

PHARMACY (PHARMD)

The Doctor of Pharmacy (PharmD) is a four-year professional degree program that will prepare you for a variety of careers in the dynamic profession of pharmacy. From hospitals to pharmaceutical companies, we'll prepare you to work in a variety of healthcare settings as a medication expert who makes a difference in the lives of patients.

New students enter the program in the fall. Candidates must submit their applications to PharmCAS **by June 1, 2023**, to create a PharmCAS account/application if they do not have one already. Candidates will need a PharmCAS application to be considered for admission. All application materials, including the application fee, must be received by the deadline. Late and/or incomplete applications will not be considered.

Applicants to the University of Colorado Skaggs School of Pharmacy are expected to conduct themselves within legal and ethical standards of behavior during the admission process. It is our goal to admit students with a high level of professionalism or professional potential.

You are responsible for properly completing your application, sending your supporting documentation and fees to PharmCAS and the School of Pharmacy on time, AND regularly checking the status of your file online by logging onto your PharmCAS web application. The admissions committee reserves the right to review each application on a case-by-case basis.

Coursework

Please visit the Skaggs School of Pharmacy website (<https://pharmacy.cuanschutz.edu/academics/pharmd/admissions-information/>) to review required Pre Pharmacy Coursework.

Applicants to the University of Colorado School of Pharmacy must complete all prerequisites with a grade of C or higher (C- or below is not acceptable) at a college or university that is accredited by the North Central Association of Colleges or one of its regional affiliates. Applicants must complete all prerequisites by the end of the spring term prior to their first fall term in the School of Pharmacy. Science and Calculus prerequisite course work must have been completed within the last 10 years of the semester in which the applicant intends to enroll. We can offer prerequisites extensions into the summer semester in certain circumstances. Please contact us at SOP.OSSApps@cuanschutz.edu for more information. In many cases, applicants can be admitted while they are completing the course work in the spring semester but the number of courses in progress may affect the decision of the admissions committee should there not be sufficient course work to evaluate.

Transcripts

All transcripts must be submitted to PharmCAS regardless of the age or transferability of courses. The admissions committee considers all coursework completed and derives a cumulative GPA from all colleges and universities attended. Failure to reveal all transcripts will result in disqualification. Once admitted, official transcripts from all previous colleges and universities (including other University of Colorado campuses) attended must be submitted directly to the School of Pharmacy. All transcripts must be received in a sealed envelope from the institution. Updated official transcripts must be provided as soon as each subsequent term is completed.

Application

Application to the Doctor of Pharmacy program is available through the Pharmacy College Application Service or PharmCAS (<http://www.pharmcas.org/>), a centralized application service to apply to multiple degree programs offered by schools and college of pharmacy. PharmCAS is designed for first-year professional PharmD degree programs.

GPA

The average GPA of our admitted students is typically around 3.4. Competition is typically the strongest among out-of-state applicants.

Recommendations

Two recommendation forms (<https://www.pharmcas.org/application-instructions/evaluations/>) are required as part of the PharmCAS application (<http://www.pharmcas.org/>). Letters submitted in lieu of completing the form will not be accepted. The applicant should seek recommendations attesting to his/her academic performance (academic recommendation) or on the applicant's professional skills and potential for success in a rigorous professional degree program (professional recommendation).

Interview

Interview Options

Qualified applicants will have the option to complete an On-Site or Virtual Interview, and if eligible, receive an offer of admission. Interviews begin in August.

When a candidate meets the threshold to be invited for an interview, the school's admissions team will contact the candidate directly with a summary of available interview dates.

Interview Dates

Other Requirements

English Proficiency

Excellent oral and written English communication skills are necessary prerequisites for admission to the school, success in the program and competent practice in the field of pharmacy. Applicants who meet one or more of the criteria in the review process will be required to undergo an evaluation of your English language proficiency. This will be completed via an Oral Proficiency Interview (OPI) as part of the application process. The purpose of this computerized OPI is to assess and rate a speaker's level of oral proficiency in English. Please be aware that for your application to continue through the admissions process, an OPI is required. Aspects of this evaluation include pronunciation, grammar usage, and coherent discourse.

Due to the rigorous communicative demands of the Pharm.D. program, the minimum English oral proficiency admission standard is "advanced low" according to the ACTFL Oral Proficiency Guidelines for Speaking. Applicants rated at an oral proficiency level below "advanced low" via the OPI are disqualified from the pool of applicants considered for admission.

Confirmation Deposit

Approximately two weeks after receiving a letter of acceptance, applicants must submit a \$200 initial confirmation deposit to hold their position in the entering class. By March 1, an additional \$200 confirmation deposit will be required. (After March 1, the total admission

deposit will be \$400). This deposit will be credited after the first semester of matriculation.

Criminal Background Check

Each admitted student must submit to a national background check on upon initial, conditional acceptance to pharmacy school. The rationale for performing criminal background checks on accepted pharmacy school applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, 2) to ascertain the ability of accepted applicants to complete their pharmacy education (students are required to maintain a State of Colorado pharmacy intern license while participating in the pharmacy curriculum which includes direct patient care activities) and to eventually become licensed pharmacists.

In support of this recommendation, AACP has initiated a PharmCAS-facilitated national background check service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on applicants at the point of acceptance. AACP has initiated this service in order to recognize the desire of pharmacy schools to procure appropriate national criminal history reports and to prevent applicants from paying additional fees at each pharmacy school to which they are accepted.

Drug Testing

All matriculated students are also required to undergo drug testing and you will receive further information regarding this requirement after you are enrolled in the program.

Correspondence Methods During the Admissions Cycle

The School of Pharmacy reserves the right to choose to correspond with our applicants via e-mail, phone or by U.S. Postal Services. It is incumbent upon the applicant to ensure a current email, phone and postal address are currently on file. The School of Pharmacy cannot be held accountable if the candidate does not receive or respond to application or admission related correspondence.

E-mail messages generated by the School of Pharmacy and related services may be sent simultaneously to multiple applicants. To avoid missing important e-mails, turn the "Spam" or "junk" email filters off during the application cycle or periodically check your Spam/junk e-mail file for the School of Pharmacy related messages.

PCAT not Required

The PCAT is not required. If the PCAT (or MCAT) is submitted, it will be considered supplementary information only.

International Applicants and Applicants with Previous Degrees

Please visit the Skaggs School of Pharmacy website (<https://pharmacy.cuanschutz.edu/academics/pharmd/admissions-information/#international>) for more information on Foreign Transcripts, International Applicants, and Applicants with previous degrees.

Computer requirements for PharmD students

Correspondence

The School of Pharmacy reserves the right to choose to correspond with our applicants via e-mail, phone or by U.S. Postal Services. It is incumbent upon the applicant to ensure a current email, phone and

postal address are currently on file. The School of Pharmacy cannot be held accountable if the candidate does not receive or respond to application or admission related correspondence.

E-mail messages generated by the School of Pharmacy and related services may be sent simultaneously to multiple applicants. To avoid missing important e-mails, turn the "Spam" or "junk" email filters off during the application cycle or periodically check your Spam/junk e-mail file for the School of Pharmacy related messages.

The minimum professional GPA required of all pharmacy students for graduation is 2.0 (C) based upon all didactic coursework in the program. A passing grade is required for all advanced pharmacy practice experiences in the P4 year.

Year 1

Fall		Hours
PHRD 5015	Mechanisms of Disease	3
PHRD 5025	Applied Biological Chemistry	3
PHRD 5045	Pharmacy Law and Regulatory Standards	3
PHRD 5055	Pharmacy Practice Fundamentals & Drug Information	4
PHRD 5075	Pharmacotherapy Self-Care	4
Hours		17

Spring

PHRD 5010	IPPE Community	2
PHRD 5915	Modern Drug Design & Actions	2
PHRD 5925	Pharmaceutics	4
PHRD 5935	Pharmacology & Toxicology	2
PHRD 5965	Patient-Centered Communication	4
PHRD 5985	Pharmacotherapy 1	4
IPCP 5000	Interprofessional Collaborative Practice	1
Hours		19

Year 2

Fall		
PHRD 6015	Pharmacokinetics	3
PHRD 6065	Evidence-based Medicine & Literature Evaluation	3
PHRD 6085	Pharmacotherapy 2	4
PHRD 6095	Pharmacotherapy 3	4
IPHE 6000	IPE Healthcare Ethics & Health Equity	1
Hours		15

Spring

PHRD 6910	IPPE Health System	2
PHRD 6925	Medicinal Chemistry	2
PHRD 6965	Clinical Problem Solving Skills	2
PHRD 6985	Pharmacotherapy 4	5
PHRD 6995	Pharmacotherapy 5	4
Hours		15

Year 3

Fall		
PHRD 7015	Seminar Research	1
PHRD 7025	Pharmacogenomics	2
PHRD 7045	Public Health & Health Outcomes	3
PHRD 7055	Pharmacy Management	2

PHRD 7085	Pharmacotherapy 6	4
PHRD 7095	Pharmacotherapy 7	4
Hours		16

Spring

PHRD 7905	Advanced IPPE	6
PHRD 7965	Health Care Informatics	2
PHRD 7995	Clinical Capstone	6

You are required to take at least one of the below elective courses

PHRD 7830	Infectious Diseases Elective	2
PHRD 7835	Advanced Cardiovascular Pharmacotherapy	2
PHRD 7850	Geriatric Pharmacy Elective	2
PHRD 7885	Acute Care Pharmacotherapy	2
PHRD 7890	Advanced Oncology Pharmacy	2

Hours **24**

Year 4**Summer**

During your P4 year you must complete 7 rotations across the 3 semesters. Two rotations are required for PHRD 8055 & 8085. The other courses each require one rotation.

PHRD 8045	AdvPharPracExp - Medication Therapy Management	3
PHRD 8055	AdvPharPracExp - Elective	6
PHRD 8065	AdvPharPracExp - Ambulatory Care	6
PHRD 8075	AdvPharPracExp - Community	6
PHRD 8085	AdvPharPracExp - Hospital/Health-System Pharmacy	6
Hours		27
Total Hours		133

Choose 4 credits from the following elective courses. These are normally taken in the P2 year or P3 fall semester. Please note that actual offering may vary; contact the program to verify specific courses and registration restrictions.

Code	Title	Hours
Electives		
PHRD 7808	Introduction to the Pharmaceutical Industry	2
PHRD 7810	Applied Pharmaceutical Outcomes Research Methods	2
PHRD 7812	Seminar in Pharmaceutical Sciences	2
PHRD 7815	Physical Assessment/Examination in Pharmacy	2
PHRD 7818	Innovation and Entrepreneurship	2
PHRD 7828	Advanced Diabetes Management	2
PHRD 7842	Medical Use of Cannabis	2
PHRD 7844	Special Topics in Compounding	2
PHRD 7857	Compounding Pharmacy Elective	2
PHRD 7860	Special Topics in Integrated Health & Medicine	2
PHRD 7870	Pediatric Pharm Practice	2
PHRD 7895	Beginning Medical Spanish	2
PHRD 7896	Intermediate Med Spanish	2

PharmD Graduation Information

Graduation Ceremony Information

The commencement ceremony that includes all schools is held in the quadrangle at the Anschutz Medical Campus. A separate, smaller convocation ceremony for CU Pharmacy graduates and their families follows in the Library Commons. Commencement ceremonies are scheduled for the Friday preceding Memorial Day weekend each year. Typically, a commencement banquet is held for graduates and guests on the Thursday evening preceding Memorial Day weekend each year. Information regarding cap and gown rentals, ordering of announcements, and schedules will be distributed during the spring as the graduation date approaches.

