THE UNIVERSITY OF GEORGIA
COLLEGE OF PHARMACY

STUDENT HANDBOOK
2015-2016
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COLLEGE OF PHARMACY

STUDENT HANDBOOK

2015-2016

This handbook is compiled for informational use by Dr. Alan P. Wolfgang, Assistant Dean for Student Affairs, and Sheila Roberson, Director of Public Relations/Publications. It is not an official document of either The University of Georgia or The University of Georgia College of Pharmacy.
CALENDAR

FALL 2015
August 10-14, Monday-Friday, Orientation and RX DAWGS Boot Camp
August 15, Saturday, White Coat Ceremony
August 17, Monday, Classes Begin
September 7, Monday, Holiday
October 6, Tuesday, Midpoint of Semester
October 30, Friday, Fall Break
November 23-27, Monday-Friday, Thanksgiving Holidays
December 8, Tuesday, Classes End
December 9, Wednesday, Reading Day
December 10-16, Thursday-Wednesday, Final Exams

SPRING 2016 (tentative)
January 11, Monday, Classes Begin
January 18, Monday, Holiday
March 1, Tuesday, Midpoint of Semester
March 7-11, Monday-Friday, Spring Break
April 8, Friday, 12-week Courses End, 1st year
April 13, Wednesday, Reading Day, 1st year
April 11-15, Monday-Friday, Finals Exams, 12-week courses, 1st year
May 2, Monday, Classes End
May 3, Tuesday, Reading Day
May 4-10, Wednesday-Tuesday, Final Exams
May 7, Saturday, Commencement, College of Pharmacy

The professional program at the University of Georgia College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education. The Council can be contacted at 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810 or by calling (312) 664-3575.
COLLEGE OF PHARMACY HISTORY

In 1903, the Committee on Laws and Disciplines of the Board of Trustees authorized the organization of a School of Pharmacy at The University of Georgia at Athens. At the same time, Dr. Samuel C. Benedict was appointed to the chair of Materia Medica in the school. Space was allocated in Terrell Hall for the school and six students enrolled for the 1904-1905 year. The educational objective of those six registrants was to matriculate for two years and receive a Ph.G. degree.

In January 1907, Mr. Robert C. Wilson was elected Instructor in Pharmacy and in 1914 was named Director of the Department of Pharmacy; in 1924 he became Dean of the School of Pharmacy. In his first report to the Board of Trustees he noted that the School had graduated the first women students in 1924. Dean Wilson’s continuous struggle to improve pharmacy in Georgia led to development of the first four-year required pharmacy degree in the nation, beginning in 1926. In 1939, the school moved to quarters in New College and was accredited by the American Council on Pharmaceutical Education, a rating that has been maintained continuously since that time.

Dr. Kenneth L. Waters was named Dean of the School of Pharmacy in 1948. Under his guidance, the school grew to the point where a new facility was deemed essential. The building was completed in 1964. One year later, the first students of the five-year pharmacy program graduated. The new facility presented an opportunity for student body and faculty growth with faculty experiencing the greatest percentage increase. Academic programs were improved and research output was significantly increased. The service program developed rapidly to the point where several faculty members were involved. An externship and clinical program were required of undergraduate students in an effort to present the optimum learning experience.

Dr. Howard C. Ansel was named Dean in 1977. During his tenure, the name of the school was changed to the College of Pharmacy to reflect the unit’s expanded educational, research, and service roles. A Doctor of Pharmacy (Pharm.D.) degree program was offered as a post-baccalaureate degree program and as a tracking option. The Clinical Pharmacy Program at the Medical College of Georgia was established and an assistant dean of pharmacy was named as its administrator. The graduate and research programs of the College were also strengthened through major renovations to the Robert C. Wilson Pharmacy Building, making the College of Pharmacy one of the premier research units on campus. An office of Postgraduate Continuing Education was established to provide for the continuing education needs of the practitioner. Dr. Stuart Feldman of the University of Houston was named Dean in 1991. During his tenure the College received Georgia State lottery funds to increase technology in education and the former Reading Room was converted to a computer laboratory. The curriculum changed to the semester system and the entry-level Doctor of Pharmacy degree and the Non-traditional Doctor of Pharmacy Pathway Program were initiated. A full-time experiential coordinator was hired.

Dr. Svein Øie of the University of California San Francisco became Dean on January 1, 2000. Under his guidance, the College has expanded its regional presence, increased its scope of clinical activities, augmented the clinical faculty, established a residency program, and moved toward a stronger interdisciplinary approach of its research endeavors.
FACULTY AND STAFF
ADMINISTRATION
Øie, Svein, Dean
Francisco, George E., Associate Dean
Bartlett, Michael, Interim Assistant Dean,
   Nontraditional Education and Outreach
Duke, Lori, Assistant Dean for Experience Programs
Fagan, Susan, Assistant Dean for Augusta Programs
Fulford, Michael, Director of Assessment
Khan, Iqbal, Assistant Dean for Southwest Georgia Programs
Maddox, Ray, Assistant Dean for Southeast Georgia Campus
Nair, Vasu, Associate Dean for Research
Watson, Joan Monahan, Assistant Dean for Strategic and Academic Initiatives
Wolfgang, Alan, Assistant Dean for Student Affairs
Hemphill, Cicely, Administrative Associate II
McIntyre, Shirley, Administrative Specialist II
Strait, Gloria, Administrative Associate II
Weimer, Aaron, Student Affairs Professional III

COLLEGE SUPPORT
Anderson, John, Manager, IT Associate Manager
Brown, Brad, IT Senior Manager
Cook, Samuel, IT Professional (Principal)
Eno, Amy, Senior Accountant
Hamby, Kim, Director, Alumni Affairs
Hart, Jessica, Business Manager III
Heindal, Christian, Grants Coordinator III
Perdue, Miriam, Chief of Staff, External Affairs
Prine, Jeanne, Web Developer Principal
Roberson, Sheila, Director, Public Relations
Roesch, Crystal, Director of Major Gifts, External Affairs
Schroder, Kenneth, Facilities Manager I
Shelton, Melba, Associate Accountant
Strickland, Dana, Executive Director, External Affairs
Varghese, John, Administrative Financial Director

KROGER LEARNING CENTER
Duran, Chris, Instructional Tech Systems Professional (Principal)
Jones, Sarah, IT Senior Manager
Palmer, Russ, IT Development Professional Specialist
Smith, Katie, IT Development Professional Specialist

EXPERIENCE PROGRAMS
Brooks, Kay, Public Service Assistant
Darley, B. Andrew, IPPE Coordinator, 3rd Year

Duke, Lori J., Assistant Dean for Experience Programs
Fowler, Janet, Administrative Associate II
Hannings, Ashley, Public Service Assistant, IPPE Coordinator, 2nd Year
Holly, Pattie, Program Specialist II
Hughes, Linda D., Public Service Assistant
Krulic, Wesley, Regional Coordinator/Savannah & Southeast Georgia
May, Dianne B., Augusta Campus Director of Pharmacy Practice Experiences/Augusta Regional Coordinator
McDuffie, Charles H., Senior Public Service Associate
McEwen, Deanna W., IPPE Director, IPPE Coordinator, 1st Year
Miller, Mindi S., Regional Coordinator/Atlanta
Parham, Lynn, Program Coordinator II
Sheffield, Melody C., Southwest Georgia Campus Director of Pharmacy Practice Experiences/Southwest Georgia Regional Coordinator
Welch, Lindsey H., APPE Director
Williams, Monica, Administrative Specialist I

NONTRADITIONAL EDUCATION AND OUTREACH
Akelewicz, Frances, Instructor, Regulatory Affairs
Arkin, Ronald, Instructor, Regulatory Affairs
Bartlett, Michael, Interim Assistant Dean
Davenport, Cynthia, Administrative Assistant II
Fortson, Elise, Administrative Associate II
Geiger, Robert, Academic Professional Associate, Regulatory Affairs
Hodges, Johnna, Assistant Director, Regulatory Affairs Educational Programs
Khan, Fazal, Associate Professor, Regulatory Affairs
Makkar, Arvinder, Program Specialist
McDuffie, Charles, Senior Public Service Associate
Mullis, David, Director, Regulatory Affairs Educational Programs
Sanford, Jeffrey, Senior Public Service Associate von Waldner, Trina, Director for Postgraduate Continuing Education & Outreach

STUDENT AFFAIRS
Dobbs, Renee, Student Affairs Professional II
Herda, Susan, Admissions Counselor I
Hill-Silcott, Vivia, Diversity Coordinator
Wolfgang, Alan, Assistant Dean
### DEPARTMENTS

#### Athens Faculty
- Bourg, Catherine
- Branar, Trisha
- Buck, Brian
- Cobran, Ewan
- Fleming, Virginia
- Francisco, George
- Franic, Duska
- Herist, Keith N.
- Langford, Alan
- Norton, Merrill
- Perri, Matthew
- Phillips, Bradley, Department Head
- Phillips, Beth
- Sattler, E. Lilian
- Southwood, Robin
- Tackett, Randall
- Thiman, Michael
- Young, Henry
- Staff: Klein, Annelie, McKenzie, Kim, Pierce, Misty

#### Savannah Faculty
- Bland, Christopher
- Duke, Kenneth
- Maddox, Ray
- Richards, Hal
- Staff: Cordray, Patricia

#### Augusta Faculty
- Clemmons, Amber
- DeRemer, David
- El-Remessy, Azza
- Fagan, Susan, Associate Department Head
- Ishrat, Tauheed
- Manasco, Kalen
- May, Dianne Williams
- May, J. Russell
- Segar, Lakshman
- Shenoy, Somanath
- Staff: Glosson, Becky, Wilburn, Marcia

#### Albany Faculty
- Hawkins, Anthony
- Hunter, Carolyn
- Khan, Iqbal
- Phan, Stephanie
- Staff: Barfield, Arica

#### Atlanta Faculty
- Miller, Mindi

### CLINICAL AND ADMINISTRATIVE PHARMACY

#### Faculty
- Bartlett, Michael
- Beach, J. Warren
- Beedle, Aaron
- Bruckner, James
- Cai, Houjian
- Chu, Chung K.
- Cummings, Brian S.
- Elder, Deborah
- Franklin, James
- Gao, Mingming
- Greenspan, Phillip
- Hooks, Shelley
- Kennedy, Eileen
- Liu, Dedi, Department Head
- Momany, Cory
- Murph, Mandi
- Nair, Vasu
- Pegan, Scott
- Rekhi, Singh
- Roberts, Arthur
- Weng, Han-rong
- White, Catherine
- Zastre, Jason
- Zheng, Yujun George

#### Staff
- Bendzunas, George
- Costyn, Leah
- Duncan, Linda
- Eubanks, Mary
- Jia, Wei
- Luan, Junna
- Ma, Yongjie
- Manoharan, Radhika
- Muralidhara, Srinivasa
- Smith, Demetrius
- Standridge, Leslie
- Teng, Quincy
- Wilson, Joy
- Zhang, Guisheng

### PHARMACEUTICAL AND BIOMEDICAL SCIENCES

#### Faculty
- Bartlett, Michael
- Beach, J. Warren
- Beedle, Aaron
- Bruckner, James
- Cai, Houjian
- Chu, Chung K.
- Cummings, Brian S.
- Elder, Deborah
- Franklin, James
- Gao, Mingming
- Greenspan, Phillip
- Hooks, Shelley
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- Teng, Quincy
- Wilson, Joy
- Zhang, Guisheng
ACADEMIC HONESTY POLICY

The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. A policy on academic honesty (and procedural guidelines for adjudication of alleged violations of academic honesty) has been developed to serve these goals. Academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless that assistance or use is authorized by the person responsible for supervising that academic work or fairly attributed to the source of assistance or information).

