel. The Grievance Panel shall be selected as follows: A Grievance Committee will be appointed by each College Dean, consisting of nine (9) faculty and nine (9) students. For every hearing held under this procedure, the person filing the grievance and the appropriate Associate Dean or designee jointly will meet within ten (10) calendar days after the decision to refer the grievance to the Grievance Panel, and review the members of the Grievance Committee, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being grieved should not sit on the Panel for the grievance). The names of the remaining members will then be written on tabs of paper, folded, placed into separate containers for faculty and students, and randomized by mixing. The grievant will draw three names from each container. The first six names will constitute the Grievance Panel, which shall be composed of three faculty and three students. The remaining names shall be drawn alternatively from each container until all names are drawn in order to develop a list of alternate members. Should a Panel member be removed for any reason during the process, that member shall be replaced by an alternate having the same status (faculty or student).

2. Scheduling of Hearing of Grievance: Hearings before the Grievance Panel will be conducted no sooner than ten (10) calendar days and not later than twenty (20) calendar days after the selection of the Grievance Panel. The date of the hearing must be adhered to except for unusual circumstances which must be reported in writing as soon as possible to the appropriate Associate Dean. The hearing shall be conducted in accordance with the procedure set forth in Section E, 1 through 7 of this procedure.

3. Representation: The grievant and the respondent have the right to be assisted by no more than two representatives, including attorneys, at any point during the initiation, filing, processing, or hearing of the formal grievance; however, no representative may examine witnesses or otherwise actively participate in a hearing. The Panel may also be assisted and advised by an attorney or other representative at its discretion.

4. Evidence: The grievant and respondent shall provide the appropriate Associate Dean with all documents to be used and relied on at the hearing, and with the name, address and telephone number of their representative(s) and witnesses no later than seven (7) calendar days prior to the date of the hearing. There will be a simultaneous exchange of this information between the parties, which will be facilitated by the Associate Dean five (5) calendar days before the date of the hearing.

E. Hearing Procedures

1. Record of Hearing: The hearing will be recorded by recording devices supplied by UAMS. These recordings shall be maintained for a period of three years after resolution of the grievance. The grievant or respondent may obtain a copy of the tapes from any recorded hearing, at the requesting party’s expense. The deliberations of the Grievance Panel will not be recorded.

2. Counsel: The grievant and respondent shall have the right to advice of counsel of his/her choice; however, counsel may not examine witnesses or otherwise actively participate in any hearing.

3. Private Hearing: The hearing shall be conducted in private. Witnesses shall not be present during the testimony of any party or other witness. Witnesses shall be admitted
for testimony only and then asked to leave. The parties may hear and question all witnesses testifying before the Grievance Panel.

4. Presentation of Case: The grievant and respondent shall be afforded reasonable opportunity for oral opening statements and closing arguments and/or presentation of witnesses and pertinent documentary evidence, including sworn, written statements.

5. Grievance Panel Rights: The Grievance Panel shall have the right to question any and all witnesses, to examine documentary evidence presented, and to summon other witnesses to review other documentation as the Panel deems necessary.

6. Grievance Panel Deliberation: After the hearing is concluded, the Grievance Panel shall convene to deliberate in closed session and arrive at a majority recommendation.

7. Transmittal of the Recommendation: Within five (5) calendar days after the hearing is concluded, the Grievance Panel shall transmit a written copy of its recommendation to the appropriate Associate Dean responsible for academic affairs, who will then mail, by certified mail, return receipt requested, a copy of the written document to the grievant and respondent at addresses previously provided by the grievant and the respondent.

8. Appeal of Recommendation of the Grievance Panel: If no appeal is received by the appropriate Associate Dean within seven (7) calendar days of receipt of the recommendation by the grievant and the respondent, any recommendations by the Grievance Panel shall be forwarded to the appropriate Dean for consideration. The Dean may accept the Grievance Panel recommendation, reverse it, or refer the grievance back to the Panel for reconsideration. If the last day for filing an appeal falls on a Saturday, Sunday, or a day on which the University is closed for business, then the appeal may be filed on the first day following the Saturday, Sunday, or date when the University is closed. If the grievant or respondent wishes to appeal the recommendation of the Grievance Panel, the respondent and/or grievant shall, within seven (7) calendar days of the receipt of the recommendation, appeal the grievance recommendation to the Dean through the Associate Dean. The appeal shall be in writing. If an appeal is submitted, it will be transmitted to the appropriate Dean. The Dean shall review the appeal and notify the parties of his/her determination within ten (10) calendar days from the date of his/her receipt of the appeal. The decision of the Dean is final and may not be appealed further. The Dean’s review is the final institutional step in matters of discrimination grievances. However, nothing precludes the grievant or respondent from filing a complaint with any external agency that handles discrimination complaints.

F. Other

1. Grievances Involving a Grievant and Respondent from Different Units of UAMS: Whenever a grievance is instituted by a student grievant in one college against a respondent in another college or unit, the grievance shall proceed through the Associate Dean, Dean, and Grievance Committee from the college in which the student is enrolled.

2. Maintenance of Written Grievance Records: Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by law, and shall include, at a minimum: the written grievant complaint filed by the grievant, the written response filed by the respondent, the investigative report of the Associate Dean, the recording and documents of the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the Dean, and any other material designated by the Associate Dean responsible for academic affairs. A file of these records shall be maintained in the Office of the Associate Dean responsible for Academic Affairs for each college. For purposes of the dissemination of grievance
precedents, separate records may be created and kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

3. Retaliation: No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of the grievance process.

Prohibition against Hazing (Act 75 of 1983)

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

Section 2
Hazing is defined as follows:

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

Section 3
No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this Section.
Section 4
The offense of hazing is a Class B misdemeanor.

Section 5
Upon conviction of any student of the offense of hazing, he shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

Roofs and Exterior Walls of Buildings Use Policy
The University has a concern about improper uses of buildings, roofs, and exterior sides of buildings reached by way of roofs or upper windows. Such portions of buildings are not intended for general traffic. Personal injuries and damages to roofs and buildings may result. The following regulations regarding such sites are to be enforced by University personnel having charge of a building or buildings, and by the security officers of the institution:
1. The areas described shall be accessible to University employees, such as Physical Plant personnel, having a need directly associated with their work on behalf of the University. They are to be accessible for members of the faculty and their students in connection with a regularly scheduled curriculum course which requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the Director of the Physical Plant those areas which may be utilized without damage to roof or structure and in order that proper grounding of lightning hazards may be installed on any equipment erected.
2. Other than those University employees and students specified above, any other persons (including students, employees, or those not associated with the University) found in or on the areas described above shall be removed there from and arrested for trespassing and/or charged with violation of institutional regulations (subjected to University disciplinary proceedings). It is the duty of University employees to report such violators. Action should also be taken to again secure the points of access used by such violators.
3. Where there is legitimate need for non-University personnel (architects, independent contractors installing or repairing facilities, etc.) to be permitted access to the areas described; their request should be referred to the Director of the Physical Plant. He shall supervise, and may condition, the access in order to protect the interests of the University in the event he grants the permission. Permission shall be granted subject to execution of the release form.
4. No rooftop machinery, equipment, antennae, greenhouses, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the Director of Physical Plant for the particular campus.
5. Rappelling using University buildings is specifically prohibited.
6. Student handbooks shall contain a summary of this policy, as shall faculty and staff handbooks. University security officers shall enforce this policy.

Policy on Sexual Harassment
PURPOSE
The University of Arkansas for Medical Sciences (UAMS) is committed to its mission of providing an academic and employment environment that fosters excellence. Sexual harassment violates the trust and respect essential to the preservation of such an environment, and threatens the education, employment, and well being of its community members. University members have the right to work and study in an environment free of any form of sexual harassment. This right is protected by Title VII of the 1964 Civil Rights Act for
employees and Title IX of the Educational Amendment of 1972 for students. Sexual harassment is destructive to students, faculty, staff, and the UAMS community as a whole, and it will not be tolerated.

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

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

POLICY

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

Definition of Sexual Harassment

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

Prohibited Acts

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

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

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

- employer and employee (usually, supervisor and subordinate)
- administrator and faculty
- administrator and student or medical resident
- employee and student or medical resident
- senior and junior faculty
- graduate assistant and student
- faculty and student, whether medical student, graduate student, or undergraduate student [Examples are when the student is enrolled in a faculty member’s class, or when the student is in a continuing position to require evaluation of work or letters of recommendations from faculty. Such relationships can be immediate, or based upon future expectations, e.g., the need for future evaluations and references.]
- faculty and medical resident
- resident/fellow and student

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

- Physical assault;
- Suggestions that submission to or rejection of sexual advances will influence decisions regarding an individual’s employment or educational status;
- Repetitive remarks or actions of a sexual nature (including, but not limited to, statements, questions, jokes, and anecdotes) which constitute a pattern where actions unreasonably cause discomfort or humiliate an individual;
- Unwelcome visual contact or body language that communicates a sexual message;
- Whistling, cat calls, leering, or other improper gestures;
- Persistent, unwelcome flirtations, and outright advances or propositions of a sexual nature;
- Unwelcome remarks or actions about an individual’s appearance;
- Unwelcome repetitive touching, such as patting, pinching, hugging, or brushing against an individual’s body;
- Unwarranted displays of sexually suggestive objects or pictures;
- Unwelcome exposure to sexually explicit music, letters, or written notes;
Unwelcome descriptions of sexual activity or speculation about previous sexual experiences.

Investigative steps should be taken as outlined in this policy and appropriate action will be taken if harassment is found to have occurred.

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

- The source and nature of the information;
- The seriousness of the alleged incident;
- The specificity of the information;
- The objectivity and credibility of the source of the report;
- Whether any individuals can be identified who were subjected to the alleged harassment; and
- Whether those individuals want to pursue the matter.

If, based on these factors, it is reasonable for UAMS to investigate the matter, the Office of Human Resources will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence, and if the alleged harasser could not respond to the charges of sexual harassment without knowing the name of the accuser.

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

Consenting romantic relationships between faculty members and students, supervisors and subordinates or fellow employees are strongly discouraged. Faculty members exercise power over students as do supervisors over subordinates, whether in promotions, raises, evaluations, recommendations, study, job duties, grades, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment. Employees and students involved in a consenting relationship in the actual or equivalent context of educational/employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future sexual harassment charge on the grounds of mutual consent. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate’s freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted.
Disciplinary Actions for Violations of the Sexual Harassment Policy

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

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

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

Confidentiality

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

Retaliation

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

Malicious Allegations/Complaints; False Information

UAMS is committed to protecting the due process rights it provides to the accused as well as the accuser. Allegations of sexual harassment that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy. Such actions constitute grounds for disciplinary action that may include, but is not limited to, written warning, demotion, transfer, or dismissal. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

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

Record Keeping

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the offices of Human Resources or Student Affairs. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this
PROCEDURE
Complaints of sexual harassment, submitted in writing or accepted orally, are taken seriously and will be dealt with promptly. Allegations of sexual harassment shall be judged on the facts of the particular case and the context in which the alleged incident(s) occurred. The complainant has the responsibility of providing evidence to substantiate the alleged sexual harassment. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation and the initiation of disciplinary action as described above. Where a violation of the Sexual Harassment policy is found to have occurred, UAMS will act to stop the harassment, prevent its recurrence, and discipline those responsible.

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

Reporting Procedures
Employees: Employees with complaints of sexual harassment are encouraged to notify their immediate supervisor, department head, or the UAMS Office of Human Resources. If the alleged harasser is the employee’s supervisor, the employee may contact someone outside his or her chain-of-command.

Employees who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police Department if the employee’s supervisor is unavailable or other administrative offices are closed. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i.e., Monday through Friday, excluding holidays. Individuals who witness possible sexual harassment should report their concerns to the Office of Human Resources.

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

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

Students who need to report an incident of sexual harassment after regular business hours should report the incident to the UAMS Police department if no one from the appropriate Student Affairs Office is available. The UAMS Police Department will take appropriate action and will notify the Office of Human Resources at the beginning of the next business day, i.e., Monday through Friday, excluding holidays. Students who witness possible sexual harassment should report their concerns to the designated student affairs official in their college.
Informal Complaint Process

**Employees**

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

- The individual should consider meeting with their Department Head or the office of Human Resources to discuss the sexual harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual’s permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused’s supervisor.

If the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Office of Human Resources. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complaining individual shall be asked to read the written documentation to acknowledge its accuracy; a written acknowledgment will be preferred and may be made in a separate document. Written documentation shall be prepared before any informal discussions are held with the accused and the accused’s supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.

- If the parties are unable to reach a mutually satisfactory agreement after an informal discussion, the option of filing a formal complaint is available.

- The Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAMS’ Employee Assistance Program (EAP).

- The complainant or the Office of Human Resources may elect to refer the complaint to the Formal Complaint Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

**Students**

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

- The student should consider meeting with the appropriate student affairs official in his or her college to discuss the sexual harassment allegation. If the student cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Employee Relations Manager who, with the individual’s permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused’s supervisor.

If the student does not wish to prepare a signed, written complaint, written documentation shall be prepared by the Employee Relations Manager of the Office of
Human Resources or a college’s designated individual within the Office of Student Affairs. Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The student shall be asked to read the written documentation prepared by the appropriate representative to acknowledge its accuracy; a written acknowledgment will be prepared and may be made in a separate document. If the student refuses to sign the written documentation, the Employee Relations Manager or college’s designee shall note such on the documentation and forward it to the Office of Human Resources for determination of whether the complaint will be investigated despite the student’s refusal to acknowledge the written documentation. Written documentation shall be prepared before any informal discussions are held with the accused and the accused’s supervisor. The accused shall be given an opportunity to read the written documentation that may be edited to protect the anonymity of the complaining individual and any other collateral witnesses to the process.

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

**Formal Complaint Process**

**Employees**

- When the Informal Complaint Process fails to resolve the complaint, or in instances where the Office of Human Resources determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Employee Relations Manager in the Office of Human Resources may assist the complainant in preparing his or her complaint, in writing, as necessary.
- If an individual wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources. The written statement should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.

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

- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human Resources will prepare a written report, containing a recommended course of action for the employee’s Division Head and may provide further consultation when necessary. It is the responsibility of the division head to take action consistent with the written findings. Once a final determination is made by the appropriate Division Head, both the complainant and the accused will be notified of the action to be taken.

- Employees may appeal any employment decision made subsequent to a finding of sexual harassment through the campus grievance procedure.

- Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

**Students**

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

- If a student wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Employee Relations Manager of the Office of Human Resources. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.

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

Every effort will be made to ensure a thorough and timely investigation of the complaint.

- Following completion of the investigation, the investigators will present their written findings to the Assistant Vice Chancellor of Human Resources. The Assistant Vice Chancellor of Human Resources will consult with the student’s appropriate student affairs official regarding the written findings for purposes of resolving the complaint. It is the responsibility of the student affairs official to take action consistent with the written findings. Once a final determination is made by the appropriate student affairs official, both the complainant and the accused will be notified of the action to be taken.
• Pursuant to FERPA (Family and Educational Rights to Privacy Act), student disciplinary records will remain confidential unless the accused consents to release of information.
• Students who are found to have violated the sexual harassment policy may grieve any decision affecting their educational status through the grievance procedure of their respective college.
• Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAMS grievance process.

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

Vehicle Operation Information

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

This information has been designed to provide you with guidelines for parking and driving on campus. These guidelines have been established to best utilize the limited facilities and maintain orderly parking and safe traffic flow. The UAMS Parking Department and the UAMS Police Department solicits your cooperation in observance of these guidelines. Please feel free to call upon the Police Department Staff at any time they may be of assistance to you (686-7777).

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

Traffic Regulation General Policy

A traffic notification of violation(s) (tickets) on a vehicle is an official notice that the person responsible for said vehicle has been cited for a rules violation, and is the 1st notice for that person to appear at the Parking Department to pay any administrative charge incurred no later than seven (7) calendar days following the issuance of said notice of violation. Failure to clear the traffic record through settlement of assessed charges or proper appeal on any violation may result in the withholding of the academic records of a student and may subject a faculty or staff member to appropriate action through the administrative channels of the University. An accumulation of tickets without proper payment will result in the vehicle being impounded.
UAMS Police Officers are responsible for the enforcement of these rules. The Director of Law Enforcement and Parking Operations is responsible for determining the necessity of advisory, control and regulatory signs, and other measures for safety and proper flow of vehicular and pedestrian traffic on campus. The University does not assume the responsibility for the care and protection of any vehicle or its contents while said vehicle is operated or parked on campus.

For the purpose of these regulations, the term motor vehicle includes public or private automobiles, trucks and busses, motorcycles, motor scooters, motor bicycles, and any other motor powered vehicle operating on land. Requests by an officer of the UAMS Police Department for a driver or passenger’s identification shall be honored by all concerned when said Officer is acting in the exercises of his duties. Officers of the UAMS Police Department are Police Officers of the State of Arkansas under Act 328 of 1967 and possess full arrest powers.

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

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

Parking
There are three main parking areas for patients and visitors at UAMS. These are 1) Parking deck 1 (South Deck) accessible from the drive in front of the Ward Patient Tower off of Hooper Drive; 2) Parking deck 2 (North Deck) accessible just off of Campus Drive; and 3) Parking Deck 3 (East Deck) accessible from W. Capitol street. All are time pay lots so each customer pays as he leaves for the time they were parked. Visitors may purchase parking authorizations by the week at a discounted rate. Many UAMS clinics and other patient areas validate parking for their patients. Only visitors and guests are allowed to use the pay parking areas. Staff, faculty, employees and students are advised not to park in these areas.

Short-term parking for patient pick-up is allowed in front of the hospital; however, persons picking up patients must first park in the visitor’s area while completing paperwork for patient dismissal.

Government Vehicles, Motorcycles, and Bicycles:
- There will be spaces available on A-level parking deck for government vehicle parking.
- Bicycles only: EDII Building bicycle rack
- Motorcycles/Mopeds: VIP Lot motorcycle rack and D-level of deck. Appropriate decal must be displayed. No bicycles or motorcycles will be permitted to park in any spaces other than those listed above.
The UAMS Police Department will cease the enforcement of the parking rates on the Ambulatory Care Center lot from 7:00 p.m. to 7:00 a.m. Hopefully, this area will be utilized by students who must attend evening classes. To ease the ongoing need for parking at UAMS, the University provides shuttle service from the parking areas to the educational buildings from 6:00 a.m. until 7:30 p.m. The schedules and routes may vary based on campus construction. Student parking is available at the student lot located at the corner of Cottage Drive and West 7th Street. Vehicles must be registered through the UAMS Parking Department. Please do not block other vehicles in this lot. More information can be obtained by calling 526-PARK (7275) or visiting http://www.uams.edu/parking/.

The following are the parking regulations on campus:

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

No parking zones consist of:

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

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

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

Appeals Process
Any person charged with a traffic violation shall have the right to appeal to the House of Delegates Appeals Committee with payment of any administrative charge to be postponed until after the complaint has been heard and acted upon. The appeal must be in writing and be of sufficient detail to provide a basis for ruling. The appeal must be directed to the UAMS Parking Department Traffic Division, Slot 583 within seven (7) calendar days of the date of violation.
Health Insurance Policy
Students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (Policy 1260.1) to have health insurance coverage at all times. Effective July 2010 students are required to provide proof of health insurance before the registration process is complete. The responsibility for obtaining health insurance coverage rests with the student. Students are urged to research for themselves the policy best suited to meet their particular needs. Student must verify Coverage by inputting insurance information into the system at https://www.academichealthplans.com/enroll_waive/?school_id=102 OR provide identification card or policy with student name and/or policy information at each registration.

Information regarding the 2010-2011 UAMS student insurance plans can be found at https://www.academichealthplans.com/uams/2010-2011/index.php. Or you may call Academic Health Plans at (888) 308-7320. Students who are on a parent/spouse plan or individual plan must meet a minimum standard of coverage (see criteria below).

Minimum Health Insurance Standards
To meet the UAMS minimum standards for student health insurance, coverage must meet the following criteria:
- Must provide at least $100,000 in lifetime aggregate coverage (for each covered injury or sickness incident)
- Policy must have no major exclusions. Major medical coverage required are pharmacy coverage, emergency medical coverage, mental health coverage and diagnostic x-rays/laboratory services are required
- Must have effective dates covering the entire semester for which the waiver is requested (verification of dates may be requested by UAMS student health insurance monitors)
- Must have a policy year deductible of $1,000 or less
- Plan documents must be in English with currency amounts converted to U.S. dollars and an insurance company contact phone number in the U.S. must be provided

Employee Health (EH) / Student Preventive Health Service (SPHS)
SPHS provides the following services at no cost to the student:
- Establishment and maintenance of an immunization record
- Tuberculosis skin test
- Measles/Mumps/Rubella (MMR) vaccine
- Tetanus/Diphtheria vaccine
- Hepatitis B vaccine series
- Post-vaccination Hepatitis B antibody testing
- Varicella vaccine series
- Influenza vaccine
- Health Risk Appraisal questionnaire
- Care of needle sticks and blood/body fluid exposures
Call 686-6565 if you have questions regarding our services.

EH/SPHS is located in the Family Medical Center at 6th and Elm streets, across from the Jones Eye Building. EH/SPHS has a separate entrance off of the parking lot. The clinic is
open 8 AM to 4:30 PM, Monday through Friday. A satellite clinic is located on the 8th floor of the hospital. The satellite clinic is open 7:00 AM to 3:30 PM, Monday through Friday, and the second Saturday of every month from 7:00 to 11:00 AM. Both locations are closed on holidays.

Family Medical Center (FMC)
The FMC is conveniently located on the UAMS campus on the corner of 6th and Elm streets. The FMC offers medical care to students and their families who choose one of our Family Practice Physicians as their PCP. The FMC offers a full range of Primary Care including women’s health, newborn, pediatric and adult care. Appointments may be made by calling 686-6565. When calling, please identify yourself as a UAMS student to receive preference in scheduling.

Students and their dependents are responsible for any deductibles or co-payments associated with their insurance. Call 686-6565 and ask to speak with a manager if you have questions regarding service or billing.

Student Health Clinic (SHC)
In April, 2010 the UA Board of Trustees approved a new student health fee to support an on-campus student health clinic. Effective July 1, 2010, students who pay the new fee will have access to the health clinic. The clinic opened July 1, 2010 and provides the following basic medical treatments:

- Treatment for Colds and Flu
- Sprains/Strains
- Asthma
- Urinary Tract Infections
- Pregnancy Tests

The Student Health Clinic is located below the Family Medical Center at 6th and Elm streets, across from the Jones Eye Building. The clinic can be accessed off of Parking Lot 8. The new clinic is separate from the Family Medical Center and provides wellness and health services to students only. The Student Health Clinic does not bill insurance or accept payments. For more information regarding SPHS/SHC services and hours of operation, please call (501) 686-6565.