Applying for the NAPLEX

Preparing to register and sit for the NAPLEX

Before you get started, download the NAPLEX/MPJE Registration Bulletin (<https://nabp.pharmacy/programs/examinations/naplex/>). It contains everything you need to know about the exam, such as:

- The registration process
- Testing appointment instructions
- What you'll see on the exams
- How to get your score report

Be sure to download the Registration Bulletin only from this website (<https://nabp.pharmacy/programs/examinations/naplex/>) to get the most accurate, updated information about the NAPLEX. NABP is aware of some websites that are posting fake, outdated, or incorrect registration bulletins.

Register for the NAPLEX

Ready to register for the test? Start out by logging into your NABP e-Profile to register online for the examination. The board of pharmacy in the state for which you are seeking licensure will then determine your eligibility to take the NAPLEX based upon the information you provided in your record. Check with your board of pharmacy (<https://nabp.pharmacy/about/boards-of-pharmacy/>) to make sure you meet their requirements. If you plan to seek licensure in multiple states, don't forget to utilize the Score Transfer (<http://nabp.pharmacy/programs/naplex/score-transfers/>) option.

When you log into your e-Profile, be sure to check that the name in your e-Profile matches the printed name on both the primary and secondary forms of ID that you will bring to the test center to ensure that you are not turned away on the day of the test. See the Important Test Day Information section below or the NAPLEX/MPJE Registration Bulletin for more information.

Military Discount

NABP offers one-time discounts for military members and their spouses. Active military members, reserves, and veterans will be reimbursed for 100% of the registration fee, and their spouses will be reimbursed for 50% of the fee. Reimbursement of examination registration fees apply to a single attempt on the NAPLEX. Fees for repeat attempts will not be reimbursed. To learn more, contact Customer Service (<https://nabp.pharmacy/about/contact/>).

If you are seeking licensure in Colorado, Kentucky, Maine, Michigan, Nebraska, Oregon, Rhode Island, and/or Utah

NABP confirms eligibility to sit for the NAPLEX and MPJE for candidates seeking licensure in the above listed states. If you are seeking licensure for any of these jurisdictions, including via score transfers, you will need

to pay an additional non-refundable processing fee of \$85. This fee covers both the NAPLEX and MPJE and is valid for a one-year period starting with the date of the initial application.

If you have not passed your exam within that one-year period, you will forfeit the processing fee and will be required to submit a new processing fee if you wish to still take the exam(s).

If you are a new graduate seeking initial licensure in one of the above listed states, you must have an official transcript sent directly from your pharmacy school to NABP before beginning the NAPLEX/MPJE application process. Candidates applying for licensure in Oregon must also submit an official transcript to the Oregon State Board of Pharmacy. Official transcripts must be in a sealed envelope bearing the school's stamp/seal on the envelope flap. Candidates may request that their school send transcripts electronically to transcripts@nabp.pharmacy.

Licensure and Testing

Information regarding licensure and testing can be found at the Colorado State Board of Pharmacy site (<http://www.dora.state.co.us/pharmacy/>). If you are applying for licensure in another state, you will need to check that specific state's board of pharmacy website for their requirements.

Diploma

Graduating students must apply for their diploma by December of their P4 year. Information will be e-mailed directly to you.

Absence Policy

This policy forms a framework to provide consistency for student absences while considering individual circumstances. Only absences from required quizzes/exams, activities, other evaluated assignments or assessments that require attendance should be processed through the Office of Student Services (OSS). Documentation is required for these requests. Decisions regarding the status of an absence request may take up to seven business days. Please see the Student Responsibilities section for further information.

The school expects that a student will participate in every class and for the entirety of the class, independent of whether attendance is formally part of the course grade. Excessive absences, whether approved or not, may make it impossible for a student to meet the outcomes/expectations of a course. The student must understand the outcome and evaluation expectations of each course through deliberate communication with the course director(s) and a thorough review of the course syllabus. If a student needs to take an extended time away from the curriculum for reasons beyond the student's control, an administrative solution should be explored with OSS, the student, and course directors.

Absences are defined in the following categories:

A. Absences protected by law

B. Absences managed at the course level

C. Unapproved absences

A. Absences protected by law

Students must submit an Absence Request Form along with documentation of their absence to OSS. Each request is evaluated on a case-case basis.

The school is required to provide make-up accommodations for the following situations, provided it is reasonable to do so and it does not fundamentally alter the curriculum:

- Disability-related absences that are documented through Disability Resources and Services (DRS)
 - A formal request for the accommodations must be provided by a Faculty Notification Memorandum (FNM) from DRS. The FNM must specifically include the ability to make-up missed work.

• Absences due to jury duty

- A student who receives jury summons must notify the OSS immediately. It is recommended that students postpone their jury summons (if possible) due to the challenges of coordinating the rigors of coursework with jury duty.
- If a postponement is not permitted, the student must inform OSS and provide the jury summons and the certificate of completion of jury duty from the court.

• Absences due to the observance of protected religious holidays

- A student must inform OSS of their intention to observe religious holidays at the beginning of the semester.

• Medically-related absences due to pregnancy

- The absence duration may be as long as deemed medically necessary by the student's health care provider.
- Applies only to medically-necessary absences associated with pregnancy and childbirth. It does not, for example, apply to childcare or routine medical appointments.
- Applies to a spouse/partner during the labor and delivery, and 48 hours post-delivery.

Course directors, in collaboration with OSS, DRS, and Office of Equity, will determine if and when make-up work will be completed, e.g., before or after an evaluation is administered to the rest of the class, but typically as soon as reasonable before a student's departure or return to school. All students who take a make-up evaluation separately from the rest of the class will be required to sign an acknowledgment of the school's Student Ethics and Conduct Code. A student may choose to waive their right to this process and follow the policies for other types of absences that are published in the syllabus. The school reserves the right to deny make-up options if the student does not provide the adequate notification.

B. Absences managed at the course level

Students must submit an Absence Request Form along with documentation of their absence to OSS. Each request is evaluated on a case-case basis.

Examples of absences that fall in this category are listed below.

Individual course syllabi/course directors dictate how these absences are managed. It is the sole responsibility of the student to review the course syllabus, and in collaboration with their course director(s), determine how an absence of this category will be managed, and if it will affect their grade and/or ability to succeed in the course.

- *Medical necessity* refers to an unpredictable or serious illness of the student or immediate family that requires urgent or immediate evaluation by a healthcare provider. Nonemergency routine office visits or elective procedures within the control of the student do not qualify and should be scheduled around the student's course schedule.
- *Death of a family member* includes the death of spouse/partner, children, or significant other within the immediate family as well as parents, grandparents and siblings of the student and/or spouse/partner
 - The amount of time a student will be allowed to be absent for the death of a family member is limited. It is usually the amount of time to travel to, attend and return from any service(s).
 - The student must contact OSS as soon as possible to discuss their options.
- *Pre-approved professional activities* (e.g., conferences)

Students attending a professional meeting must contact the student organization advisor(s), course director(s) and OSS at least

four weeks in advance of the start of the meeting. The student organization advisor(s), course director(s) and OSS will review the meeting schedule to determine the number of days a student can be absent. Factors that will be considered include the role of the student at the meeting, conference programming specific to students, and the impact of travel on student's class and exam schedule.

- *Weddings*
 - If the student is a bride or groom, the maximum number of days a student will be absent will be decided in conjunction with the Assistant Dean for Student Affairs and the student's course director(s)
 - If attending a wedding in which the student is not the bride or groom, then a maximum of one class day is allowed.
- *Extenuating circumstances* include those not covered by the previous categories. A determination on these absences will be made by OSS in collaboration with course directors associated with the course, when necessary.

C. Unapproved Absences

Unapproved absences do not fall into any of the above categories. The school shall not provide make-up opportunities in these situations. Common examples of these types of absences include student-scheduled experiential activities, outside employment, tardiness due to poor planning (e.g., traffic, sleeping through an alarm, not reading directions, etc.), and extracurricular/family events. A student who decides to be absent is encouraged to use their discretion and discuss the ramifications of the missed activity or evaluation with the course director(s).

Student Responsibilities

Students are responsible for the following:

- Students who are (or anticipate) experiencing any circumstances which may impact their ability to be successful in the pharmacy curriculum, or have questions about the Absence Policy are strongly encouraged to contact OSS in person or at OSS@ucdenver.edu or 303-724-2882 as soon as possible.
- Submitting an Absence Request Form (https://ucdenverdata.formstack.com/forms/absence_request/)
 - *Organization*
 - Students must compile a summary of all assessments missed, including the course name and number, the course director(s) name(s), and the originally scheduled date and time of evaluations or required attendance activities.
 - *Documentation*
 - Students must provide necessary and complete documentation to allow the school to sufficiently evaluate the request for an absence. Additional information can be found in the "Acceptable Forms of Documentation" section of the absence form.
 - *Preapproval*
 - Students are expected to communicate with OSS in person or at OSS@ucdenver.edu, 30 days before the absence, or when that is not possible, as soon as possible thereafter.
 - Failure to obtain preapproval in situations where it was reasonable may result in an unapproved absence, or for legally protected absences, not providing make-up options.
 - Students must obtain confirmation of an absence before booking any travel arrangements.
 - *Follow-Up*

- Students are expected to work with their course directors and in collaboration with OSS to determine how the absence will be managed. This will involve reference to the course structure/syllabus, as appropriate. When applicable, an email CU SSPPS Absence Policy 4 confirmation of the date and time of make-up plans should be forwarded to OSS (with course directors cc'd). This typically occurs within 48 hours before the student's departure or return to the curriculum.

- Obtaining *authorization for accommodations* through Disability Resources and Services (DRS) to allow for any make-up work due to a medical disability must occur before any make-up work will be administered. Neither the course director nor OSS can determine whether a student has a disability that is eligible for accommodations. Accordingly, students requesting accommodations for a disability must contact:

*Sherry Holden | Coordinator
University of Colorado Anschutz Medical Campus Disability Resources & Services
Bldg. 500, Room Q20-EG 305A
Phone: (303) 724-5640, Fax (303) 724-5641 Part-time:
Monday, Tuesday and Thursday
sherry.holden@ucdenver.edu*

DRS will assist in determining reasonable accommodations. Be aware that the determination of accommodations can take several weeks. No accommodations will be made for the course until DRS has notified the course directors and/or OSS of the approved accommodations. Once authorized, it is the student's responsibility to coordinate approved accommodations with the OSS well in advance. Further general information regarding disability resources and services can be found at: <https://www.cuanschutz.edu/offices/office-of-disability-access-and-inclusion/campus-resources> (<https://www.cuanschutz.edu/offices/office-of-disability-access-and-inclusion/campus-resources/>)

- Pregnant students needing additional assistance or resources may contact:

*William Dewese
Associate Director, Deputy Title IX Coordinator
Office of Equity
University of Colorado Denver | Anschutz Medical Campus
1380 Lawrence Street, Room 1234, Denver CO 80204
Phone: 303.315.0120 | william.dewese@ucdenver.edu |
equity.ucdenver.edu*

Colorado AHEC Rotation Housing Policy

Please see the official policy document here (https://pharmacy.cuanschutz.edu/docs/librariesprovider195/current-student-documents/pharmd/student-policies/colorado-ahec-rotation-housing-policy.pdf?sfvrsn=3ef608b9_4).