Academic honesty is vital to the very fabric and integrity of the University of Georgia. All students must comply with an appropriate and sound academic honesty policy and code of honest behavior. All members of the University community are responsible for and involved in bringing about an honest University and all must work together to ensure the success of the policy and code of behavior.

UGA Student Honor Code
I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.

All students agree to abide by the honor code when signing the application for admission to the University. A Culture of Honesty – UGA’s Academic Honesty System’s full version may be found at: http://www.uga.edu/ovpi.

Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of the Vice President for Instruction, Old College, (706) 583-0690.

ARRESTS AND CONVICTIONS POLICY

Any student either accepted for admission to or currently enrolled in the Doctor of Pharmacy program who is arrested, charged, or convicted for a crime other than a minor traffic offense (DUI is not a minor traffic offense) must report, within 72 hours, that arrest, charge, or conviction to the Assistant Dean for Student Affairs. Failure to report may result in appropriate disciplinary action, including dismissal from the College of Pharmacy. In accordance with College of Pharmacy policy A07-023-AP (Academic Professionalism Policies and Procedures – Students), the Assistant Dean for Student Affairs shall review the nature of the arrest, charge, or conviction and make a determination on whether it constitutes a professionalism violation that should be forwarded to the College of Pharmacy Academic and Professionalism Committee for disciplinary action as outlined in that policy.
ACADEMIC PROFESSIONALISM POLICY

Professional behavior is expected among all students of the COP in order to fulfill curricular requirements for graduation. Professional attitudes/behaviors, as well as examples of unprofessional behavior, are discussed with students during Orientation, stated in various course syllabi, and reinforced at selected points throughout the academic year. Students who exhibit appropriate behaviors/attitudes progress in the professional components of the curriculum, whereas students who do not display professional behaviors and attitudes are subject to informal and/or formal corrective action.

In a professional school, the curriculum of study consists of knowledge, skills, abilities and attitudes/behaviors. The curricular goals and objectives of the Doctor of Pharmacy program at the University of Georgia College of Pharmacy (COP) are articulated in the document entitled, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Program. Procedures for addressing academic competency and progression associated with students’ knowledge, skills, and abilities are addressed in the College’s Progression Policy. The College’s accepted definition for professionalism is embodied in the Rx DAWGS pledge of professional behavior:

As a student pharmacist in the College of Pharmacy at the University of Georgia,

I am **R**espectful. I hold my patients, colleagues, and collaborators in esteem and value their knowledge and experiences regardless of their culture, ethnicity, geographical location, or income. I recognize and heed the authority of my professors and preceptors.

I **eX**ceed expectations in all that I do in the classroom, the laboratory, and in the professional arena. I am self-aware and committed to self-improvement, exhibiting leadership through my motivation and work ethic.

I am **D**ependable, virtuous, and discerning. I hold myself to the highest principles of ethical and legal conduct. I exercise sound judgment regarding my own self-image, and I protect the privacy of my patients.

I am an **A**gent of change. Through my flexibility and adaptability, I accept and promote innovations that improve patient care.

I am **W**ise and reflective. I consider the ways in which my skills, knowledge, and experience impact my colleagues and patients. I seek to apply my learning in authentic contexts and adjust my practice according to the diverse needs of those I serve.

I am **G**enuine in conversation and correspondence with faculty, staff, patients, and other healthcare professionals. My communication is effective because it is clear, honest, respectful, and considers the diversity of those I serve.

I am **S**ervice-oriented. The welfare of others is my utmost concern. I am compassionate and empathetic; I promote and practice volunteerism to better serve my community and constituency.

Together, we are **Rx DAWGS**, and we accept our obligation to continually improve our professional knowledge and competence in order to provide the best possible care for all our patients and to make positive contributions to our communities and our healthcare system.
Procedures for addressing attitudes/behaviors (i.e. professional competency), or situations that could potentially endanger the public are addressed by this policy. This policy applies to all students accepted for admission or actively enrolled in the College of Pharmacy.

**Academic Honesty**

Suspected violations of academic honesty must be handled per the University’s Academic Honesty Process (http://honesty.uga.edu) and cannot be processed through the Academic Professionalism policy below.

**Disciplinary Actions from UGA Office of Student Conduct or Georgia State Board of Pharmacy**

Within UGA, policies are available to handle all violations of the UGA student code of conduct (http://www.conduct.uga.edu/code_of_conduct/index.html). In addition, the Georgia Board of Pharmacy has the right and responsibility to review the licensure status of pharmacy interns. In the event that a pharmacy intern license is deemed to be either “expired” or “inactive” or “not in good standing” the student’s progression will be handled as outlined in the UGA College of Pharmacy Student Handbook.

All disciplinary decisions made by the UGA Office of Student Conduct or the Georgia Board of Pharmacy will be reviewed by the Academic and Professionalism Committee. Sanctions by either the UGA Office of Student Conduct or the Georgia Board of Pharmacy, however, do not preclude additional disciplinary actions within the UGA College of Pharmacy given our responsibility to ensure public safety related to the practice of pharmacy. The Academic and Professionalism committee will make recommendations based on the severity of the infraction as outlined below under tier 2 or tier 3.

**Reports of Professionalism Violations**

Any student, faculty, staff member, or other individual associated with the COP’s academic programs may report a student for lack of professional behavior to the Assistant Dean for Student Affairs. For minor violations, the incident should be brought to the student’s attention and resolution attempted before reporting the incident to the Assistant Dean for Student Affairs (hereafter known as the Assistant Dean).

Upon receiving a report regarding unprofessional behavior the Assistant Dean will determine the legitimacy of the report. Further action will be taken in accordance with Competency Statement 10 (in the College’s document on educational outcomes, Competency Statements, Terminal Objectives, and Enabling Objectives for the Doctor of Pharmacy Programs), the severity of the incident, the risk for public endangerment, and the need for urgent administrative action. Depending on the nature of the behavior, the Assistant Dean may act on a single behavioral report or wait until multiple reports of unprofessional behavior on a student are received.

Once the Assistant Dean determines that administrative action is warranted, the action chosen will be based upon the severity of the infraction(s). If the action is greater than tier 1, the Academic and Professionalism Committee will determine the appropriate course of action (i.e. tier 2 or tier 3).
Tier 1 (Minor) Infractions: (including, but not limited to situations involving lapses in meeting required deadlines, communicating appropriately using either verbal or written formats, and arriving on time to scheduled classes or experiences)

1. For the first report of unprofessional behavior, the Assistant Dean will meet with the student to counsel him/her on the seriousness of the behavior and the potential consequences to the student of such actions, including potential dismissal from the COP for repeated unprofessional behavior. The discussion will also include strategies to correct the behavior or address the problem. Following the session, the student and Assistant Dean will sign and date a statement acknowledging the student’s behavior and his/her awareness of potential consequences for similar behavior in the future. The Assistant Dean will notify the person(s) who initiated the complaint that the student has been counseled.

2. For the next reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend to the Associate Dean that the student be placed on professional probation in the COP and/or issue a final warning of the consequences of a third offense.

3. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether this is a new behavior problem or continuation of an ongoing problem. Possible outcomes will be professional probation, continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.

4. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 2 (Moderate) Infractions: (including, but not limited to, convictions associated with alcohol).

1. For the first reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee may recommend any one of the following sanctions depending on the severity of the infraction: professional probation in the College of Pharmacy (with a warning of the consequences of a subsequent offense) or suspension from the Doctor of Pharmacy program for up to one year. Students who receive suspension will be dismissed from the College of Pharmacy upon subsequent infractions concerning unprofessional behavior.

2. For subsequent problems with professionalism, the Assistant Dean will notify the student and the Academic and Professionalism Committee Chair. After meeting with the student, the Academic and Professionalism Committee will recommend to the Associate Dean an appropriate course of action. The outcome will be based on the type of unprofessional behavior and whether
this is a new behavioral problem or continuation of an ongoing problem. Possible outcomes will be continued professional probation, suspension from the Doctor of Pharmacy program for up to one year, or dismissal from the College of Pharmacy. Students who receive continued professional probation or suspension will be dismissed from the College of Pharmacy for any further infractions concerning unprofessional behavior.

3. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of notification of the committee action.

Tier 3 (Major) Infractions: (including, but not limited to, documented theft of medications including illicit and/or controlled substances; documented illegal use or possession of illicit and/or controlled substances; convictions related to illicit and/or controlled substances, physical endangerment, or any felony conviction)

1. For the first reported offense, the Assistant Dean will notify the student and the chair of the COP Academic and Professionalism Committee. Major infractions, except as noted below, will result in dismissal from the COP. The student will appear before the Academic and Professionalism Committee to discuss the behavior. Following this session, the committee will review the case and confirm the recommendation for dismissal from the College of Pharmacy is appropriate. This recommendation will be forwarded to the Associate Dean. (Note: If, prior to a reported offense involving an illicit and/or controlled substance, marijuana, or a dangerous drug, a student notifies the Office of Student Affairs that he or she illegally uses an illicit and/or controlled substance, marijuana, or a dangerous drug and agrees to abide by the College of Pharmacy Wellness Policy no further administrative action will be taken.)

2. Students may appeal decisions of the Academic and Professionalism Committee to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of the notification of dismissal.
STUDENT WELLNESS POLICY

Faculty Advisor - Randall Tackett (UGA) 542-5415
Pager: 1-800-829-2255 PIN 208-2523

INTRODUCTION

Because the faculty and administration of the University of Georgia College of Pharmacy recognize that chemical dependency (including alcoholism) is a disease that affects all of society, they:

a. accept a responsibility to assist chemically impaired students toward recovery;
b. accept a responsibility to support students in their recovery from co-dependent relationships with chemically impaired individuals;
c. advocate referral of chemically impaired students to pharmacist rehabilitation programs;
d. accept the need for cooperation with the State Board of Pharmacy wherever public safety may be endangered by impaired students;
e. accept responsibility for restricting alcohol use promotions on campus;
f. accept responsibility for the development and dissemination of policies that prohibit illicit drug use by pharmacy students; and
g. accept responsibility for the development and promotion of student wellness programs as a component of the student orientation process, a policy for addressing, referring, and monitoring students who are chemically impaired was adopted by the college in 1989.

GOALS

The general goals of this program are to:

1. Provide compassionate assistance for chemically impaired or co-dependent students and their immediate families.
2. Provide assistance in a way that protects the rights of the impaired students to receive treatment in strictest confidence.
3. Afford recovering students who are not legally restricted and are no longer chemically impaired the opportunity to continue their pharmacy education without stigma or penalty.
4. Protect society from harm that impaired students may cause.
5. Provide leadership in the development of curricular content that addresses the societal impact of chemical dependency as a disease state and the wellness programs intended to promote healthy lifestyles in students.