Pharmacy Service
Prescriptions can be filled at the Ambulatory Care Center Outpatient Pharmacy.

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

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

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

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

Referrals for Long Term Difficulties:
Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long term care will be referred to a community mental health center, the UAMS Psychiatric Clinic, or to appropriate resources in the community. The cost for this level of care is the responsibility of the student (it is important to maintain health insurance coverage without lapse through school).

The Student Wellness Clinic can be reached between 7:15 AM & 4:30 PM Monday through Friday. Students are seen by appointment only. To schedule a confidential appointment, telephone Ms. Meshelle Helms, (program manager) or Ms. Sherry Bullard at (501) 686-8408. Both are trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student’s particular problem. In the rare event of an after hour emergency, telephone the UAMS operator at (501) 686-7000 identify yourself as a UAMS student with an emergent problem and request the operator to page the UAMS Department of Psychiatry resident on call.

The Student Wellness Office Suite is located at 201 Jack Stephen’s Drive, on the street level. Parking is available in front of the clinic in spots reserved for the ‘Student Wellness Program’ for the duration of the appointment. Unauthorized vehicles are ticketed and towed.

Tuberculosis Control Program
Working with patients entails an occupational hazard of contracting tuberculosis due to inadvertent exposure to a person with unrecognized tuberculosis. Such new infection has a 5-10% chance of progressing to actual tuberculosis. For this reason, all students must be tested annually by way of a Tuberculin Skin Test (TST). All new students will have a TST at Fall registration, establish a baseline, and then annually thereafter as a condition of being a student at UAMS.

All new students will require a baseline TST. The new student may provide documented proof of a TB skin test as long as it has been no longer than twelve months prior to UAMS hire date. The 1st TST will be placed at Fall registration. The process will require the student to return for the reading which will then be recorded as the baseline TST.

New students reporting prior positive TSTs must provide TST and chest radiography
documented and confirmable proof. If no documented proof of a past positive is available, a TST will be placed and read with 48-72 hours. The student may request the TST be done with one-half dose (2.5 tuberculin units or 0.05ml). If the TST is positive, the reading will then be recorded in millimeters of induration for UAMS baseline records. However, the student must understand that, if the half dose test results in a negative TST, a 2nd placement of the full dose 0.10 ml, will be required with the results of the 2nd placement and reading being recorded as the baseline TST.

Students with existing medical conditions that prohibit them from participating in the TST process should contact EH/SPHS. Arrangements will be made in a confidential manner (with the Arkansas Department of Health) to complete the annual medical screening requirements. TST results are determined as follows:

- Students with an induration of 0-4mm will be recorded as negative. (A negative test does not rule out the presence of TB.)
- Students with a TST induration of 5-9mm will be considered intermediate. Intermediate skin tests will be repeated on the day of 1st reading with the 2nd placement and reading (recorded within 48-72) as the TST result.
- An induration of >5mm may be considered “positive” in the following groups:
  - Contact with an active case of TB
  - HIV positive persons
  - Chest x-rays consistent with old, healed TB
  - Recipients of organ transplants, and other immunosuppressed conditions (receiving the equivalent of > 15mg/day of prednisone for > 1 month)
- Students with a TST induration of ≥10 millimeters will be referred to the Arkansas Department of Health for further evaluation and preventive therapy if indicated. Chest radiography will be performed at the Pulaski County Health Unit and reviewed by a radiologist at the unit. Only the TB Control Officer for the State of Arkansas, or his designee, may determine the adequacy of a course of treatment, or documentation of treatment, resulting from a positive TST. Further information may be obtained from UAMS SPHS.

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

Students who receive needle stick or other sharp injuries or certain body fluid exposures will, on many occasions, need laboratory monitoring for a period of time. This monitoring and the appropriate billing will be handled through SPHS. Students should contact SPHS immediately after such an injury occurs (or contact the Emergency Room if SPHS is not open). Full policy is at [http://intranet.uams.edu/uh/Policy/Human%20Resources/hr401.htm](http://intranet.uams.edu/uh/Policy/Human%20Resources/hr401.htm).

**AIDS Policy for Students**

The HIV-1 status of an applicant should not enter into the application process. It should also not be determined in the admissions physical examination nor should routine serological assays be performed to determine the HIV-1 status of applicants. Applicants applying for health care programs should, however, be informed that certain diseases may necessitate either a modification of their programs, or in the extreme, may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

If it is determined that a student is seropositive for HIV-1 and/or is clinically manifesting either Aids Related Complex (ARC) or AIDS, that student should receive counseling, both as to their
own health care, and their interaction with others, especially patients. Students should be seen by a designated physician(s) relative to treatment and disease management and by a designated faculty member in their respective program. The function of the designated faculty member is to counsel the student as to whether their program of education should be modified, or in the extreme, whether the student should be dismissed from a program because of their inability to perform procedures and/or tasks crucial to their educational program. Also, the health risks to the student must be considered because of the enhanced susceptibility of individuals with ARC and AIDS. For this reason, and to protect our patients from HIV-1 exposure, the faculty advisor must work closely with the student’s physician in order to determine whether the condition of a student warrants program modification or dismissal from a program. HIV-1 seropositive students should be cognizant of the fact that they pose a finite risk to patients in the performance of invasive procedures and that they should seek advice as to protocols that will limit the likelihood of HIV-1 transmission. These protocols are defined in the University Hospital of Arkansas Policy and Procedure Manual. The student should be cognizant that HIV-1 seropositivity alone may mitigate against performance of certain procedures. At all times, the confidentiality of the student is to be maintained in accordance with the University Hospital of Arkansas Policy and Procedures Manual.

Since programs within the UAMS system differ relative to curriculum, it is recognized that differences will exist as to the need for program modification or dismissal from a program. The key points as to whether a student’s program should be modified or whether the student should be dismissed include the ability of the student to perform tasks and/or procedures essential to their educational experience and the health risks that are imposed for the student should he/she continue in their program. At all times, the health management of the student is of paramount importance.

Students who are HIV-1 seropositive (symptomatic or asymptomatic) shall be counseled relative to their own health, and how their health status will impact on their performance as students at UAMS. Each affected student shall be counseled by the Medical Director of Student/Employee Health or a designated medical faculty member, their personal physician if they have one, and the Dean or his/her designee for the student’s College concerning the appropriate safeguards and behavior expected of him/her. The student will be counseled on their future plans relative to their education, which may include withdrawal from their program if essential degree requirements cannot be met. Counseled students will sign a document attesting to the fact that they received counseling.

Counseling of the student concerning his/her continued academic endeavors will follow policy outlined in the University Hospital of Arkansas Policy and Procedures Manual, including the confidentiality statement.

Data accrued over the last 10 years clearly indicate that transmission of HIV-1 from an infected to an uninfected non-sex partner as a function of co-habitation is extremely unlikely. This being the case, housing assignment involving HIV-1 seropositive students shall be handled in the same manner as for seronegative students. The question of a roommate’s right to know the HIV-1 serological status of his/her roommate may occur. Release of information dealing with the HIV-1 serologic status of students to other students is forbidden because disclosure of such information would breach the confidentiality rights of the student. Should a student become aware that his/her roommate is HIV-1 seropositive the student may request a room assignment change. It is recommended that such requests be granted if appropriate housing can be provided. The question of sexual activity in the student housing facility is also a point of
concern. All students are required to attend, as part of their orientation program, a seminar on AIDS (please see “AIDS Education” below). This seminar will deal with the many facets of AIDS including the mechanisms of transmission of HIV-1, and as well, ways that students can protect themselves from being infected with HIV-1, both in terms of their profession and in terms of their sexuality.

The extent to which HIV-1 seropositive students can participate in classroom and extracurricular activities is defined by the same parameters as for continuation of employment of hospital employees; see the University Hospital of Arkansas Policy and Procedures Manual. The key question is that of potential exposure to HIV-1 contaminated body fluids. Student classroom activities that involve potential exposure of students and faculty to HIV-1-contaminated body fluids should probably not be carried out if there is a strong likelihood that exposure to HIV-1 will occur. However, in the event that it becomes necessary that a student perform invasive procedures on patients that are HIV-1 seropositive the faculty member in charge must determine a priori that the student has the skills necessary to ensure that he/she is not exposed to HIV-1 as a result of a compromise in the procedure or protocol being used. The question of potential exposure of patients to HIV-1 as a result of interaction with an HIV-1 seropositive student is discussed in the University Hospital of Arkansas Policy and Procedures Manual.

HIV-1 seropositive students should be counseled concerning their participation in extracurricular activities that by their very nature involve trauma and potential injury leading to bleeding. All students should be advised as to the precautions that they should take in the treatment of cases of trauma. This information should be provided as part of the student orientation program.
UAMS Emergency Information

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

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

Fire Procedures – CODE RED
The fire plan for the UAMS campus and University Hospital is referred to as CODE RED. CODE RED will be put in effect when fire and/or smoke are reported within the University Hospital and other campus buildings. The purpose of this plan is to outline the general procedures to be followed in the event of a fire so that all staff, employees, and students will know what is expected of them in a fire and/or smoke situation. Remember that patient safety is an integral part of patient care. It is your responsibility to understand CODE RED. When fire and/or smoke are discovered: Activate the nearest FIRE ALARM PULL STATION. Dial 686-5333 and tell the operator that there is a CODE RED situation in your area. Also, tell the operator which building, floor, room and if possible, what is burning. Tell other personnel of the situation. Note: Only the moving of a patient from immediate danger shall take priority over reporting fire and/or smoke. When advised of a CODE RED situation, the operator will alert the Little Rock Fire Department. In University Hospital and Ward Tower, the operator will then repeat the following announcement over the public address system: “Attention All Personnel – CODE RED” (give location of fire and/or smoke)

There are stairways enclosed with two-hour fire resistive construction and are located so that travel to them does not exceed 150 feet from any point on the floor. Doors on these stairways are to remain closed at all times.

Elevators should not be used during a fire emergency. In University Hospital and the Ward Tower, activation of a fire alarm automatically returns all elevators to the first floor. Elevators are considered an unreliable means for exiting the building. They are electrically operated and fire can affect the power source and elevator shafts are similar to a chimney and can draw smoke and heat causing probable asphyxiation to elevator passengers.

To qualify as an accredited and licensed hospital, the Joint Commission and the Arkansas State Health Department require twelve fire drills per year for University Hospital and Ward Tower. There are fire drills for other campus buildings as well.

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

**Medical Emergency – CODE BLUE**
A medical emergency is called a CODE BLUE. In buildings contiguous to University Hospital, to call a CODE BLUE, dial beeper 688-6333 and give the location (building and room number), or dial “O” and give the operator the location. In buildings not contiguous to University Hospital, call the community “911” number.

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

**Active Shooter – CODE BLACK**
Code Black is primarily meant to deal with an “active shooter” incident anywhere on the UAMS Campus.

In the event of a Code Black, internal and external warnings and messaging will be activated to advise the Campus community of the incident and instruct all individuals to take adequate steps to protect themselves and take cover.

Code Black warning messaging will be precipitated by three siren tones and followed by this audible message:

"THE UAMS CAMPUS IS NOW IN A CODE BLACK STATUS. EVERYONE SHOULD IMMEDIATELY MOVE OUT OF ANY HALLWAY OR OTHER OPEN AREAS INTO THE NEAREST OFFICE, PATIENT ROOM, OR CLASSROOM. CLOSE AND LOCK THE DOOR. DO NOT LEAVE THE BUILDING. DO NOT ENTER STAIRWELLS OR HALLWAYS UNTIL FURTHER NOTICE. IF YOU ARE CURRENTLY OFF CAMPUS, DO NOT COME TO CAMPUS"

This message will be broadcast internally over the public announcement address systems and externally over a series of sirens arrayed across Campus. Once Code Black has been activated, any individuals outside, not in a building or approaching the Campus (i.e. War Memorial parking) are NOT to enter any building and leave Campus.

All individuals (faculty, staff, students, patients, visitors) are to immediately seek a place of shelter and refuge in the area that they find themselves in at that time. Any individuals not at their normal duty station should not attempt to return there.

*Whenever possible, follow your Departmental Planning.*
Areas of shelter and refuge should be interior rooms that can be locked or access, both visual and physical, impeded. Furniture and other equipment can be used as a barrier to barricade doors or areas that cannot be locked down.

Live announcements could be made during the Code as to inform the Campus or provide additional instruction.

Movement in the hallways and other areas during a Code Black can and will have dire consequences. Failure to heed warning announcements and shelter immediately can prompt the following:
- Identification by the shooter/assailant and becoming a target
- Confusing responding law enforcement agencies as to who is the criminal and who is innocent
- Potentially allowing the shooter/assailant to blend in and escape the area

All individuals in any Campus building are asked to remain in their sheltered area until either Code Black is cleared via public address or told to leave the area by law enforcement.

Other Emergency Codes
- Code Pathogen – Bioterrorism
- Code Yellow - Deacon Plan
- Code Exodus - Evacuation
- Code Purple - Utility Failure
- Code Pink – Infant/Child Abduction
- Code Amber - Bomb Threat

Refer to emergency quick reference guide/flip chart: [http://intranet.uams.edu/safety/flipchart.aspx#TTOP](http://intranet.uams.edu/safety/flipchart.aspx#TTOP) or the EICS website for more information: [http://intranet.uams.edu/safety/policy/safetyman/UAMS_EICS.pdf](http://intranet.uams.edu/safety/policy/safetyman/UAMS_EICS.pdf)

**UAMS Listserv for Emergency Notification of Students**
**Instructions for Students:** UAMS maintains an email messaging process (a listserv) which will be used to send emergency alerts to UAMS students in circumstances on campus which pose an imminent and serious threat.

You can designate (subscribe) email addresses and any other email-enabled messaging services to which you subscribe (text messaging, paging, etc.) to be included in the listserv. If and when an alert is issued it will be sent to all addresses which you have subscribed.

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

To submit a subscription request for a particular address such as your personal non-UAMS email service or text messaging service...
- Send an email message to... listservadmin@uams.edu
  The display name of the address in the UAMS Global Address List is ListServAdmin.
- The subject line of the message should be blank.
- The message should be...
  subscribe Emergency-L (address to be subscribed)
- For example...
  subscribe Emergency-L 5013331234@mobile.mycingular.com
subscribe Emergency-L zippydodah@comcast.net

You can also subscribe by logging onto the UAMS network (i.e. authenticating with your UAMS user name and password) and then going to the subscription web site... https://academic-computing.uams.edu/utilities/subscribe.aspx. Instructions are provided on the web site.

All requests must be approved by the listserv administrator. Upon approval of your subscription request a message will be issued to the subscribed address. To remove (unsubscribe) an address from the list follow the preceding steps with the exception that the message should be... unsubscribe Emergency-L (address to be subscribed)

Please help us manage the listserv by unsubscribing messaging addresses which you no longer use. If you have any questions please contact your school's registrar's office.

UAMS Police Department Annual Report

For current crime statistics please refer to the UAMS Police Department website: http://www.uams.edu/police to view the annual security report.
Campus Student Services

Yearbook
The Caduceus is the UAMS yearbook and is published annually. A portion of each student’s tuition is directed toward publication of the yearbook and entitles the student to a free copy. In addition, discounts are available at local merchants with your UAMS ID (http://www.uams.edu/ohr/Merchant_Discounts.asp).

Fitness
Fitness and activities offered through the campus include intramural sports and the UAMS Fitness Center. Intramural sports information can be found at the following link: http://www.uams.edu/studentlife/intramural.asp. The UAMS Fitness Center is located on the 8th floor of the College of Public Health building. Students are eligible to join at a rate of $15/month. Call 526-2222 for more information or visit http://www.uams.edu/gethealthy/.

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

ID Badges
A picture identification card will be made during orientation. It should be worn at all times while on campus. The student is also furnished with a College of Pharmacy name badge that should be worn at all times. ID photos will be taken by Creative Services during new student orientation for the Fall semester. Replacement badges may be obtained at UAMS Media Services. This picture will be used for the year book and inclusion in a class composite print. Current photos for passports, National Board Examination applications or personal use can be obtained from this office for a minimal fee.

Bookstore
The basic function of the campus bookstore is to be of service to the entire UAMS campus. In addition to textbooks and supplies for students and staff, the shop also carries such items as postage stamps, magazines, sweatshirts, T-shirts, etc. The bookstore is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Classrooms and Laboratories
Classrooms for all UAMS colleges are located primarily in the EDII and CPH buildings. Laboratories located on the 8th and 9th floors of the EDII building are shared by all colleges on campus.

Lockers
Student lockers are available from the Office of Academic Services, EDII building, Room 8/141. Lockers are located on the 8th or 9th floor of the EDII building.

Housing
Student/guest residence facility offers a mix of one-bedroom efficiency apartments and two-
room dormitory suites reflecting a more mature student body. For more information, please visit the website: www.uams.edu/studentlife/.

LIBRARY
http://www.library.uams.edu
501-686-6734 Reference
501-686-5980 Circulation
501-686-6752 Learning Resource Center
Facebook: http://www.facebook.com/uamslibrary
Twitter: https://twitter.com/uamslibrary

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

Hours
http://www.library.uams.edu/AboutLib/hours.aspx

- Monday through Thursday 7:30 a.m. to 10:00 p.m.
- Friday 7:30 a.m. to 6:00 p.m.
- Saturday 9:00 a.m. to 6:00 p.m.
- Sunday 2:00 p.m. to 10:00 p.m.

Reference Services are available Monday through Friday 7:30 a.m. to 6:00 p.m.
Historical Research Center is available Monday through Friday 8 a.m. to 4:30 p.m.

Special hours during holidays will be posted in advance in the Library and on the library website. The Learning Resource Center (LRC) may be open fewer hours when classes are not in session.

Book drops are located on the west side of the Education II south lobby and on the NE end of Education II for returns 24/7.

After Hours Library Access (24 hours/7 days a week)
The Library has two after hours study areas. The afterhour’s area located on the 1st floor includes an open area for quiet group study, over 20 computers, a silent room for individual study, and a lounge with vending machines and is available to students and residents. The X-Lab, located on the 5th floor, is a computer area accessible after hours from the north hallway on the 5th floor of Education II building and is available to students only.

Both 24/7 areas are secured by a card-swipe access control device and require a current student or resident UAMS ID badge to gain entrance. Both 24/7 areas are monitored with security cameras and provide emergency phones. The Library is not staffed during the afterhour’s periods.

Computing Access in the Library
Computers with Internet, email, and Microsoft Office programs accessible with a current UAMS user/domain account and password are located on every floor of the Library.

Wireless Access in the Library
Wireless connectivity is available throughout the Library for laptops, PDAs, and cell phones. Wireless enabled devices can connect to the Internet via the UAMS wireless network by
entering an email address and signing on as 'Guest'. If students need wireless access to a UAMS network or the Intranet, they must contact the HELP desk (501) 686-8555 to configure their wireless-enabled devices. All computers in the Library are covered by the Acceptable Use Guidelines - Student Use of UAMS Network and Computer Resources.

**Remote Access to Library Resources and Services**

UAMS students can use their UAMS user/domain account and password to gain remote web access to most electronic reference sources: research databases, clinical resources, electronic books, and electronic journals. Remote web access is available to the Library Catalog, Interlibrary Loan services, My Account circulation services, and course electronic reserves materials. Many LRC educational materials can be accessed remotely through a Citrix connection (see LRC below).

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

http://www.library.uams.edu/services/circulation.aspx

Students must present a current UAMS student ID badge to check out library materials.

Standard Loan Periods:
Reserve Items (print) may be checked out for two hours for use in the Library.
Books may be checked out (up to 10 books) for two weeks. A book may be renewed two times after the original due date unless another patron has requested the material by placing a hold on the item.
AVs and CD-ROMs may be checked out for three working days unless restricted.
Reference materials, Core books, journals, and abstracts/indexes may not be checked out.

Renewals may be requested through the self-renewal feature on the library web page or by phoning the Circulation Desk.

Fines for overdue books are $1.00 per day per book with a maximum fine of $100.00 per item. Courtesy notices are sent through e-mail three days prior to the due date. Renewals may be requested by replying to the courtesy notice, phoning the Circulation Desk (686-5980) during operating hours, or through the online self-renewal feature on the Library web page. If items are not returned, four notices are sent. The first notice is sent via e-mail the day after the book is due. Two other notices follow that initial notification at weekly intervals. The final notice is a bill for the replacement cost as well as a $15.00 non-refundable billing fee and a $15.00 processing charge for each item still outstanding. Overdue fines will continue to accrue at $1.00 per day on billed items until the maximum fine of $100.00 is reached. Borrowing privileges are suspended and will not be reinstated until 1) the materials are returned and the fines and fees are paid or 2) in the case of lost materials, replacement costs, fees and outstanding fines for the materials are paid.

All students are responsible for paying any outstanding fines or invoices before they are cleared by the Library for graduation from their program.

**Course Reserves**

http://eres.uams.edu/eres/default.aspx

eReserves are digital materials, such as images, PowerPoint presentations, and documents which are placed on reserve for students and are available via eReserves on the library web site. These materials are password protected to restrict access only to students enrolled in the courses.
Print reserve materials that instructors select to support lectures and class assignments are housed behind the Circulation Desk. Items may be checked out for two hours but must be used in the Library.

**Reference Resources and Services**

Reference Services staff are available on the 1st floor Monday through Friday 7:30am - 6pm. Services include basic and advanced reference assistance. Instruction for using the library catalog, electronic resources, electronic journals, and other research sources is available for faculty, staff, student groups, or individual students. Instruction can be tailored to meet specific research needs, including both print and electronic resources. For reference services, resources, or instruction opportunities please visit the Reference Department, call 686-6734, or use the ‘Ask a Question’ link on the library web site to send an email message to a reference librarian.

The reference collection of non-circulating materials is housed on the 1st floor of the Library. Ask at the Reference Office or Circulation Desk for help in locating items or information. The Robert Watson Room houses older reference materials such as earlier editions of directories, drug reference materials, biographies, and statistical documents.

The Core Collection is a small collection of non-circulating, heavily used basic materials, primarily recent textbooks covering all areas of the health sciences. The collection is located on the 1st floor close to the Circulation Desk, and is used as a quick reference source. Circulating copies of many of these books can be found in the book collection on the 3rd floor.

**Mobile Devices & Services**

The UAMS Library is committed to integrating the latest mobile technology into medical sciences education and library services. The Library provides mobile versions of several popular resources, including DynaMed, Clin-eguide and RefWorks. Lexi-Comp is also available for Pharmacy students through the College of Pharmacy Dean’s Office. Group and individual training for mobile resources and devices is available from experienced Library staff. With the development of the Library Mobile Initiatives Team, students now participate in developing new ways of incorporating mobile technology into education.