Grievance Policies & Procedures

Students who want to address, discuss or file a grievance have a variety of mechanisms available to them. The nature of the grievance determines which of the following policies and procedures apply. Student are encouraged to address their concerns as soon as possible through an informal process by contacting the department or the individuals directly involved. If the grievance is not resolved at that level, students are encouraged to meet with the Assistant Dean for Student Affairs,

the Director of Student Services or the Student Academic Coordinator in the Office of Student Services (OSS) to discuss the nature of the grievance and the appropriate course of action. Students who do not feel comfortable bringing grievances to personnel in the OSS should contact the SSPPS Associate Dean for Academic Affairs or personnel in one of the Anschutz Medical Campus offices described below, based on the nature of the grievance, for assistance. Interactions should remain professional at all times and under all circumstances. Individuals are entitled to express concerns, complaints, disagreements, suggestions or grievances as described in this policy without fear of retribution.

Scholastic Advancement

A student has the right to submit an appeal regarding issues of a scholastic nature, as related to an individual course or his/her progression in the Pharm. D. program. Course content-based issues are generally not eligible for appeal. It is the responsibility of the student to prove that there exists reliable evidence of extenuating circumstances for the Scholastic Advancement and Appeals Committee (SAAC) to grant a formal hearing. A student, who has questions or concerns about his/her academic success or progress, is strongly encouraged to work closely with the Associate Dean for Student Affairs, the Director of Student Services or the Student Academic Coordinator. These individuals exist to assist the student in navigating academic situations and can help the student by: discussing situations to explore the best course of action, meeting with the student and instructors/course directors to serve as a student resource and advocate, providing clarification regarding whether a situation is eligible for appeal, and assisting the student with preparing an appeal and with the appeal process. The entire Scholastic Advancement and Appeals Policy is at the following URL: http://www.ucdenver.edu/academics/colleges/pharmacy/currentstudents/OnCampusPharmDStudents/PharmDResources/Documents/SSPPSS_AAC_Policy_09-26-2014.pdf

Discrimination

Grievances related to diversity issues (or any associated retaliation) including but not limited to race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status can be directed to the Associate Dean for Student Affairs, the Director of Student Services in the OSS, the University of Colorado Anschutz Medical Campus Employment Rights Compliance and Investigations Officer at 303-724-9694. The University does not discriminate in admission and access to, or treatment and employment in, its educational programs and activities. The university policy on Non-discrimination can be viewed at <http://www.cu.edu/regents/laws-and-policies/regent-laws/article-10-nondiscrimination> (<http://www.cu.edu/regents/laws-and-policies/regent-laws/article-10-nondiscrimination/>).

Sexual Misconduct Grievances

Grievances related to sexual misconduct (or any associated retaliation whether on or off campus) can be directed to the Director of Student Services or the Assistant Dean for Student Affairs or the University of Colorado Denver Title IX Coordinator at 303-315-0126 or 1-844-CU-TITLE (288-4853). Any faculty or staff member who is considered a responsible employee, as defined in Section III, who witnesses or receives information regarding any possible sexual misconduct prohibited herein is required to promptly report to the Title IX Coordinator or designee all known details about the alleged sexual misconduct. The form for reporting sexual misconduct can be found at this link: <http://www.ucdenver.edu/policy/TitleIX/Pages/Title%20IX%20Report%20Process.aspx>

Disability Student Accommodations

The Office of Disability Resources and Services (DRS) has the responsibility of determining a student's need for accommodation. This determination is made through a two-part process of an intake interview and reviewing documentation of the disability. If the DRS staff determines

a student is eligible for accommodations, the DRS is responsible for coordinating the accommodations.

If the student believes the accommodation(s) provided are not reasonable, the below-listed procedure shall be followed. While the following time limits should not be exceeded, the goal of the DRS staff is to accomplish each step as quickly as possible.

1. The student schedules a meeting with the DRS staff member who evaluated the original accommodation request and discuss the matter. If an accommodation is related to a specific course, the student's faculty member may be asked to attend the meeting.
2. If the student is not satisfied with the outcome of the meeting, the student should make an appointment to meet with the Director of the Office of Disability Resources & Services within ten (10) working days of the date of the meeting with the DRS staff member. The Director will review the matter, allowing all interested parties an opportunity to submit relevant information, statements and documentation. The Director will make a decision regarding the grievance within ten (10) working days of the meeting with the student and attempt to notify the student immediately. Notice may be written, oral, telephonic or electronic mail.
3. If the student is not satisfied with the result of the meeting with the Director, the student can request an ADA Grievance form. This form should be completed and submitted to the ADA Coordinator within ten (10) working days from the date of the student's receipt of the decision resulting from the meeting with the Director.
4. After the ADA Coordinator receives the grievance form, he/she will conduct a review of the student's grievance. This review may involve meeting with the student, DRS staff, a faculty member and/or other staff members. In filing an appeal with the ADA Coordinator, the student thereby gives the ADA Coordinator permission to review the student's documentation and file.
5. The ADA Coordinator will make a final decision regarding the ADA grievance within thirty (30) working days of receiving the ADA Grievance form. This decision will be communicated to the student in writing with a copy provided to the Office of Disability Resources and Services and other appropriate college/university staff.

Office of Disability Resources and Services, Building 500, Rm Q-20-EG305, (303) 724-5640; 303-724-8428 Fax (303) 724-5641 <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/grievance-policy.aspx>.

Academic Dishonesty and Student Conduct

The SSPPS Student Ethics and Conduct Code exists to promote honorable conduct by all students in the school and instill a life-long commitment to the principles embodied within the code. Its purpose is to create an environment where honesty, integrity and respect are rewarded and unethical, dishonest or disrespectful behaviors are prevented, deterred or do not exist. Ultimately, the value of the code depends on students monitoring their own behavior and discouraging violations of the code by others. Students are obligated to self-report, i.e., file an incident report for suspected or substantiated violations of the code which they may have committed, and to report suspected or substantiated violations of the code committed by other students. Failure to report a violation is itself considered a violation of the code. The Student Ethics and Conduct Code can be found at http://www.ucdenver.edu/academics/colleges/pharmacy/currentstudents/OnCampusPharmDStudents/PharmDResources/Documents/SOP_Student_Ethics_and_Conduct_Code_2012.pdf. The incident report form can be found at the following URL: <http://www.ucdenver.edu/academics/colleges/pharmacy/currentstudents/>

OnCampusPharmDStudents/PharmDResources/Documents/SECC_Incident_Report_Form.pdf.

The Ombuds Office

The Ombuds Office at the University of Colorado Denver | Anschutz Medical Campus provides an alternative forum for prompt, impartial, and confidential discussion for individuals to review options for the informal resolution of differences. Contacting the Ombuds Office is a voluntary process and neither the office nor any other entity or person may compel a visitor to utilize its services. We assist people with disagreements and a variety of conflict-related issues, such as: working conditions, interpersonal interactions, grades, policies and procedures, sexual harassment, discrimination, and disciplinary actions. The Ombuds Office possesses no formal decision-making authority, but rather provides options and resources for visitors in attempting to resolve their conflicts. More information can be obtained on the Ombuds website at <http://www.ucdenver.edu/about/departments/OmbudsOffice/Pages/Students.aspx> or by contacting the office at 303-724-2950 or visiting the office at Building 500, Room 7005C.

American Council on Pharmacy Education

Grievances not addressed by policies described above or grievances related to American Council on Pharmacy Education (ACPE) accreditation standards are governed by policies and procedures described in Appendix J. ACPE standards address but are not limited to the SSPPS academic curriculum, policies and procedures regarding implementation and assessment of the curriculum and policies and procedures regarding students, faculty, facilities and resources. For reference, ACPE Standards can be found at https://www.acpe-accredit.org/pdf/S2007Guidelines2.0_ChangesIdentifiedInRed.pdf or the ACPE homepage at www.acpe-accredit.org/, click on the "Standards" tab at the top of the page and finally on "Standards and Guidelines" in either the PDF or Word format to access the Accreditation Standards and Guidelines for the Professional Program in Pharmacy Leading to the Doctor of Pharmacy Degree, Effective July 1, 2007. The ACPE complaints policy can be found at <https://www.acpe-accredit.org/students/complaints.asp>.

Online Exam Policy

Online examinations allow students the flexibility to sit the examination in an environment of their choice. To ensure the integrity of the examination and that no student may have an unfair advantage over other students, the online examinations are monitored by Proctorio. Each student must undergo an initial identification check and subsequently conduct an initial environmental scan as well as scan intermittently during the examination. Live, third party proctors will monitor video feeds from student computers and prompt students to complete appropriate environmental scans. The number of scans is dictated by a random process, but can be increased if students are detected as not adhering to examination instructions. It is each student's responsibility to follow this policy, as well as additional examination instructions from the course director and maintain an appropriate examination environment. Failure to do so may result in an examination grade penalty (up to and including a grade of zero), the requirement to take exam in a specific environment, and/or a referral to the Student Ethics and Conduct Committee. For further information on best practices for taking an online examination, please refer to the online examination tip sheet.

An appropriate examination environment includes:

- An external "gooseneck" camera (one has been provided by the school) must be used for all exams
- A workspace that is a hard surface, free of any clutter, reference materials, and other electronic devices (including cell phones, tablets, smart watches, monitors, keyboards, gaming consoles, etc.) during

the examination*. e.g., a bed is not an appropriate examination environment

*Media devices are not allowed while the student has access to his/her examination. The only exception to the previous statement is that students are expected to access a phone or email to contact an instructional designer if they encounter technical issues during the examination and are unable to resolve the issue with Proctorio's technical support agents

- A well-lit environment in which the student's full face, including eyes, are in view of the webcam at all times (avoid backlight from a window or light source located directly opposite the placement of the camera)
- If calculator use is permitted by the course director for the examination, students may only use the imbedded Proctorio calculator. External calculators are not permitted.
- Unless stated otherwise by the course director, one blank sheet of 8.5 by 11" paper that has both sides visible and presented to the camera during room scans. The scratch paper may be used for notes, calculations, etc. Scratch paper must be properly destroyed (tearing the scratch paper in small 1" pieces) in front of the webcam after examination
- Headsets, earbuds, earphones are not present
- No other background computer programs are running
- The environment is free of any other individuals

Appropriately taking an examination includes:

Initial identification check

Students must present either their university issued badge or a state identification card during the ID verification process.

Exam window

Students must start their exam within 30 minutes of the start of the exam window.