A complete copy of this policy may be obtained from the Dean’s Office

PHARMACY STUDENT REHABILITATION PROGRAM

I. UGA College of Pharmacy, Pharmacy Student Rehabilitation Committee (PSRC)

A. The University of Georgia College of Pharmacy PSRC will be comprised of two faculty members (non-administrative) and one student from the first and second year classes and two students from the third and fourth year (one from each campus). Each class will nominate five students for this position, one of whom will be selected for the committee after an interview process. An ad hoc member from student health services with experience in chemical dependency (CD) intervention will also serve on the PSRC. PSRC faculty members will be appointed by
college administration and usually will serve in this capacity throughout their academic program or duration of employment at the college to assure consistency and confidentiality. Individuals considered for service on a PSRC must have a sincere interest in helping impaired pharmacy students (IPS), must be willing and able to maintain confidentiality of all information related to their committee service and be willing to devote time to the effort. Individuals on the PSRC must successfully complete CD intervention training (which can be obtained through CD treatment centers, impaired health professional programs or councils on alcoholism and other resources for such training in this area).

B. The names and contact addresses of all members of the PSRC will be routinely publicized throughout the college as a resource for reporting of suspected IPS; confidentiality will be maintained to the fullest extent possible under the law. The identity of individuals reporting others with possible CD problems will be treated confidentially by the committee as will the identities of reported or self-reported IPS. If possible, only two student members and one faculty member of the PSRC should be aware of the specific identity of any reported student and should carry out the investigation and intervention process, if required. Other members of the PSRC will be informed in general terms (such as a program participant numbering system) of the participation and nature of involvement of a student in the program. PSRC members involved in a case must have specific documentation of impairment (such as witnessed diversion, use, or consistent behavior or arrests rather than hearsay) before an intervention should be considered. An investigation to obtain needed information will be conducted confidentially by these members. The Georgia PharmAssist Program may be utilized for assistance in intervention and monitoring.

C. Prior to intervention, a plan for referral of the IPS will be generally agreed upon. This will entail a formal CD evaluation and treatment planning, which could include immediate inpatient care. Interventions will occur once adequate documentation of impairment is obtained. Only those PSRC and/or PRP members directly involved in the case (see above) and other appropriate individuals who can significantly contribute to the intervention (family members, employers, roommates, spouse/significant other, physician, representatives from PharmAssist, etc.) will be involved. If the investigation fails to provide adequate material for an intervention, the case may be continued until sufficient information is obtained. If the investigation does not support chemical impairment, the case is closed.

D. Professional, family, and financial considerations are often excuses used by IPS during the intervention process to avoid going for evaluation and/or treatment. These issues will be addressed by the monitoring program prior to the intervention if possible. Adequate precaution will be taken to assure that the confronted is prevented from harming him/herself; agitated students should not be released to his/her own recognizance.

E. Students will be informed that refusal to cooperate with the recommendations of the monitoring program will normally necessitate termination of that program’s advocacy on the part of the student and require reporting of the alleged impairment to the Associate Dean.

F. If treatment can occur during Summer breaks, the student’s academic progress may be preserved without conspicuous absence from class for a protracted period of time. If the student’s impairment appears to immediately endanger himself/herself or another, he/she should be referred for evaluation and/or treatment as soon as possible. When this is necessary, the Associate Dean will grant a “leave of absence” for an unspecified period of time with probable reentry into the university (assuming academic eligibility is intact at the end of the most recently completed semester and that all other administrative obligations due the college have been met) at a level appropriate to his/her previous academic progress.
G. A list of treatment centers that offer services appropriate to the rehabilitation of the IPS, based upon cost, program, usual duration and type of treatment and willingness to cooperate with the reporting needs of PSRC and/or PRP will be provided by the monitoring group. Once a diagnosis is made, a treatment plan specifying the type and identity of recommended treatment providers should be presented to the IPS. As a general rule, inpatient treatment programs, which usually last about one month, are more successful than outpatient programs, but are significantly more expensive. Participation of an IPS in a formal treatment program appropriate to the severity of his/her chemical dependency is required.

H. Prior to entry into a screening program the IPS will sign a screening agreement.

I. If treatment is recommended, the IPS will sign a recovery contract. The contract stipulates the terms of treatment, conditions of reentry to pharmacy school, maintenance program following treatment, consequences of noncompliance with the contract, financial obligations, authorization for reporting of information pertinent to treatment progress to the PSRC and/or PRP, authorization for release of statistical information (without individual identity) by the PSRC and/or PRP, and stipulation of duration of monitoring. Noncompliance will result in reporting of the case to the Associate Dean of the college by the PSRC for disposition once the individual has been warned of the noncompliance and fails to return to compliance with contractual terms; where the individual holds an intern license issued by a Board of Pharmacy, the Board will also be notified.

J. Usual recovery contracts are at least 2 years in duration. The student who graduates from the College of Pharmacy during that period of time represents a problem where only a PSRC is involved; the contract will stipulate to whom the records will be transferred for monitoring after the student graduates and/or moves from the state. The monitoring program of the Board of Pharmacy in another state may not accept the terms of the contract and may choose to alter it or impose additional conditions. Utilization of a PRP in the state as the monitoring program for the IPS simplifies this because they can continue to monitor the pharmacy graduate if he/she remains in the state.

K. The IPS agrees to abstain from use of all mind-altering drugs except as prescribed in defined circumstances and to provide scheduled and/or random urine and/or blood samples for testing as requested by the monitoring program at the participant’s expense. Authorization for obtaining both job performance reports from employers and reports from others as needed and a definition of the duration of the contract is included. The completion of a listing of 12-step meetings attended with dates and a daily log of activities is also required.

L. Reentry into pharmacy school (if progress is interrupted by treatment) will depend on compliance with contract terms and authorization to return from the treatment counselor (and arranging reentry). Reentry may be delayed until needed coursework is again offered. Students may continue with school while in outpatient treatment; however, the student will not be allowed to jeopardize his/her recovery and should contractually agree to take a leave of absence from school if it is interfering with the treatment/recovery process. The IPS will not be allowed to participate in any activity involving direct patient contact until they have successfully completed their treatment program.

M. One faculty member of the monitoring program will be responsible for the collection, maintenance and security of records in a confidential, secure manner, separate from other student records. Access to these records must be restricted to those authorized by the monitoring program (usually only the members of the program involved directly in the case) and only for specific cause. All records may be released to the Dean, and if necessary the State Board of Pharmacy, if noncompliance with contractual terms necessitates termination of the advocacy for the student by the monitoring program.
II. Procedural Considerations

A. Legal
No member of a peer review committee or employee assistance program functioning in an advocacy role for the rehabilitation of chemically impaired pharmacy students of the college can be held liable for damages resulting from action or recommendations made within the scope of that committee’s/program’s function if such member acts without malice and in the reasonable belief that such action or recommendation is warranted by the facts known to him/her after reasonable effort is made to obtain the facts on which such action is taken or recommendation is made. No person who in good faith and without malice makes a report to a monitoring program shall be liable to such reporting.

B. Academic
Student academic standing at the end of the most recently completed semester before entering treatment will be preserved while the student is on a leave-of-absence for approved drug rehabilitation therapy. If the student is academically ineligible to continue in the pharmacy curriculum, participation in the program will not preclude administrative action for dismissal. The IPS will not be allowed to participate in experiential components of the educational program until permission to do so is obtained from the monitoring program and treatment counselor.

C. Financial
The participant is responsible for the costs of the treatment and rehabilitation including urine and blood drug testing.

D. Financial Aid
Students who enter treatment during school and therefore may not complete course work during that semester may have difficulty with financial aid programs. A “no-questions-asked” leave-of-absence notification procedure from the PSRC or PRP to the financial aid office will be implemented to minimize the risk of breach of confidentiality.

E. Drug Testing
Drug testing is a routine part of any drug rehabilitation program and serves as positive proof of continuing compliance with the program. Any program or its specified treatment agency of laboratory using scheduled and/or random drug testing for monitoring of compliance with chemical dependency recovery programs must insist on direct observation of specimen collection and have a carefully controlled system of specimen processing (similar to NCAA procedures for student athletes; i.e. retention of a portion of the specimen in locked storage for subsequent testing if required, observation of a specific chain of custody for sample handling, use of a reputable, consistent laboratory with assurance of confidentiality of reports, and confirmation of screened positive using a separate method of analysis on the retained sample to verify positive results before presence of prohibited substances is reported to the monitoring program).

F. Noncompliance/Relapse
The monitoring program working with recovering individual will be allowed to vigorously confront noncompliance without necessitating a report to the Associate Dean, Board of Pharmacy or employer. Return to treatment may be necessary in some cases. If the individual then fails to comply or is recurrently noncompliant, the advocacy relationship is terminated and a comprehensive report is made to the Associate Dean, Board of Pharmacy or employer.

G. Participation in 12-step and other support programs for recovering from chemical dependence is a lifelong process. The cornerstone to this process is ongoing participation in 12-step and other support program meetings. Students will be encouraged to attend such meetings and be given necessary time to do so when possible.
WITHDRAWAL FROM COURSES

Effective Fall 2014, students who withdraw from courses before the withdrawal deadline (two weeks after the midpoint, as specified by the official calendar) will receive a grade of W. Withdrawals from courses will not be permitted after the withdrawal deadline except in cases of hardship as determined by the Office of Student Services. Students will not be able to withdraw from their coursework if they have an active financial or registration hold on their record.

Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student’s transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through ATHENA (Online Student Information System).

If the student withdraws before the semester’s withdrawal deadline, the student will receive a grade of W. An instructor may withdraw a student from a course due to excessive absences as defined in the course syllabus, and the student will receive a grade of W.

If the student does not initiate the withdrawal, the Registrar will notify the instructor and the student of the withdrawal.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Office of the Dean of Students (ODOS) can approve a hardship withdrawal from all courses in the term for which a student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of W for those classes. The instructor must be informed of the assignment of the W grade. The deadline for final approval of a hardship withdrawal by ODOS is the last day of classes for the semester. If the hardship withdrawal process is not complete by the last day of classes, a student must appeal for a retroactive hardship withdrawal from the Educational Affairs Committee.

A hardship withdrawal cannot ordinarily be used to withdraw selectively from some courses while remaining enrolled in other courses. Selective withdrawal will be permitted only under exceptional circumstances. In these cases, the ODOS will document the hardship and work with each instructor to assign a withdrawal grade for each course.

Each year, the ODOS will submit a written report to the Educational Affairs Committee summarizing the number of hardship withdrawals granted (both complete and partial) within the past year and, in the case of partial hardship withdrawals, the circumstances justifying the use of a partial withdrawal.
Appeals for retroactive hardship withdrawals must be directed to the Educational Affairs Committee. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of W. The instructor who originally assigned the grade must be informed of the change of grade. If a student is suspended by the Office of Student Conduct following a violation of the University’s Code of Conduct not related to academic dishonesty, the ODOS may facilitate a University-initiated withdrawal from courses for which a student is registered for the term.

All probation and exclusion rules apply regardless of the circumstances of the withdrawal. For more information, see General Academic Regulations related to Academic Probation and Academic Dismissal.

No student shall be withdrawn from a course for lack of a prerequisite after the end of one calendar week from the beginning of the term.