For technical assistance with mobile devices, contact the Library Learning Resources Center at 501-686-6752, email librarylrc@uams.edu, or visit the LRC on the 5th floor of the Education II building. For instruction and use of mobile databases and services, contact the Reference Department: phone 501-686-6734, email libraryreferencedesk@uams.edu, Twitter https://twitter.com/uamslibrary, Facebook http://www.facebook.com, or visit the Reference Department in the Library on the 1st floor of the Education II building.

**Learning Resource Center (LRC)**

The LRC is located on the 3rd and 5th floors of the Library where students will find computer labs and audiovisual materials and equipment. Although the LRC is generally open all the hours the Library is open, the LRC may be open shorter hours when classes are not in session.
LRC Computer Labs
LRC computers are available on both the 5th floor and the 3rd floor of the Library, with the largest concentration being on the 5th floor. The LRC also manages the X-Lab, which is a 24/7 computer area accessible from the north hallway on the 5th floor. The X-Lab is restricted to students via badge card reader.
LRC student computer labs provide access to a wide variety of computer-based educational resources to support the different disciplines of study as well as Microsoft Office applications, the Internet, and the Library’s electronic resources. Some programs available on CD-ROM may be checked out and some of the programs are available over the Internet (using Citrix) from locations off-campus. Check with the LRC staff for availability.

In addition to the above mentioned resources, the 5th floor area contains two computers that provide scanning and image manipulation programs to assist students in preparing presentations. These computers also provide students with mobile device synch stations. Assistance is available from 8:00am - 5:00pm Monday, Tuesday, Wednesday, and Friday. As with the rest of the Library, there is a 10¢ charge for printing from the computers in the LRC.

LRC Audiovisuals
Audiovisual materials and equipment are available for student use in the LRC at the north end of the 3rd floor of the Library. The audiovisual collection includes slide sets, videotapes, DVDs, and models. Audiovisual materials not on reserve for classes, or restricted by licensing agreements, are available for 3-day checkout. The LRC does not lend equipment to students.

LRC Webpage
The LRC webpage contains information about services and resources of importance to all students, including a list of many Web-based educational programs. From the webpage, students can also search a database of available programs by title or topic.

Library Catalog
http://www.libcatalog.uams.edu/search
Online catalog records for all the books, audiovisuals, journal titles, and computer-based instruction programs the Library owns are included in the library catalog, as well as records for books owned by some departmental libraries and the libraries at Arkansas Children’s Hospital and the AHEC libraries. The catalog may be searched on computers in the Library or remotely through the library web site.

Electronic Resources http://www.library.uams.edu/resources/eresources.aspx
Electronic Journals http://www.library.uams.edu/resources/journals.aspx

The library web site provides access to bibliographic databases (such as Evidence-Based Medicine Reviews, Health & Psychosocial Instruments, International Pharmaceutical Abstracts, PsycInfo and MEDLINE); clinical reference tools (such as Lexi-Comp, StatRef!, Harrison’s Online, DynaMed, UptoDate, and Clin-eguide); electronic books (including a variety of medical specialty textbooks); and more than 4,000 electronic journals. Most of these resources are available both on and off campus. From off campus, students will be asked to enter their user/domain account and password before accessing some resources.

Interlibrary Loans/Document Delivery
Interlibrary Loan is a service through which materials not available in the UAMS Library may be obtained from other libraries. Interlibrary Loan requests must be submitted through the ILLiad section of the library web site. ILLiad requires a one-time registration. There is a $5.00 fee per item for all interlibrary loans filled. If the lender charges for the interlibrary loan, the Library will absorb up to $30.00 of that cost. However, all costs above the $30.00 cap will be the responsibility of the requestor.

Electronic Document Delivery, e/DD, is a service for pulling, scanning, and electronically delivery of materials held in the UAMS collection. Fees for e/DD vary based on the number of pages in the document. For more information on both services, please call 686-6742 between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday.

Historical Research Center (HRC)

The Historical Research Center Office is located on the 2nd floor of the Library, room 2/112. The History of Medicine Collection contains works pertaining to the general history of medicine and is located on the 2nd floor in the Historical Research Center. The Archives Collection, also located in the Historical Research Center, contains materials documenting the history of UAMS and the health sciences in Arkansas. Historical research tools, such as earlier drug reference books, directories, biographical information, statistical materials, and health sciences dictionaries, are housed in the Robert Watson History of Medicine Room, room 1/112 on the 1st floor.

Photocopiers, Printing from Computers, & Copy Cards

Photocopiers are available on the 1st floor of the Library and can be purchased with coins, dollar bills, or copy cards (vendaCards). A copy card is required for printing from computers, and may be purchased at the Circulation Desk with a check, credit card, cash, or interdepartmental transfer. The minimum price for a copy card is $1.00 purchased at the Circulation Desk or $5.00 from the vending machine. Each card may be revalued in any amount at the Circulation Desk.

B/W photocopies or computer printing = 10¢ per page.
Color photocopies or computer printing = 20¢ per page.

Group Study Rooms

The UAMS Library has seven group study rooms available, three on 2nd floor and four on 3rd floor. These rooms may not be reserved but are available on a first-come-first-served basis, and are intended for use by groups of 2 or more persons. Markers for the white boards in the rooms are available for checkout at the Circulation Desk. Two additional group rooms on the 3rd floor have audiovisual and computer equipment for use by small groups of students.

Individual Testing/Study Rooms

In the northeast corner of the 3rd floor, there are three small individual testing/study rooms. Each contains a networked computer. Individual testing with the LRC is the priority use of these rooms and the entire area will be closed during these times. When the rooms are not being used for testing, they are available for general individual studying. When using these rooms, please do not move any equipment.
**Food and Drink in the Library**

http://www.library.uams.edu/policy/general.aspx

The Library allows foods and covered drinks (including cans and bottles) in the Library. An area on the 1st floor is a mini lounge with vending machines for coffee, bottled drinks, and snacks. ‘Big time’ eating should take place in the lounge area; however, food may be eaten throughout the Library in study rooms, carrels, and other tables. The Library provides large waste baskets and recycling bins. Please note: **Eating is not allowed at the computer workstations!**

It is up to individuals to take care of their trash and to help keep the library environment clean, sanitary, and pleasant. The library staff asks that students remember to leave an area in good condition. Cleaning kits are located on each floor near the printers. Please let library staff know if a spill needs additional attention! We think we can do our part to provide a nice environment if you’ll help us by taking care of the Library with us.

The Library will not use the PA system to announce deliveries, and delivery people will not be allowed to enter the Library. People placing orders must arrange for delivery and pickup in the lobby.

**Personal Property and Lost and Found**

‘Lost and Found’ items are held at the Circulation Desk. Do NOT leave personal belongings unattended. The Library has no facilities for secure storage of personal property of library users, and will not under any circumstances take responsibility for such property. Items left unattended for a significant length of time will be collected at the Circulation Desk.

**Cell Phone Use**

The Library is committed to providing an environment that is conducive to study. When you enter the Library please turn your cell phone ringer and/or your pager off or set to a non-audible signal. Be considerate of those studying around you and keep your conversation short and your voice lowered when using a cell phone. If you need to have an extended conversation (more than 1-2 minutes), please go outside the Library or move to an unoccupied study room or the snack room. Please refrain for all conversations in the ‘Silent Room’.

If you wish to report an inappropriate cell phone use, contact a library staff member at the Circulation Desk or the Reference Office.
UAMS College of Pharmacy

Administration
Dean ................................................................................. Stephanie F. Gardner, PharmD, EdD
Associate Dean for Administrative Affairs .......................... Renee M. DeHart, PharmD
Associate Dean for Development .......................................... Jonathan J. Wolfe, PhD
Associate Dean for Northwest Campus ......................... Eric Schneider, PharmD
Associate Dean for Professional Education .................... Cindy D. Stowe, PharmD
Associate Dean for Research ........................................... Martin Hauer-Jensen, MD, PhD
Interim Chair, Department of Pharmaceutical Sciences .... Grazyna Nowak, PhD
Chair, Department of Pharmacy Practice ......................... Paul O. Gubbins, PharmD
Assistant Dean for Diversity .................................................. H. Otis Tyler, MS
Assistant Dean of Experiential Education ......................... Schwanda K. Flowers, PharmD
Assistant Dean for Finance ........................................................ Louis Forst, BS
Director, Drug Information Center ....................................... J. D. Gannaway, PharmD
Director, Poison Control Center .......................................... Howell Foster, PharmD
Director, Evidence-Based Prescription Drug Program ...... Dwight Davis, PharmD
Director, Development .......................................................... Ann Turney, BA
Registrar and Assistant to the Dean ...................................... Kathy Orear, BA

Faculty and Preceptors
A full listing of the College of Pharmacy faculty and preceptors can be found at:
www.uams.edu/cop/pdfs/appendix_a.pdf

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

UAMS fully supports, both in spirit and practice, titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive order 11246, the Rehabilitation Act of 1973 (sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990, and Section 402 of the Vietnam Era Veterans readjustment Assistance Act of 1974, which prohibit discrimination on the basis of race, sex, color, national origin, religion, age, marital status, ethnic origin, disability and/or disabled veterans and veterans of the Vietnam era. Student complaints concerning any policy, procedure or practice prohibited by these Acts should be addressed to the Associate Dean for Academic Affairs in the College of Pharmacy, Dean’s Office (501-686-5557) for assistance in addressing such concerns. The UAMS Office of Human Relations, Room M1/112, is also available to assist with these concerns.
# 2010-2011 Academic Calendar

## Fall Semester 2010

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Semester: P4</td>
<td>Thursday, July 1</td>
</tr>
<tr>
<td>Registration P4 (1:00 PM) &amp; class meeting (10:00-11:50)</td>
<td>Friday, July 2</td>
</tr>
<tr>
<td>August Graduation</td>
<td>Friday, August 6</td>
</tr>
<tr>
<td>Registration: P1 (1:00 PM), P2 (8:30 AM), &amp; P3 (10:00 AM)</td>
<td>Tuesday, August 10</td>
</tr>
<tr>
<td>Freshman Orientation</td>
<td>August 9-11</td>
</tr>
<tr>
<td>First Day of Semester</td>
<td>Thursday, August 12</td>
</tr>
<tr>
<td>White Coat Ceremony (P1s)</td>
<td>Friday, August 13</td>
</tr>
<tr>
<td>Family Day</td>
<td>Saturday, August 14</td>
</tr>
<tr>
<td>Last Day to Register or Drop/Add a class</td>
<td>Wednesday, August 18</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 6</td>
</tr>
<tr>
<td>Veteran’s Day Holiday &amp; Fall Break</td>
<td>November 11-12</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 25-26</td>
</tr>
<tr>
<td>Study Day</td>
<td>Thursday, December 2</td>
</tr>
<tr>
<td>Summative Exam 2: P4s</td>
<td>December 1-3</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 3-10</td>
</tr>
<tr>
<td>Last Day of Semester: P1s, P2s, P3s, &amp; P4s</td>
<td>Friday, December 10</td>
</tr>
<tr>
<td>Career Fair: P1s (8:30 AM), P2s (9:00 AM), P3s (9:30 AM), &amp; P4s (10:00 AM)</td>
<td>Monday, December 13</td>
</tr>
<tr>
<td>P4 Individual interviews start at NOON-6:00 PM</td>
<td></td>
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<tr>
<td>December Graduation</td>
<td>Saturday, December 18</td>
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## Spring Semester 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of Semester: P4</td>
<td>Monday, January 3</td>
</tr>
<tr>
<td>Registration: P1 (12:00 PM), P2 (1:00 PM), P3 (2:00 PM), &amp; P4 (3:00 PM)</td>
<td>Tuesday, January 4</td>
</tr>
<tr>
<td>First Day of Semester: P1, P2, &amp; P3</td>
<td>Wednesday, January 5</td>
</tr>
<tr>
<td>Last Day to Register or Drop/Add a class</td>
<td>Tuesday, January 11</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>Monday, January 17</td>
</tr>
<tr>
<td>Presidents’ Day/Daisy Bates Holiday</td>
<td>Monday, February 21</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 28-April 1</td>
</tr>
<tr>
<td>Study Day: P2</td>
<td>Friday, April 15</td>
</tr>
<tr>
<td>Final Exams: P2</td>
<td>April 18-22</td>
</tr>
<tr>
<td>Summative Exam 1: P2s</td>
<td>April 26, 27, or 28</td>
</tr>
<tr>
<td>Study Day: P1 &amp; P3</td>
<td>Thursday, April 28</td>
</tr>
<tr>
<td>Final Exams: P1 &amp; P3</td>
<td>April 29-May 6</td>
</tr>
<tr>
<td>Arkansas SBoP Application (Part VI) Pick-up (8:00 AM – 4:00 PM)</td>
<td>May 11-12</td>
</tr>
<tr>
<td>Honors Convocation (Last Day of Semester P4s)</td>
<td>Friday, May 20</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, May 21</td>
</tr>
<tr>
<td>Last Day of Semester (P1s, P2s, &amp; P3s)</td>
<td>Friday, May 27</td>
</tr>
<tr>
<td>P2 Professionalism Dinner (January); P1-P2-P3 Awards Ceremony (April); &amp; P3 Pinning Ceremony (April)</td>
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## Experiential Calendar 2011

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>P2 – Institutional-IPPE: Session A</td>
<td>May</td>
</tr>
<tr>
<td>P1 – Community-IPPE: Session B</td>
<td>May 11 to May 31</td>
</tr>
<tr>
<td>P4 – APPE Class of 2012</td>
<td>Start June 1</td>
</tr>
<tr>
<td>P2 – Institutional-IPPE: Session B</td>
<td>June</td>
</tr>
<tr>
<td>P1 – Community-IPPE: Session B</td>
<td>June 1 to June 21</td>
</tr>
<tr>
<td>P2 – Institutional-IPPE: Session C</td>
<td>July</td>
</tr>
</tbody>
</table>
Governance
The Bylaws of the Faculty of the College of Pharmacy of the University of Arkansas for Medical Sciences (Revised April 17, 2006) is the governance document for the College. These Bylaws are on file in the Dean's Office of the College of Pharmacy.

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

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

Standing Committees
The purpose of committees is to facilitate informed decision making. Committees are expected to engage in “fact finding,” develop alternatives, and provide recommendations to the faculty or Dean for consideration and disposition. The faculty or Dean may delegate to a committee the responsibility for the implementation of adopted academic or administrative policies, etc. In addition to faculty members, students also serve as members of various standing committees. Members of standing committees are normally appointed or elected by July of each year and announcement of such membership is sent to faculty, staff, and student electronic bulletin boards.

Admissions Committee: The Undergraduate Admissions Committee reviews, evaluates and selects candidates for admission to the College of Pharmacy in accordance with the admissions standards determined by the Faculty. The committee chair prepares an annual report to the Faculty of applications, admissions, qualifications of those admitted, and other trends, tendencies or such matters as the committee deems necessary or as may be requested by the faculty. Membership consists of faculty and practitioners.

Assessment Committee: The Assessment Committee shall recommend to the Faculty a system for assessing effectiveness in instruction and student learning. This shall include forms and procedures for gathering needed data, and also guidelines for applying data as one element of annual performance review. Membership consists of faculty, practitioners, and students.

Awards and Financial Aid Committee: The Awards Committee is charged with the responsibility of making recommendations for awards and makes a report to the faculty regarding the recipients of annual awards and scholarships. Membership consists of faculty.

Campus Assignment Committee: The Campus Assignment Committee shall review petitions from students to be reassigned to a different campus for the completion of their P3/P4 years based on extenuating circumstances. The committee will determine whether campus reassignment will be granted and will forward this decision to the Associate Dean of
Administrative Affairs, who will communicate the decision to the student. The Campus Assignment Committee will propose changes in policy regarding student assignment and reassignment.

**Curriculum Committee:** The Curriculum Committee is responsible for preparing recommendations of coursework (both pre-professional and professional) required for completion of the professional degree offered by the College. In accordance with accreditation guidelines and other recognized standards, the committee recommends the courses required, the academic credit for each course, the broad outline of the subject matter of each course, and the appropriate place in the curriculum for each course. In addition, the committee monitors the outcome of the curriculum. The committee receives, solicits and acts on information and proposals from faculty, students, alumni and others with an interest in the curriculum and responds proactively to changes in pharmaceutical theory and practice. The recommendations of the Curriculum Committee are made to the Faculty, which is the ultimate authority and holds ultimate responsibility for the curriculum. Membership consists of faculty, practitioners, and students.

**Educational & Technology Support Advisory Committee:** The committee exists to make recommendations to the College of Pharmacy concerning educational and technological support related to the delivery of the curriculum. The committee particularly concerns itself with the advancement of curricular delivery by using technologies to allow synchronous and asynchronous approaches while supporting and facilitating faculty development related to curricular delivery and assessment. The committee also functions as a clearinghouse for information about educational and technological resources at UAMS and in the general scholarly community. The committee's purpose is to enhance curricular delivery through connecting the College to campus resources and maximizing faculty development.

**Honor Council:** The purpose of the Honor Council shall be to a) investigate and hear cases involving the UAMS College of Pharmacy students accused of violating the Honor Code; f) act as the judicial body to determine guilt or innocence of students who have allegedly committed such violations; c) recommend disciplinary action to be taken in all cases in which a violation has been proved; and d) educate the faculty and students about the Honor Code and related procedures. Membership consists of faculty and students. Only students have voting rights on the Honor Council.

**Promotion and Tenure Committee:** The Promotion and Tenure Committee implements the promotion and tenure guidelines for the faculty of the College of Pharmacy. Membership consists of tenured faculty.

**Scholastic Standing Committee:** The Scholastic Standing Committee is responsible for reviewing and developing policy relative to academic progress and scholastic standards, monitoring the progress of students through the curriculum, and recommending standards for differentiating satisfactory and unsatisfactory progress to the faculty. In addition, allegations that a student has failed to meet minimal scholastic non-cognitive performance standards as defined in the College of Pharmacy Catalog and Student Handbook will be considered by this committee. This committee reviews in detail the records of students making inadequate progress and makes recommendations to the Dean or the Dean's designee. Membership consists of faculty and students. Students participate in policy decisions but not in discussions regarding student grades and progression.
**Student Research Committee:** The Student Research Committee shall work to maintain and promote quality research opportunities for students at the College of Pharmacy. This shall include oversight of the Honors in Research Program and selection of recipients of the various student research fellowships funded by the College of Pharmacy. Membership consists of faculty.

**College of Pharmacy Service Units**

**Continuing Education Program**
At the request of and as a service to Arkansas’ pharmacy practitioners, the College of Pharmacy maintains a continuing education program designed to help pharmacists keep pace with the rapidly changing developments in pharmacy practice. Programming is designed to meet the needs of practicing pharmacists in Arkansas. The College actively cooperates with the Arkansas Pharmacists Association, the Arkansas State Board of Pharmacy and the Board’s Tripartite Committee to help satisfy the continuing education needs of Arkansas’ pharmacy practitioners. The UAMS College of Pharmacy is approved by the ACPE as a provider of continuing pharmacy education.

**Nuclear Education Online (NEO) Program**
The NEO Program is an educational consortium between UAMS and the University of New Mexico College of Pharmacy. This program delivers nuclear education to pharmacists, physicians, technicians, cyclotron operators, and other professions that are required to handle radioactive materials.

**Arkansas Poison Control Center**
As a service to the citizens of this state, the College of Pharmacy maintains the Arkansas Poison Center. Since its establishment in 1974, the Poison Center has become the major source of emergency drug information for Arkansas’ healthcare practitioners and citizens.

**Arkansas Drug Information Center**
The Drug Information Center provides non-emergency drug information to the practitioners of the State of Arkansas. The Center provides a practice experience site for senior pharmacy students, a rotation for the UAMS Hospital Pharmacy Residency Program, and orientation to the Center for other UAMS Students.

**Evidence-Based Prescription Drug (EBRx) Program**
The EBRx Program was created by the UAMS College of Pharmacy in November 2004. The major goals of the program are to create an evidence-based Arkansas’ Medicaid Preferred Drug List that provides access to medication of clinical advantage with the opportunity to control costs, to manage its implementation through a Prior Authorization Call Center operated by the COP, and to track the long term outcomes of these decision through evaluation of medical and pharmacy claims.
Curricular Outcomes
The organization of the College’s curriculum in pharmacy is based upon the modern concept of pharmacy education. This requires a basic education in the physical and biological sciences and in the humanities, followed by a specialized professional and clinical education in pharmacy. Revisions in the curriculum are made as changes occur in the modern concept of pharmacy education.

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

The UAMS College of Pharmacy Faculty has identified the following outcome competency statements. These competency statements were approved by the Faculty December 18, 2006.

Domain 1: Patient Care-Ensuring Appropriate Pharmacotherapy and Therapeutic Outcomes:
The graduate will provide patient-centered care in cooperation with patients, prescribers, and other members of an inter-professional health care team based upon sound pharmacotherapy principles and evidence.
1.1 Evaluate patient data and make an assessment:
   a. Identify and collect information from profiles, pharmacy and medical records, and patient (caretaker) history that will influence optimal drug choice and dosage,
   b. Obtain a medical history (e.g., chief complaint, medical, medication management, financial, social, cultural, review of systems),
   c. Conduct physical assessment, and
   d. Assess patient quality of life.
1.2 Conduct a systematic review of the patient prior to recommending any drug or non-drug therapy:
   a. Identify drug-related problems including adverse drug reactions, drug interactions, and/or suboptimal treatment,
   b. Recognize common signs or symptoms indicative of disease control issues or drug-related problems,
   c. Ascertain levels of chronic disease control,
   d. Assess and address barriers to health care, and
   e. Collaborate with the patient or patient advocate to prioritize problems.
1.3 Design and implement an individual patient-centered pharmacotherapy plan to maximize desired effects and minimize undesired effects:
   a. Conduct a focused evidence-based review of the necessary literature to determine the best evidence to support pharmacotherapy recommendations, applying pharmaceutical science principles,
   b. Select prescription or non-prescription medications (including doses and dosage schedules), applying both pharmaceutical science and therapeutic principles,
   c. Evaluate patient factors that are relevant to selecting pharmacotherapy (e.g., sex, age, race, ethnicity, culture, and genetics),
   d. Define treatment goals and plan to monitor pharmacotherapy for safety and effectiveness,
e. Consider non-drug therapy, therapeutic lifestyle changes, and preventive care issues,
f. Conduct patient education including verification of patient understanding of proper use of medication/device,
g. Implement interventions to prevent or remedy non-adherence, and
h. Implement interventions to resolve drug-related problems and unintended drug consequences.