Initial environmental scan

Before gaining access to examination questions, all students are expected to conduct an appropriate environmental scan (by scanning the area around her/his computer to verify that it is free of materials or people that may provide an unfair advantage to the student). Students must understand the initial environmental scan must include all of the following:

- the desk/work-space
- a complete view of the computer including USB ports and power cord connections
- a 360-degree view of the complete room
- **slow, deliberate, and systematic** scans to allow proctors a clear view of the entire exam environment

The live, third-party proctors will evaluate all environmental scans as they occur during each examination. Students who do not adequately complete an environmental scan may be prompted by a live proctor to repeat their scans until the entire environment is viewed, e.g., re-scan work-space or floor. In addition, the live, thirdparty proctors may ask students to alter their environment until it is deemed suitable for the examination, e.g., remove other electronic devices, extraneous papers, books, etc. A student may be prohibited from proceeding into the examination until the live proctor is satisfied that the environment is free of inappropriate materials.

Maintaining a secure examination environment

During the examination, students are required to maintain a secure examination environment by conducting the following actions:

- Keeping full face, hands, workspace including desk, keyboard, monitor, and scratch paper, in full view of the webcam
- Not leaving the examination environment, unless a 3 minute bathroom break is permitted by the course director. In this circumstance, the examination must be left open and running and any scratch paper must be left at the computer
- Otherwise remaining in the originally scanned examination environment for the entirety of the examination
- Using the Proctorio Shield for any technological problems encountered and contacting the instructional designers immediately if problems cannot be resolved within 10 minutes of contacting Proctorio
 - Students who wait to contact the instructional designer after finishing the exam or after the exam window is closed may not have access to any retroactive assistance (e.g. a student will not be permitted to retake the examination or be given additional time).

Not maintaining a secure examination environment or moving from one area to another during an examination may trigger the software to notify the live, third-party proctors and this may result in the requirement for increased environmental scans. If a student moves from one area to another area during the examination or something occurs that may be construed as examination misbehavior, it is in the student's best interest to perform a scan to document the secure environment, even if the student is not prompted to do so by the live proctor. Environmental scans are designed to not only ensure the integrity of the examination, but also to protect students from being falsely accused of inappropriate examination behavior. Repeating scans will expend time designated for the examination, thus reducing the amount of time to complete the examination.

Online Examination Committee Review:

Following the conclusion of an examination, Proctorio reviews each student's performance for any abnormal behavior and submits a report to the School's Online Examination Committee (OEC). Prior to the OEC review, the TA's view exams to identify areas of concern. The OEC then reviews student examination behavior for adherence to this policy and the Student Ethics and Conduct Code. While the OEC serves as a source of some consistency among student cases, each situation is understood to have unique circumstances and will be addressed on a case-by-case basis. The OEC takes the following action steps as needed:

No concerns

No further action is taken

Student intervention is required

Students may receive an email or a request to meet with the OEC to discuss their behavior and clarify policy and future expectations. In either circumstance, an email summary of behaviors that must be corrected during future examinations will be sent to the student.

Student penalty is required

- Recommend an examination grade of zero to the course director. Subsequently, the course director will review the report provided by Proctorio and the video recording, with a member of the OEC. Upon completion of this review, the course director will take final action, which may include a point penalty on 3 the examination, up to and including a grade of zero. The course director will notify the student of any final actions taken.
- Require student takes future exams in a designated setting (this may include requiring the student to take the exam on campus).

Student referral to the Student Ethics and Conduct Committee

Students who are suspected of having violated the Student Ethics and Conduct code will be referred to the Student Ethics and Conduct Committee (SECC). The OEC will submit an incident report and all case information to the SECC.

Record Keeping

The OEC will maintain records of student names, behaviors noted, committee and course director findings and communications with parties involved.

Student Appeals

Appeals of OEC and course director decisions will follow current Student Advancement & Appeals and Student Ethics & Conduct policies. Students wishing to appeal a final course grade impacted by a penalty for examination misbehavior should contact the Office of Student Services to understand their options.

Professional Dress & Appearance Code

The overarching principles with respect to dress and appearance are that the fields of pharmacy and health care are fairly conservative professions. Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) students will be required to meet professional dress and appearance standards for some required coursework and for all curricular and extra-curricular (i.e., associated with the school's student organizations) experiential, community and hospital site visits. It is important to note that students may not be able to be placed into required practice experiences if they are not able to meet the standards of the site. This may impact a student's ability to progress and graduate from the program. The following parameters have been developed as a general guide; however, it is each student's responsibility to understand and adhere to the guidelines associated with a specific situation or site.

LAB COATS

A short (hip-length) white lab coat with long sleeves is required. Any CU logos must be compliant with campus and university standards; non-CU SSPPS logos and badges are not permitted.

PROFESSIONAL ATTIRE

Male Students should wear: nicely pressed collared dress shirts, buttoned to the top button and tucked in at the waist, with a standard, bolo or bow tie. Ties should be tied properly not hanging loosely around the neck. Inappropriate ties are not acceptable. Business styled slacks (dress corduroy is permissible). Slacks should fit properly at the waist, undergarments should not be visible above the waistline of the slacks. Female Students should wear: nicely pressed business styled pants; the garment must be long enough to cover the midcalf. Business dresses, skirts and split skirts not more than two inches above the knee. Jean skirt or dress is permitted. Feet and legs should be covered by hosiery when the hem length of clothing is above the knee and should be appropriate to the clothing worn. Business styled shirts, blouses, sleeveless blouse or sweaters.

Inappropriate apparel includes: wrinkled, dirty or torn clothing, baseball caps, flip flops, tight-fitting leggings/stirrup pants, spandex, any kind or color of jeans, shorts, tee-shirts, short shirts, any type of sweat pants or sweat shirts, short skirts or revealing tops or pants (i.e., exposed shoulders, stomach, midriff, cleavage or buttocks), halter tops, tank tops, back-less tops or fatigues.

FOOTWEAR

Student should wear professional looking shoes, boots or dress sandals. Footwear should be safe, clean and in good repair. In some settings, open toed-shoes are not permitted.

HAIR

Hair should be clean and well groomed; with no extreme hairstyles or exotic hair colors. Beards, mustaches and sideburns must be neat, trimmed and well groomed. Please Note: If your hair style or color is

considered extreme you may be asked to change it before you can complete curriculum requirements.

HYGIENE

Appearance should be neat and clean with a professional image. Body odor, bad breath and cigarette smoke, etc. are offensive to patients and co-workers. Necessary steps should be taken to prevent these problems. Fingernails are to be clean and of a normal length. Common sense and moderation should be employed in the application of fragrances, cosmetics, etc., with some settings prohibiting the use of any fragrance.

JEWELRY

Students should limit jewelry such that it does not come in contact with patients or customers or interfere with machinery or equipment. All facial, tongue, and visible body piercings must be removed while on duty, with the exception of earrings (limit 2 in each ear). Please Note: gauged piercings, even if removed, may be prohibited at certain sites and may prevent a student from completing curriculum requirements.

BODY ART (Tattoos)

Students are required to cover tattoos with appropriate coverings in order to create a non-threatening professional environment for patients and visitors. Coverings typically include wearing collared or long sleeve shirts, etc. Please Note: Inability to properly cover tattoos, branding or other body art may prevent you from completing curriculum requirements.

IDENTIFICATION BADGE (Student ID)

An unaltered Student Identification Badge must be on your person and remain visible while on campus and at your experiential site. In some settings, this may also include a name badge with intern license number. Badges should be worn above the waist or chest-high, either clipped to clothing or around the neck.

RELIGIOUS DIVERSITY

SSPPS recognizes religious diversity. Exceptions to this policy will be reviewed on a case by case basis upon reasonable advance request by an applicant or student.

Safe Behavior in the Practice Environment Policy

If a Skaggs School of Pharmacy and Pharmaceutical Sciences student is deemed to be unsafe in his/her performance in the practice environment due to an inability to meet the Technical Standards (the student is referred to this policy on the SSPPS website), the Experiential Education Committee (EEC) and the Office of Student Services (OSS) are required to take action to ensure a safe environment for students, patients, and other personnel. This action may require that the student be immediately removed from the practice environment. For any student observed to be unsafe due to a temporary or permanent inability to meet any of the Technical Standards, it is the duty of qualified pharmacy or other healthcare personnel to report these observations to the Office of Experiential Education.

The EEC in collaboration with OSS reserves the right to research the issues and modify the student's educational plan within the experiential program if deemed necessary. In addition, the EEC may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals capable of assessing the situation. These professionals may include but are not limited to health care providers, mental health care providers, drug and alcohol counselors, English as a Second Language instructors, Disability Resource Services, or Peer Assistance Services, the entity charged by the State Board of Pharmacy to assess interns' ability to practice safely and competently.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The OSS will serve to assist the student to arrange

for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the EEC as appropriate. The EEC will then respond to the evaluation report and responses may range from taking no action, modifying the student's experiential education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from his/her experiential education experience. For any of these situations, the student may request review by the Scholastic Advancement and Appeals or other committee. If appropriate, OSS in collaboration with EEC will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

Student Ethics & Conduct Code

SECTION I. INTRODUCTION

The credibility of health care professionals is based, to a large extent, on the high degree of trust accorded by patients and other health care providers. Students entering the health care professions have a particular obligation to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

The University of Colorado School of Pharmacy is committed to promoting in all of its students a sense of professionalism and a desire to adhere to the highest professional standards that pertain to pharmacy. Students are expected to exhibit the highest standards of professional conduct, avoiding impropriety and the appearance of impropriety. The Student Ethics and Conduct Code exists to promote honorable conduct on the part of all students in the school and instill in students a life-long commitment to the principles embodied within the code. Students are required to engage in responsible academic and social conduct that reflects credit upon the profession, the school and the university. The code includes rules, regulations and professional expectations (Appendix A) and sanctions (Appendix B). Student Ethics and Conduct Code complements the school's Substance Abuse Policy and other school policies.

Ultimately, the code depends on students monitoring their own behavior and discouraging violations of the code by others. Students are obligated to self report, i.e., file an incident report (Appendix C) for suspected or substantiated violations of the code which they may have committed, and to report suspected or substantiated violations of the code committed by other students. Students who wish to discuss a potential breach of the Code are encouraged to meet with the Associate Dean for Academic Affairs, Associate Dean for Student and Professional Affairs, or chair of the Student Ethics and Conduct Committee.

This Code provides guidelines for students under the authority of the Laws of the Regents, Article 7, Part B, requiring the development of student codes of conduct. This code was approved by the student council on November 5, 2010 and by the faculty on October 22, 2010. This Student Ethics and Conduct Code shall apply to students in the entry-level and nontraditional PharmD programs of the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree or permanent withdrawal from the professional program, at all times and in all locations. This Student Ethics and Conduct Code shall apply even if the student leaves school while a disciplinary matter is pending.

SECTION II. RELATIONSHIP OF THE STUDENT ETHICS AND CONDUCT CODE TO LOCAL, STATE AND FEDERAL LAWS AND TO PHARMACY LICENSING AGENCY RULES AND REGULATIONS

The university adheres to all appropriate local, state and federal laws and to pharmacy licensing agency rules and regulations. It cooperates with law enforcement and other officials in all matters. Any alleged violation of local, state or federal laws will be referred to the appropriate law enforcement agency.