No refund is available for a reduction in hours due to individual course withdrawals that occur after the drop/add period.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Students who are returning from academic dismissal are advised to consult with their academic advisor prior to withdrawal because violation of the minimum enrollment requirements can lead to a second dismissal from the University. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.
ACADEMIC ADVISEMENT

Status of graduation requirements and the academic progress of the student through the course work may be accessed through Degree Works or by consulting with Ms. Dobbs (PS-115G).

If additional academic advisement is needed, this is available from Associate Dean Francisco (Room 101D) or Assistant Dean for Student Affairs Wolfgang (Room PS-115 F).

COURSE LOAD PER SEMESTER

Each student must take a minimum of 12 hours per semester for a minimum of eight semesters to meet the residence requirement for graduation. If the student is in residence for any additional semesters, a load of less than 12 hours is acceptable. The student is responsible for being sure the residence requirement is satisfied.

REGISTRATION PROCEDURES

Information on procedures for registration and drop/add is found on Athena.

Registration: Prior to registration, the student should confirm courses needed for the next semester. This may be done by examining DegreeWorks or by seeing Ms. Dobbs if further advice is needed. The student may not register for more than 19 hours without permission (see section on Course Overload).

Drop/Add: The process of dropping or adding a course must be completed during designated dates. Information on drop/add procedures can be found on the Registrar’s website (reg.uga.edu).

COURSE OVERLOAD

Those students who need to register for more than 20 hours should obtain permission from their advisor (Room PS-115G) to overload prior to registration.

TRANSIENT STUDENT PROCEDURES

Any student planning to attend another college or university to take a course(s) for transfer to UGA will be considered a transient student and must adhere to the following procedure:

1. Obtain an application from the other institution and apply as a “Transient student.”
2. Submit a “Student Request for Transient Status” form which may be obtained in the UGA Registrar’s Office in the Holmes/Hunter Academic Building or through the Athena system from the “Student Records Main Menu; select “Request Transcript/Letter of Certification” then select “Send certification of Enrollment, degrees awarded, GPA, etc.”
3. When the course(s) has been completed, request that a transcript be sent from the other institution to UGA College of Pharmacy, ATTN: Aaron Weimer, 250 Green Street, Athens, GA 30602.

Remember that it is the student’s responsibility to register for courses which are applicable to his/her degree program and will transfer in appropriately to UGA. The UGA undergraduate admissions website contains a “Transfer Equivalency Search System” for all Georgia (and many out-of-state) colleges. Many of the courses commonly taken are listed along with information on how those courses transfer into UGA. Students should consult this resource before registering for any transient courses.

CURRICULUM PREREQUISITES

In a professional college, the curriculum, including prerequisites for required courses should be the responsibility of the faculty of the college since they, rather than the individual departments, are responsible for the qualification of our graduates. Requests for waiver from prerequisites by individual students must be submitted in writing to the Chairman of the College of Pharmacy Academic Committee. That Committee, in consultation with the faculty and department head concerned, will arrive at a recommendation which will be forwarded to the Dean’s Office for final disposition.

NOTE: All pre-pharmacy course requirements must be satisfied before a student may take any pharmacy courses included in the first year pharmacy program.

FEE AND TUITION STATUS

Students who are not enrolled in the University of Georgia’s current semester will not be allowed to attend any University of Georgia College of Pharmacy Doctor of Pharmacy program courses.

2+2 LOCATION ASSIGNMENT PROCESS

The following is the process and guidelines for assigning Pharm.D. students to the location of their P3 and P4 years in the Pharm.D. curriculum:

1. During the Pharm.D. admissions interview process, candidates will rank their preferences of 2+2 campus location.

2. Upon admission to the program, students will be assigned a 2+2 location based on the ranking of their preferences.

3. During the Fall Semester of the P2 year, the College of Pharmacy will conduct a switch process for one week during the semester. During that week, a student may switch 2+2 assignments with another student regardless of preferences or needs.

4. Following the switch process, assignments will be deemed final and no switches will be allowed except for extraordinary circumstances that arise as explicated by the Board of Regents and the University System of Georgia.
PROFESSIONAL ELECTIVES REQUIREMENT

Students who matriculate in Fall 2015 and thereafter are required to complete 11 hours of professional electives as part of the Doctor of Pharmacy curriculum. No more than 6 of these elective hours can be fulfilled with independent study courses, which include many PHRM 5210 (Special Topics) courses, PHRM 5980 (Research Problems) courses, online courses, and other courses designated as independent study. Electives taken outside the College of Pharmacy must be graded on an A-F basis. Students may not (a) go backward in a course sequence, (b) repeat a course, (c) take a remedial course, or (d) take a PE course when completing the professional electives requirement.

SCHOLARSHIP REQUIREMENTS

In addition to the general University requirements relative to scholarship, the following requirements must be met by all professional students:
All grades of C- (1.7) or better will be given credit toward graduation and will allow student progression in all Pharmacy courses and required electives. An overall grade point average of 2.0 must be earned in all Pharmacy courses and required electives to graduate. The College of Pharmacy’s progression policy is stated below.

PROGRESSION POLICY

The following applies to students enrolled in the Doctor of Pharmacy curriculum:
1. Students earning a grade of D or below must appear before the Academic Committee.

2. Students earning an F* will be required to repeat the course.

3. Students earning a second D will be required to repeat that course.

4. Students earning D or F grades in two courses within the same semester or within a course sequence will be required to repeat both courses.

5. Student making 3 Ds, 2 Ds and 1 F, or 2 Fs will be dismissed from the College of Pharmacy in the event of an unfavorable review by the Academic Committee.

6. The minimum grade point average (GPA) for graduation will be 2.0.

7. A student dismissed from the College of Pharmacy by the Academic Committee can appeal this decision to the Dean of the College of Pharmacy. This appeal must be received in writing within 30 days of the notification of dismissal.

8. A student’s academic record in the College is continuous throughout his or her tenure in the College of Pharmacy with all grades obtained at the College of Pharmacy subject to the above.

*For purposes of this policy, a “U” in a pass-fail course is treated as an “F” with regard to academic progression.
STUDENT COMPLAINT POLICY

The College of Pharmacy has an obligation to respond to any written complaint by students concerning the Professional Pharmacy Program that is related to the standards and policies and procedures of the Accreditation Council for Pharmacy Education (ACPE). The ACPE Standards may be found at: http://www.acpe-accredit.org/.

Accordingly, The University of Georgia College of Pharmacy in the event of a formal complaint lodged by a pharmacy student will follow the following procedure:

1. The formal written complaint will be given to the Associate Dean.

2. The Associate Dean will determine if the complaint is addressed by an existing college policy. If so, the existing college policy will be followed.

3. If not, the Associate Dean will inform the complainant what the process for resolution will be within 10 working days of receipt of the complaint.

4. In this case and also within 10 working days, the Associate Dean will direct the complaint to an appropriate standing committee or appoint an ad hoc committee for resolution of the complaint.

5. The committee may request input from the Dean’s Office, the Faculty and Faculty Council and will be given no less than 20 working days nor more than 40 working days to respond to the complaint.

6. The committee’s written response to the complaint will be sent to the Associate Dean who will, in turn, advise the complainant of the committee’s decision in writing.

7. The student may forward a written appeal to the committee’s decision to the Dean of the College of Pharmacy.

8. The Dean will serve as the final arbitrator of the complaint.

After the Dean reaches a decision regarding a complaint, the student retains the right to file a formal written complaint with ACPE.

APPLICATION FOR READMISSION TO THE COLLEGE OF PHARMACY

Personal and academic circumstances may require a student to temporarily cease enrollment in the College of Pharmacy. The student’s readmission is subject to the following guidelines:

For students in good academic standing (defined for purposes of this policy as students who have not been dismissed and are not on probation in the College of Pharmacy of The University of Georgia for scholastic or disciplinary reasons; students who have not been convicted of a felony or misdemeanor; students who have not been prohibited from registering for courses by one or more departments of the University):
1. If the period of absence is one calendar year (12 months) or less, the student should meet with the Associate Dean to discuss the circumstances.
   a. For cases in which the student will be out of school for academic reasons (e.g., the student is off the usual academic track due to withdrawing from or failing a course), the Associate Dean will work with the student to determine the appropriate academic term for returning to the program.
   b. In cases for which the student desires a leave of absence for personal reasons (e.g., health, financial, family), the student should meet with the Associate Dean and submit a written request for a leave of absence, outlining the circumstances and the anticipated length of absence. The Associate Dean will work with the student to determine the appropriate academic term for returning to the program.

2. If the period of absence is longer than one calendar year but less than three calendar years (36 months), the student desiring readmission must:
   a. Reapply to The University of Georgia
   b. Submit a signed letter to the College of Pharmacy Academic Committee for permission to be readmitted. The letter should include the circumstances of the prolonged absence as well as the specific term and year for which he/she wished to be readmitted.

   The Academic Committee will determine whether approval will be given based upon the circumstances of the case. If approval is granted, the Academic Committee will set the conditions for readmission, including meeting with the Associate Dean to determine the best course of action for course load and scheduling. If the Academic Committee denies readmission, the student may appeal the decision to the Dean. This appeal must be received in writing within 30 days of notification of dismissal.

3. Any student who has been absent or on leave from the College of Pharmacy for three years (36 months) or more and who wishes to be readmitted will be treated as a new applicant. The student must apply to the College of Pharmacy as a first year Pharm.D. student and must fulfill all admission requirements. If the student is accepted for admission, he/she must start over in the pharmacy curriculum.

   For students who are not in good academic standing (defined for purposes of this policy as students who have been dismissed or are on probation in the College of Pharmacy of The University of Georgia for scholastic or disciplinary reasons; students whose absence has resulted from felony or misdemeanor conviction; students who have been prohibited from registering by one or more departments of the University): 

   1. If the period of absence is less than one calendar year (12 months), the student may submit a petition to the College of Pharmacy Academic Committee asking to be readmitted. The letter should state the reason(s) for the student’s absence from the program and the desired date to return.

   The Academic Committee will determine whether approval will be given based upon the circumstances of the case. If approval is granted, the Academic Committee will set the conditions for readmission, including meeting with the Associate Dean to determine the best course of action for course load and scheduling. If the Academic Committee denies readmission, the student may appeal the decision to the Dean. This appeal must be received in writing within 30 days of notification of dismissal.
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4. Any student who has been dismissed twice from the College of Pharmacy will not be considered for readmission.

CHANGE OF SCHOOL/COLLEGE/MAJOR PROCEDURES

Students should contact the college to which they wish to transfer for consideration and processing and should advise the College of Pharmacy Dean’s Office of the transfer.

CLASS ATTENDANCE

Regular attendance at classes, laboratories (including clinics) and examinations is a student’s obligation, and the unexcused absence, or “cut” is not recognized as a student privilege by the faculty of the College of Pharmacy. Students are expected to give reason for their absence to individual instructors and to make up all work missed due to the absence. If a student is excessively absent, the instructor should report the student to the Dean’s Office. Specific class attendance requirements will be established by the individual instructors.

Excessive absences. If a student, after being counseled and reminded of the seriousness of his absences, shows insufficient improvement in class attendance, the instructor may withdraw the student from the course and assign a “WF” grade.