1.4 Document patient care activities:
   a. Document assessment and pharmacotherapy plan for individual patient encounters,
   b. Record actions taken to achieve desired therapeutic outcomes, and
   c. Document patient and provider education activities.

1.5 To demonstrate professional citizenship in the delivery of patient care:
   a. Communicate with other health care professionals to obtain and share pertinent patient information and pharmacotherapy recommendations,
   b. Perform duties in accordance with legal, ethical, social, economic, and professional guidelines,
   c. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact patient care, and
   d. Recognize and solve problems using creativity, analysis, and intuition.

**Domain 2: Dispensing and Pharmacy Resource Management:** The graduate will manage and use resources of the health care system, in cooperation with patients, prescribers, and other health care providers and administrative and supportive personnel to promote health and to provide, assess, and coordinate safe, accurate, and time-sensitive medication distribution.

2.1 Demonstrate accurate, safe, and time-sensitive preparation, dispensing, and administration of pharmaceuticals:
   a. Accurately transcribe verbal and written prescriptions and ensure appropriateness of these drug orders,
   b. Accurately and safely compound and package drugs for distribution in appropriate dosage forms,
   c. Select appropriate drug product, with respect to patient preference, manufacturing source, generic availability, and third-party reimbursement, and
   d. Apply appropriate labeling, including patient-specific auxiliary labels.

2.2 Manage pharmacy resources to optimize pharmacotherapy outcomes:
   a. Employ principles of personnel management to the operation of a pharmacy,
   b. Use principles of fiscal resource management,
   c. Employ medication distribution and control systems to operate the pharmacy efficiently, and
   d. Evaluate and use appropriate automation and information technology to optimize medication dispensing and patient care.

2.3 Educate patients and health care providers about requirements for effective therapy:
   a. Establish rapport with patients and other health care professionals to promote a team approach to patient care,
   b. Counsel patients regarding purposes of their medications, potential adverse drug reactions, and other required information, and
   c. Provide medication information to patients and health care providers to promote rational drug therapy.

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

**Domain 3: Health Improvement, Wellness, and Disease Prevention:** The graduate will promote improved health, wellness, and disease prevention.

3.1 Demonstrate skills needed to participate in or provide preventive services:
   a. Participate in disease prevention,
   b. Provide lifestyle and wellness counseling,
   c. Provide drug-therapy evaluation and monitor for medication safety, and
   d. Participate in public health education programs.

3.2 Apply research processes to inform pharmaceutical policy:
   a. Demonstrate the ability to conduct drug literature evaluations,
   b. Design quality improvement projects to improve medication use,
   c. Apply evidence-based principles when making pharmaceutical policy recommendations, including drug benefit design recommendations, and
   d. Apply principles of pharmacoeconomics and outcome assessment.

3.3 To demonstrate professional citizenship to promote wellness and prevent disease:
   a. Collaborate with various stakeholders pertaining to public health issues and pharmaceutical policy,
   b. Perform duties in accordance with legal, ethical, social, economic, and professional guidelines,
   c. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may improve disease prevention and wellness and inform pharmaceutical policies, and
   d. Recognize and solve problems using creativity, analysis, and intuition.

**Professional and Technical Standards**

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

1. **Attitudinal, Behavioral, Interpersonal and Emotional Attributes:** Pharmacy applicants and students must show the potential to communicate with and provide care, in a nonjudgmental way, for persons whose race, culture, sexual orientation or spiritual beliefs differ from their own. Applicants or students must show sufficient and stable emotional health to fully utilize their intellectual capability, to exercise good judgment, to complete their patient care responsibilities in a timely manner and to relate to patients, families and colleagues with courtesy, compassion, maturity and respect. The applicants or students must possess the ability to modify their behavior in response to constructive criticism.
2. **Intellectual Skills:** The applicants or students must possess an array of academic skills that allows them to master the large body of knowledge required of practitioners. Academic abilities, including factual recall, measurement, calculation and cognitive function, must be of a high level. Reasoning, analysis and synthesis abilities must be sophisticated. Ability to learn in a wide variety of academic formats is necessary. The applicants or students must demonstrate the ability to be independent learners.

3. **Communication:** The ability to communicate with patients, families and colleagues is essential. Clear communication in spoken (includes presentations to groups) and in written formats is required. Applicants and students must be able to communicate quickly, efficiently and effectively in English. Superior aptitude in electronic communication and interaction with information systems are necessary.

4. **Motor Skills:** Applicants and students must demonstrate coordination of muscle movement sufficient for the preparation of all forms of pharmaceuticals and the provision of all types of pharmaceutical care including medication administration (e.g., subcutaneous or intramuscular injections, performance of cardiopulmonary resuscitation or administration of first aid). Applicants and students must be able to withstand the physical stresses imposed by the typical daily routine of the practitioner in a variety of settings.

5. **Observation:** Observation requires the functional use of visual, auditory and somatic senses. The applicants or students must be able to combine the abilities of observation and evaluation in classes, laboratories and practice settings, including performing basic physical assessments (e.g., the determination of blood glucose or cholesterol or blood pressure, use of a stethoscope). The ability to observe and evaluate the distinguishing characteristics of pre-manufactured as well as of extemporaneously compounded medications is essential.

**Student Conduct**

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

**Pharmacy Licensure**

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

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

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

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

Arkansas State Board of Pharmacy
101 East Capitol, Suite 218
Little Rock, AR 72201
Telephone: 501-682-0190
http://www.arkansas.gov/asbp/

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

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

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

Arkansas Pharmacy Support Group: The Support Group is sanctioned by the Arkansas State Board of Pharmacy (Regulation 10). The Group administers a program to review licenses referred for diversion in lieu of or in addition to other disciplinary action and to be a source of treatment or referral for pharmacists who on a strictly voluntary basis, desire to avail themselves of its services. Impaired interns are offered the same opportunity as pharmacists to participate in this program. Participation in this program does not supersede or prevent Board action.
Distinction between Degree and License
The College of Pharmacy, through the University of Arkansas, grants the Doctor of Pharmacy degree to those students who successfully complete its requirements. However, in order to practice pharmacy, a license to practice must then be obtained. The license to practice is issued by the Arkansas State Board of Pharmacy, an entity separate and distinct from the University of Arkansas. The issuance of the academic degree does not confer upon the recipient any guarantee of licensure.

Accreditation
UAMS is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) (20 North Clark St. Suite 2500, Chicago, Illinois, 60602-5109; phone 312-664-3575; FAX, 312-664-4652; website: http://www.acpe-accredit.org/). ACPE is the accrediting agency for all schools and colleges of pharmacy and is an affiliate member of the American Council on Education. The UAMS COP is accredited by ACPE through June 30, 2014.

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

Graduation Rates
Graduation and attrition rates since the Doctor of Pharmacy degree was instituted in 1994 are presented below.

<table>
<thead>
<tr>
<th>Entering Year</th>
<th>Entering Students (#)</th>
<th>4 Year Graduation Rate (%)</th>
<th>Total Graduation Rate (%)</th>
<th>Academic Dismissal # (%)</th>
<th>Withdrawal # (%)</th>
<th>Attrition Rate (%)</th>
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<tbody>
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<td>75</td>
<td>82.7</td>
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<td>75.3</td>
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<td>3 (3.9)</td>
<td>7 (9.1)</td>
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<tr>
<td>1996</td>
<td>75</td>
<td>84.0</td>
<td>92.0</td>
<td>3 (4.0)</td>
<td>3 (4.0)</td>
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This information is current as of 6/24/10
**North American Pharmacist Licensure Examination (NAPLEX)**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>UAMS Pass Rate (%)</th>
<th>National Pass Rate (%)</th>
</tr>
</thead>
<tbody>
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<td>2002</td>
<td>100.00</td>
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<tr>
<td>2003</td>
<td>98.55</td>
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</tr>
<tr>
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<td>98.70</td>
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<td>97.37</td>
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<td>2007</td>
<td>98.75</td>
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<tr>
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<td>96.45</td>
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<tr>
<td>2009</td>
<td>98.95</td>
<td>97.50</td>
</tr>
</tbody>
</table>

The UAMS overall 2005-2009 pass rate is 98.03%. This information is consistent with the NABP website (http://www.nabp.net/ Statistical Analysis of NAPLEX Passing Rates for First-time Candidates per Pharmacy School from 2005-2009)

**Placement Rate**

In May 2010, 104 senior students completed the College’s salary survey. At this time, 90% of seniors had taken a job with most feeling that the opportunities for employment were either fair, good, or excellent. The majority took jobs in retail (60%), hospital (16%), residency/fellowship (16%), and other (8%). The average salary for the 2010 graduating class taking positions other than residency/fellowships was $113,977 an increase of 4.7% from 2009.
Student Life

Student Facilities
There are areas identified for student use within the spaces on campus identified as College of Pharmacy.

Informatics Lab: The College of Pharmacy Informatics Lab (CPH 6/234) is equipped with the following:

- 11 Dell Optiplex full function PC’s with Windows XP, Microsoft Office 2007, Adobe Professional, e-mail and internet access, Sunrise connection abilities, and other miscellaneous tools and options. These machines are all under a Lab Policy that allows for complete student usage and security.
- 3 HP Thin Client machines to be used for basic usage with portable flash drive save ability only. These come with Windows XP “Light”, Microsoft Word, Excel, and PowerPoint 2007, Adobe Professional, e-mail and internet access and Sunrise connection abilities.
- 4 Scanners with graphic software on attached Dell Optiplex computers.
- 2 Network printers titled Lab Left and Lab Right for easy location and use.

The Lab is available for use by students and faculty during normal office hours. You must have a network ID and password to log on to any of the 14 machines in the Lab. It will be locked at night and weekends to provide security for the equipment.

Leisure Space: Furniture including tables, chairs, and couches is available in areas in and around College of Pharmacy faculty and student areas. The areas located in the CPH-EDII building are most readily accessible to students. These areas are located on the 6th floor of the north end of the CPH building and the corners of the EDII building. Additional space is available in the BioMed I building on the 2nd floor. These areas all have wireless connectivity.

Conference Room: There is a student conference/study room (6/103) located in the EDII building designated for College of Pharmacy students. This room can be reserved for organization meetings or it can be used for study group meetings. Reservations are made in the Dean’s office.

Leadership Office: A student leadership office equipped with a computer, desk, table, & chairs and storage space for all student organizations is located on the 6th floor of the EDII building (6/111N). This room is maintained and used by the leadership of the College’s student organizations. Each advisor has a key for student use.

Academic Assistance and Tutoring
The Learning Assistance Program (LAP) of the Office of Educational Development (OED) provides several services to assist students making the transition from an undergraduate environment to a professional school.

- Workshops on learning and study skills such as organizing, retaining, retrieving and applying large amounts of information. These workshops are provided several times at the beginning of each year.
- One-on-one sessions on learning and study skills using actual course materials.
- A small (usually 1-2 tutors per course) peer tutorial program, is available in some courses. These small sessions are designed to help students check their understanding of recent lecture and lab material. Students are expected to be actively
involved in the tutorial session. Any student needing academic assistance or tutoring should contact the Associate Dean for Administrative Affairs.

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

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

- Each faculty member participates in the program on a voluntary basis
- The student is informed of his/her faculty assignment early in the academic year
- The student and faculty member have the option to request the Dean’s Office to re-assign either party for any perceived reason
- The student should contact his/her mentor/advisor to set up an initial meeting
- The student is encouraged to regard the mentor as the contact with the faculty to help answer questions, solve problems, hear concerns/frustrations, etc
- Activities such as advising and career counseling are also important aspects of the faculty mentor/advisor program. It is hoped that you will meet with your mentor/advisor many times over the course of your tenure at the College.

Student Professional Organizations and Fraternities
The American Pharmacists Association - Academy of Student Pharmacists (APhA-ASP): APhA-ASP is the student academy of the APhA, the largest pharmacy society in the United States. APhA-ASP is generally regarded as the organization representing the student body of the College. Additionally, APhA-ASP is the student arm of the Arkansas Pharmacists Association (APA). The APhA-ASP President holds an ex-officio position on the APA Board of Directors.

APhA-ASP offers its members representation on the national, state and local levels. APhA-ASP provides its members with the opportunity to participate in national committee work and the formation of policy. APhA-ASP members also serve the citizens of Arkansas with statewide programs including Operation Immunization, Operation Diabetes, and the Heartburn Awareness Challenge.

Advisors: Drs. Born and Dunn

The Rho Chi Society: Rho Chi, the national pharmacy honor society, was established in 1917 to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of sound scholarship. The Beta Iota Chapter of the Rho Chi Society was chartered at the UAMS College of Pharmacy in 1955. Eligibility for election to membership is based upon exemplary achievement in scholarship, as well as upon character and leadership. Students are considered for election to membership following completion of the first three semesters of the professional curriculum.

Advisors: Drs. Franks and Wolfe

Phi Lambda Sigma (PLS): PLS, also known as the National Pharmacy Leadership Society, is a society that was founded in 1965 to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages
participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one’s peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy.

Advisor: Dr. Stowe

Student Society of Health-System Pharmacists (SSHP): The goal of SSHP, the student chapter of the American Society of Health-System Pharmacists (ASHP), is to make students aware of pharmacy practice in health-systems, provide information to students about career directions in health-systems, and educate students about the credentials needed for pursuit of those careers. SSHP has periodic meetings throughout the school year with speakers from various areas of pharmacy practice in health-systems and provides information concerning preparation for and selection of residency training programs.

Advisor: Dr. O'Brien

Student National Pharmaceutical Association (SNPhA): SNPhA was founded by John Scrivens and Sharon Roquemore at Florida A&M University in 1972 as the student affiliate of the National Pharmaceutical Association (NPhA) and the organization was founded on the UAMS campus in 1995. SNPhA is an educational and service association of students who are concerned about pharmacy issues, professional development, and minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community.

Advisors: Mr. Tyler and Dr. Muldrew

Christian Pharmacists Fellowship International (CPFI): CPFI was established in 1984 and is an interdenominational ministry made up of pharmacists, pharmacy students, and others throughout the world. Because pharmacists see more people every day than most health professionals, they are in a unique position to help those they serve spiritually and professionally. CPFI promotes the integration of this role. The CPFI UAMS student chapter was formed in 1992 with the objective of encouraging fellowship, spiritual growth, and implementation of Christian values.

Advisors: Drs. Spadaro and Reinhardt

Student Society of Nuclear Pharmacy (SSNP): SSNP was formed to make students more aware of the specialty area of nuclear pharmacy, provide information to students about career opportunities, and support students in their evaluation of specialty practice. SSNP has periodic meetings with speakers involved in nuclear medicine and nuclear pharmacy. SSNP also sponsors Nuclear Pharmacy Career Day each year for students to interview for pharmacist and intern positions nationwide.

Advisor: Dr. Hilliard

National Community Pharmacists Association (NCPA): NCPA is an association representing independent pharmacy owners, employee pharmacists, and pharmacy students. Independent pharmacy owners have the opportunity to practice pharmacy the way they choose, with the care of the patient being top priority. Pharmacists are trained to serve their patients and, in the independent setting, this service develops into a loyal relationship between the pharmacist and
the patient. The major objectives of student chapters are to foster the entrepreneurial spirit in pharmacy students and to encourage them to develop private practices upon graduation.

Advisor: Dr. Pace

Kappa Epsilon (KE): Kappa Epsilon is a national professional fraternity promoting women in Pharmacy. The chapter raises money for various charity organizations and sponsors other community service projects during the academic year. Kappa Epsilon, through its activities, hopes to unite the women students of Pharmacy in a lifelong bond of friendship and professional relationships that carries into their professional practice as well as community living

Advisors: Drs. Hastings and Reinhardt

Kappa Psi (Gamma Omega Chapter): Kappa Psi is a professional fraternity whose membership is composed of Pharmacy students, teachers, or graduates of colleges of pharmacy who wish to join. Kappa Psi was conceived and founded in 1879 with the objectives of conducting a fraternal organization for the mutual benefit of the members; the advancement of the profession of pharmacy educationally, fraternally, and socially; and the fostering of scholarship and pharmaceutical research. In order to achieve these goals, Kappa Psi plays an active role in a multitude of various activities and projects in both the school and the community. From the first chapter founded over 100 years ago, the Kappa Psi fraternity has grown to 58 collegiate chapters and 30 graduate chapters, spanning the nation with a membership of over 32,000.

Advisors: Drs. Fifer and Foster

Phi Delta Chi (Beta Eta Chapter): Phi Delta Chi is a professional pharmacy fraternity established with the intent of promoting the science of pharmacy and creating a fraternal spirit. Any student pursuing a degree in pharmacy at a recognized college or university that has a chapter of Phi Delta Chi is eligible for membership. Phi Delta Chi was founded in 1883, with the Beta Eta Chapter being formed in 1967. The purpose of the fraternity is to initiate service projects in the community. The Beta Eta Chapter of Phi Delta Chi also provides a social atmosphere to complement academic life.

Advisor: Dr. Warmack

UAMS College of Pharmacy policies for student organizations and classes concerning GPA requirements for leadership, student travel policies, external sponsorship of events, fundraising, rush, and health screenings can be found in the Student Organization and Class Guidebook, which is available in print and at http://www.uams.edu/cop/current_students/links/pdfs/student_org_guide.pdf

State Professional Organization

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

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

The Arkansas Pharmacists Association
417 South Victory Street
Little Rock AR 72201
Telephone: 501-372-5250
http://www.arpharmacists.org/

Special Test Taking Accommodations Policy
The College of Pharmacy, UAMS, will provide reasonable and appropriate accommodations for students with documented disabilities who demonstrate a need for accommodations in accordance with the Americans with Disabilities Act (ADA). The ADA of 1990, defines a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities.

Purpose of Special Test Accommodations: The purpose of special test accommodations is to provide equal access to examinations administered to pharmacy students. Accommodations should be consistent with the identified functional limitation(s) such that the identified impairment is alleviated using an auxiliary aid/or an adjustment in a testing procedure. Functional limitations relate to the behavioral manifestations of a disability that impede an individual's capacity to function. In short, functions that an impaired person cannot do on a regular and continuing basis because of the documented disability are functional in nature.

The college utilizes multiple methods of student learning assessment to measure knowledge, skills, and attitudes. These assessments occur as traditional type examinations that are multiple choice, short answer, discussion/essay, etc. These examinations may be given as paper-pencil or in the electronic domain as computerized examinations, depending on the course faculty. Student assessments also occur that measure skills through demonstration such as objective structured clinical examinations to assess knowledge and skills. In addition, students are assessed in the practice domain through early and advanced practice experiences.

Procedure for Review: A student wishing to be evaluated for special testing accommodations should make an appointment with the Associate Dean of Student Affairs or Dean’s designee. The Associate Dean will counsel the student by reviewing the College’s policy and discuss the nature of the disability. Disabilities are categorized broadly as those of a physical nature (e.g.
visual/hearing impairment, mobility/motor impairments) and those of a neuropsychological nature (e.g. learning disability, attention deficit hyperactivity disorder, cognitive impairment). Students must be evaluated by a healthcare professional(s) qualified to evaluate the disability.

In the case of suspected neuropsychological impairment, a student should undergo an initial confidential screening evaluation to rule out underlying etiologies that could be masquerading as a neuropsychological impairment. The UAMS Student Wellness Program is one resource available at no cost to students for this initial screening evaluation. If it is determined that the student likely has a neuropsychological condition warranting special testing accommodations, the student would need to undergo rigorous neuropsychological testing (at his/her own cost) to obtain the legally necessary documentation to fulfill the requirements to grant special accommodations.

**Student Procedures for Initial Review or Change in Previous Accommodation:**

- **Initial Review:** The student must complete the Request for Special Testing Accommodations application (APPENDIX A) and provide the supporting professional documentation (APPENDIX B).

- **Student with Accommodation, Requests Decrease in Accommodation:** This request originating from the student must be made in writing to the Associate Dean of Student Affairs or Dean’s designee with the document signed and dated by the student.

- **Student with Accommodation, Requests Increased Accommodation:** Request for increased accommodation must be accompanied with a new Request for Special Testing Accommodations application (APPENDIX A) along with additional supporting professional documentation (APPENDIX B) to that originally submitted. This request can be made at any time.

**UAMS College of Pharmacy ad Hoc Committee for Special Test Accommodation Procedures:**

- **Initial Review or Increased Accommodation Request:** Upon receipt of a complete application with documentation the Associate Dean of Student Affairs or Dean’s designee will schedule a meeting of the Committee within seven (7) working days. The complete application with documentation will be reviewed by the Committee.
  
  - The Committee reserves the right to request an evaluation by another qualified professional or by a UAMS qualified professional to verify the applicant’s condition. The Associate Dean of Student Affairs or Dean’s designee may help with the coordination of this evaluation. The Committee may allow some degree of accommodation in the interim to ensure effective participation by the student until the additional data is secured establishing the student’s eligibility for accommodations under Section 504 of the ADA.
  
  - The discussions of the committee are strictly confidential.
  
  - The committee will make decisions regarding the situations that will result in accommodation.
  
  - Once the committee has made a decision, the Associate Dean of Student Affairs or Dean’s designee will notify the student in writing of the decision of the Committee in a timely manner and no later than three (3) working days. If accommodation is allowed, the notification will specify in which courses special testing accommodations will be made and what these accommodations will be during the given professional year.

  - If accommodation is allowed
− The Associate Dean of Student Affairs or Dean’s designee will notify course/clerkship coordinators at the same time as the student and will facilitate the necessary accommodations. Accommodations will be implemented as soon as possible after signature of agreement below so that the accommodations are effective in a timely manner for the student’s participation in testing or examination(s).

− Students who are granted extended testing time must sign an agreement to refrain from contact with other examinees for the duration of the examination to avoid any possibility of disclosure of unauthorized information regarding the content of an examination.

− Each year the committee will re-review previous application and documentation to make decisions for each student with previous accommodation based on the testing methods of the upcoming professional year, while giving primary consideration to the student’s requests, if any.

• Student with Accommodation, Requests Decrease in Accommodation: The Associate Dean of Student Affairs or Dean’s designee will handle this situation without meeting of the Committee and will communicate the change to the necessary course faculty.

Student Grievance:
Appeals concerning decisions made by the Committee will be addressed utilizing the “Student Grievance Procedure and Appeal” as defined in the Catalog and Student Handbook.

UAMS College of Pharmacy ad Hoc Committee for Special Test Accommodations
Composition:
The Associate Dean of Student Affairs or Dean’s designee is a non-voting member of the Committee and shall serve as chair of the Committee. The Committee is made up of the following faculty appointed to one-year terms by the Dean:

• At least two (2) course coordinators from each department
• At least one (1) Pharmaceutical Care Encounters Program coordinator
• At least one (1) experiential education director

The committee also includes legal counsel as a non-voting, Ex Officio member.
College of Pharmacy Policies for Prospective and Current Students

All communications regarding entrance for professional studies in pharmacy at UAMS may be addressed to the Registrar, UAMS College of Pharmacy, 4301 West Markham #522, Little Rock, Arkansas 72205-7122.