A student must notify the Associate Dean for Academic Affairs, within seven calendar days, of the filing of any legal charges or proceedings and the disposition of such proceedings, wherein it is alleged that a student has violated any criminal law, including but not limited to "driving under the influence" and "driving while ability impaired". Convictions, including a guilty verdict, a plea of guilty or nolo contendere accepted by the court, or a deferred judgment or sentence, for violation of local, state, or federal criminal laws shall be considered unprofessional conduct for purposes of this code.

The discipline process can be initiated by a report from any student, faculty, administrative staff, or other member of the university/campus community, or from police or court reports. This process is initiated through the submission of an incident report or other written account to the Associate Dean for Academic Affairs.

Proceedings initiated under this Student Ethics and Conduct Code are separate from civil or criminal proceedings that may relate to the same incident. Investigations or proceedings by the university are not postponed while criminal or civil proceedings are pending unless otherwise determined by the Associate Dean for Academic Affairs.

SECTION III. CONDUCT, PROCEDURES AND SANCTIONS

This code shall be available to those applying for admission. Prior to entering the academic program, all entry-level and nontraditional PharmD students must provide a signed statement or electronic equivalent that they have received and read the Student Ethics and Conduct Code and that they have made a personal commitment to uphold the code and abide by its processes and principles.

The primary responsibility for reporting violations of the Student Ethics and Conduct Code rests with the individual student who has violated the code. Because responsibility for upholding the code is shared by all members of the Skaggs School of Pharmacy and Pharmaceutical Sciences, documented reports of misconduct may originate from any student or member of the faculty or staff, or others having knowledge of alleged misconduct. Failure to report a perceived violation shall itself be deemed a violation. Upon observing a possible violation of the Student Ethics and Conduct Code, students, faculty, staff and teaching assistants are obligated to:

- File an incident report as outlined in Section IIIC below. If necessary, students should seek advice from the Associate Dean for Academic Affairs, the Associate Dean for Student and Professional Affairs, or the chair of the Student Ethics and Conduct Committee.
- Maintain confidentiality regarding the incident.

III A. RULES, REGULATIONS AND PROFESSIONAL EXPECTATIONS

Students are required to engage in responsible academic and social conduct that reflects positively upon the profession, the school and the university.

The conduct listed in Appendix A is prohibited, as are attempts to commit and aiding, abetting, or inciting others to commit conduct prohibited by this code. Any student found to have committed or to have attempted

to commit the conduct listed in Appendix A is subject to disciplinary sanctions.

III B. STUDENT ETHICS AND CONDUCT COMMITTEE

The School of Pharmacy has a standing Student Ethics and Conduct Committee that serves as an advisory committee to the Associate Dean for Academic Affairs. The primary function of the committee is to examine alleged violations of the Student Ethics and Conduct Code and to make recommendations to the Associate Dean of Academic Affairs. The composition of the committee shall consist of student and faculty members to include:

STUDENT MEMBERS

The student membership on the Student Ethics and Conduct Code Committee shall include one representative from each of the four classes in the entry-level PharmD program for cases involving students in the traditional program. Each student shall have full voting privileges.

The student membership on the Student Ethics and Conduct Code Committee shall include four representatives from the non-traditional PharmD program for cases involving students in the non-traditional program. Student members shall be appointed by the Associate Dean for Academic Affairs upon recommendation of the Director of the Nontraditional PharmD Program. Each student shall have full voting privileges.

FACULTY MEMBERS (WITH FULL VOTING PRIVILEGES)

The faculty membership on the Student Ethics and Conduct Code Committee shall include four faculty members with one of the four faculty members appointed as chair of the committee. Each faculty member shall have full voting privileges. Membership and chair appointments shall be made by the Dean according to current school policy. In the absence of the chair, the vice-chair shall serve as chair of the committee.

STAFF MEMBER

One staff member with non-voting privileges shall be appointed each year by the dean to assist the chair in an administrative capacity including the documentation of all committee proceedings.

QUORUM

Three faculty members with full voting privileges shall be required for a quorum. Three student members with full voting privileges shall be required for a quorum.

TERMS OF OFFICE

Terms of office for entry-level student members of the committee shall be determined by the student council. Nontraditional student members shall serve on an *ad hoc* basis.

Faculty members shall normally be appointed to renewable terms.

The Dean within current school policy, will nominate one of the faculty appointments as chair-elect. That individual will serve a three-year appointment (one year as chair-elect, one year as chair and one year as immediate past chair).

III C. REPORTING PROCEDURES

Electronic mail (e-mail) is an accepted official form of written communication in the School of Pharmacy. E-mail may be used to communicate information regarding ethics code policies and procedures. E-mail correspondence between members of the Student Ethics and Conduct Committee and other necessary parties is permitted but students should be referred to by an identification or case number and not by name. Written communications in hard copy format will be used when appropriate. All correspondence may be subject to external review under the Freedom of Information Act.

Alleged code violations

A report of a suspected violation of the Student Ethics and Conduct Code should be made, whenever possible, within 15 calendar days upon observing or learning of suspected code violation. The reporting mechanism shall consist of a standardized form known as the Ethics Code Incident Report Form (Appendix C) and upon completion shall be submitted to the Associate Dean for Academic Affairs. The 15-day reporting period may be waived by the Associate Dean for Academic Affairs if, in his/her judgment, circumstances warrant.

An individual who submits an Incident Report shall be permitted to withdraw the report at her/his discretion, with the approval of the Associate Dean for Academic Affairs, at any time prior to a formal meeting of the Student Ethics and Conduct Code Committee to hear the case.

Copies of the Ethics Code Incident Report Form are available as Appendix C to the Student Ethics and Conduct Code (available in the Student Bulletin).

In the event a committee member who personally observes an alleged violation and files an incident report or who has a conflict of interest, he/she will be excused from the committee for that case and may be replaced, if necessary, by an individual appointed by the Associate Dean for Academic Affairs or, if a student, by the Student Council.

Information regarding the disciplinary hearing and committee deliberation of an alleged violation of the Student Ethics and Conduct Code shall be considered confidential by all parties involved. Violation of confidentiality is considered a breach of ethical conduct.

III D. PROCEDURES OF THE STUDENT ETHICS AND CONDUCT COMMITTEE

1. *Events prior to a formal committee hearing*

Upon receipt of the incident report, the Associate Dean for Academic Affairs will within 15 calendar days (under ordinary circumstances):

- Inform the accused student and the chair of the Student Ethics and Conduct Committee about the receipt of the incident report. The Associate Dean for Academic Affairs may allow an accused student to self-submit an incident report.
- Notify the accused student(s) that his/her written response must be submitted within seven calendar days and that she/he must meet with the Associate Dean for Academic Affairs.
- In cases of alleged sexual harassment or sexual misconduct, or other allegations of civil rights violations, the Associate Dean for Academic Affairs will refer the investigation to the campus civil rights officer.
- In assessing whether the matter should be referred to the Student Ethics and Conduct Committee for investigation the Associate Dean for Academic Affairs may conduct limited fact finding to determine whether there is evidence to support the allegations. The Associate Dean for Academic Affairs will not assess the credibility of witnesses but will instead make his/her determination based on whether the alleged facts if proven true may constitute a violation of the honor code and whether there is evidence to support those allegations.
- Make a determination. The Associate Dean for Academic Affairs, based on the information available, will choose to:

A) Dismiss the case if, in her or his judgment, there is insufficient evidence to justify forwarding the case to the Student Ethics and Conduct Committee. The decision by the Associate Dean for Academic Affairs to dismiss a case shall be made in consultation with and with the concurrence of the Chair of the Student Ethics and Conduct Committee. In such circumstances, the Associate Dean for Academic Affairs will prepare a written report justifying her/his decision for the individual(s)

who submitted the incident report and for the Student Ethics and Conduct Committee.

B) Resolve the case to the satisfaction of the individual(s) who submitted the incident report without referring the case to the Student Ethics and Conduct Committee. The decision by the Associate Dean for Academic Affairs to resolve a case shall be made in consultation with and with the concurrence of the Chair of the Student Ethics and Conduct Committee. In such circumstances, the Associate Dean for Academic Affairs will prepare a written report of the case for the Student Ethics and Conduct Committee.

C) Refer the case to the Student Ethics and Conduct Committee for investigation, determination of the facts of the case and/or recommendation of sanctions. In such circumstances, the Associate Dean for Academic Affairs will first meet with any student accused of a Student Ethics and Conduct Code violation and inform her/him that an investigation is underway. Without disclosing any details of the investigation, the Associate Dean for Academic Affairs will remind the student that the Code requires any student who has committed an offense to self report that offense and give the student the opportunity to submit a formal self (incident) report.

- Keep confidential the names of the individual(s) reporting the alleged code violation, witnesses and potential witnesses except as described below, or as required by school or university policy, or by law or statute.

After receiving a request from the Associate Dean for Academic Affairs to provide recommendations regarding a case, the chair of the Student Ethics and Conduct Committee will notify the accused student(s) in writing about the following:

- the nature of the charge and the evidence to support the charge.
- the name(s) of the individual(s) who submitted the incident report and the names of witnesses and potential witnesses.
- that retaliation, harassment or any direct or indirect attempt by the student or a third party to contact and/or discuss the case with the individual(s) who submitted the incident report form and any witness or potential witness named in the case documentation shall be considered a breach of the Code.
- that her/his name will be forwarded to the Associate Dean for Student and Professional Affairs and the Director of Student Services and that they will be informed that she/he has been accused of a breach of the Code and about the nature of the alleged breach. The student is encouraged but not obliged to discuss his or her case with the Associate Dean for Student and Professional Affairs and/or the Director of Student Services. At the student's discretion, the Associate Dean for Student and Professional Affairs, the Director of Student Services or anyone else chosen by the student may advise her/him in preparing her/his response.
- that the student may request to meet with the chair to review committee procedures and students' rights and responsibilities.
- that when more than one student is accused of misconduct in the same incident, each student may request a separate hearing.
- that the accused student(s) shall have at least seven calendar days from the date of notification regarding the case to prepare her/his response and that she/he has the option to waive that time requirement.
- the date, time and place of the Student Ethics and Conduct Committee hearing. That information will be given to the accused student at least seven calendar days in advance of the hearing unless the student elects to waive that time requirement. At the same time,

the Associate Dean for Academic Affairs shall also be notified about the hearing.

- that, in cases related to a course which concludes prior to a final determination of the case, the student's final course grade will be determined by the Associate Dean for Academic Affairs after he/she has received the Student Ethics and Conduct Committee's recommendations and made his/her decision. If the committee recommends action that subsequently is approved by the Associate Dean for Academic Affairs, such action may alter the student's final course grade.
- that the student shall indicate whether he or she accepts or denies responsibility (and in instances in which more than one conduct violation is alleged, the student may accept or deny responsibility for each conduct violation). The Student Ethics and Conduct Committee will proceed with the hearing regardless of whether the accused student accepts or denies responsibility.