DRESS CODE

Students entering the doctor of pharmacy program at the University of Georgia are taking the first steps to becoming health care professionals. This entails not only learning the pharmaceutical sciences but also how to fulfill the roles of a health professional in society. Professional dress days are designed to be a part of the students’ education; therefore, all students are expected
to adhere to the dress code policies as they would any other rules pertaining to their conduct/learning. Every Tuesday (Professional Dress Day) students are required to dress in a manner befitting professionals in the pharmaceutical healthcare setting (i.e. clothing appropriate to wear to a meeting with a supervisor) whenever they are in the College of Pharmacy.

(Note: Professional dress not only applies to students but to faculty as well. Faculty are expected to maintain a professional appearance while at work in the College of Pharmacy.)

Men are to wear clean, pressed slacks with a tucked in collared shirt and tie (tie is preferred but not required). Shoes should be clean dress shoes with socks and over all appearance should be neat and presentable. Men’s hair shall be well kempt and groomed. No headwear is allowed unless it is for religious purposes.

Men’s Guidelines:
1) Pants should be slacks i.e. no denim, shorts, cargo pants, carpenter pants etc.
2) Tank tops, t-shirts, and sports shirts should not be worn
3) Shirts should be collared and tucked in, and a tie is preferable but not required (shirt may be an oxford, polo, or other dress shirt with a collar).
4) Dress shoes in this instance are defined as shoes other than tennis shoes, sandals, work boots etc.
5) Headwear is not allowed on professional dress days other than for religious purposes
6) Hair should be clean, kempt, and well groomed
7) No athletic wear, hoodies, or pajamas
8) All clothing should be clean and neat with no frays, holes or tears

Women’s dress should be conservative, professional attire. Students should use their best judgment as to what fits these criteria. Women may wear appropriate skirts, dresses, or slacks with an acceptable top. Shoes should be comfortable closed toed, dress shoes conducive to working/standing in for long hours (i.e. small heels or flats). Leggings may be worn with a skirt or dress of proper length. Undergarments should be covered at all times and clothing should not be too revealing or tight fitting. Because there is such a variety of attire both acceptable and unacceptable for the female healthcare professional, students will have to use their best judgment as to what is appropriate.

Women’s Guidelines:
1) No denim, shorts, short skirts/dress
2) Spaghetti straps, tube tops, low cut tops, halter tops, will not be allowed.
3) Midriffs, undergarments, bare backs and shoulders should all be covered
4) Clothing should not be too tight or revealing.
5) No tennis shoes, sandals, or high heels. (Shoes should be closed toed and of appropriate height)
6) A lab coat may be worn to cover an exposed back or shoulders.
7) No athletic wear, hoodies, or pajamas shall be allowed.
8) All clothing should be clean, and well fitting.

Professional dress days are part of the educational process at the College of Pharmacy and as such students are expected to participate and follow the guidelines. Not following these guidelines will result in the same sanctions as not following the professional code of conduct
outlined in the student handbook. On days other than professional dress days students do not have to follow the guidelines but are expected to dress in a manner befitting of graduate level students. This means:
1) Clothing should be modest; no revealing or offensive attire
2) No torn or dirty clothing
3) No pajamas or revealing athletic gear

FORFEITURE OF COURSE CREDIT

By registering for and receiving a grade in a course for which credit hours have already been granted, either by work at the University or by transfer, a student forfeits the previous credits in that course. All grades, however, will be included in the student’s UGA cumulative average, if UGA credit, and the overall average.

EXAMINATION POLICIES

Night or late afternoon examinations may be scheduled in lieu of regular class meetings provided that the policy of such scheduling is announced at the beginning of the semester. At least seven days notice shall be given before the major examination (pop quizzes comprising less than 5% of the total grade are not considered major exams).

An hour examination or final examination shall not be given during the last three days of the semester. Such an examination shall be given during the time assigned for a final examination.

GRADE APPEAL

1. Grounds for an Appeal of the Final Course Grade
The responsibility to assign a final grade to each student in a course rests with the course coordinator. It is expected that in assigning final grades, the faculty will uniformly apply objective academic standards. If a student feels that academic standards were not applied fairly in his or her case, or that the information used by the faculty to determine the grade was erroneous, then the student may seek to have the final grade changed, in accordance with the procedure outlined below.

A student’s final grade in a course must reflect his or her performance in the course. The grading standards in a course are the responsibility of the course coordinator; the standards set by the course coordinator are not proper grounds to a grade appeal.

2. The responsibility of the student:
   a. The student must first discuss the grade with the instructor. These discussions must occur within 30 days of the end of the semester.
   b. If the instructor determines that the grade should not be changed, and the student believes that he or she has a grievance, the student may file a written appeal with the Department Head of the Course Coordinator. The letter of appeal must be filed within one semester of the grade assignment. The letter must clearly state the grounds for the appeal.
   c. The Department Head will investigate the assignment of the grade and inform the student in writing of the outcome of their appeal.
d. If the Department Head supports the ruling of the course coordinator, and the student continues to believe that he or she has a grievance, the student may file a written appeal to the Dean of the College of Pharmacy. This appeal must be submitted within 30 days of the Department Head’s decision.

e. Any further appeals will be handled by the Educational Affairs Committee of the University Council in accordance to Section 4.05-03) of their policy manual.

STUDENT RESPONSIBILITY

It is especially important that each student knows it is his/her responsibility to keep apprised of current graduation requirements for a particular degree program.

SERVICE DOG POLICY

Unless an exemption has been received from EOO, the College of Pharmacy prohibits the presence of service animals in the following areas due to health and safety restrictions, where their presence may compromise the integrity of research or otherwise fundamentally alter a program or activity, or where their presence may lead to violations of government regulations:

- Research Laboratories and Facilities
- Practice/Skills Laboratories
- Patient Care Areas
- Medication Preparation and Storage Areas
- Other Sterile Environments

Students or Faculty with service dogs who have questions as they relate to activities at affiliated training sites should contact the Assistant Dean of Experience Programs to identify the relevant policies or contact individuals at these locations.
EMERGENCY loans are available through the College of Pharmacy Dean’s Office. These are short term loans.

University and Federal Loan Funds
Pharmacy students are eligible to apply to the University of Georgia Financial Aid Office, Academic Building, University of Georgia, Athens, GA 30602.

Georgia Higher Education Assistance Corporation
The state will guarantee the loan of money made by banks. Detailed information is available from the GHEAC Office at 2082 East Exchange Place, Suite 220, Tucker, GA 30084.

The student scholarships awarded for 2014-2015 through the College of Pharmacy are listed below. The application process MUST be completed in order to be eligible for ANY of these scholarships. Additionally, several scholarships require additional applications, as noted below; these scholarships are awarded by the organization, not by the College of Pharmacy. These organizations require their own application, and also have their own criteria, mainly residency in a specific county or membership in their organization. These applications are submitted to the College of Pharmacy and then forwarded to the individual organizations if they are awarding a scholarship this year. Scholarships and amounts are subject to change based on availability.

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<thead>
<tr>
<th>SCHOLARSHIP</th>
<th>CRITERIA</th>
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<tbody>
<tr>
<td>Sandra and Ralph Balchin Scholarship</td>
<td>Interest in independent pharmacy, exceeded HOPE eligibility, GPA 3.0 to 3.5</td>
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<tr>
<td>Belcher Family Endowed Student Scholarship</td>
<td>Determined by Scholarship Committee</td>
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<tr>
<td>Pamela Beth Goldman Block Memorial Scholarship</td>
<td>3rd year student who displays excellence in academics and possesses high moral character</td>
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<tr>
<td>Pamela R. Bramlett Endowed Scholarship</td>
<td>Financial need; GPA of 2.0 or better</td>
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<tr>
<td>Broadrick Family Endowed Student Scholarship</td>
<td>3rd or 4th year student; active in student associations/ volunteering</td>
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<tr>
<td>Donald E. and Cecelia V. Cadwallader Endowed Scholarship</td>
<td>Preference given to single parents</td>
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<tr>
<td>Cardinal Health Scholarship</td>
<td>Determined by Scholarship Committee</td>
</tr>
<tr>
<td>Senator Buddy Carter Distinguished Leadership Endowment</td>
<td>Interest in public service; strong leadership skills</td>
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<tr>
<td>Catamaran Endowed Student Scholarship</td>
<td>Interest in pharmacy benefit management; exhausted HOPE funds</td>
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<tr>
<td>Chapman Family Endowed Student Scholarship</td>
<td>GPA of 2.0 or better; exhibit excellent morals and character</td>
</tr>
<tr>
<td>David and Jane Chu Scholarship</td>
<td>2nd, 3rd, or 4th year student; GPA of 3.0 or better, vision of pharmacy; financial need</td>
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CVS Caremark Charitable Trust Scholarship
College of Pharmacy Faculty Scholarship
Joseph T. and Cecily R. DiPiro Pharmacy Care Fund Scholarship
Ferrell “Al” Dixon, Jr., Endowed Student Scholarship
Ashley and Jill R. Dukes Scholarship
George W. Elrod Scholarship for Student Assistance
Mike Ellington Memorial Scholarship

Interest in community pharmacy
Demonstrated academic achievement, professional integrity, leadership
Demonstrated financial need
Interest in community pharmacy
Interest in community pharmacy
Demonstrated financial need

4th year student; 2.0 GPA or better; outstanding community service
2nd year student with interest in community pharmacy
Employed as intern at Kroger
4th year student; leadership abilities, extracurricular involvement, financial need
Determined by Scholarship Committee

Georgia Pharmacy Foundation Neil L. Pruitt, Sr., Scholarship
Ed Giles Pharmacy Scholarship (Northwest Georgia Pharmacist Association)
Tim and Ann Hansford Specialty Pharmacy Scholarships
Harvey’s Endowed Student Scholarship
Herbert W. Hatton Scholarship
Charles R. Herrin, Jr. Memorial Scholarship

2nd or 3rd year student, leadership abilities, extracurricular involvement, financial need
Determined by Scholarship Committee
Interest in home fusion, hospital long term care or assisted living pharmacy
3rd or 4th year student from south Georgia; interest in community pharmacy
2nd year student; 3.0 GPA or better; financial need
Professional, courteous, high character; leadership abilities
Interest in hospital pharmacy

Leslie and Rondell Jaggers Student Scholarship
Ferman Jay Endowed Student Scholarship
Dione Mavis Johnston Scholarship of Excellence

Interest in community pharmacy
3rd year student based on excellence in academics (GPA 3.5 or above), high moral character, with achievement elsewhere
Determined by Scholarship Committee
Preference to students of Asian descent
Commitment to improving community health; financial need