Applications are accepted no later than February 1 of each year for the class entering the following fall semester. A $100.00 record analysis and interview fee that is neither refundable nor credited toward registration fees must accompany this application. The completed application should be mailed to the Registrar, UAMS College of Pharmacy, 4301 West Markham #522, Little Rock, Arkansas 72205-7122. A complete list of dates for the current admissions cycle is found on our website: www.uams.edu/cop.

It is the responsibility of the applicant to request from the Registrar of all prior colleges attended, official transcripts of all college work completed up to the date of application. The transcript should indicate the completion of at least three semesters of course work. Transcripts of work in semesters completed after the application is on file must be submitted promptly. It is the responsibility of the applicant to see that transcripts are submitted and that all other information required for the application are up-to-date to assure completed records at the time of evaluation by the Admissions Committee. All pre-pharmacy course requirements must be completed prior to enrollment in the College.

English Proficiency

Any applicant not born in the United States or a country where English is the official language must furnish proof of English language proficiency and academic skill proficiency by February 1st for consideration for admission for the Fall semester. This requirement includes all applicants regardless of citizenship or visa status.

English proficiency is demonstrated by presenting a minimum total score of a least 80 on the internet-based Test of English as a Foreign Language (TOEFL) including a minimum score of 20 in each of the areas: Writing, Speaking, Reading and Listening. Information on testing sites and scheduling may be obtained from the TOEFL website: TOEFL.org. Tests must be scheduled from two to four weeks in advance with the results sent to the College of Pharmacy fifteen (15) working days after the exam is taken. The school code for the UAMS College of Pharmacy is 6901. TOEFL scores must be received by February 1 of the application year.

International Students

The UAMS College of Pharmacy will consider only applicants who are U.S. citizens or have a valid Permanent Resident/Resident Alien card as of March 1st of the year of application. The applicant must submit a notarized copy of the Permanent Resident/Resident Alien card with their application and present the original document to the Registrar at the time of interview.

Pharmacy College Admissions Test (PCAT)

The Pharmacy College Admissions Test (PCAT) is required of all applicants. The PCAT is offered on June 19, 2010; August 21, 2010; October 16, 2010; and January 22, 2011 for the Fall 2011 entering class. PCAT scores prior to June 2008 will not be accepted. The test is given at several locations throughout the state and information may be obtained from the College of Pharmacy or from the PCAT website: www.pcatweb.info. The PCAT may be taken more than once at the discretion of the applicant.
Applicant Residency
The College of Pharmacy is authorized to accept a limited number of nonresident applicants provided that clear ties to the state of Arkansas can be demonstrated by the applicant. All applicants must complete a Residency Evaluation Form (http://www.uams.edu/cop/prospective_students/pdf_files/Residency_form_and_policy.pdf).

Pre-pharmacy Requirements for Applicants
Since only the professional courses are taught on the UAMS campus, applicants will first have to meet the requirements for enrollment and be enrolled at an accredited undergraduate institution. Credit for degrees or course work earned at a foreign institution may be granted by an accredited undergraduate institution. However, no more than 8 semester hours in the CORE courses and 12 semester hours in the NONCORE courses of such credit may be applied towards the pre-pharmacy requirements for admission to the UAMS College of Pharmacy. This credit must appear as specific course equivalents on the undergraduate transcript.

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

Mathematics -- 3 to 5 Semester Hours
Calculus I (not survey, business or pre-calculus)
Chemistry -- 16 Semester Hours
College Chemistry I (3hrs lecture & 1hr lab)
College Chemistry II (3hrs lecture & 1hr lab)
Organic Chemistry I (3hrs lecture & 1hr lab)
Organic Chemistry II (3hrs lecture & 1hr lab)
All courses for chemistry majors

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

Physics -- 4 Semester Hours
General Physics I (3hrs lecture & 1hr lab)

NON-CORE Courses
No more than 12 semester hours of CLEP, AP credit, or credit by examination which must appear as credit on the transcript will be accepted to meet the NON-CORE pre-pharmacy course requirements.

English/Communication Area -- 9 Semester Hours
Choose from: English Composition I and II, Speech, Public Speaking, Technical or Creative Writing or any survey of literature course

Economics/Accounting -- 3 Semester Hours
Choose from: Macroeconomics, Microeconomics, a basic survey of economics course, or Accounting

Recommended Electives -- 3 classes, minimum of 9 Semester Hours
Choose from: Calculus II (not business or survey), Physics II (3hrs lecture & 1hr lab), Logic,
Quantitative Analysis, Statistics (math or statistics department), Cell Biology or Molecular Biology (including lab if offered), Genetics (including lab if offered), Anatomy & Physiology (including lab if offered, for biology major/minor, may be separate classes), and Biochemistry. **Humanities Electives -- to total 69 Semester Hours**

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

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

No course can be used to satisfy the requirements in more than one area. It is recommended that all courses with a lab are taken in person rather than on-line or by distance education. University declared exemptions from certain courses, e.g. English Composition I and/or II, or other courses which may be pre-pharmacy requirements; does not mean the College of Pharmacy pre-pharmacy requirement has been satisfied. Admission to the College requires sixty-nine hours of specific transfer credits and unless credits in semester hours are given on a transcript, students will still have to meet the pre-pharmacy requirements of transferable hours for admission to the College.

This is a general guide only — the specific course numbers which meet these requirements vary from school to school. For a specific list of the courses that meet the pre-pharmacy requirements at your school, please contact your pre-pharmacy advisor or the Registrar’s office at the UAMS College of Pharmacy (501-686-5557). Students may also check the College’s website under the prospective student section for the pre-pharmacy requirements from the major Arkansas feeder schools.

**Applicant Selection**

All applicants with a grade point average of 2.50, or above, on their overall college record and a minimum grade of “C” in each of the pre-pharmacy course requirements and a PCAT composite percentile score of 30 or greater, are eligible for consideration for admission to the College of Pharmacy. No application will be accepted with a cumulative GPA of less than a 2.50 or PCAT composite percentile less than 30. No applicant interview will be scheduled until the application folder is complete. All applicants with completed folders will be invited for an onsite interview. Selection of students will be made on the basis of the applicant’s previous scholastic and aptitude records, PCAT scores, onsite interview, personal essay, and recommendations in comparison with those of other applicants. Applicants must have completed at least eight hours of General Chemistry I and II and four hours of Organic Chemistry I with a grade of “C” or better by the February 1 application deadline. No interview will be granted to applicants whose prerequisites will not be complete by the end of the Spring 2011 semester.

**Acceptance**

Regular meetings of the Admissions Committee will begin after the deadlines for submission of applications. All applicants will be notified of the disposition of their application in April. If an applicant has been accepted, he/she may be denied admission prior to or at the time of enrollment if (1) he/she fails to keep his/her file current; (2) the GPA shows a significant drop or the applicant receives a grade of “D” or “F” during the spring semester; (3) information is received indicating that his/her character is such that he/she is not suited for the responsibility
and privileges found in the practice of pharmacy. If an applicant is not admitted and desires to make application in subsequent years, the applicant may re-apply and pay the $100.00 record analysis and interview fee with each application.

**Campus Assignment, Registration, Fees/Cost of Attendance, Awards**

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

Students will be admitted to the College of Pharmacy independent of their campus preference. In the event that there are an insufficient number of admitted students for available campus openings at either campus, selected students may be assigned via random lottery as needed to meet campus balance. The student’s acceptance letter will state the assigned campus.

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

**Even Swap Procedures**
After the assignment process for admitted students is complete, students that wish to change campus assignment may arrange a “swap” with a classmate. When a student identifies someone to swap with, both students wishing to swap must:
1. Write a letter requesting a swap.
2. Each letter must contain the name of the student you are swapping with.
3. Each letter must be emailed from the student’s UAMS email account to the Associate Dean of Administrative Affairs or their Designee.

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

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

**Attending Class on the Unassigned Campus Procedures**
Students wishing to attend class on a one time basis on their unassigned campus must make an e-mail request to the Associate Dean of Administrative Affairs at least one week prior to the date the student wishes to attend class on the opposite campus. If approved, the Associate Dean for Administrative Affairs or their Designee will notify the student via email at least 24 hours prior to the class date requested. In case of exceptional circumstances, requests can be made less than one week before the date of attendance but circumstances must be significant enough to warrant approval outside these written guidelines.

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

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

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

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

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

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

UAMS is taking affirmative and/or aggressive action to employ disabled veterans and veterans of the Vietnam era and eliminate bias toward the disabled veterans and veterans of the Vietnam era in all employment activities. The UAMS Office of Human Relations has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified
Student Confidentiality
Confidential Test Identification Numbers
Each student is assigned an identifying number for machine-scored examinations (OTS). This number, which is retained by the student until graduation, should be memorized and used as identification for all tests that are to be graded by optical scanning. In some courses, the student loses points if the identifying number is incorrect or not entered on the answer sheet. Grades in many of the courses are posted using these identification numbers. These numbers are used to protect the privacy of your personally identifiable records in accordance with federal law. If you wish to maintain privacy of your grades, you should not inform others of your number. If you should misplace the number, please contact the Registrar.

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

Student Inspection of Academic Records
STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g) and University of Arkansas policy require an annual notice that informs students of their rights regarding education records. A student at UAMS has the following rights with regard to his/her education records:

1. The right to inspect and review the student’s education records, with some exceptions under the Act, within 45 days of the day the University receives a request for access.
   - Students should submit to the appropriate official written requests that identify the record(s) they wish to inspect. The appendix to University-wide Administrative Memorandum 515.1 provides a list of the types and locations of education records, the custodian of those records, and copying fees for each individual campus. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
   - Students may ask the University to amend a record that they believe is inaccurate, misleading or otherwise in violation of the student’s privacy rights. Students should submit to the appropriate University official a written request that clearly identifies the part of the record they want changed and specifying why it is inaccurate, misleading, or in violation of the student’s privacy rights. A sample from which may be used in making this request is contained in the appendix to University-wide Administrative Memorandum 515.1.
   - If the University decides not to amend the record as requested by the student, the University will inform the student of the decision and of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing and
is also contained in University-wide Administrative Memorandum 515.1.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.
   • One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research role, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has outsourced institutional services or functions (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   • A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   • The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   US Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

5. The right to withhold consent of disclosure of directory information. This information will be subject to public disclosure unless the student informs the Registrar in writing by one week following registration that the student does not want any or all of directory information disclosed.
   • Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
   • Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.
   • Directory information does not include a student's social security number.

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

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

**Contact Information**

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

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

**Registration Information**

Students are expected to register during the regularly designated times for each semester. In the event of emergency situations, registration at an alternate time must have the approval of the Office of the Dean. A student may not register in a new course after the 12th day of classes of a semester. A student who registers as an auditor in a course may not change the registration to credit after the 12th day of classes of a semester. A student who has registered for credit may not change registration to audit after the 9th week of the semester. Auditor status does not count towards financial aid credit hours but does count towards tuition.

**Student Expenses & General Fees – 2010-2011**

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

- Tuition & Registration Fee/semester is $6070
- Out-of-State Tuition & Registration Fee/semester is $12,140
- For all resident students carrying nine (9) hours or less, the fee/semester hour is $607
- Non-resident students carrying nine (9) hours or less, the fee/semester hour is $1,214

First year pharmacy students are expected to have a personal computer and third year students are expected to own a personal digital assistant.

**Special Fees**

- Record Analysis/Interview Fee – Admissions is $100.00
- Student Activity Fee (per semester) is $29.75
- Student Health Fee (per semester) is $77.45
- Student Clinic Fee (per semester) is $60.00
- Technology Fee (per semester) is $44.10
- IV Lab fee is $25 for P1s and $50 for P2s
- Professional Liability Insurance Fee (Fall semester) is $16.00
- Classroom Participation System Fee (per semester) is $10 for P3s
- Experiential Education Fee (per semester) is $125.00
- Standardized Patient Fee is $40 for P1s; $50 for P2s; $260 for P3s; and $200 for P4s
- Pre-NAPLEX Fee (P4 first semester) is $50.00
- Graduation Fee (P4 second semester) is $57.90

Fees are subject to change without notice.

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

Refund of Fees
Any student who officially withdraws from the College of Pharmacy during a Fall or Spring semester shall be entitled to a refund of registration, tuition and fees as follows:

- Up to and including five class days – 100%
- From the sixth class day through the tenth class day – 50%
- Eleventh class day and after – No Refund

Any student who drops a course or officially withdraws from the College of Pharmacy during a summer school session shall be entitled to an adjustment of registration, tuition and fees as follows:

One to four week course
- Prior to start of classes – 100%
- First class and after – No refund

Five or six week course
- Prior to start of class/up to second class day – 100%
- Third through fifth class days – 50%
- Sixth class day and after – No Refund

Seven to nine week course
- Prior to start of classes/up to third class day – 100%
- Fourth through seventh class day – 50%
- Seventh class day and after – No Refund

Ten or twelve week course
- Prior to start of classes/up to fifth class day – 100%
- Sixth through tenth class day – 50%
- Tenth class day and after – No Refund

The amount of refund will be governed by the date on which the student notifies the Dean’s Office of intention to withdraw by submitting an application for official withdrawal with necessary signatures. Students must follow the established procedure for withdrawal including the return of all University property.

UAMS Refund Policy: Tuition and Fees
Payment by Check:
If Student Financial Services receives an authorized refund request, the refund will not be processed until 30 days from the date the check was deposited.

Payment by Credit Card:
If Student Financial Services receives an authorized refund request, the refund will be processed within 24 hours provided the student furnishes his/her credit card information. All other forms of payment: If Student Financial Services receives an authorized refund request, the refund will be processed within 24 hours.

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

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

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

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

There is no University of Arkansas employee or dependent/spouse tuition discount in the professional schools of pharmacy, law and medicine.

Estimated Cost of Attendance for 2010-2011
Estimated expenses for the 2010-2011 academic year are summarized to assist students in developing a budget for the ensuing year. The law mandates that the Cost of Attendance reflect those costs which are directly related to one’s obtaining an education. More specifically,
“the student’s estimated cost of attendance shall not exceed the estimated cost of attendance of all students in like circumstances pursuing a similar curriculum at that school”. The law allows inclusion of tuition, fees, books, required equipment, and reasonable costs for food, housing, transportation, and miscellaneous living expenses directly related to obtaining a pharmacy education. Students will be required to live within the budget listed for the appropriate academic year. This may mean that students will have to make some important decisions with regard to lifestyle choices, priorities, etc. during pharmacy school.

Tuition for residents of the State of Arkansas will be $12,140 for the year. Students are required to be covered by hospitalization-surgical medical health insurance and may purchase coverage through a campus group plan if they are not already covered. Annual rates for the group plan are estimated to range from $990 to $185, depending upon the optional coverage and deductible amount selected by the student.

Living expenses are estimated at approximately $13,200 for the nine months school year. Books are estimated to average approximately $600 per year. In addition, the estimated cost of a computer for P1 students is $1654 and a personal digital assistant is $392 for P3 students. The University reserves the right to change the schedule of tuition, fees, and other fixed costs as necessary. Every effort will be made to provide advance notice of any changes. Tuition is paid twice a year; once at fall registration and again at spring registration.

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

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

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

College Work Study (CWS) is available to students who qualify and payment is received at the end of each pay period. In addition to filling out the usual financial aid application, students must submit a written request for CWS. Students may not begin working until CWS is awarded; the student has been processed through personnel; and ALL forms have been completed. Since items such as loan limits and program eligibility may change annually, the each year the Awards Division prepares a UAMS Financial Aid Brochure which outlines the financial aid process, defines eligibility requirements, and gives a complete detailed description of the various financial aid programs available.
The Awards Division uses an application form prepared by a uniform need analysis service to evaluate the need of students who are applying for financial assistance. This application, along with the above mentioned brochure, may be obtained from the Awards Division of the UAMS Student Financial Services Office. The packet and brochure may be picked up at the Office or requested by telephone at (501) 686-5451. The office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday and is located in the Administration West Building, 1st floor, Room 1.120.

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

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

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

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

Students pursuing the PharmD degree are classified for financial aid purposes as follows:
- P1 Undergraduate Student
- P2 Graduate/Professional Student
- P3 Graduate/Professional Student
- P4 Graduate/Professional Student

The College of Pharmacy informs the Awards Division of the proper classification. The above arrangement for classification is designed to provide the maximum dollar amount of aid for the maximum number of pharmacy students. It also serves the purpose of providing accurate data for federal reporting purposes. When a student moves from the P1 to P2 classification they are no longer eligible for a Pell Grant or SEOG, but they are eligible for a higher level of Stafford Loan borrowing. The exact amounts and eligibility requirements are contained in the Financial Aid Brochure.

To be considered a full time student for financial aid purposes, students must be enrolled for a minimum of 12 semester hours of courses that will apply to the Pharm.D. degree. To be
considered a half time student for financial aid purposes, a student must be enrolled for a minimum of 6 semester hours of courses that will apply to the Pharm.D. degree. Students are encouraged to apply for financial aid between January and March of the academic year they plan on attending. For entering students it is not required to be accepted for admission in order to apply for financial aid, but no award will be made until the College of Pharmacy notifies the Awards Division that the student has been accepted. Although students are encouraged to apply as early as possible, students may apply for aid at any time during the year. However, there are deadlines for various programs. The Financial Aid Office makes information on deadlines available in the Financial Aid brochure. Also, please visit the Student Financial Services website, www.studentfinancialservices.uams.edu, for additional information or contact their offices, Awards Division, 501-686-5451, and the Disbursement/Billing Division, 501-686-6128.

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

Financial aid funds are disbursed only at the time of registration and after registration. FUNDS WILL NOT BE DISBURSED PRIOR TO REGISTRATION.
Special Awards and Scholarships

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

- **Alumni Scholarship Award**
  This scholarship is made available through the donations of the alumni of the College of Pharmacy.

- **American Pharmacists Association Recognition Certificate**
  This certificate is awarded to a senior student making substantial contributions to the Academy of Students of Pharmacy chapter at UAMS.

- **April Abston Williams Scholarship Award**
  A scholarship presented to a member of Kappa Epsilon who has made major contributions to the success of the chapter in honor of the memory of April Abston Williams, a 1994 graduate of the College of Pharmacy.

- **Arkansas Association of Health-Systems Pharmacists Scholarship**
  A scholarship awarded to a student with a demonstrated interest in health-systems pharmacy. The recipient must exhibit a high level of service, leadership and professionalism.

- **Arkansas Pharmacists Association Award**
  A plaque is awarded to the graduating student showing the greatest potential for the delivery of total pharmaceutical care to the citizens of his/her community.

- **Aventis Pharmaceuticals Award for Excellence in Medicinal Chemistry**
  A cash award and a plaque are presented to a student for excellence in Medicinal Chemistry.

- **Daniel C. Spadaro Award of Excellence in Non-Prescription Medication Studies**
  An award presented to a graduating senior for his/her academic excellence in the area of non-prescription medication studies.

- **Buice Drug Endowed Scholarship**
  The Buice Drug Store/George Wimberly Endowed Scholarship in Pharmacy was established through the gift of the Hon. George Wimberly honoring his partner, the late Mr. James Worley Buice, whose name remains on Mr. Wimberly’s drug store on Markham street in Little Rock. The scholarship is awarded to a student based on an interest in community pharmacy, need and academic achievement.

- **Cardinal Healthcare Nuclear Pharmacy Award**
  An award by Cardinal Healthcare to a student interested in a career in Nuclear Pharmacy. The award is based on leadership, achievement, and interest in Nuclear Pharmacy.

- **Cardinal Healthcare Outstanding Senior Student in Nuclear Pharmacy Award**
  This award recognizes the achievements of a senior student in the Nuclear Pharmacy elective courses as selected by the Nuclear Pharmacy faculty.

- **Class of 1952 Endowed Scholarship**
  A scholarship endowed by members of the Class of 1952, the first graduating class from the College of Pharmacy.

- **College of Pharmacy Scholarship**
  Funding provided by the 2005-06 Arkansas Legislature made scholarships possible for pharmacy students. Students submit application and essay for consideration.

- **CVS/Caremark Scholarship**
  An award presented to a student in good academic standing who desires to enter community pharmacy practice.
• **Deepa Patel Memorial Scholarship**  
A scholarship honoring the memory of Deepa Patel is awarded by the Northeast Arkansas Clinic Charitable Foundation to a pharmacy student from northeast Arkansas.

• **Doug Eoff Memorial Scholarship**  
A scholarship established in memory of Doug Eoff, class of 2003, for a student desiring to enter community practice who has financial need and meets criteria listed by the donors.

• **Emmanuel Scholarship**  
This award has been endowed by generous gifts from pharmacists engaged in community and compounding practices. The Emmanuel Scholarship benefits students who wish to pursue careers with similar interests.

• **Excellence in Pharmacy Informatics Award**  
This award recognizes a student for creative efforts in the use of computer technologies for the enrichment of the profession of pharmacy.

• **Facts and Comparisons Award of Excellence in Clinical Communications**  
The Facts and Comparisons Award of Excellence in Clinical Communications award is presented to a graduating senior who is in the top 25 percent of his/her class and has demonstrated superior verbal and written clinical communication skills.

• **Faculty Gold Key Award**  
A specially designed, engraved lapel pin is awarded to the member of the graduating class who has the highest scholastic record during four years of enrollment in the College of Pharmacy.

• **Harps Foods Pharmacy Scholarship**  
A scholarship award presented to a student exhibiting traits of character and leadership and a desire to enter community pharmacy practice.

• **Harvest Foods Pharmacy Scholarship**  
A scholarship award presented to a student exhibiting traits of character and leadership and a desire to enter community pharmacy practice.

• **JC Baker and Family Endowed Scholarship in Pharmacy**  
This scholarship was established by the Baker Family of Arkansas to honor the members of their family who are well-known for their significant and ongoing contributions to the practice of pharmacy in the state. The student recipient is selected on the basis of interest in community practice, academic achievement and leadership ability. The Baker Pharmacies have made it possible to endow this scholarship.

• **Jack McCormack Endowed Scholarship**  
A scholarship endowed to honor the memory of Jack R. McCormack, Ph.D., professor at the UAMS College of Pharmacy who was committed to educating students to be caring and competent community pharmacists. This scholarship is awarded to a third year student with an interest in community pharmacy.

• **John Swaim Endowed Scholarship**  
A scholarship established to honor the memory of John Swaim, a 1989 graduate of the College of Pharmacy. His friends, classmates and co-workers at Baptist Hospital pharmacy endowed this scholarship in his memory. The scholarship is presented to a third year student with an interest in health systems pharmacy practice.