2. Procedures at the formal committee hearing

Prior to the Student Ethics and Conduct Committee hearing, the chair will ask the Student Ethics and Conduct Committee members (himself or herself included) whether there is any reason why they would be unable to render an unbiased opinion in the impending case. Committee members who disqualify themselves may be replaced by a faculty member chosen by the Associate Dean for Academic Affairs or, in the event that the disqualified member is a student, by the Student Council. Hearings will be conducted in an orderly manner and comprise at least two sessions: a disciplinary hearing and committee deliberation. An initial disciplinary hearing:

- must be conducted in the presence of the accused student regardless of her/his response except when her/his absence is without good cause, as determined by the committee chair.
- may exclude parties not having a role in the hearing at the sole discretion of the chair.
- may be conducted with one or more members, witnesses and the accused participating from a distance through electronic technology.
- may accommodate concerns for personal safety, well-being, and/or fears of confrontation during the hearing by means determined to be appropriate in the sole judgment of the committee chair.
- will permit the individual(s) reporting the incident and the accused student the opportunity to speak and present fully the evidence he or she has brought to the hearing.
- will permit members of the committee to question the individual(s) reporting the incident, the accused student(s) and witnesses. However, the accused student(s) and witness(es) are not permitted to question the individual(s) reporting the incident.
- will permit the accused student(s) to introduce and rebut information and provide on her/his behalf witnesses to the incident.
- will permit the accused student (at her/his own expense) and the Student Ethics and Conduct Committee to seek assistance from an advisor. The advisor may attend the hearing but she/he is not permitted to speak for the student or the committee; address the committee; or question the accused student or witnesses or committee members during the proceedings.
- will require all parties to keep the proceedings confidential. The university agrees to maintain confidentiality of the disciplinary hearing proceedings as permitted by law.

At the disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply. A single verbatim record of the disciplinary hearing shall be made by audiotape or digital recorder,

and shall remain the property of the Skaggs School of Pharmacy and Pharmaceutical Sciences.

The Student Ethics and Conduct Committee will deliberate in closed session within seven days of the disciplinary hearing under normal conditions to determine whether the student was responsible for, or engaged in, the alleged conduct. Following this decision, as appropriate, the committee will deliberate to recommend appropriate sanction(s). During the deliberation of appropriate sanctions, the committee may consider any available documentation regarding student behavior and professionalism. Deliberations of the Student Ethics and Conduct Committee shall not be recorded.

- The standard that shall be applied in all cases brought before the committee is that, for a finding to be made against the accused student, the preponderance of the evidence in the majority opinion of the committee must be against the student.
- Within seven days of the closed session under normal circumstances, the Student Ethics and Conduct Committee will submit a written report and recommendation to the Associate Dean for Academic Affairs, and the chair and Associate Dean will meet to discuss the case and recommendation.
- The Associate Dean for Academic Affairs may accept or modify the recommendation of the committee. The Associate Dean for Academic Affairs shall notify the student in writing of her/his decision within fifteen calendar days by U.S. mail with delivery confirmation, or if circumstances prevent, as soon as possible thereafter. The Student Ethics and Conduct Committee members and the individual(s) who submitted the incident report shall be informed of the Associate Dean's decision and shall keep that information confidential.
- The decision of the Associate Dean for Academic Affairs shall be communicated to the Office of Student Services and other appropriate parties within the school, to the Board of Pharmacy, and to others as required by law. Such notification shall not occur until the opportunity for appeal has expired and the decision is considered final.

III E. APPEAL PROCESS

The accused student or alleged victim of a violent crime may appeal the decision of the Associate Dean for Academic Affairs to the Dean in writing within fifteen calendar days after notification by the Associate Dean. The Dean will only reverse or modify the findings and recommendations of the Associate Dean of Academic Affairs if he/she concludes, by a preponderance of the evidence, that one of the following situations exists:

- (a) new information regarding the student's alleged violation of the Student Ethics and Conduct Code which was previously unknown to the student or the Committee is discovered;
- (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or
- (c) there is evidence that the Student Ethics and Conduct Committee or Associate Dean for Academic Affairs acted in an arbitrary or capricious manner.

The decision of the Dean shall be final. The Dean will communicate the decision in writing to the student by confirmation delivery and to the Associate Dean for Academic Affairs. The Dean may, at her or his discretion, convene an advisory committee to assist in reaching a reasonable conclusion to the case.

III F. SANCTIONS

Sanctions listed in Appendix B may be applied when appropriate to individuals found to have violated the Student Ethics and Conduct Code. More than one of the sanctions may be imposed for any single violation. Failure to complete disciplinary sanction within required deadlines will result in a "hold" on the student's registration status.

All disciplinary actions taken against a student become a part of her/his file. All prior professionalism records and disciplinary actions noted in a student's file may be used in subsequent cases of code violations committed by that student and may result in harsher consequences than would otherwise have been the case.

The Associate Dean for Academic Affairs (or her/his designee) shall have the responsibility to determine that a student, found responsible for having engaged in an offense, meets all the conditions stipulated in disciplinary actions taken against the student by the school. All documentation relating to cases investigated by the Student Ethics and Conduct Committee shall be held by the Associate Dean for Academic Affairs (or her/his designee).

School of Pharmacy faculty will be informed of all Student Ethics and Conduct activity through the report of the chair at regular faculty meetings.

III G. PROCEDURES FOR REVISION OF THE STUDENT ETHICS & CONDUCT CODE

Changes to the code may be initiated by students through the Student Council or by members of the faculty or administration. All recommended changes should be forwarded to the chair of the Student Ethics and Conduct Committee and the Associate Dean for Academic Affairs for consideration. The code revision will be drafted by the Student Ethics and Conduct Committee and reviewed by the Student Council and the faculty. Following additional revisions, the revised code will be sent to the Student Council for approval and to the faculty for approval. A simple majority of a quorum of each group shall be sufficient to revise the code.

APPENDIX A.

Rules, Regulations, and Professional Expectations

Students are required to engage in responsible conduct that reflects positively upon the profession, the school and the university.

The conduct listed below is prohibited, as are attempts to commit and aiding, abetting, or inciting others to commit conduct prohibited by this code.

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
2. Violation of patient confidentiality, or of other established professional expectations for pharmacists.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other school or university activities, including its public service functions on or off campus, or of other authorized activities when the conduct occurs on campus premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Abusive Conduct, defined as unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "intimidating, hostile or offensive" must be based on all of the circumstances of the case. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. This policy should not be construed, and will not be enacted, to deny any student the right of free speech and expression.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Sexual Misconduct: Sexual Misconduct includes non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation or exposure.
 - a. Non-consensual sexual intercourse, defined as any sexual intercourse (anal, oral or vaginal), including sexual intercourse with an object, however slight, by one person upon another without consent.
 - b. Non-consensual sexual contact, defined as any sexual touching (including touching with an object) however slight, by one person on another without consent.
 - c. Sexual exploitation and/or exposure, defined as taking non-consensual, unjust or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, benefit or advantage anyone other than the one being exploited. Sexual Exposure occurs when a student engages in lewd exposure of the body done with the intent to arouse or satisfy the sexual desire of any person.
7. Stalking, defined as repeated conduct which reasonably and subjectively causes another person to fear for his/her safety or repeated conduct which causes a person to alter his/her activities in response to the repeated conduct. Such repeated conduct may include but is not limited to any of the following: following or approaching a person or a member of that person's family or household; contacting a person or a member of that person's family or household whether or not conversation ensues; and placing a person or a member of that person's family or household under surveillance.
8. Attempted or actual theft of and/or damage to property of the university or property of a member of the academic community or other personal or public property, on or off campus, including (but not limited to) possessing property known to be stolen, or taking property of another without consent, even with an intent to return the property.
9. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Unauthorized possession, duplication or use of keys or other access device to any university premises or unauthorized entry to or use of university premises.
11. Violation of any school or university policy, rule, or regulation published in hard copy or available electronically on the school or university website, included (but not limited to):
 - a. violating the university policy on sexual harassment or non-discrimination.
 - b. behavior which exhibits general disregard for school policies, or pharmacy professionalism.

12. Misdemeanor or felony violations of any federal, state, or local law, or behavior that exhibits general disregard for the law.
13. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other prescription and/or controlled substances except as expressly permitted by law.
14. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by university regulations and local law), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
 - a. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy (including, but not limited to, BB guns, pellet guns, martial arts equipment, and knives with a blade over 3" in length).
 - b. As mandated by Regent's Policy 14I, in the case of a student who is found responsible via the Student Conduct Code process to have intentionally or recklessly used or possessed a weapon in a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the university, the minimum disciplinary sanction shall be expulsion. In the case of a harmless instrument as described in section 14a., the minimum sanction shall be expulsion if the student used the item with the intent to cause fear in or assault to another person.
 - c. Mere possession of firearms, explosives, fireworks, incendiary devices, ammunition, other weapons, or instruments designed to look like any of the above will result in suspension unless mitigating factors are present.
16. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
17. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at school or university sponsored or supervised functions.
18. Interfering with, obstructing or disrupting police or fire responses. This prohibition includes (but is not limited to):
 - a. Resisting arrest.
 - b. Failing to abide by the directions of a peace officer.
 - c. Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or alarms.
 - d. Failing to evacuate during a fire alarm.
 - e. Arson/setting fires.
19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the school, university or members of the academic community. Disorderly conduct includes (but is not limited to): Use of electronic or other devices to make an audio or video record of another person without that person's express consent and/or knowledge when such a recording is likely to cause injury or distress to the individual being recorded.
20. Theft or other abuse of computer facilities and resources, including (but not limited to):
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
 - e. Use of computing facilities and resources to
 - f. Use of computing facilities and resources to interfere with normal operation of the school or university computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of school or university Computer Use Policy.
21. Abuse of the Student Ethics and Conduct Code, including (but not limited to):
 - a. Failure to file an incident report.
 - b. Failure to obey the notice from a Student Ethics and Conduct Committee or school official to appear for a meeting or hearing as part of the Student Ethics and Conduct Code.
 - c. Falsification, distortion or misrepresentation of information before a Student Ethics and Conduct Committee.
 - d. Disruption or interference with the orderly conduct of a Student Ethics and Conduct Committee proceeding.
 - e. Submission of an incident report in bad faith.
 - f. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - g. Attempting to influence the impartiality of a member of a Student Ethics and Conduct Committee prior to, and/or during the course of, the Student Ethics and Conduct Committee proceeding.
 - h. Harassment (verbal or physical) and/or intimidation of a member of a Student Ethics and Conduct Committee prior to, during, and/or after a proceeding.
 - i. Failure to comply with the sanction(s) imposed under the Student Ethics and Conduct Code.
 - j. Influencing or attempting to influence another person to commit an abuse of the student ethics and conduct code.
 - k. Retaliating against or discouraging an individual from participating in a university process, acting to improperly influence the Student Ethics and Conduct Committee, or the unauthorized release of confidential student or university information/records.

APPENDIX B.: IV F. SANCTIONS

The following sanctions may be applied when appropriate to individuals found to have violated the Student Ethics and Conduct Code. More than one of the sanctions listed below may be imposed for any single violation. Failure to complete disciplinary sanctions within required deadlines will result in a "hold" on the student's registration status.