Jun Family Achievement Scholarship
Kaiser Permanente Scholarship

1st, 2nd, or 3rd year student, GPA of 2.0 or better, interest in or be currently employed in a community pharmacy; preference given to student employed by Kmart or whose family member is employed by Kmart
Kroger Endowed Student Scholarship
Lake Family Scholarship
Robert E. Long Kroger Scholarship
Reagan Roland Lykins Memorial Scholarship
Alhaja Sekinat Mumuney Memorial Scholarship
William F. “Dobby” Nathaniel Distinguished Student Scholarship
National Association of Chain Drug Stores Foundation Scholarship
Oh Family Scholarship
Wayne C. Olson Memorial Scholarship
Amy A. Panter Memorial Scholarship
Fred M. Peterson, M.D., Endowed Student Scholarship
Pharmacists Mutual Companies Scholarship
Pharmacy Support Scholarship
Publix Super Markets Scholarship
Randolph Mercer Memorial Scholarship
Leo E. Reese Scholarship
Rob and Courtnee Russ Endowed Student Scholarship
Senior Legacy Scholarship
J. M. Smith Foundation Scholarship
John Avery Smith Distinguished Scholarship
Solomons Endowed Student Scholarship
Southeastern Society of Health-System Pharmacists Scholarship
Rick and Robinn St. John Endowed Scholarship
Dr. James T. Stewart Endowment for Graduate Students
Student Development Scholarship for Residency Training
John H. Taylor Jr. Student Scholarship
R.A. Thompson Alumni Memorial Scholarship

C average or better, interest in community pharmacy, ethical conduct
Financial need; high moral standards and leadership qualities
Employed as intern at Kroger
2nd year student, nominated by 1st year students
GPA of 3.0 or greater, active in SNPhA
Good morals, high standards, and financial need
Interest in community
International student, financial need
Deserving student with financial need
Financial need as determined by UGA Office of Student Financial Aid
GPA of 3.0 or better
Interest in community pharmacy practice; academic achievement; financial need
First-year students; Determined by Scholarship Committee
Georgia citizen with a child or children
Determined by Scholarship Committee
Entering 1st year student; GPA of 3.7 or better; financial need
Student from Savannah or surrounding counties
Determined by Scholarship Committee
Interest in institutional or hospital pharmacy
Determined by Scholarship Committee
Interest in residency training; 3.25 GPA or higher
Good character and involvement in professional organizations
GPA of 2.75 or better, financial need
<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Michelle E. Turner, Pharm.D., Memorial Scholarship</td>
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<tr>
<td>Wal-Mart Scholarship</td>
<td>2nd or 3rd year student with high scholastic standing, financial need, strong leadership qualities, desire to enter community pharmacy practice</td>
</tr>
<tr>
<td>Walgreens Diversity and Inclusion Excellence Awards</td>
<td>Student who embraces diversity and inclusion in initiatives on campus</td>
</tr>
<tr>
<td>Walgreens Diversity Scholarships</td>
<td>Underrepresented minority students with interest in community pharmacy</td>
</tr>
<tr>
<td>Grace Waters Endowed Student Scholarship</td>
<td>B average; motivation, high morals, and good judgement</td>
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<tr>
<td>Grace and Kenneth L. Waters Scholarships</td>
<td>Minimum B average, character, motivation</td>
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<tr>
<td>M.W. Williamson Scholarship</td>
<td>Deserving student, preference given to residents of Truetlen, Emanuel and Toombs counties</td>
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<tr>
<td>Lee Webb III Scholarship</td>
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<tr>
<td>William T. (Billy) Wolfe Student Scholarship</td>
<td>Financial need</td>
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<td>Alan and Carla Wolfgang Endowed Student Scholarship</td>
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<td>PHRM 3030</td>
<td>Essentials of Pharmacy Practice I</td>
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<td>PHRM 3040</td>
<td>Essentials of Pharmacy Practice II</td>
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<tr>
<td>PHRM 3070</td>
<td>Medicinal Chemistry I</td>
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<td>PHRM 3300</td>
<td>Pharmaceutical Calculations</td>
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<td>PHRM 3310</td>
<td>Principles of Pharmacology I</td>
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<td>Principles of Pharmacology II</td>
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<td>PHRM 3500</td>
<td>Career Opportunities in Pharmacy</td>
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<td>Interpreting Clinical Laboratory Tests</td>
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<td>PHRM 3750</td>
<td>Pharmacy and the United States Health Care System</td>
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<td>PHRM 3820</td>
<td>Self-Care, Nonprescription Drugs,</td>
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<td>and Herbal Products</td>
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<td>PHRM 3900</td>
<td>Pharmacy Intercommunications</td>
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<td>PHRM 3940</td>
<td>Survey of Drug Information</td>
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<td>Introductory Pharmacy Practice Experience I</td>
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<td>Drug Therapy of Infectious Disease</td>
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<td>PHRM 4200</td>
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<td>Pharmaceutics II: Biopharmaceutics and Pharmacokinetics</td>
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<td>Pharmacy Law and Ethics</td>
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31
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<th>COURSE</th>
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<th>SPRING SEMESTER – First Year</th>
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**Total Credits:** 18

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<tr>
<th>FALL SEMESTER – Second Year (Draft)</th>
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<td>PHRM 5908</td>
<td>Advanced Pharmacy Practice Experience VIII</td>
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<tr>
<td>PHRM 5909</td>
<td>Advanced Pharmacy Practice Experience IX</td>
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</tbody>
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* Students enroll in only 3 of 4 Fall Advanced Pharmacy Practice Experiences
DESCRIPTION OF ELECTIVE PHARMACY COURSES

PHRM 4600 - Cancer: Carcinogenesis, Biology, Prevention - 2 credit hours
Prerequisite - Permission of the department
Description of course - Studies in cancer development, initiation, promotion, progression, metastasis, modulators of tumor promotion and progression, diet and cancer, hormone receptors, suppressor genes, oncogenes, and immunosurveillance. Nutritional epidemiology and population studies, dietary guidelines and cancer prevention strategies. Treatment strategies, therapeutic side effects, and quality of life issues.
Grading A-F

PHRM 4750 – Pharmaceutical and Health Care Marketing – 3 credit hours
Exploration of current health care and pharmaceutical marketing environment to provide insights into industry operation and career building. Application of general marketing principles to all aspects of health care and pharmaceutical marketing.
Grading A-F

PHRM 5010 - Personal Financial Management - 2 credit hours
Prerequisite - PHRM 3750
Description of Course - Effective management of the pharmacy graduate’s personal finances. A life-cycle approach with special emphasis on actions needed during critical stages of the pharmacist’s professional and personal life
Grading A-F

PHRM 5040 - Antiviral Chemotherapy - 2 credit hours
Prerequisite - PHRM 4180 or permission of the department
Description of Course - An in-depth discussion of human viral disease and management of these diseases.
Grading A-F

PHRM 5050 - Abused Drugs - 3 credit hours (2 hr lecture/week)
Prerequisite - Open to All Pharmacy Students
Description of Course - The history, abuse, misuse, effects and detection of selected drugs. Guest lecturers are invited to present their views on these subjects.
Grading A-F

PHRM 5080 - Diabetes Disease Management - 3 credit hours (3 hr lecture/wk)
Prerequisites - Limited to 3rd year students
Description of Course - Students will be taught how to provide Diabetes Education in a clinic or community pharmacy including program design, patient assessment and patient education.
Grading A-F

PHRM 5100 - Nuclear Pharmacy - 2 credit hours (2 hr lecture/week)
Prerequisites -Permission of the department
Description of Course - Procedures and techniques involved in handling and use of radio isotopes in nuclear pharmacy practice.
Grading S-U
**PHRM 5130 - Entrepreneurship Beyond Dispensing** – 2 credit hours  
Prerequisite – PHRM 3950  
Innovative pharmacy services beyond traditional dispensing practices. Emphasis placed on identifying and evaluating new services, new businesses, and a different way to do “business.”  
Grading A-F

**PHRM 5180 - Pharmacist’s Role in Addiction Management** - 3 credit hours  
Prerequisite - Permission of department  
Description of Course - Topics in addiction pharmacy, including psychiatric medications, addiction treatment management medications, and pain management medications. In-depth discussions of pharmacotherapeutic approaches for the treatment of all psychiatric illnesses, acute and chronic pain syndromes, and behavioral/chemical dependencies.  
Grading A-F

**PHRM 5210 - Special Topics in Pharmacy** - 1-3 credit hours (1-3 hr lecture/week)  
Prerequisites - Open to All Pharmacy Students  
Description of Course - Specialized pharmaceutical  
Grading S-U

**PHRM 5240 - Advanced Compounding** - 2 credit hours  
Prerequisites - PHRM 3100, 3110, 3200, 4120, 4130, 4210, and 4211.  
Description of Course - Novel and traditional dosage forms and advanced principles of pharmaceutics for dosage form preparation and administration.

**PHRM 5250 - Entrepreneurship for Pharmacists** - 3 credit hours (3 hr lecture/week)  
Prerequisite - Permission of the department  
Description of Course - Current management and strategic issues in operating an independent pharmacy.  
Grading A-F

**PHRM 5350 - Disaster Training for Health Care Professionals** - 3 credit hours  
Prerequisites - Permission of the department  
Description of Course - Basic first aid and disaster relief training for future pharmacists and other health care professionals; first responders training and mock simulations for weapons of destruction events.  
Grading A-F

**PHRM 5370 – Critical Care Pharmacy** – 1 credit hour  
Prerequisite – PHRM 4860  
Description of Course – In-depth discussions of disease states most commonly encountered in critical care patients and the associated pharmacotherapeutic management of these conditions.  
Grading A-F

**PHRM 5380 – Pediatric Pharmacotherapy** – 2 credit hours  
An overview of the health care needs of the pediatric patient, including the knowledge and skills to provide pharmaceutical care to pediatric patients in both ambulatory and inpatient settings.  
Grading S-U
PHRM 5410 – Clinical Pharmacy Topics – 1 credit hour
Corequisite – PHRM 5860
Description of Course – Topics from Pharmacy Grand Rounds lectures, including specific areas in clinical pharmacy to more global issues in healthcare. Presenters include faculty, guest lecturers, and residents; students provide written analyses of each presentation.
Grading S/U

PHRM 5460 - Forensic Pharmacy - 2 credit hours
Description of Course - Application of pharmacy to legal issues, including drug testing, analyzing adverse drug reactions for causation, evaluation of drug interactions, medication errors and drug effects as mitigating factors in criminal activity.
Grading A-F

PHRM 5500 - Community Based Pharmacy Outreach - 3 credit hours (2 hr/week)
Prerequisites - Must have completed 70 semester hours in the College of Pharmacy
Description of Course - A framework for implementing community based programs in practice settings for health risk reduction. Emphasis will be placed on disease states and different target groups.
Grading A-F

PHRM 5520 - Cancer Awareness and Prevention - 3 credit hours (2 hr lecture/wk, 2 hr discussion/wk)
Prerequisites - PHRM4850
Description of Course - Public health information on common cancers: breast, cervical, lung, prostate, testicular, leukemia/lymphoma, colon, and skin, focusing on information needed to identify high-risk patients and properly counsel patients on early warning signs and appropriate early diagnostic tests and procedures.
Grading A-F

PHRM 5540 - Public Health and Pharmacy - 2 credit hours (2 hr lecture/week)
Prerequisites - Permission of department
Description of Course - Relationship between the public’s health and pharmacy, including the role of the pharmacist in local, state, and national public health systems, the Healthy People 2010 program, interdisciplinary public health professional teams, and the pharmacist’s role in prevention programs.
Grading A-F

PHRM 5550 - Cases in Neurology - 2 credit hours (1 hr lecture/week, 2 hr discussion/week)
Corequisite - PHRM 5860
Description of Course - The use of drug therapy to treat patients with neurologic diseases, including the pharmacotherapy used in treating disease, disorders or syndromes, and a review of the disorder, therapeutic goals, treatment plans, patient counseling and patient outcome monitoring.
Grading A-F
PHRM 5580 - Academic Pharmacy – 2 credit hours
Prerequisite – 1st, 2nd, or 3rd year Pharm.D. student
Designed to better acquaint students with career opportunities in academic pharmacy and to provide a forum for students to explore issues pertaining to the structure and function of colleges of pharmacy.
Grading S-U

PHRM 5840 - Physical Assessment - 3 credit hours (3 hr lecture/week)
Prerequisite or corequisite - PHRM 4120
Description of Course - Basic principles and techniques of physical assessment for pharmacists.
Grading A-F

PHRM 5850 - Introduction to Postgraduate Residency Training - 2 credit hours (2 hr lecture/week)
Prerequisite or corequisite - PHRM 5860
Description of Course - In-depth description of residency training to prepare students to seek and obtain a residency position upon graduation. Course format includes informal lecture, panel discussion, written assignments, and competencies.
Grading A-F

PHRM 5980 - Undergraduate Research Problem - 1-3 credit hours (1-3 hr lecture/week)
Prerequisites - Open to All Pharmacy Students
Description of Course - An introduction to research methods. A problem will be assigned and the student will perform library and laboratory work and write up results.
Grading S-U
EXPERIENCE PROGRAMS

Assistant Dean, Dr. Lori Duke, (706) 542-5315

The experience programs are designed to develop professional practice skills in a variety of patient care settings. It is divided into two components: introductory and advanced pharmacy practice experiences.