• **Jordin Scholar Program**  
Eligibility for the prestigious Jordin Scholar Program is based on academic achievement, leadership and dedication to the profession. Donations by the alumni of this College make this program possible, honoring Dr. Marcus Jordin for 35 years of meritorious service to the College and the profession of pharmacy.
• **Kappa Psi Endowed Scholarship**
  A scholarship presented by the Gamma Omega chapter to a member of the fraternity who has demonstrated leadership within both the College of Pharmacy and the profession, involvement in College of Pharmacy organizations and leadership and innovative activity within Kappa Psi.

• **Karrol and Vicki Fowlkes Excellence in Community Pharmacy Endowed Scholarship**
  This scholarship was established by Drs. Karrol and Vicki Fowlkes to foster an interest in community pharmacy and to support independent pharmacy ownership. Third year students are eligible for this scholarship based on letters of recommendation from preceptors and a student essay detailing future goals for community practice.

• **Kroger Pharmacy Scholarship**
  An award presented to a deserving third year student with an interest in community pharmacy.

• **Larkin Family Scholarship**
  A scholarship established for a student from the Fort Smith area who is in their first year of pharmacy school who had an entering GPA of 2.5 and has financial need

• **Leonard Kremers Endowed Scholarship**
  A scholarship established to honor the memory of Leonard Kremers, a 1969 graduate of the College of Pharmacy. Following his death in 1991, family and friends established and endowed this scholarship. This scholarship is awarded to a student who will contribute to the profession with the same zeal and compassion that Leonard Kremers exhibited in his life.

• **Lester E. Hosto Endowed Scholarship**
  This scholarship honors the memory of Dr. Lester E. Hosto. The student recipient is selected on the basis of interest in community practice, academic achievement and leadership ability. Colleagues and friends throughout the United States have made it possible to endow this scholarship.

• **LD Milne Endowed Scholarship**
  A scholarship established by friends of the College to honor Dr. L. D. Milne, Dean of the College of Pharmacy from 1977 to 2003.

• **Lilly Achievement Award**
  The Lilly Achievement Award is a gold medal presented to a graduating senior for superior scholastic and professional achievement. Leadership qualities, as well as professional attitude, will be considered along with academic performance in the selection of the individual for this honor.

• **Lloyd R. Thompson Endowed Scholarship**
  This scholarship honors the memory of Dr. Lloyd R. Thompson, a faculty member for many years at the College of Pharmacy. The student recipient is selected on the basis of interest in community practice, academic achievement and leadership abilities.

• **Mylan Pharmaceuticals Excellence in Pharmacy Award**
  This award is given to a graduating senior who must be in the top 25% of the graduating class. The recipient shall have demonstrated high professional motivation and superior proficiency in the provision of drug information.

• **National Association of Chain Drug Stores Education Foundation Pharmacy Alliance Scholarship**
  A scholarship presented to a third year pharmacy student demonstrating an interest in community pharmacy.
• **A. Nelson Voldeng Pharmacy Student Research Fellowship**
The fellowship is a stipend awarded to a first, second, or third year student to support his/her research in medicinal chemistry, pharmaceutics, or pharmacology for 10 weeks during the summer. Selection is based on cumulative GPA for all pre-pharmacy coursework and the cumulative GPA in all coursework in Medicinal Chemistry, Pharmaceutics, and Pharmacology up to, and including the semester immediately preceding the deadline for application, and letters of recommendation from College of Pharmacy faculty, and interviews.

• **Pat Thomas Memorial Pharmacy Scholarship**
A scholarship established to memorialize Pat Thomas, class of 1968 to assist students who model the type of community pharmacy practiced by Dr. Thomas and desire to enter community practice.

• **Pharmacists Letter Natural Medicines Comprehensive Database Recognition Award**
A certificate and new edition of Natural Medicines Comprehensive Database are presented to a graduating student who has demonstrated promise in improving patient care and shows an appreciation for scientific inquiry and an evidence-based approach to evaluating natural medicines.

• **Phillips County Scholarship**
A scholarship for a student from Phillips county in their first year of pharmacy school who has financial need.

• **Student Summer Research Fellowship**
A fellowship awarded to a first, second, or third year student to support his/her research in Pharmaceutical Sciences or the community, clinical or administrative areas of Pharmacy Practice. Selection is based on high scholastic achievement, letters of recommendation and a personal statement of interest.

• **Pharmacist’s Mutual Scholarship Award**
This scholarship is presented to a second or third year student who desires to be a community practitioner and has shown excellence in community practice courses.

• **National Pharmacists Association of Arkansas Endowed Scholarship**
These scholarships are awarded annually to students from historically under-represented minority backgrounds who wish to pursue a career in pharmacy.

• **Robert H. Manley and Robert N. Manley Endowed Scholarship**
A scholarship awarded to a first year pharmacy student from Johnson, Pope or Franklin counties with significant diversity of background and an interest in community pharmacy.

• **TEVA Pharmaceuticals USA Student Award**
A plaque is presented to an outstanding senior student who excelled in the study of pharmacy.

• **USA Drug Pharmacy Student Scholarship**
A scholarship presented by USA Drug to third year students with an interest in and experience working in a community pharmacy.

• **Walgreens Pharmacy Student Scholarship**
A scholarship presented to a third year student demonstrating outstanding leadership, communication skills, along with an interest in providing pharmaceutical care.

• **Walgreens Pharmacy Student Diversity Scholarship**
A scholarship recognizing a student who has made significant efforts towards raising awareness about cultural competency and diversity related matters impacting the pharmacy professions.

• **Wal-Mart Pharmacy Student Scholarship**
Wal-Mart Stores, Inc. provides this scholarship for a second or third year student with high scholastic standing, strong leadership qualities and showing a desire to enter community pharmacy practice.

- **Wilma Knoll Endowed Geriatric Scholarship**
  This scholarship was established to honor the memory of Mrs. Wilma Knoll of Stuttgart, mother of long-time faculty member and graduate of the College of Pharmacy, Dr. Richard Knoll. This scholarship is awarded to a third year student with an interest in geriatrics and long-term care.
Doctor of Pharmacy Degree
Six academic years of college work are required to fulfill the requirements for the Doctor of Pharmacy degree. The first two years of college encompassing the pre-pharmacy courses may be taken at any accredited college or university. A pre-pharmacy advisor is available on the campus of each of the major four year colleges in the state to assist in planning the pre-pharmacy program.

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

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

Curriculum
First Professional Year - Fall Semester - 19 hrs
PhPr3412  US Health Care System for Pharmacists, 2hrs
PhSc3115  Anatomy/Physiology/Pathology I, 5hrs
PhSc3414  Pharmaceutics I, 4hrs
PhSc3214  Biological & Cellular Chemistry, 4hrs
PhPr3422  Career Orientation & Communication, 2hrs
PhSc3402  Pharmaceutical Calculations, 2hrs

First Professional Year - Spring Semester - 19 hrs
PhPr3612  Drug Information, 2hrs
PhSc3434  Pharmaceutics II, 4hrs
PhSc3225  Principles of Drug Actions, 5hrs
PhSc3124  Anatomy/Physiology/Pathology II, 4hrs
PhPr3511  Nuclear Pharmacy, 1hr
PhPr3603  Community Introductory Pharmacy Practice Experience (IPPE), 3hrs

Second Professional Year - Fall Semester - 18 hrs
PhSc4254  Medicinal Chemistry, 4hrs
PhSc4124  Pharmacology I, 4hrs
PhSc4443  Basic Pharmacokinetics, 3hrs
PhPr4454  Dispensing, 4hrs
PhSc4423  Molecular Biology & Biotechnology, 3hrs
Second Professional Year - Spring Semester - 17 hrs
PhSc4134  Pharmacology II, 4hrs
PhPr4692  Nonprescription Drugs, 2hrs
PhPr4642  Clinical Pharmacokinetics, 2hrs
PhPr4625  Therapeutics I, 5hrs
PhPr4604  Institutional IPPE, 4hrs

Third Professional Year - Fall Semester - 16 hrs
PhPr5635  Therapeutics II, 5hrs
PhPr5632  Pharmacy Law & Ethics, 2hrs
PhSc5182  Pharmacognosy and Complementary & Alternative Medicine, 2 hrs
PhPr5643  Evidence-Based Medicine and Pharmacoeconomics, 3hrs
Electives, 4hrs

Third Professional Year - Spring Semester - 19 hrs
PhPr5645  Therapeutics III, 5hrs
PhPr5734  Pharmacy Management, 4hrs
PhPr5654  Patient Assessment & Application, 4hrs
PhSc5142  Chemical Addiction, 2hrs
Electives, 4hrs

Fourth Professional Year - Fall Semester - 20 hrs
Five month-long experiences

Fourth Professional Year - Spring Semester - 16 hrs
Four month-long experiences
The Department of Pharmaceutical Sciences (PhSc) is composed of faculty with teaching and research expertise in the basic pharmaceutical science disciplines of Medicinal Chemistry, Pharmacology and Pharmaceutics. The Department contains one division, the Division of Radiation Health, established in 2008. The Division of Radiation Health focuses on normal tissue radiation responses as they relate to cancer patients and to the general population. The division has a strong emphasis on efforts to develop existing and novel drugs and natural products to make radiation therapy of cancer safer, and more effective as medical countermeasures against radiation accidents and radiation terrorism.
Medicinal Chemistry is the study of the chemical properties of medicinal agents, both synthetic and natural, as they relate to the stability, incompatibility, and chemical modes of action of these agents. It incorporates the biochemical principles associated with diseases, and nutrition, as well as an understanding of the methods for qualitative and quantitative determination of drugs in dosage forms and biological specimens. This provides the pharmacy student with knowledge of biosynthesis, isolation, and evaluation of drugs originating from both plants and animals. Included in this discipline is a study of microbiological principles related to pharmaceutical products.

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

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

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

Course Descriptions

PhSc 3115 Anatomy/Physiology/Pathology I
This course is a study of the cellular and multicellular functions of human tissues, organs, and systems. The emphasis in this course is on introductory principles, the physiology of nerves and muscle, and the functions of the nervous systems. Lecture five hours per week.

PhSc 3124 Anatomy/Physiology/Pathology II
This is a continuation of PhSc 3114 with an emphasis on cardiovascular, respiratory and renal function. Lecture four hours per week.

PhSc 3214 Biological and Cellular Chemistry
Topics covered in this course include the biological, chemical and cellular roles of carbohydrates, lipids, proteins, nucleic acids, hormones, enzymes and vitamins. In addition, the chemical and cellular basis of digestion, intermediary metabolism, biological oxidation and metabolic antagonism are discussed. Lecture four hours per week.

PhSc 3225 Principles of Drug Actions
This course covers the principles of drug actions from both the pharmacological and medicinal chemical perspective. General principles of drug absorption, distribution, metabolism and excretion as well as pharmacodynamic principles governing dose-response relationships are covered. Subsequently, the focus shifts to specific agents including local anesthetics, neuromuscular blockers and drugs acting on the autonomic nervous system. Lecture five hours per week.
**PhSc 3402 Pharmaceutical Calculations**
This course is a study of the system of weights, measures and mathematical expertise requisite to the compounding, dispensing, and utilization of drugs. Typical situational problems are used for practice in the application of this knowledge to prescription and medication procedures. Lecture two hours per week.

**PhSc 3414 Pharmaceutics I**
A study of the physicochemical aspects of liquid dosage forms, both aqueous and non-aqueous, with emphasis on the technology and pharmaceutical rationale fundamental to their design and development. Lecture three to four hours per week, and recitation three hours per week half of the semester.

**PhSc 3434 Pharmaceutics II**
This course is a continuation of the study of dosage forms and pharmaceutical products with emphasis on solid and semi-solid systems. Dispensing techniques, physical and chemical incompatibilities, drug product evaluation, and aspects of drug product stability are studied in the laboratory. Lecture three hours per week, and laboratory three hours per week.

**PhSc 4124 Pharmacology I**
The effects, biological mechanisms, therapeutic indications, interactions and toxicities of drugs are studied. Emphasis is placed on pharmacological principles that promote the understanding and rational approach to therapeutics. Lecture four hours per week.

**PhSc 4134 Pharmacology II**
This course is a continuation of PhSc 4124. This is a four credit hour course.

**PhSc 4254 Medicinal Chemistry/Natural Products**
This course is a study of the relationship between the physicochemical properties of synthetic and naturally derived drugs and their stability, absorption, distribution, metabolism, elimination, and pharmacological mechanism of action. Lecture four hours per week.

**PhSc 4423 Molecular Biology & Biotechnology**
This course covers fundamental molecular biology and extends this knowledge to provide the student a basic understanding of human genetics, biotechnology, and genetic and immunologic engineering. Emphasis will be placed on clinical applications and biotechnology-based drugs and therapies. This is a three credit hour course.

**PhSc 4443 Basic Pharmacokinetics**
This course presents the basic concepts and principles of pharmacokinetics. The necessary mathematical expressions needed to characterize the absorption, distribution, metabolism, and excretion of drugs will be discussed with respect to routes of administration. Parameters that influence pharmacokinetic and therapeutic outcomes of the most common drug regimens will be emphasized. Additionally, the principles of therapeutic drug monitoring and dosing will be explained. Lecture three hours per week.

**PhSc 4642 Clinical Pharmacokinetics**
This course is designed to acquaint pharmacy students with the clinical application of pharmacokinetic principles. The course will provide a framework to approach clinically based pharmacokinetic dilemmas such as disease-drug and drug-drug interactions. In addition,
practical mathematical applications will be taught that will allow dosing recommendations for patients on anticonvulsants, aminoglycosides, and vancomycin. Lecture three hours per week.

**PhSc 5182 Pharmacognosy and Complementary & Alternative Medicine**
This course is an introduction to pharmacognosy that is the science of nature derived pharmaceuticals. It also provides an overview of complementary and alternative medicine (CAM) that is a group of diverse medical and health care systems practices, and products that are not presently considered to be part of conventional medicine. Lecture two hours per week.

**PhSc 5142 Chemical Addiction**
This course deals with the development, progression, symptomology, treatment and recovery aspects of addictive diseases. Although the model most heavily emphasized is alcoholism, addiction aspects of all drugs/chemicals are presented. Students attend meetings of various self-help groups as well as present talks to public school children. Lecture two hours per week.

**Electives**
**PhSc 516V Special Problems in Pharmacology**

**PhSc 5152 Toxicology**
This course deals with the basic concepts of toxicology with an emphasis placed on prevention of exposure, exposure and the subsequent management of exposure of commonly found medicines, chemicals, plants and animals. Parameters that influence the toxicodynamics of these agents is emphasized.

**PhSc 526V Special Problems in Medicinal Chemistry**

**PhSc 547V Special Problems in Pharmaceutics**

**University of Utah School on Alcoholism and other Drug Dependencies**
Upon receipt of an official transcript showing completion of the above program, a student may receive two hours of elective credit.
Department of Pharmacy Practice
Professor and Chair
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Assistant Professor
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Mark Estes, PharmD
Schwanda Flowers, PharmD
Seth Heldenbrand, PharmD
Jonell Hudson, PharmD
Scott Kaufman, PharmD
Dao Le, PharmD
Chenghui Li, MA, PhD
Holly D. Maples, PharmD
Instructor
Martha Carle, BSE, MSE, MPH

The Department of Pharmacy Practice (PhPr) is responsible for experiential and administrative components of the curriculum. The experiential component of the curriculum teaches students to develop rational approaches to the maintenance of wellness and the treatment of disease, with an emphasis on quality of patient care and drug therapy, and with the attainment of skills in interprofessional and patient communications. The division of Pharmaceutical Evaluation and Policy is housed within the Department of Pharmacy Practice. The mission of the Division is to advance and disseminate knowledge of the economic, humanistic, and clinical impact of pharmaceutical products and services and to contribute to medication use and health policy development that benefits society.

Course Descriptions

PhPr 3412 US Health Care System for Pharmacists
The objective of this course is to equip pharmacy students with a knowledge base in the areas of pharmacy marketing and health economics which will permit them to make good management decisions when providing pharmaceutical products and services for patients and other consumers. Lecture two hours per week.

PhPr 3422 Career Orientation & Communications
A course to acquaint the beginning pharmacy student with the multiple aspects of the profession of pharmacy, including discussions of the different environments of pharmacy practice and the inter- and intra-professional relationships of health care providers. The course will have a focused area of study around professional communications. Lecture two hours per week.

PhPr 3511 Nuclear Pharmacy
This course is an introduction to the basic aspects of nuclear pharmacy. Topics include the characterization, properties and detection of radioactivity, radiation biology, radiation protection elements of nuclear medicine and radiopharmaceuticals. Lecture one hour per week.
PhPr 3603 Community Introductory Pharmacy Practice Experience
This course is will provide structured practical experience in community pharmacy practice. To enter this course, a student must be eligible for advancement to the P2 year. This is a three credit hour, pass/fail, course.

PhPr 3612 Drug Information
This course will introduce the P1 student to the top 200 drugs available in the U.S. and to the drug and medical literature that is available at UAMS. The instructors will emphasize how to locate, evaluate and communicate medical and drug information. The course will involve didactic lectures and assignments that will require the student to utilize the information resources available on the UAMS Library website, the UAMS Intranet and the Internet. This is a two credit hour course.

PhPr 4454 Dispensing Pharmacy
Emphasis is placed on the role of the pharmacist in medication dispensing and patient care. Pharmacist responsibilities involving patient profiles, medication monitoring, drug product selection and generic substitution are discussed. The importance of patient counseling is stressed. Emphasis is also placed on the Top 200 Drugs, compliance with Board of Pharmacy Regulations, labeling/auxiliary labeling of prescriptions, technical practice aspects and knowledge of current dosage delivery systems. This course will provide students with information and skills in the areas of IV therapy and physical assessment. Students will demonstrate competency in aseptic techniques, IV admixtures, sterile products, drug delivery systems, and drug therapy monitoring. Lecture three hours per week, and laboratory three hours per week.

PhPr 4604 Institutional – Introductory Pharmacy Practice Experience
This course will provide a structured practical professional experience in institutional pharmacy practice. Second professional year students will be assigned a four week practice experience at the end of the spring semester. To enter this course, a student must be eligible for advancement to the P3 year. This is a four credit hour, pass/fail, course.

PhPr 4625 Therapeutics I
Utilizing a pathophysiological approach, the therapeutics curriculum focuses on the structural and functional consequences of disease on various organ systems in the body. Each block of instruction begins with a discussion of the nature and causes of disease in an organ system. This is expanded through a discussion of the etiology, pathogenesis, diagnosis and treatment of the major disease states of that organ system. Emphasis is placed on the considerations for the drug therapy used, therapeutic goals, plans of treatment, dosage regimens, therapeutic alternatives and therapeutic endpoints. The goal of the course is to enable the student to assist in the development of the safest and most rational plan of drug therapy for a given patient. This is a five credit hour course that includes recitation.

PhPr 4692 Non-Prescription Medications
This course is a study of the legal, economic, social and professional aspects surrounding nonprescription drugs and their proper use. Since the pharmacist is the only health care practitioner who routinely has contact with patients using nonprescription medications, it is essential that students have a broad knowledge base in this area and be able to interact appropriately with patients concerning the proper use of these medications. This is a two
credit hour course.

**PhPr 5632 Pharmacy Law & Ethics**
This course will provide students with information and skills in the areas of communication and pharmacy law. Students will be provided resources aimed at improving and utilizing communication skills in diverse pharmacy practice settings. The course will also cover the study of law, regulations and court decisions on federal, state, and local levels and the ethical considerations which control and influence pharmacy practice. Professional ethics will be covered in this course. Lecture two hours per week.

**PhPr 5635 Therapeutics II**
This course is a continuation of PhPr 5625, Therapeutics I. This is a five credit hour course that includes recitation.

**PhPr 5643 Evidence-Based Medicine, Biostatistics, & Pharmacoeconomics**
This core course will teach the student to formulate a focused clinical question, to improve the student’s literature critical appraisal skills, to determine the appropriateness of various biostatistical analyses, and to apply pharmacoeconomic techniques to inform drug product selections. The course will integrate statistical analysis and study design concepts into practical applications. This is a three credit hour course.

**PhPr 5645 Therapeutics III**
This course is a continuation of PhPr 5635, Therapeutics II. This is a five credit hour course.

**PhPr 5654 Patient Assessment & Application**
The course will provide the student the opportunity to develop basic skills in physical assessment that include examination techniques, basic anatomy and physiology, and examples of abnormalities. In addition, longitudinal early practice experiences such as shadowing, wellness and health screenings, and free clinics. Other experiences will be reviewable by the course coordinator. Lecture equivalents of 2 hours per week (on-line primarily), instructional lab two hours per week, 40 hours of experiences.

**PhPr 5734 Pharmacy Management**
Course is designed to teach students the requisite skills needed to perform managerial functions in a community and institutional pharmacy. Includes planning and integrating professional services, budgeting, inventory control, and human resource management topics. This is a four credit hour course.

**Advance Pharmacy Practice Experiences**
Nine four-week experiences designed to aid the student in developing and applying skills and information previously presented in formal coursework toward the practice of pharmacy. Five experiences are required in Direct Patient Care (2 Acute/Primary Care; 1 Ambulatory Care; 1 either Acute/Primary OR Ambulatory care, & 1 Advanced Community Pharmacy). Two experiences are required in Indirect Patient Care (Health System Management-1 & Community Management-1) and two other experiences are chosen as electives from any approved experience. Emphasis will be placed on the student’s ability to function as a clinician in a practice setting, along with development of the skills and attitudes related to communication skills, problem-solving skills, and self-assessment skills. Students are precepted by pharmacists in a 1-2:1 ratio of students to preceptor. Experiences are as follows:
PhPr 6714 Experience - Direct Patient Care - Acute Care
This experience allows students to apply didactic knowledge to direct patient care activities. Students will concentrate on patient specific pharmacotherapy, evidence based medicine, and effective communication with patients and healthcare professionals. Students will apply their knowledge of pathophysiology, pharmacology, and pharmacokinetics to optimize patient care in a hospital setting.

PhPr 6724 Experience - Direct Patient Care - Ambulatory Care
This experience allows students to apply didactic knowledge to direct patient care activities. Students will have the opportunity to provide clinical pharmacy services in an outpatient setting. Students will concentrate on patient specific pharmacotherapy, evidence based medicine, and effective communications with patients and healthcare professionals.

PhPr 6734 Experience - Direct Patient Care - Community
This experience allows students to apply didactic knowledge to direct patient care activities. Students will have the opportunity to provide clinical pharmacy services utilizing pharmacotherapy, evidence based medicine, and physical assessment in a community/retail setting. This experience will focus on disease state management, medication therapy management, non-prescription medications, and effective communication skills.