1. *No action*
The Associate Dean for Academic Affairs finds that the charges are unsubstantiated or exonerates the student. The decision letter specifies that the charges are cleared and no disciplinary action is taken.
2. *Warning or written reprimand*
A student may be given a warning or written reprimand for minor infractions.
3. *Failing grade*
A zero or fail grade for an assignment, exam, or course. The student's ability to continue her/his academic program without interruption is dependent on her/his academic standing.
4. *General disciplinary probation*

Probation is for a designated period of time, implemented by semesters, during which the student is required to show appropriate changes in attitude and behavior. Probation may include specified conditions and actions such as restrictions or limitations in certain activities or privileges or notifying the state Board of Pharmacy. Probation is considered stronger disciplinary action than a reprimand but the student is permitted to continue her/his academic program if she/he is in good academic standing. A violation of the terms of General Disciplinary Probation, or subsequent misconduct after discipline, is grounds for further disciplinary action, including loss of good standing, suspension, or expulsion.

5. *Disciplinary probation/Loss of good standing*
Probation is for a designated period of time during which appropriate changes in attitude and behavior are expected to occur. Specific sanctions or restrictions may be imposed as a part of this probation. A student on this disciplinary probation is not in good standing with the school. Loss of good standing shall preclude eligibility to represent the school, to serve on a school committee, and for recognition by the School including any office held in a student organization. A violation of the terms of disciplinary probation, or subsequent misconduct, is grounds for further disciplinary action, including suspension, or expulsion.
6. *Discretionary/educational sanctions*
The student may be permitted to continue her/his academic program without interruption while completing required or offered discretionary sanctions which may include, but are not limited to: letters of apology, community service, educational programs or assignments, restorative justice, mediation, individual assessment, counseling, substance abuse education, intervention or treatment.
7. *Restitution*
Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
8. *Disciplinary suspension*
Suspension for a distinct period of time and/or the specification that a student must fulfill certain requirements before re-admission or re-instatement will be considered. While suspended, the student is not entitled to attend classes, use university facilities, participate in university activities, or be employed by the university. Special conditions may be stipulated for reinstatement at the conclusion of the period of suspension. The school will provide the names of suspended students to the university and the Colorado State Board of Pharmacy.
9. *Deferred suspension*
A suspension may be deferred under special conditions in which the student participates in a designated program as a condition to remain in school under a strict probationary status defined by the Associate Dean for Academic Affairs.
10. *Disciplinary expulsion*
Expulsion is permanent removal from the university with no opportunity to return. The student is required to permanently leave the School of Pharmacy. The school will provide the names of expelled students to the university and the Colorado State Board of Pharmacy.
11. *Revocation of admission or degree*
Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or for other serious violations committed by a student prior to matriculation or graduation.
12. *Withholding degree*

The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of sanctions imposed.

13. *Summary suspension*

The Dean, Associate Dean for Academic Affairs, and their designee(s) have the authority to suspend summarily, pending final disposition of the case, any student when, in the opinion of these officials, such a suspension is necessary to:

- a. Maintain order on the campus;
- b. Preserve the orderly functioning of the university;
- c. Stop interference in any manner with the public or private rights of others on university premises;
- d. Stop actions or potential actions that threaten the health or safety of any person; or
- e. Stop actions or potential actions that destroy or damage property of the university, its students, faculty, staff, or guests.

Summary suspension will exclude the student from campus and off-campus program activities. Summary suspension begins immediately upon notice from the appropriate school official. A conference with the Associate Dean for Academic Affairs is then scheduled as soon as possible (usually within 10 calendar days) to determine how the case will continue and to begin the conduct process. In extreme matters, a summary suspension may be put in place until a student receives a final disposition in a court process after having been charged with a serious crime.

Student Ethics and Conduct Code Incident Report Form

Please use this site (https://ucdenverdata.formstack.com/forms/ethics_and_conduct_report_form/) to report an incident.

MISSION

The purpose of the curriculum is to prepare graduates to be competent, ethical, contemporary and compassionate entry-level pharmacists. They will be committed to active involvement in the advancement of the pharmacy profession and dedicated to fulfilling the public trust by assuming responsibility for optimizing patient care through provision of appropriate drug therapy and by assuring the safe, effective and efficient use of drug products and drug delivery systems.

Patient Centered Care Process

- **Patient Care:** The graduate will provide patient care in cooperation with patients and other members of an inter-professional health care team based upon sound therapeutic principles and evidence-based data, taking into account relevant legal, ethical, social, cultural, economic, and professional issues, emerging technologies, and evolving biomedical, pharmaceutical, social/behavioral/administrative, and clinical sciences that may impact therapeutic outcomes. Our graduates are experts in the pharmacists' patient care process.
- **Systems Management:** The graduate will manage and use resources of the health care system, in cooperation with patients, other health care providers, and support personnel, to promote health; to provide, assess, and manage safe, accurate, and time-sensitive medication distribution; and to improve therapeutic outcomes. The graduate must demonstrate expertise in informatics.
- **Public Health:** The graduate will promote health improvement, wellness, and disease prevention in cooperation with patients, communities, at-risk populations, and other members of an inter-professional team of health care professionals.

- **Professionalism and Communication Skills:** The graduate will exhibit effective communication skills, professional behaviors and attitudes that promote successful patient and professional interactions. They must bring to the practice of pharmacy the necessary values, attitudes, and behaviors to discern and manage ethical and evolving issues of pharmacy practice.
- **Scholarship:** The graduate will exhibit intellectual curiosity by approaching problems from a scholarly perspective, applying scientific principles and methods to identify and solve problems.

Courses

PHRD 5010 - IPPE Community (2 Credits)

This is the first in a series of experiential-based courses, providing 80 hours of community pharmacy practice experience. Students will participate in all facets of community pharmacy practice, with a particular focus on the development of communication and professionalism skills.

Grading Basis: Letter Grade with IP

Typically Offered: Spring.

PHRD 5015 - Mechanisms of Disease (3 Credits)

Introduces students to concepts in cell biology and pathophysiology that form a foundation for understanding mechanisms by which drugs act or intervene with disease processes. Knowledge gained from course sets a foundation for understanding disease development and progression in subsequent courses. Restrictions: Department Consent required

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 5025 - Applied Biological Chemistry (3 Credits)

Course builds upon student knowledge of biochemistry to explore applications of biochemistry to diseases, drug actions, and drug development. Knowledge gained from this course is used as a foundation for understanding the rationale for the therapeutic uses of drugs.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 5045 - Pharmacy Law and Regulatory Standards (3 Credits)

Course introduces students to pharmacy laws and regulations. Students are able to carry out their intern duties in accordance with professional guidelines and regulatory standards. The course also explores how to apply ethical and professional principles in various healthcare settings. Restrictions: Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 5055 - Pharmacy Practice Fundamentals & Drug Information (4 Credits)

Course provides students with tactics necessary to perform dispensing duties in most pharmacy settings. Fundamentals of the practice of drug information are introduced. Pharmacy practice and drug information fundamentals are presented with the context of the history of pharmacy and contemporary pharmacy practice. Restrictions: Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 5075 - Pharmacotherapy Self-Care (4 Credits)

Course prepares students to be able to 1) collect appropriate patient data to make an assessment for self-care (e.g. nonprescription products), 2) conduct a patient-centered assessment, and 3) design, implement, evaluate and adjust a patient-centered self-care plan. Restriction: Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 5915 - Modern Drug Design & Actions (2 Credits)

This course explores the modern drug discovery and development processes and utilizes clinical examples to teach students to rationalize and predict how the chemical structure of a drug dictates its medicinal properties and routes of metabolism. Department consent required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 5925 - Pharmaceutics (4 Credits)

Students introduced to biophysical and chemical considerations in development of pharmaceutics and products and compounding various dosage forms, principles of parenteral drug preparation and administrations. Knowledge gained allows students to understand formulation development and optimize dosage forms for individual patients. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 5935 - Pharmacology & Toxicology (2 Credits)

Using the nervous systems as a model, the course introduces students to the mechanisms by which drugs produce therapeutic effects and side effects. The mechanisms of drug toxicity and how toxicity can be prevented and treated will be explored. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 5965 - Patient-Centered Communication (4 Credits)

Students develop skills to communicate effectively with patients, caregivers and healthcare providers to facilitate optimal patient outcomes. These courses cover all aspects of professional communication, including gathering, organizing, conveying and documenting patient-related information.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 5985 - Pharmacotherapy 1 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: gastrointestinal, pulmonology, dermatology, ophthalmology, otic diseases. Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 6015 - Pharmacokinetics (3 Credits)

The influence of physiological and pathophysiological factors on drug levels is considered. Knowledge gained allows students to calculate appropriate dosing of drugs in patients and anticipate how drug doses should be adjusted in disease and the presence of other drugs. Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 6065 - Evidence-based Medicine & Literature Evaluation (3 Credits)

An introduction and step-wise approach to evidence-based medicine. Students understand commonly-used statistical tests and evaluate statistical results for statistical versus clinical significance. Students demonstrate by answering short drug information questions, presenting a journal club and writing a drug information paper. Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 6085 - Pharmacotherapy 2 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: nephrology, cardiology 1. Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 6095 - Pharmacotherapy 3 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: endocrinology, gynecology, urology. Department Consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 6910 - IPPE Health System (2 Credits)

This experiential-based course provides 80 hours of health-system pharmacy practice, focusing on the delivery of patient care and systems used to provide care to multiple patients. Course further develops professionalism, communication, and skills needed for advanced experiential training.

Grading Basis: Letter Grade with IP

Typically Offered: Spring.

PHRD 6925 - Medicinal Chemistry (2 Credits)

This course is an application of medicinal chemistry concepts using clinically relevant case studies, designed to examine mechanism(s) of drug action and resistance, structure activity relationships, and other concepts related to the pharmacology and clinical use of modern drugs. Restrictions: Department Consent Required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 6965 - Clinical Problem Solving Skills (2 Credits)

This course builds upon the principles and skills from PHRD 5055/6065 and includes application inside and outside the classroom of drug information, effective search strategies and literature evaluation, critical appraisal of scientific literature, and applying evidence in clinical practice.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 6985 - Pharmacotherapy 4 (5 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: cardiology 2, infectious diseases 1. Restrictions: Department Consent Required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 6995 - Pharmacotherapy 5 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: psychiatry, neurology. Restriction: Department Consent Required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7015 - Seminar Research (1 Credit)

Students will apply their ability to retrieve, evaluate, and utilize professional information in a critical and scientific manner. Students independently determine how to best solve a pharmacy-related question using scientific principles, and present their findings to a large audience. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7025 - Pharmacogenomics (2 Credits)

Course provides students with an understanding of how genetic factors influence drug efficacy. Knowledge gained from this course enhances students' ability to select the most effective therapeutic intervention. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7045 - Public Health & Health Outcomes (3 Credits)

Course concepts are medication safety, drug usage, pharmacoeconomics, and pharmacoepidemiology. Students analyze medication systems by using population data and risk management strategies. Students discuss the social, political, economic factors that influence health care delivery systems. Links their role in development & participation in health promotion, disease prevention, public health policy.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7055 - Pharmacy Management (2 Credits)

The course provides an introduction to management in community pharmacy practice, hospital pharmacy management, and other business and management skills needed to be successful in a variety of different practice settings. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7085 - Pharmacotherapy 6 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: infectious diseases 2. Department consent required.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7095 - Pharmacotherapy 7 (4 Credits)

This 7 course series includes pathophysiology, pharmacology, and therapeutics of a range of system based physiological conditions. Standards of care, controversial issues, pharmacotherapy advances, and patient management are covered. Areas covered in this course: hematology, oncology, rheumatology, transplantation. Department consent required

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7801 - Principles of Clinical Pharmacology (3 Credits)

The course provides students with a foundational knowledge of clinical pharmacology, including pharmacokinetics, drug metabolism, assessment of drug effects, optimizing patient therapy and drug discovery & development. It is grounded in weekly topical lectures, supplemented by readings, discussion and assignments. Prerequisite: P3 students or permission of course director.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7802 - Principles of Clinical Pharmacology 2 (3 Credits)

The course provides students with a foundational knowledge of clinical pharmacology, including pharmacokinetics, drug metabolism, assessment of drug effects, optimizing patient therapy and drug discovery & development. It is grounded in weekly topical lectures, supplemented by readings, discussion and assignments. Requisite: P3 students or permission of course director.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7808 - Introduction to the Pharmaceutical Industry (2 Credits)

Course provides a broad background on the pharmaceutical industry. Reviews of major pharmaceutical company functions will be covered. Emphasis will be placed on clinical development and areas of opportunity for those with a pharmacy or pharmaceutical sciences background.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7810 - Applied Pharmaceutical Outcomes Research Methods (2 Credits)

Students completing this course will be able to identify and write a clinical research question; identify variables for analyses; complete intermediate statistical analyses to answer their research question; write-up their study as a scientific manuscript; and present their research orally.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7812 - Seminar in Pharmaceutical Sciences (2 Credits)

Provides practical experience in the evaluation and discussion of research literature. Students will prepare a seminar and participate in scientific discussions. Students who are interested in broadening knowledge in pharmaceutical science, drug delivery, and improving their speaking skills will benefit.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring.