Introductory practice experiences (IPPEs) are incorporated into existing courses offered during the first three years of pharmacy education. These experiences are designed to provide students with a better understanding of how pharmacy relates not only to patients but also to other health care disciplines. In the spring semester of the first year, students will be assigned to complete a 3 week community practice experience. Efforts will be made to place students at an approved site within a 30 mile radius of their Georgia hometown. However, this is subject to availability. In the summer between the second and third professional year, students will be assigned to complete a 3 week hospital practice experience. Again, efforts will be made to place students at an approved site within a 30 mile radius of their Georgia hometown as availability allows. Other IPPEs will be scheduled during the school year with the possibility of a small number of summer visits as well (ex: 1 day pharmacy residency experience).

Advanced pharmacy practice experiences comprise the final three semesters of the Doctor of Pharmacy program. For students assigned to one of the 2+2 programs, they will attend third year classes at their respective satellite campuses and complete their 3rd year IPPEs and 4th year APPEs within the assigned geographic region. For all other students, a matching system is used during the third year fall semester to assign students to available fourth year APPE areas within Georgia. Space within these areas is limited and quotas will be set each year based upon available sites and class size. Students will be assigned to one area for the entire fourth year. In order to be fair to all, the matching process relies on random selection. We will only consider special circumstances when required by law or Board of Regents/University of Georgia policies. Within the fourth year, students receive extensive training in various inpatient and outpatient settings. The majority of these experiences occur in teaching hospitals, community hospitals, community pharmacies, home health settings, nursing homes, public health agencies, managed care companies, and the pharmaceutical industry. Students learn to design, implement, monitor, evaluate, and modify patient pharmacotherapeutic plans based upon scientific principles to ensure effective, safe, and economical patient care.

In order to be eligible to participate in the experience program activities, students must submit proof of the following: immunizations (MMR, Tdap, tetanus, immunity for hepatitis B, varicella zoster immunization or immunity), tuberculin skin testing, a valid intern license, physical exam, annual influenza vaccination, AHA Healthcare Provider BLS CPR certification, professional liability insurance, and health insurance coverage. Some practice sites require students to obtain/undergo a criminal background check or drug screening prior to beginning an experience. Students not meeting the requirements of the background check and/or drug screen can be prohibited from completing an experience at that site which could subsequently lead to a delay in student progression.

Students should be aware that these requirements are subject to change as alterations occur in the affiliation agreements with participating practice sites.
GEORGIA PHARMACY LICENSURE

REQUIREMENTS

In order to become licensed as a pharmacist in the State of Georgia, a person must, among other requirements, graduate from an accredited United States School of Pharmacy and serve 1500 hours of internship. Doctor of Pharmacy students receive 1000 hours toward the internship requirement by completion of approved externship programs administered by the College of Pharmacy. The remaining 500 hours must be completed by working in a pharmacy at times when not enrolled in class. Once all internship requirements have been met, graduates may sit for the licensing examination which is comprised of the North American Pharmacy Licensing Examination (NAPLEX), the Multistate Pharmacy Jurisprudence Examination (MPJE) for Georgia and the Georgia Board of Pharmacy Practical Examination.

Persons who graduate from a foreign pharmacy school must obtain a Foreign Pharmacy Graduate Examination Certificate (FPGEC) that can be obtained from the National Association of Boards of Pharmacy (NABP). Holders of an FPGEC must complete the 1500 hours of internship and pass NAPLEX, MPJE and the Georgia Practical Examination in order to obtain a Georgia pharmacy license.

NABP’s Electronic Licensure Transfer Program (ELTP) enables licensed pharmacists to transfer their license from one state to another. Each state board of pharmacy has its own requirements for licensure transfer (e.g. state law exam, background checks.)

The Board of Pharmacy may require any applicant to appear before the Board prior to that person receiving, or being declared eligible for, a pharmacy license in Georgia.

INTERNSHIP

Students are encouraged to serve internship during the summers and semester breaks.

Students who have enrolled in a school of pharmacy may obtain a Pharmacy Intern License, after the Board conducts a criminal background check, and begin receiving internship credit for hours worked in a pharmacy. Out-of-state or non-traditional internships should be discussed with the Georgia Board of Pharmacy. The State Board will not grant credit for hours worked while you are registered for school and the University is in session. Hours worked prior to the registration with the State Board will not count toward fulfilling the internship requirement. Interns must work a minimum of 20 hours a week and may receive credit for a maximum of 50 hours per week.

Intern licenses expire five years from the date of issue and may be renewed, unless at the time of expiration there shall be pending before the State Board of Pharmacy proceedings to suspend or revoke such license.
STUDENT INTERN LICENSE

No student will be permitted to maintain enrollment in the University of Georgia College of Pharmacy Doctor of Pharmacy program after the first semester in the Doctor of Pharmacy program if they do not possess a current, active and valid pharmacy intern license issued by the Georgia State Board of Pharmacy. In addition, the student must be in good standing with the Board. Thereafter, any student who does not have a current, active and valid Pharmacy intern license issued by the Georgia State Board of Pharmacy and is not in good standing with the Board at any time during a semester will be administratively withdrawn from all courses that require the license and good standing. Students will not be allowed to progress to the next semester in the curriculum until the pharmacy intern license and good standing with the Georgia State Board of Pharmacy has been reinstated. It is the student’s responsibility to report any problems with their pharmacy intern license to the Assistant Deans for Student Affairs and for Experience Programs. Failure to report any problems with an intern license may result in disciplinary action.
ACADEMIC STANDING AND RESULTS

DEAN’S LIST/PRESIDENTIAL SCHOLAR’S LIST

The Dean of the College of Pharmacy encourages excellence in scholarship. At the end of each semester, a Dean’s List is prepared which includes the names of all students who, during the previous semester, made an average of 3.50 or higher. These students must have carried at least 14 hours and received no grade less than B and no incomplete grade. Additionally students who earn a 4.0 with at least 12 hours graded A-F for the semester are placed on the Presidential’s Scholar List.

HONORS PROGRAM

Some students in the College of Pharmacy currently participate in the Program for Superior Students (Honors Program) of the University. Any student participating in this program should contact the Associate Dean, Room 101D, College of Pharmacy.

GRADUATION WITH HONORS

Students receiving the Doctor of Pharmacy degree are eligible to “graduate with honors”. Students receive honors designations on a basis of minimum grade point averages of 3.90 for summa cum laude; 3.75 for magna cum laude; and 3.60 for cum laude.

HONOR SOCIETIES

Pharmacy students who comprise the top twenty percent of their class academically and have a minimum academic average of 3.40 in pharmacy and pre-pharmacy courses may be invited to join Rho Chi, the national honorary pharmaceutical society. The invitation is usually extended after the student completes at least four academic semesters of course work.

Pharmacy students are also eligible for membership in Phi Kappa Phi (national honor society) and various leadership societies on campus.

AWARDS

Each spring, recognition is given to the student(s) with outstanding records in the form of awards presented at the annual awards banquet.

ACADEMIC EXCELLENCE AWARDS

Lilly Achievement Award - Highest pharmacy school average.

Merck Award - Graduating student demonstrating ethics, scholarship and leadership.
SPECIAL RECOGNITION AWARDS

Robert C. Wilson Awards - The students of each graduating class select a member of their class that represents the person they feel will be the best pharmacist and leader.

Kenneth L. Waters Award - The student that presents leadership qualities, is active in professional activities and in service to the profession, college or community while maintaining an appropriate academic average receives this award.

Durward N. Entrekin Pharmacy Student Leadership Award - This award is presented to the person exhibiting the most outstanding leadership for the class during the pharmacy college experience.

PROFESSIONAL ACTIVITY AWARDS

During their academic career in the College of Pharmacy, students are encouraged to develop interest in professional activities. This can be accomplished in various manners. One of the most excellent ways is through participation in professional organizations.

Each spring, outstanding students are recognized for their accomplishments in professional activities in the form of awards. These awards presented in 2013 were:

- APhA/ASP Mortar & Pestle Professionalism Award
- Facts and Comparisons Award of Excellence in Clinical Communications
- McKesson Award
- Mylan Pharmaceuticals Excellence in Pharmacy Award
- Pharmdawg Award
- Redfearn Award
- TEVA Pharmaceuticals USA Outstanding Student Award
STUDENT ORGANIZATIONS

ACADEMY OF MANAGED CARE PHARMACY (AMCP)
Faculty Advisor - Duska Franic

The Academy of Managed Care Pharmacy (AMCP) chapter at the University of Georgia promotes student interest in careers in managed care organizations and the pharmaceutical industry. Each year a wide variety of professionals and alumni share experiences and insight into the role of a Pharm.D. in various industry career paths. The chapter actively participates in the AMCP/FMCP National Pharmacy & Therapeutics competition. For the past two years, student members qualified to compete on the national level traveling to Minneapolis and San Francisco. Our innovative chapter focuses on building leaders who will pursue competitive positions throughout the managed care and pharmaceutical industry.

Nationally, AMCP is an association of pharmacists and associates who serve the public through the promotion of wellness and rational drug therapy by applying managed care principles. AMCP empowers their members to develop leadership, clinical, and business skills through varied opportunities at the local, regional, and national level. AMCP also provides members opportunities to network with managed care professionals, providing career information and assisting with securing fellowships, residencies, and job placement after graduation.

ACADEMY OF STUDENT PHARMACISTS (ASP)
Faculty Advisor – Lindsey Welch

The Academy of Student Pharmacists (ASP) is the University of Georgia subdivision of the national Academy of Student Pharmacists (ASP), which is the national professional society of pharmacy students in the United States and an official subdivision of the American Pharmacists Association (APhA). ASP is the professional organization in which you have a voice that can be heard from local chapter meetings to state, regional, and national meetings.