PhPr 6744 Experience - Indirect Patient Care - Community Management
This experience teaches effective management skills to students through direct skill training and mentoring. This experience occurs in a community/retail setting and concentrates on marketing, operations, resource, and financial management, as well as effective communication skills.

PhPr 6754 Experience - Indirect Patient Care - Health-System Management
This experience teaches effective management skills to students through direct skill training and mentoring. This experience occurs in a hospital or institutional setting and concentrates on resource management, drug distribution, regulatory bodies, and communication with patients and healthcare professionals.

PhPr 6764 Experience - Specialty Pharmacy Practice
These experiences allow students the opportunity to practice pharmacy in a variety of specialty settings. Students can focus on specific areas of interest including nuclear pharmacy, compounding, regulatory, professional associations, industry, etc.

Electives
PhPr 5282 Political Advocacy
The course will present an orientation to political advocacy for the pharmacy profession. Lecturers from a variety of state, national and professional settings will give their perspective on issues facing the profession. 2 credit hours

PhPr 5285 Death and Dying
Interdisciplinary course preparing student to manage end-of-life care, particularly through (1) exploring personal issues related to mortality; (2) learning roles of participants in such care; (3) developing communication skills needed for caregiving; (4) examining ethical issues related to death; and (5) examining economic and social aspects of funeral practices. 2 credit hours
PhPr 5292 Diabetes Management
This course will provide a multidisciplinary foundation in the principles of comprehensive diabetes management. The student will develop their knowledge and ability to assess, manage, and educate patients with diabetes. The course, developed under the guidance of the University of Pittsburgh School of Pharmacy faculty members, is internet-based and requires the student to be self-directed in learning. Combination on-line and discussion sessions 2 credit hours

PhPr 533V Special Problems in Clinical Practice, 2 credit hours

PhPr 5342 Geriatric Therapeutics
The course will provide a concentrated introduction to the management of common geriatric pathologies. 2 credit hours

PhPr 5362 Drug Induced Disease
This course explores the most appropriate interventions for prevention, detection and management of drug induced diseases. 2 credit hours

PhPr 5412 Public Health: Overview
An introduction to basic and contemporary issues of public health. 2 credit hours

PhPr 5442 Introduction to Research Methods
This hands-on course in study design is intended for students with an interest in research or post-graduate opportunities such as residencies, fellowships or graduate studies. The course will provide the basics of study design and presentation to prepare for participation in all types of future research. 2 credit hours

PhPr 5452 Patient Care Services in a Community Pharmacy
The class will focus on how to develop and implement patient care services in a community pharmacy setting. Students will learn about all the necessary steps to start a patient care service. Students will also learn about medication therapy management services (MTM) including how to perform them utilizing the different platforms currently available. The students will be required to perform MTM cases. 2 credit hours

PhPr 5462 Relationship Marketing
Relationships refer to “a state of connectedness between individuals”. This course will provide an in-depth examination of the process of building, managing, and enhancing strong and enduring relationships. It will further explore the process by which these relationships can enhance your access to professional and personal opportunities that can be very rewarding. 2 credit hours

PhPr 5472 Problem Based Learning in Pediatric Therapeutics
This PBL course emphasizes a self-directed approach to work through simulated cases focused on pediatric pharmacy issues. The complexity of the decision making process will increase throughout the semester. 2 credit hours

PhPr 5512 Radiopharmacy
Explores the chemical, physical, and biological properties of radiopharmaceuticals used in
nuclear medicine. Production, quality control, and regulations of imaging agents will be examined. Emphasis will be placed on clinical applications of radiopharmaceuticals. 2 credit hours

**PhPr 5562 Radiation Biology**  
Introduction to the interactions of radiation and biological systems, including chronic and delayed effects through physical and chemical changes from radiation. 2 credit hours

**PhPr 5572 Nuclear Instrumentation**  
Operational principles of radiation detection equipment to include statistical application and quality control. 2 credit hours

**PhPr 5583 Nuclear Physics**  
Concepts and physical properties governing the atom to include systems and units of measure, atomic and nuclear structure, and particular and electromagnetic radiation. 3 credit hours

**PhPr 5592 Health Physics**  
A review of the legal, biological and administrative aspects of radiation protection in nuclear medicine. Emphasis on practical means of minimizing radiation exposure to the patient, staff and general public. 2 credit hours

**PhPr 5622 Advanced Non-Prescription Medications**  
This course is designed to continue the students understanding of nonprescription disease states and their treatment. It will also provide an opportunity to begin the process of applying OTC drug knowledge to make specific patient recommendations through the use of case studies. The student will be equipped to convey reliable and objective information to patients and health care providers. 2 credit hours

**PhPr 5662 Professional Ethics Seminar**  
This course presents foundational instruction in ethics, then instruction in professional ethics particular to pharmacy. The format of the course will be lecture and lecture/discussion. 2 credit hours

**PhPr 5702 Personal Finance**  
Provides future pharmacists the informational and decision-making tools needed for planning and implementing a successful personal financial plan. 2 credit hours

**PhPr 574V Special Problems in Pharmacy Administration**

**PhPr 5752 Entrepreneurship**  
This course is designed to enhance a student’s knowledge in leadership, business, and financial skills in pharmacy practice while learning if he/she possesses an entrepreneurial spirit. The goal of the course is to provide students with ‘hands-on’ experience in starting a business or new service, owing and running your own business, and general management and leaderships skills. 2 credit hours

**PhPr 5832 Veterinary Pharmacy**  
Provides a working understanding of veterinary pharmaceuticals. 2 credit hours
PhPr 5852 Spanish for Pharmacists
This course will provide pharmacy students with essential communication skills for the delivery of quality pharmaceutical service to Limited English Proficient Latino American/Hispanic customers/patients. The topics include written and spoken Spanish, Latinos’ customs and culture, federal and state regulations; ethical, political and social trends. 2 credit hours

PhPr 5892 Problem Based Learning in Therapeutics
This elective utilizes a simulated case management format with emphasis on evaluating patient and agent variables and formulating appropriate therapeutic decisions. 2 credit hours

PBHL 5843 Racial & Ethnic Health Disparities: Theory, Experience, & Elimination
This course explores racial and ethnic health disparities in the US. This course uses traditional approaches to learning (such as didactic lectures, assigned readings, analysis and discussion) combined with personal and group experiential learning. Students will be required to participate in service learning activities which will include preparation, reflection, and practice components. 3 credit hours

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

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

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

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

Grade Point System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4</td>
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<tr>
<td>B</td>
<td>3</td>
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<tr>
<td>C</td>
<td>2</td>
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<tr>
<td>D</td>
<td>1</td>
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<td>F</td>
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<td>AU</td>
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The grade “A” is given only for outstanding achievement in a course. The grade “B” represents good achievement. The grade “C” is given for average achievement and the grade “D” for poor achievement. A grade of “D” will not fail a student in an individual course; however, an excessive number of “D” grades will necessitate repeating a course or courses to rectify this deficiency prior to progressing to the next year. (Refer to Scholastic Rules and Regulations) The grade “F” denotes failure and is given for unsatisfactory work.

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

“W” indicates withdrawal from the College of Pharmacy. There are three mechanisms by which a student may be considered for withdrawal. A student may be withdrawn administratively or medically, and a student may withdraw voluntarily. Administrative withdrawal can result from violation of school policies and/or failure to meet the professional and technical standards listed in this handbook. Consideration for a medical withdrawal requires written documentation from a physician caring for the student. Consideration for voluntary withdrawal requires written documentation from the student and consultation with the Associate Dean for Administrative Affairs. No withdrawals from individual courses are allowed.

Return to the College following medical withdrawal requires a statement from the physician caring for the student indicating that the student has recovered to the extent necessary to provide a reasonable expectation of completion of the academic and experiential requirements.
of the curriculum. The point where the student will reenter the curriculum will be determined by
the Scholastic Standing Committee.

If a student withdraws voluntarily or is administratively withdrawn in the first professional year,
then the student will be required to reapply through the Admissions Committee for admission
to the College. If the event of a voluntary or administrative withdrawal in the second or
subsequent professional years, the Scholastic Standing Committee will review the
circumstances of the particular case and determine if a return to the College is appropriate. If
appropriate, the point in the curriculum where the student will reenter will be determined by the
Scholastic Standing Committee. If return to the College is deemed inappropriate, the student
must reapply for admission through the Admissions Committee. Return to the College of Phar-
macy during the same academic year is unlikely and readmission is not guaranteed.

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

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

Grade Challenge: If a student wishes to challenge a test grade or a final class grade, the
student should first consult the course syllabus for information on timeframes for challenge.
Generally, students should have one week after the test is returned to challenge an exam
grade. Students should also challenge a final class grade within one week after the grade is
posted. The student should consult the College grievance procedure if the situation cannot be
resolved with the instructor.

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

General rules of progression:
- No credit hours with a grade of “F”
- A GPA of 2.0 or better
- No more than 10 cumulative credit hours with a grade of “D” at the conclusion of each
  professional year
- All courses in one professional year must be successfully completed within no more
  than two calendar years
- No course may be attempted more than two times and only courses with a grade of “D”
  or “F” may be repeated
- A student on a first attempt of any given professional year must enroll in all required
course work he/she is eligible to take
If a student repeats a course, the most current grade will be used to determine satisfactory completion of the course, graduation requirements, compliance with Scholastic Rules and Regulations and grade point average. All work attempted will be recorded on the student’s transcript.

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

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

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

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

- **IF** a GPA of less than 2.0 or greater than 10 cumulative credit hours with a grade of “D” without any grades of “F” – the student may repeat the current professional year or attend summer school if available. The student must repeat the necessary number of courses with a grade of “D” from the current professional year to achieve a GPA of greater than 2.0 with 10 or less credit hours with a grade of “D”.
- **IF** a student who has never received a grade of “F” in previous professional year’s didactic course work receives a grade of “F” in one course and has 10 or fewer cumulative credit hours with a “D” – the student may repeat the current professional year or attend summer school if available. The student must repeat the course in which he/she made a grade of “F”.
- **IF** a student who has never received a grade of “F” in previous professional year’s didactic course work receives a grade of “F” in greater than one course and fewer than 50% of the credit hours – the student is required to repeat all courses in the current professional year in which he/she made a grade of a “D” or “F”.
- **IF** a student receives a grade of “F” in greater than or equal to 50% of the didactic credit hours of a current professional year – the student shall be academically dismissed from the college.
- **IF** a student who has successfully removed the grade of “F” in a didactic course of a previous professional year receives the grade of “F” – the student shall be dismissed from the College of Pharmacy.

**Summer School**
Summer school for repeating students may be offered at the discretion of the appropriate departmental chairman and the Dean of the College. A summer course at the UAMS College of Pharmacy will not be offered for less than five students. Repeating students may repeat courses at other ACPE accredited Colleges of Pharmacy if there is only one course to repeat.
in order to progress to the next professional year provided that the course is approved by the faculty member responsible for the UAMS College of Pharmacy course needing to be repeated. Financial aid may not be available for summer courses.

The following rules of progression pertain to summer school:

- For students who are otherwise not eligible for progression, a grade of “D” or “F” in a repeated summer course constitutes a second attempt and the student will be academically dismissed from the College.
- For students who are eligible for progression and repeating course work in which a grade of “D” was given, a grade of “D” in a repeated summer course in the UAMS College of Pharmacy results in progression to the next professional year with the original number of “D” credit hours. A grade of “F” in a repeated summer course constitutes a second attempt and the student will be academically dismissed from the College.
- If a student receives a grade of “D” or “F” at the UAMS College of Pharmacy and repeats the course at the UAMS College of Pharmacy, the most recent grade is used for final calculation of the student’s grade point average. If a student repeats a grade of “D” or “F” earned at the UAMS College of Pharmacy with an approved course offered at another institution, the most recent grade is transferred in but is not used in the calculation of the student’s overall grade point average. Grades of “D” or “F” do not transfer to the UAMS College of Pharmacy.

**Experiential Course Work**

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

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

**Drug Testing Policy:** An important part of your education involves clinical experience in hospitals and other health care facilities. Use of these facilities in training is essential for students to complete their assigned practice experiences. Nationwide, many hospitals and health care facilities are developing procedures to do drug testing of employees and potential employees. Facilities such as the VA hospitals, that provide clinical experiences to College of Pharmacy students may have in effect, or may adopt in the future, drug testing programs that apply to students. Because of the use of the VA and other health care facilities is essential to a pharmacy student’s education, students should be aware that these policies exist at the VA and may exist or come to exist in other facilities. Students should be prepared to comply with the drug testing policies and procedures at any facility where they engage in practice experiences. Students who refuse to participate in training in these facilities because they do not want to submit to drug testing, or who are terminated from training in these facilities because they violate the drug testing or drug use policies of the facilities, are subject to dismissal from the College of Pharmacy on academic grounds.
Scholastic Rules: Experiential Course Work

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

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

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

- Cumulative grade point average (GPA) of 2.0 or better
- No more than 10 semester hours of “D” grades
- Successful completion of ALL prior coursework in the previous Professional Year(s) and current Professional Year as it relates to the IPPE.

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

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

Remediation of a Free-Standing Experience

The experiential course work is composed of IPPEs and APPEs and is subject to the following scholastic rules for progression:

1. If a student fails an experience (IPPE or APPE), he/she must repeat that experience. No experience may be attempted more than twice. If a student who has successfully removed the grade of “F” in an experiential course (IPPE or APPE) receives the grade of “F” in another experience, the student shall be dismissed from the College of Pharmacy.
2. A student who withdraws at any time during an experience (IPPE or APPE) and is failing at the time of the withdrawal will be given a “WF” (withdraw failing). The “WF” will be regarded as a failing grade. If the student receives a second “WF” or “F” grade in any experience, he/she will be dismissed from the College of Pharmacy. A student may repeat only one experience to remove a grade of “F” or “WF”.

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For remediation of a “F” or “WF” grade in an experience, the following rules will be applied:

a. A student who fails an experience will be required to complete the same type of experience. The practice site and scheduled time for the repeat experience will be scheduled at the discretion of the appropriate coordinator and the College of Pharmacy according to availability.

b. A student may repeat the IPPE as a Summer course at the discretion of the IPPE coordinator provided that the second attempt in the IPPE will be completed before the day of registration for the Fall semester of the upcoming Professional Year.
   - If successful remediation does not occur by the day of registration for the Fall semester of the upcoming Professional year the student will not be allowed to progress to the next Professional year.
   - If a student with a plan to complete the remediation of didactic course work is unable to complete the remediation of both the didactic course work and the IPPE before registration for the Fall semester, then the student must successfully complete these courses by repeating the current Professional Year.
   - Any remediation of an IPPE during the Summer will require Summer tuition.

c. A student who fails an APPE shall be withheld from any further scheduled experiences until the failed experience is repeated at the earliest available date.

3. If a student withdraws at any time during an experience (IPPE or APPE) and at that time has a passing grade as judged by the preceptor, he/she will receive a grade of “WP” (withdraw passing). At the discretion of the appropriate experiential course coordinator, the student may repeat the experience in which the “WP” was received, some part of that experience as designated by the preceptor or another experience so long as the student meets the experiential requirements for graduation.

4. A grade of “I” (incomplete) is assigned when a student, for reasons sufficient to the preceptor, has not been able to complete some vital portion of the experience (IPPE or APPE). The student must finish the requirements of the experience at the same practice site and at the discretion of the preceptor. For the IPPE, all work must be completed before the day of registration for the upcoming Fall semester. For an APPE, all work must be completed within 6 months following the beginning of the experience. If the work is not completed by the designated time, the grade will become an “F” unless the Dean, in conjunction with the preceptor and the appropriate experiential course coordinator, grants an extension of time.

**Graduation Requirements**

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

1. The student must have completed a minimum of eight semesters, in an accredited college or school of pharmacy, the last four of which (including a minimum of 60 semester hours) must be in residence at the UAMS College of Pharmacy.

2. The student must have satisfied the professional curriculum requirements and have earned a minimum of 144 approved semester hours (for Spring 2011 graduates), exclusive of the pre-professional hours required for admission.

3. The student must have successfully completed all the course work (didactic and experiential) with a cumulative grade average of 2.00 or greater on all work completed in the College of Pharmacy and offered in fulfillment of the requirements for the degree. No student may graduate if he/she has a current grade of “F” in any course, or “D” grades in more than 10 semester hours of all credits earned in the College of Pharmacy.

4. The student must have paid all obligations and fees due and payable to UAMS and to the
College of Pharmacy.
5. The student must possess and give evidence of satisfactory professional and moral qualifications.
6. The student must have received a recommendation for the degree by the faculty of the College of Pharmacy.

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

Elective courses that are part of the combined MBA/PharmD, MPH/PharmD, and electives in the PEP MS are options for meeting elective requirements and are listed below.

**Nuclear Pharmacy Specialist Option**
The College has approved a curricular option leading to a specialization in the field of nuclear pharmacy. This curricular option is available to any student who chooses to pursue these elective courses in addition to the required curriculum leading to the PharmD degree. The course of study outlined below will meet the didactic requirements of the Nuclear Regulatory Commission for authorized user status. Students may complete the 500 hours of experiential training through internships or following graduation.

The courses outlined in the nuclear pharmacy curricular option are offered within the College of Pharmacy.

- PhPr5583 Nuclear Physics, 3hrs
- PhPr5572 Instrumentation, 2hrs
- PhPr5512 Radiopharmacy, 2hrs
- PhPr5592 Health Physics, 2hrs
- PhPr5562 Radiation Biology, 2hrs

Courses in the nuclear pharmacy curricular option will meet the professional elective requirement of the PharmD degree. Graduates with 2000 hours of practical experience will be eligible to take the Nuclear Pharmacy Specialty Examination given by the Board of Pharmaceutical Specialties. Successful completion of requirements will allow designation as a Board Certified Nuclear Pharmacist.

**Pharmaceutical Evaluation and Policy (PEP) Elective Track**
Students in good academic standing at the UAMS College of Pharmacy may take up to 12 credit hours of graduate credit in the Pharmaceutical Evaluation and Policy (PEP) MS program. Each credit hour, up to 9 hours, of completed PEP graduate coursework with a grade of B will count towards satisfying the 8 hour elective requirement for the PharmD curriculum. PharmD students will enroll in the graduate courses as non-degree seeking students in the Graduate School. Students who take the maximum number of available credit hours for non-degree seeking students (12 credit hours) may be able to accelerate the time necessary to complete the MS degree requirements by at least one semester. There are no additional tuition costs to pursue graduate course work while enrolled as a full time PharmD student. Successful completion of the graduate coursework may be counted toward a MS in Pharmaceutical Evaluation and Policy should the student pursue formal admissions to the graduate program. Admission to the MS PEP program requires a separate application to the Graduate School ([http://cop.uams.edu/pep/](http://cop.uams.edu/pep/)).
The following PEP graduate classes qualify for cross credit as transfer credit into the PharmD program for elective credit:

- PHSC5323 Foundations of Pharmaceutical Evaluation & Policy Research, 3hr
- PHSC5333 Social Behavioral Theory in Pharmacy, 3hr
- PHSC5343 Applied Research Methods using Retrospective Data Sources, 3hr
- PHSC5353 Pharmacoeconomics & Health Care Technology Assessment, 3hr
- PHSC5363 Pharmaceutical Economics & Policy Evaluation, 3hr
- BIOM5173 Quantitative Epidemiology, 3hr
- BIOM5013 Biostatistics I, 3hr
- BIOM5023 Biostatistics II, 3hr

Students must have approval of the course coordinator and PEP program director, complete the appropriate paperwork for the Graduate School, and complete the appropriate paperwork for the PharmD program.

**MPH for PharmD/MPH Students**

The College of Pharmacy offers access to a combined Doctor of Pharmacy/Master of Public Health (PharmD/MPH) degree. The combined degree is offered in partnership with the UAMS Fay W. Boozman College of Public Health. Pharmacy students interested in this program should contact the Associate Dean for Professional Education or Dean’s designee. Admission to the combined PharmD/MPH degree requires a separate application to the College of Public Health.

College of Pharmacy students enrolled in the combined PharmD/MPH degree program may apply up to 12 credit hours from the PharmD program towards credit in the MPH program and up to 8 hours of credit earned in the MPH program can be applied to meet elective course requirements (8 credit hours) for the PharmD curriculum. A minimum grade of B is required to receive cross credit in either College.

The courses in the College of Public Health meeting consideration for elective credit within the PharmD program are the Core Courses in the MPH degree curriculum. At this time, the following courses have been approved by the College of Pharmacy faculty as electives within the PharmD program:

- PBHL5003 Intro to Public Health, 3hr
- PBHL5013 Biostatistics I, 3hr
- PBHL5113 Environmental and Occupational Health, 3hr
- PBHL5123 Health Care System, 3hr
- PBHL5133 Health Behavior Research, 3hr
- PBHL5173 Epidemiology I, 3hr
- PBHL5323 Pharmaceutical Policy in the Healthcare System*

*Take as College of Public Health student; same class as PhPr5263

The courses in the College of Pharmacy meeting consideration for credit within the MPH program are both didactic and experiential course work. At this time, the following are courses in the PharmD program are eligible for elective credit within the MPH program:

- Didactic Course Credit (up to 9 credit hrs):
  - PhPr3412 US Health Care System for Pharmacists, 2hr
  - PhSc5142 Chemical Addiction, 2hr
  - PhPr5285 Death and Dying, 2hr
PhSc5412 Public Health: Overview, 2hr
PhSc5442 Introduction to Research Methods, 2hr
Experiential Course Credit (up to 3 credit hours):
PhPr67X4 Advance Practice Experience*
*An advanced practice experience in the final professional year of the PharmD program may be allowed credit as a Preceptorship within the MPH program (3 credit hrs of the 4 allowed in the PharmD curriculum) if the student meets the PBHL5993 requirements and with the approval of the faculty of the MPH program.

Grade point averages and class standings in each program are determined without consideration of the credit hours accepted from the other programs.

Students enrolled in the combined PharmD/MPH degree program will pay College of Pharmacy tuition for their PharmD curriculum courses. Course work in the College of Public Health currently requires no additional tuition if the student is a full-time student within the College of Pharmacy; however, students should discuss other fee charges with the College of Public Health Registrar. Student financial aid will not be available through the College of Public Health for students with primary enrollment in the College of Pharmacy.

MBA for PharmD/MBA Students
The College of Pharmacy offers access to a combined Doctor of Pharmacy/Master of Business Administration degree. The combined degree is offered in partnership with the University of Arkansas at Little Rock (UALR) College of Business. Students interested in this program should contact the Associate Dean for Professional Education or Dean’s designee. Admission to the combined PharmD/MBA requires a separate application to UALR.