PHRD 7815 - Physical Assessment/Examination in Pharmacy (2 Credits)

This course is designed to provide students with functional knowledge and skills in the area of physical assessment and will aid students in enhancing the assessment of disease and drug therapy in a variety of practice settings.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7818 - Innovation and Entrepreneurship (2 Credits)

Students will have the opportunity to gain an understanding and recognize their creative abilities, promote innovation in themselves and others, and demonstrate productive thinking. Able to recognize a gap in healthcare, create a solution, and tell story of their solution.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7828 - Advanced Diabetes Management (2 Credits)

This elective focuses on advanced diabetes management and utilization of technology and digital health tools. The course provides learners hands-on, simulated experiences with diabetes technology and digital health tools to successfully optimize diabetes care and make clinical decisions remotely.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7830 - Infectious Diseases Elective (2 Credits)

This course will address the pharmacology and appropriate clinical use of agents used in the treatment and management of selected infectious diseases. The course will also focus on pharmacodynamics of antimicrobial agents, antibiotic stewardship, antibiotic resistance, and statistics.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7835 - Advanced Cardiovascular Pharmacotherapy (2 Credits)

The purpose of this course is to provide a more comprehensive and in-depth background in cardiovascular pharmacotherapy for students interested in, or planning to practice in, settings where the care of patients with cardiovascular disease is emphasized.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring.

PHRD 7836 - Ambulatory Care Elective (2 Credits)

Students will be introduced to emerging roles for pharmacists in the primary care setting, will gain further knowledge and skills regarding chronic disease management, and will be introduced to billing, regulatory, policy, and legal considerations for this practice environment.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7842 - Medical Use of Cannabis (2 Credits)

Course will address the pharmacology and appropriate medical use of cannabis used in the treatment and management of selected disease states. Course will also focus on the pharmacokinetics, pharmacodynamics, legal aspects, special populations and patient information (safety) of cannabis.

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7844 - Special Topics in Compounding (2 Credits)

Course will provide students with an understanding of principles and practices involved in clinical aspects of pharmacy compounding. Students will utilize readings, case studies, class discussion, outside-class assignments, and written evaluation to learn how pharmacy compounding may solve medication-related problems. Department Consent Required

Grading Basis: Letter Grade

Typically Offered: Fall.

PHRD 7850 - Geriatric Pharmacy Elective (2 Credits)

This course is intended to provide the student with an advanced understanding of pharmacotherapy in older adults as well as common medical, psychological, and social issues encountered when caring for older adults. Prerequisite: P3 status.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7855 - Independent Study (1-4 Credits)

Prerequisite: P3 status. Per Department Chair approval.

Grading Basis: Satisfactory/Unsatisfactory

Repeatable. Max Credits: 4.

Typically Offered: Fall, Spring.

PHRD 7856 - Independent Study (2 Credits)

Prerequisites: P3 status. Per Curriculum Committee approval.

Grading Basis: Satisfactory/Unsatisfactory

Typically Offered: Fall, Spring.

PHRD 7857 - Compounding Pharmacy Elective (2 Credits)

An elective course to offer compounding skills for pharmacy students.

Prereq: P1-P3 status.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring.

PHRD 7858 - Managed Care Elective (2 Credits)

The goal of the Managed Care Independent study at Kaiser Permanente Colorado is to provide the student with various managed care pharmacy experiences, both didactic and experiential. Prerequisite: P3 status

Grading Basis: Satisfactory/Unsatisfactory

Typically Offered: Fall, Spring.

PHRD 7860 - Special Topics in Integrated Health & Medicine (2 Credits)

This course is designed to develop a broad knowledge base in the field of Integrated Health and Medicine. This course will cover common vitamins and minerals, herbal products, and bio-identical hormones, and core domains and discussions of regulatory issues. Prerequisite: P1-P3 status.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring.

PHRD 7863 - Human Health & Climate Change Independent Study (1 Credit)

This interdisciplinary course is designed to provide an overview of: • the various impacts of climate change on human health and health systems, • the simultaneous environmental impacts of the healthcare system, • the direct effects of climate on health at a local, national, and global level, • the complex systems that interact with social determinants of health, health equity, and • the interconnections between human health and the health of natural systems

Grading Basis: Satisfactory/Unsatisfactory

Typically Offered: Spring.

PHRD 7864 - Human Health/Climate Change Collaborative International Learning Independent Study (1 Credit)

This interdisciplinary virtual exchange experience is designed to provide an opportunity for students at multiple universities to work together on projects enabling them to: • learn about the various regional and global impacts of climate change and environmental degradation on human health, • learn about the steps health professionals can take to move toward more sustainable and resilient systems, and • practice online group learning and project skills Collaborative learning assignments will take a "planetary health" approach to explore the interconnections of the health of humans and the natural systems in which we exist. We will pay careful attention to the social, cultural, and economic factors that can impact these systems on a local, regional, and global scale. Prerequisite: PHRD 7863 is a corequisite

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Grading Basis: Satisfactory/Unsatisfactory w/IP

Typically Offered: Spring.

PHRD 7870 - Pediatric Pharm Practice (2 Credits)

This course will be offered to students interested in developing and fostering their knowledge and assessment of childhood diseases and pharmacotherapy. Clinical pharmacy specialists and staff from the Children's Hospital of Denver will teach this course. Prerequisite: P3 status.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7885 - Acute Care Pharmacotherapy (2 Credits)

Pharmacology and appropriate clinical use of agents used in the treatment of selected acute disorders found in hospitalized patients. The course will also focus on the comprehensive nature of these acute disorders. Recent advances in pharmacotherapy, patient-specific management strategies, and controversial issues will be included and emphasized. Prerequisite: P3 status.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7890 - Advanced Oncology Pharmacy (2 Credits)

Students will learn pathophysiology and treatment of solid organ and hematologic malignancies, practical use of antineoplastic agents, and provision of supportive care for patients of cancer. Prerequisite: PHRD 6750.

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7895 - Beginning Medical Spanish (2 Credits)

This Beginning Medical Spanish course, tailored for pharmacy students, is designed to allow students to become comfortable with conversational Spanish and medical vocabulary in various pharmaceutical contexts. Language learning is both academic and experiential. Prerequisite: P3 status.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring.

PHRD 7896 - Intermediate Med Spanish (2 Credits)

This intermediate medical Spanish course, tailored for pharmacy students, is designed to allow students to become comfortable with intermediate conversational Spanish and medical vocabulary in various pharmaceutical context. Language learning is both academic and experiential. Prerequisite: P3 status.

Grading Basis: Letter Grade

Typically Offered: Fall, Spring, Summer.

PHRD 7905 - Advanced IPPE (6 Credits)

Students are placed in a 6-week, full-time (40 hours per week) patient care experience in which they can begin to apply their didactic knowledge. In this advanced IPPE students demonstrate competency to meet pre-APPE core performance domains and abilities. Requirements: Department consent required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7965 - Health Care Informatics (2 Credits)

Course provides introductory content about informatics topics including a working understanding of knowledge systems for students to be able to manage medication use systems to optimize patient and population outcomes. Requirements: Department consent required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 7995 - Clinical Capstone (6 Credits)

Course is designed to be a capstone that integrates essential core pharmacy practice topics. The philosophy of this course is to facilitate student learning, and holding students accountable for prior learning in an integrated manner using complex patient scenarios. Requirements: Department Consent required

Grading Basis: Letter Grade

Typically Offered: Spring.

PHRD 8045 - AdvPharPracExp - Medication Therapy Management (3 Credits)

Three-week rotation; 40 hrs weekly. This experience will take place in a community pharmacy practice setting. Students will participate in medication therapy reviews, pharmacotherapy consults, anticoagulation management, and other clinical services that optimize therapeutic outcomes for individual patients. Requirement: Department consent required

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 3.

Typically Offered: Fall, Spring, Summer.

PHRD 8055 - AdvPharPracExp - Elective (6 Credits)

Six week rotation; 40 hrs weekly. This experience will take place in various practice settings. Students may participate in various activities that focus on medication-related problems dealing with various populations, with or without direct patient contact. Requirement: Department consent required

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 6.

Typically Offered: Fall, Spring, Summer.

PHRD 8056 - APPE Elective International (6 Credits)

Six week rotation; 40 hrs weekly. This pharmacy practice experience is an opportunity for students to train in various international clinical practice environments.

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 12.

Typically Offered: Fall, Spring, Summer.

PHRD 8065 - AdvPharPracExp - Ambulatory Care (6 Credits)

Six week rotation; 40 hrs weekly. This experience will take place in an ambulatory care, multidisciplinary practice setting. Practice sites may include hospital-based clinics, physician group practices, and community or public health clinics that provide health care directly to patients.

Requirement: Department consent required.

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 6.

Typically Offered: Fall, Spring, Summer.

PHRD 8075 - AdvPharPracExp - Community (6 Credits)

Six week rotation; 40 hrs weekly. This experience will take place in a community pharmacy practice setting. Practice sites include independent, large chain or retail pharmacies that provide a variety of services, including administration of immunizations and health/wellness screenings. Requirement: Department Consent required

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 6.

Typically Offered: Fall, Spring, Summer.

PHRD 8085 - AdvPharPracExp - Hospital/Health-System Pharmacy (6 Credits)

Six week rotation; 40 hrs weekly. This experience will take place in an inpatient practice setting. Students will be exposed to adult patients with a variety of disease states, and participate in other institutional activities related to clinical pharmacy services. Requirement: Department consent required

Grading Basis: Letter Grade with IP

Repeatable. Max Credits: 6.

Typically Offered: Fall, Spring, Summer.