College of Pharmacy students enrolled in the Combined PharmD/MBA program may apply MBA course work taken at UALR to meet the elective course work requirement in the PharmD curriculum if a minimum grade of B is achieved. The courses meeting consideration are the Core Courses and Beyond the Core Courses in the MBA curriculum. At this time the following courses (up to 9 credit hours or 3 courses) have been approved by the UAMS COP faculty as electives within the PharmD program:

- ECON7320 Quantitative Analysis, 3hrs
- ECON7300 Economic Principles, 3hrs
- MKTG7301 Marketing Analysis, Planning & Control, 3hrs
- FINC7301 Financial Management, 3hrs
- MGMT7302 Management & Organizational Behavior, 3hrs
- MGMT7310 Organizational Behavior, 3hrs
- ECON7313 Managerial Economics, 3hrs
- FINC7311 Corporate Financial Planning, 3hrs

College of Pharmacy students enrolled in the Combined PharmD/MBA program may be allowed to apply up to 6 hours of PharmD program credit towards elective credit in the UALR MBA program if a minimum grade of B is achieved. The following are courses in the PharmD program of study eligible for elective credit within the MBA program:

Coursework starting in 2008-2009 all other students
- PhPr3412 US Health Care System for Pharmacists, 2hr
- PhPr5643 Evidence-Based Medicine & Pharmacoeconomics, 3hr
- PhPr5744 Pharmacy Management, 4hr

Grade point averages and class standings in each program are determined without consideration of the credit hours accepted from the other programs.
Students enrolled in the Combined PharmD/MBA program would pay UAMS tuition for their PharmD curriculum courses. They would pay UALR College of Business graduate tuition for their MBA courses. Student financial aid will not be available for UALR College of Business graduate courses taken in the combined degree program.

**Graduation with Honors and Honors in Research**

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

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

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

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

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

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

- Refuse registration to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department.
- Withhold grades and transcripts to any student or former student who fails to return UAMS property entrusted to his/her care, or who fails to comply with rules governing the audit of student organization accounts, or who has failed to pay any fees, tuition, room charges, fines, or other charges assessed against him/her by a University official or department. The following officials will submit lists of students who have charges against them:
  - Public Safety
  - Student Housing
Library
Office of Academic Services
Academic departments
Treasurer’s Office (tuition and fees)
The College will attempt to notify students individually if their name is on a list.

**Commencement and Honors Convocation**
All senior students must attend the Senior Honors Convocation (held the night before Commencement) and Commencement activities. A student may not participate in Commencement activities unless all requirements for the degree have been completed.
Professionalism

Professionalism is an expected behavior of students, staff, faculty, and volunteer faculty who work for or are affiliated with the UAMS College of Pharmacy. All members of the College of Pharmacy community are considered to be mature adults whose attitude, conduct and morals are compatible with the functions and missions of UAMS as an educational institution, and with the ethical standards of the profession of pharmacy. Expected behaviors are defined in this Catalog and Student Handbook and Honor Code (http://www.uams.edu/cop/current_students/pdfs/honor_code.pdf).

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

- Acceptable personal appearance should include good personal hygiene to include regular bathing, use of deodorants, etc. Hair should be neat and clean and kept out of the eyes. Cologne and perfume is not recommended in the patient care setting and in moderation in all others. Cosmetics should be used in moderation. Nails should be well groomed and manicured to short or medium length. Jewelry and accessories should be non-distracting and jewelry in exposed pierced areas other than ears is not permitted. Tattoos must be covered.

- At minimum, acceptable attire in the didactic portion of the curriculum should be clean, neat, and conservative in nature. Students should be fully dressed, with clothing completely covering the trunk of the body and legs down to the knees. Casual clothing including blue jeans, shorts, t-shirts is acceptable. Unacceptable clothing includes any which reveals breasts/cleavage, abdomen, buttocks, or underwear; see-through clothing; and pajamas.

- At minimum, professional dress should include: shirts with tails tucked in, dress pants, dress shoes (close toed with dress socks/hose). Women should wear skirts and dresses no shorter than just above the knee when seated. Professional dress requires that the student be fully dressed without revealing breasts/cleavage, abdomen, buttocks, or underwear.

- COP Student’s white coat is required to be waist-length, clean, neat, with name badge. In general any time a student wears his/her white coat he/she should exhibit an acceptable personal appearance and be professionally dressed.

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

Class Attendance
Students are required to be diligent in their studies and regular in their attendance at classes. They will be held responsible for making satisfactory arrangements with their instructors regarding absences. Students will not be permitted to be absent from a class in excess of the semester hours of credit for that course. Repeated absences will be reported to the office of the Dean. Absences should be reported to the Dean’s office. Absences must be phoned in
Extended Absence from Class Policy: Regular attendance at lecture, laboratory and other didactic exercises is fundamental to successful completion of the Doctor of Pharmacy degree. Failure to attend two or more consecutive meetings of any class constitutes “Extended Absence”. Any student who is compelled to be absent for an extended period must notify the Associate Dean for Professional Education before any reasonably predictable absence commences. If an emergency (e.g. serious illness of student or immediate family member, extreme family hardship, disability) leads to extended absence, the student is responsible for notifying the Associate Dean for Professional Education as soon as practicable after the absence begins.

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

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

Inclement Weather Policy
UAMS recognizes that transportation problems result from inclement weather and hazardous road conditions. However, by virtue of the mission of UAMS, this campus never closes. There are times at which the inclement weather policy is declared in force. In severe weather or hazardous road conditions, the Chancellor or his designated representative will declare the inclement weather policy in effect. This will be broadcast on radio station AM 920 KARN, and FM 94.1, FM 98.5, and channels 4, 7, and 11 television broadcasting.
If the inclement weather policy for UAMS is declared “in effect” via appropriate broadcast, all classes, laboratories, registration and examinations will be canceled for the remainder of that day. Lectures, laboratories or examinations that are canceled due to inclement weather will be rescheduled and announced at the next meeting of that class. The College of Pharmacy inclement weather phone number is 686-7700. Students are advised to call this number for
information about College of Pharmacy classes.

**Impaired Student Policy**

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

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

Ideally, a student will self-identify their impairment to a faculty member. Otherwise, when an incident occurs which appears to be a dysfunction related to alcohol or drug use, this should be reported to the Associate Dean for Administrative Affairs.

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

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

**Plagiarism**

Plagiarism is adopting or appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgement, passages from the writings or works of others or presenting parts of passages of other’s writings as the products of one’s own mind. The COP faculty considers plagiarism an example of dishonest work. Faculty of the COP may use specialized computer software to assess plagiarism of student assignments. Infractions are to be referred to the Scholastic Standing Committee for judgment. Dishonest work will not be tolerated. Use the following guidelines when referencing material: The use of exact words from the source requires direct quoting and an appropriate reference using scientific notations. Paraphrasing is defined as the restatement of text, passage or entire work, i.e. not the use of the original writer’s exact words. Paraphrasing also requires the use of an appropriate
reference using scientific notation. Tables, photographs, models, figures, and illustrations and written text constitute the “works of another” and must be footnoted and referenced appropriately. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading. The UAMS Library has a webpage on “Avoiding Plagiarism” for additional information and is designed especially for students. Check the webpage at: http://www.library.uams.edu/resources/Plagiarism.aspx.

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

Reports of misconduct of staff, faculty, and volunteer faculty should be made to the following appropriate line of communication:

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

Evaluation of these reports will be the responsibility of the identified supervisor. Consequences of misconduct will be determined within the confines of the job descriptions of the individuals. The process outlined in the UAMS Administrative Guide 4.4.02 Employee Disciplinary Notice may be followed. Appeals will be handled through staff and faculty procedures outlined in the UAMS Administrative Guide (http://www.uams.edu/AdminGuide/) or UAMS Faculty Handbook.

Scholastic Non-Cognitive Performance Evaluation
Each student is expected to comply with requests of University officials in the performance of their duties; to obey the laws of the city, state and nation; and to refrain from conduct that would demean the ethics and integrity of the profession of pharmacy. Scholastic non-cognitive performance is evaluated on the basis of certain demonstrated characteristics that are important to individuals preparing for a career in pharmacy. Characteristics included in these evaluations are attentiveness, demeanor, maturity, cooperation, inquisitiveness, responsibility and respect for authority. Students shall receive a grade of “Outstanding” or “Inadequate” when appropriate. The lack of either grade indicates that the student has been judged to possess the demonstrated characteristics or that contact with the student has been insufficient to allow evaluation. Faculty members of each course in which the student is enrolled will make evaluations.

If the student receives two (2) or more grades of “Outstanding,” the Associate Dean for Administrative Affairs will notify the student in writing of the fact, and will place a letter of
commendation in the student’s file.

If the student receives the grade of “Inadequate” in two (2) or more separate situations or incidents, the Associate Dean for Administrative Affairs will undertake the following action (in the case of a serious violation, a single grade of “Inadequate” will suffice):
1. Notify the student in writing that he/she has received an excessive number of “Inadequate” evaluations;
2. Require the student to arrange a formal interview within one week with the individual(s) submitting the written report(s); and
3. Forward to the Scholastic Standing Committee the results of this interview, including the student’s explanation for his/her behavior.

The Scholastic Standing Committee may choose any or several of the following:
- Take no further action;
- Counsel the student in writing only;
- Interview and counsel the student;
- Interview and counsel the student and place him/her on leave of absence for an interval to be recommended by the Associate Dean for Administrative Affairs and approved by the Scholastic Standing Committee;
- Interview and counsel the student and place him/her on scholastic non-cognitive probation for an interval to be recommended by the Associate Dean for Administrative Affairs and approved by the Scholastic Standing Committee;
- Interview the student and recommend the student repeat the entire academic year; or
- Interview the student and recommend his/her dismissal from the College.

Recommendations of the Scholastic Standing Committee are forwarded to the Dean for action.

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

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

1. Appeal of Interim Administrative Action: In the event that interim action is invoked, the student may appeal the action through the College's non-discriminatory grievance policy as further explained in the "Student Grievance Procedure and Appeal" which is detailed in the College of Pharmacy Catalog and Student Handbook.

2. Violation of Interim Action: Any violation of an interim action will result in an inadequate Scholastic Non-Cognitive Evaluation. The Scholastic Standing Committee will then meet to consider the student’s status with the College of Pharmacy.

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

1. Appeal from the Interim Suspension: In the event that interim suspension is invoked, the student may appeal the action through the College’s non-discriminatory grievance procedures as further explained in the “Student Grievance Procedure and Appeal” in the College of Pharmacy Catalog and Student Handbook.

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

C. Referral for Psychological Evaluation

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

1. Referral to The Student Wellness Center: When an authorized individual has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student’s continued presence on campus would present a danger to himself/herself and/or others, or to university property, the authorized individual will direct the student to consult with the Director or staff of the Student Wellness Program. In the event of a student’s refusal to obtain such consultation in a timely manner, interim action may be invoked.

2. Procedure: Whenever possible, the student who is being administratively referred to the Student Wellness Program will be accompanied by an authorized individual or faculty member from the College.

3. Recommendations: Following an evaluation, the Director or medical staff member of The Student Wellness Program may recommend that the student be placed on an medical leave from the University to seek psychological/medica1 treatment if:
   a) The student has violated institutional regulations and appears to lack the capacity to respond to the disciplinary process, or did not appear to know the nature and wrongfulness of the alleged violation; or
b) The student has threatened or attempted harm to himself or herself or another individual, or to University property, and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or
c) A student is engaged in behavior exacerbated in the academic setting, which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.

4. Report: The medical staff and/or the Director of The Student Wellness Program will send a report summarizing the results of the evaluation and any recommended action to the student's Dean or his/her designees. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the student's Dean's Office (e.g., the University Housing staff member if the student is living in a residence hall).

5. Medical Leave: If a medical leave is recommended, the medical staff and/or Director of The Student Wellness Program will notify the student's Dean or designee. If the Dean or designee accepts the recommendation, the student shall be immediately placed on a medical leave of absence from the College of Pharmacy.
   a) Return from Leave of Absence: If a student has been placed on a medical leave from the College of Pharmacy based on recommendations from the medical staff and/or Director of The Student Wellness Program, prior to ending the leave and returning to school, the student will be required to submit a report to the Scholastic Standing Committee from a licensed mental health practitioner stating that he/she is capable of participating in the College’s academic/disciplinary/grievance processes, and/or that the student has received sufficient treatment to be capable of returning safely to the University community. The College of Pharmacy may require further evaluation by the Director of The Student Wellness Program or by another licensed practitioner.
   b) Appeal from Medical Leave: After the Scholastic Standing Committee has received a report from the medical staff and/or the Director of the Student Wellness program stating that the student is capable of participating in the College’s academic/disciplinary/grievance processes, the student may appeal any disciplinary charges through the College's nondiscriminatory grievance procedures in the “Student Grievance Procedure and Appeal” in the Catalog and Student Handbook.

6. Dismissal: If the Interim Action, Interim Suspension, or Medical Leave extends for a period of time making it impossible for the student to complete all requirements for the degree then the student will be dismissed from the College of Pharmacy.
Student Policies and Procedures

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

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

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

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

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

Final Decision by the Dean or Dean’s Designee: After receipt of a determination from the Scholastic Standing Committee resulting from an academic procedure, the Dean or Dean’s designee may accept the determination or refer it back to the Scholastic Standing Committee for additional consideration. The decision of the Dean or the Dean’s designee shall be final, and there shall be no further appeal. The Chair of the Scholastic Standing Committee will notify the student in writing of the final decision.
Scholastic Non-Cognitive Progression Review Procedure and Appeal
When a student does not meet academic honesty or minimal scholastic non-cognitive standards the Scholastic Standing Committee will review that student’s record in detail and make a determination. If the class syllabus for a particular class states a specific academic honesty policy different from the College policy, the class policy takes precedence. The Scholastic Standing Committee may meet at any time during the calendar year.

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

The student may submit a written statement to the Chairman of the Scholastic Standing Committee prior to the meeting that sets out reasons why the determination of the Committee should be in his/her favor. The student may also submit written statements from others in his/her behalf, and may appear in person, make an oral statement, and answer questions from members of the Committee. This interaction shall be in the nature of an informal give-and-take rather than a formal evidentiary hearing. Legal counsel may not be present. The student may not present witnesses without prior consent of the Chairman.

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

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

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

Disciplinary Proceedings and Appeal
Cases involving disciplinary actions can arise from alleged infractions of student conduct or an
alleged serious and significant breach of appropriate behavior. Examples by way of illustration, not by way of limitation of possible actions, which would lead to initiation of disciplinary procedures, include accusations of fraud, stealing or other violations of law.

After receipt of an allegation of infraction of student conduct as defined in the Catalog and Student Handbook, or for an alleged serious and significant breach of appropriate behavior, a hearing before the Student-Faculty Affairs Committee will be conducted to determine the facts. The Chairman or a member of the Committee shall prepare and present the case against the student. If the Student-Faculty Affairs Committee finds the student guilty, his/her disposition becomes an academic matter. The case shall be referred to the Dean or designee for determination of disposition. If the Student-Faculty Affairs Committee finds the student innocent, all records of that proceeding shall be destroyed.

Disciplinary Hearing Procedures: Seven (7) working days in advance of a Student-Faculty Affairs Committee hearing, the student will be provided notice in writing of the specific allegations, a list of witnesses and any sworn statements or exhibits which will be used as evidence against him/her. The student will be given a list of the members of the Student-Faculty Affairs Committee. The student may request that the Dean or Dean’s designee replace any member(s) of the Student-Faculty Affairs Committee for the hearing if the student can show cause.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then asked to leave. The testimony will be recorded (audio), but the deliberations of the Committee will not be recorded. The student may have one (1) person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the complainant chooses to have an attorney present, a University attorney may also attend the hearing. The student may appear in person, make an oral statement, and answer questions from members of the Committee. Should the student choose to remain silent, no adverse inference will be raised against him/her. The student may submit sworn written statements and other exhibits and witnesses in his/her behalf. The student may hear and question all witnesses.

During the period of time prior to the disciplinary hearing, the Dean or Dean’s designee may remove a student from his/her academic place (courses, clerkship, or elective) if the student materially and substantially disrupts the educational process or constitutes a clear and present danger to the health and safety of any other persons, themselves, or property, or infringes on the rights of others.

The Student-Faculty Affairs Committee shall make its determination in writing based upon the evidence presented at the hearing that is relevant to the issue or issues before Committee. The student may not be present during the Committee deliberations. The student shall be notified in writing of the determination.
 Appeal of Disciplinary Recommendations: Within seven (7) working days of the date of the determination notice the student may appeal, in writing, to the Chairman of the Student-Faculty Affairs Committee that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for appealing the determination. If a student contests the determination of the Student-Faculty Affairs Committee, the Student-Faculty Affairs Committee will reconvene to review the student’s contentions. If the Student-Faculty Affairs Committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. There shall be no further appeal from a final determination by the Student-Faculty Affairs Committee.

If the Student-Faculty Affairs Committee finds a serious breach of behavior occurred, the Committee would recommend disposition to the Dean or Dean’s designee.

Final Decision by the Dean or Dean’s Designee: After receipt of a recommendation from the Student-Faculty Affairs Committee resulting from either an academic or disciplinary procedure the Dean or Dean’s designee may accept the recommendation, revise it or refer it back to the Student-Faculty Affairs Committee for reconsideration. The decision of the Dean or the Dean’s designee shall be final, and there shall be no appeal. The student shall be notified in writing of the decision.

Student Grievance Procedure and Appeal
The College of Pharmacy Student Grievance Procedure represents a formal mechanism whereby any student may obtain a review of a complaint of unfair treatment. The Grievance Procedure shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather a person or persons shall use it for a hearing and due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

A student with a grievance must submit a written statement to the Associate Dean for Student Affairs outlining specifics within three (3) working days following the incident which forms the basis for the complaint, e.g., three days after grades are posted.

Initial Attempt to Resolve Grievance: An attempt shall be made to resolve the grievance by referring the student to the departmental chairman or other appropriate administrative official. If the grievance cannot be resolved, and if it is deemed advisable by the Dean, a Grievance Panel will be convened for the purpose of conducting a hearing to determine the facts.

Grievance Panel Selection and Hearing Procedures: The process for selecting a Grievance Panel of six members will be as follows: The person filing the complaint and the Dean or his designee jointly will review the College of Pharmacy’s full-time faculty list, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being
appealed should not sit on the panel for that complaint). The names of the remaining members will then be written on tabs of paper, folded, and randomized by mixing. The complainant will draw names from the container. The first six (6) names will constitute the Grievance Panel, provided that they are available at the time of the Hearing. The 7th name drawn is the first alternate; the 8th name drawn is the second alternate, etc., until all names are listed in a priority hearing sequence.

The Hearing is to take place no sooner than three (3) days and not later than ten (10) days after the drawing unless there is a specific reason why another time must be selected (e.g., inability of an attorney to be present within the prescribed period). At a prearranged time prior to the Hearing the six (6) members of the Panel and the complainant will meet briefly with the Dean to be given the charge (i.e., whether the complainant has been treated fairly and equitably), plus all relevant background data. The Dean and complainant will then withdraw and the Panel will elect a chairman to preside at the subsequent hearing.

The hearing will be conducted in private. Witnesses will be admitted for testimony only and then be asked to leave. The testimony will be recorded (audio), but the final deliberations of the panel will not be recorded.

The student may have one (1) person present during the hearing, who may be an attorney, to advise him/her. This person may not address the Panel, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the complainant chooses to have an attorney present, a University attorney may also attend the hearing. The student must appear in person, make an oral statement, and answer questions from members of the Panel. The student may submit sworn written statements and other exhibits and witnesses in his/her behalf. The student may hear and question all witnesses testifying before the Panel.

The Panel shall make its determination of whether the student was treated fairly or unfairly based upon the evidence presented at the hearing which is relevant to the issue or issues before the Panel. The determination will be made to the Dean in writing by the end of the next working day. The Panel may make recommendations for resolution of the dispute. The student may not be present during the Panel deliberations. The student shall be notified in writing by the Dean or designee of the Panel’s determination.

**Appeal of Grievance Panel Findings:** Within seven (7) working days of the date on the Dean’s notification to the student of the Panel’s determination, he/she may appeal, in writing, to the Dean that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place. These are the only bases for contesting the determination of the Panel. If a student contests the determination of the Panel, the Panel will reconvene to review the student’s contentions. If the Panel concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review its determination and revise it if appropriate. The Panel will present its determination in writing to the Dean.
Final Decision by the Dean: After receipt of a determination from the Panel and after the seven day period has elapsed, the Dean may accept it, reverse it, or refer it back to the Panel for reconsideration. The student shall be notified in writing of the Dean’s decision. The decision of the Dean shall be final, and there shall be no further appeal.

Student Complaint Policy (ACPE Standards 2007)
The UAMS College of Pharmacy will respond fairly and impartially to any written complaint related to standards of the Accreditation Council of Pharmacy Education (ACPE) according to the process established by the faculty.

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

1. The written complaint shall be directed to an associate dean of the College of Pharmacy.
2. The associate dean shall acknowledge in writing to the author(s) of the complaint the date of its receipt and the schedule for action.
3. The associate dean shall bring the complaint to the next regular meeting of the Executive Committee of the College for advice in directing the complaint to the appropriate Standing Committee of the College.
4. The associate dean shall transfer the complaint to the Chair of the appropriate Standing Committee for action.
5. The Standing Committee receiving a written complaint related to an ACPE Standard shall meet to consider the complaint within five (5) working days of delivery of the complaint to its Chair. The Standing Committee shall recommend action to resolve the complaint within five (5) working days of this meeting. The Chair shall direct the recommendation to the Dean.
6. The Dean may accept, reject or modify the advice of the Committee. The Dean shall notify in writing the decision about the Committee’s advice to the Chair of the Committee and to the author(s) of the complaint within three (3) working days of receiving the Committee’s advice.
7. The decision of the Dean shall be final. If the author(s) of the complaint disagree, the matter shall be handled in accordance with the College of Pharmacy Grievance Process.
8. The Dean’s Office shall establish a file containing the original of each complaint received relating to ACPE Standards, the advice of the Standing Committee receiving the complaint, and a copy of the Dean’s letter stating final action on the complaint. The file shall be maintained permanently. Contents of the file shall be available only to the Dean or Dean’s Designee, and to authorized officers of ACPE.

For more information on unresolved issues on a complaint related to the accreditation standards please see http://www.acpe-accredit.org/complaints/default.asp. If you wish to file a complaint, please use the following e-mail: csinfo@acpe-accredit.org (regarding a professional degree program) or ceinfo@acpe-accredit.org (regarding a continuing education provider).