The foremost goal of ASP is to better serve its members and to increase its effectiveness and value to each individual member. ASP believes that the most important element for a strong, viable organization is the individual – for without membership support and involvement, ASP cannot be recognized as a strong organization whose voice is heard in national pharmacy affairs.

It is through the support and involvement of student members that ASP can offer programs and other activities providing information to College of Pharmacy students which will ultimately result in better educated, more knowledgeable future pharmacy practitioners. Your involvement in ASP chapter affairs helps to insure that you better understand the contemporary issues affecting pharmacy and contributes to the future development of your chosen profession.

With your chapter membership dues you also become a member of the APhA and the Georgia Pharmacy Association. Member services include priority inclusion in every chapter-hosted professional development event, subscriptions for one year to the APhA monthly journal, the Journal of the American Pharmacists Association, the quarterly APhA-ASP newsletter, The Student Pharmacist, and the Georgia Pharmacy Association newsletter, as well as offering additional study materials for board exams.
AMERICAN SOCIETY OF CONSULTANT PHARMACISTS (ASCP)
Faculty Advisor - Matthew Perri

The American Society of Consultant Pharmacists at the University of Georgia is a professional association that provides leadership, education, advocacy, and resources to advance the practice of consultant and senior care pharmacy. The mission of ASCP is to empower student pharmacists to enhance quality of care for all older persons through the appropriate use of medication and the promotion of healthy aging. In doing so, our vision is to provide optimal medication management and improved health outcomes for all older persons. The ASCP student chapter at UGA also aims to promote the profession to future pharmacists by advocating the positive effect consultants can make in the care of the geriatric population.

CHRISTIAN PHARMACISTS FELLOWSHIP INTERNATIONAL (CPFI)
Faculty Advisor - Robin Southwood

The Christian Pharmacists Fellowship International is an interdenominational ministry of individuals working in all areas of pharmaceutical service and practice. The mission of CPFI is to bring about spiritual growth and the advancement of knowledge and ethics in the service and practice of pharmacy by providing the resources, tools and expertise necessary to challenge, encourage and promote the integration of Christian principles and standards within that practice.

DEAN’S STUDENT ADVISORY COUNCIL
Faculty Advisor - Alan Wolfgang

The Dean’s Student Advisory Council serves as a resource for the Dean pertaining to the enhancement of the College of Pharmacy, its programs, and the profession of pharmacy. The presidents and vice presidents (or equivalents) of student organizations in the College as well as the president, vice-president, and/or class representatives from each professional year, make up the membership of the DSAC.

GEORGIA PHARMACIST MAGAZINE
Advisor - Sheila Roberson

The Georgia Pharmacist Magazine is an annual publication by the students of the College of Pharmacy. It is published every spring and is distributed to College of Pharmacy students, faculty, parents and advertisers.

Contents of the Georgia Pharmacist Magazine include photographs and a short description of all graduates, an editor’s report, a dedication of the magazine, photographs of the administration, faculty, and staff, and photographs and information on student organizations. The Georgia Pharmacist Magazine, in effect, serves as a yearbook for the College of Pharmacy. The staff membership is open to any graduating students within the College of Pharmacy.
GEORGIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS (GSHP)
Faculty Advisor - Brian Buck, Andrew Darley

The University of Georgia Student Chapter of the Georgia Society of Health-System Pharmacists serves as a forum to provide students with information on careers in hospital pharmacy and other organized health care delivery systems. Speakers from area hospitals discuss subjects related to institutional pharmaceutical care and offer insight into specific areas of hospital pharmacy practice. Often, speakers on health system pharmacy address the Academy of Students of Pharmacy meeting, enabling the entire student body to attend.

Membership can start at any time during the school year. Members receive the complete range of membership services and publications available through the Georgia Society of Health-System Pharmacists and can attend meetings of the GSHP at reduced registration costs. Most members have prior experience in health system pharmacy, but membership is open to all students of the College of Pharmacy.

KAPPA PSI
Faculty Advisor - Dana Strickland

Kappa Psi is an international pharmaceutical fraternity founded in 1879 that has since grown to 97 collegiate and 66 graduate chapters, making it the largest and oldest pharmaceutical fraternity. The Brothers of Kappa Psi seek to promote the values of industry, sobriety, and fellowship and to advance the pharmacy profession. The Gamma Phi Chapter at UGA is an all-male Chapter and was chartered in 1951. The brothers are involved in a variety of extracurricular activities, but they are particularly focused on giving back to the community and the college. The service projects that highlight our annual activities include Red Cross Blood Drives and Northeast Georgia Food Bank Drives that directly help the Athens area. Kappa Psi encourages participation and leadership in school functions, both academic and otherwise. The brothers are active members in numerous College of Pharmacy organizations and often hold officer positions as well.

Aside from service activities, Kappa Psi emphasizes participation in a variety of intramural sports and athletics. The brothers of Kappa Psi understand the importance of balancing work with play as they host social events at the house on South Lumpkin Street. All of the events require guests to donate items directed towards various philanthropies supported by Kappa Psi. While the attention of Kappa Psi is to further our profession and our college, the brothers garner a lifetime of professional and fraternal bonds with each other and the alumni. Whether through athletics, social functions, or community projects, the bonds forged through Kappa Psi will last throughout school and our professional careers.
Lambda Kappa Sigma is a professional fraternity for pharmacy women. Established in 1958 as Alpha Kappa Chapter at the University of Georgia, Lambda Kappa Sigma provides professional and social guidance. The objectives of LKS include: (a) providing a place for fellowship for women away from the scholastic atmosphere, (b) offering a personal approach to the adjustment to the field of pharmacy and campus life at UGA, (c) providing encouragement for academic accomplishments, (d) being of service to the community as a vital health practitioner and (e) expanding opportunities for professional advances beyond the college years.

Here at UGA, the Alpha Kappa Chapter invites all pharmacy women to rush in the fall semester. In addition to better acquainting members with fellow students, this activity helps new students learn more about the fraternity and become familiar with pharmacy school itself. Invitations to join are offered at the completion of rush events. As a professional pharmacy organization, LKS actively participates in service projects, including sponsorship of an “In Their Shoes” team, which benefits the Loran Smith Center at ARMC, hosting a 5K to benefit Project Hope, and volunteering at the local food bank and Athens Area Homeless Shelter. Traditional activities include rush events, Initiation, Hygeia Day, Winter Retreat, Spring Formal, and many more. For many pharmacy women, membership in LKS provides a break from pressures of classwork by establishing a place for fellowship. The Alpha Kappa Chapter of LKS has become a significant voice among many pharmacy women at the University of Georgia.

NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)
Faculty Advisor - Ashley Hannings

The NCPA student chapter of UGA is the representative group for the National Community Pharmacists Association. It is a national group which represents the interests of Independent Pharmacy. It is the goal of our student chapter to educate the student body on the opportunities that entrepreneurship provides, and enable them through networking and other activities to be able to take advantage of the opportunities available.

Membership dues are payable once a year. Membership entitles students to scholarships, loans, NCPA newsletters, and the NCPA Journal. Many speakers from all over the state come each year to provide members with one-on-one informational sessions about what it is like to own or work in an independent pharmacy. The NCPA student chapter is a young, growing, and dynamic organization. It is possible for every member to leave his mark on the University through their activities in NCPA.
Phi Delta Chi (PDC) is a co-ed professional fraternity of pharmacy whose objective is to advance the science of pharmacy and its allied interests, and to foster and promote a fraternal spirit among its members. Its motto, “Alterum Alterius Auxilio Eget,” meaning “Each Needs the Help of the Other,” demonstrates PDC’s attitude towards the college, community, and its members.

Founded in 1883, PDC is the first Greek letter organization established for members of pharmacy only. Among its 40,000 members were the late Eli Lilly and Hubert Humphrey. The University of Georgia PDC Chapter, Alpha Iota (AI), was founded in 1937 and has initiated over 1,000 Brothers. The late R.C. Wilson, Georgia’s Father of Pharmacy, was a charter member of Alpha Iota.

Membership in PDC is by invitation only. Rush events are held each year during the fall semester and bids are issued to persons demonstrating the ideals of the fraternity. PDC has a rigorous pledge period after which eligibility for membership is determined. Professional, service, and social projects comprise many of the group’s activities. In service to the profession and the public, PDC participates in health fairs, brown bag events, a window display board, and sponsors events for St. Jude Children’s Research Hospital. Social activities include football tailgates, low-country boil, Spring Formal, and a barbeque cookout throughout the year. PDC is active on a national level, participating in an achievement award program encouraging excellence and communication among chapters. Members attend Regional Conferences, Leader-Development Seminars, and Grand Council regularly.

Phi Lambda Sigma, the Pharmacy Leadership Society, was founded in 1965 at Auburn University. The society is presently the only organization of its kind in existence.

In 1974, the Delta Chapter of Phi Lambda Sigma was organized at the University of Georgia. Membership consists of four categories: student, faculty, honorary and alumni. To be eligible for membership, a student shall be of high moral and ethical character and shall meet scholastic and curriculum standards. Nomination for membership is made on the basis of the nominee’s demonstration of dedication, service and leadership in the advancement of pharmacy.

The purpose of Phi Lambda Sigma is to recognize those individuals who have attained a high degree of leadership through their time and efforts focused on the betterment of the profession. The objective is to encourage these people to continue their worthy endeavor and to stimulate others to attain these high ideals. To be elected into this society is rightfully considered one of the high points of one’s career.
The Rho Chi Society is the national pharmacy honor society that recognizes academic excellence of pharmacy students. In order to be invited to join the Rho Chi Society, students must have completed at least four semesters in pharmacy and have a grade point average in the top 20% of their class. Both pre-pharmacy core GPA as well as GPA while enrolled in the College of Pharmacy are used to calculate the required GPA.

The Alpha Kappa chapter of the Rho Chi Society was founded at the University of Georgia in 1948.

STUDENT ALLOCATIONS COMMITTEE
Faculty Advisor – Alan Wolfgang

The function of this committee is to allocate certain funds made available to the student body of the College of Pharmacy by the University of Georgia Office of Student Affairs. These funds, which are awarded from a portion of the students activities fees on a per capita basis to the College, may be used for projects meeting University requirements (as outlined in the Student Organization Treasurer’s Manual) and deemed appropriate by the committee. Any pharmacy student organization may submit to the committee a written request for funds to support a pharmacy-related project. Inquiries concerning operations of this committee should be addressed to Alan Wolfgang, Assistant Dean for Student Affairs.

The following directives apply to the composition and voting privileges of the committee:

1. The membership of the Student Allocations Committee shall come from these groups:

   - Academy of Managed Care Pharmacy
   - Academy of Student Pharmacists
   - American Society of Consultant Pharmacists
   - Christian Pharmacists Fellowship International
   - Georgia Pharmacist Magazine
   - Georgia System of Health-System Pharmacists
   - Kappa Psi
   - Lambda Kappa Sigma
   - National Community Pharmacists Association
   - Phi Lambda Sigma
   - Phi Delta Chi
   - Rho Chi
   - Student College of Clinical Pharmacy
   - Student Diabetes Club
   - Student National Pharmaceutical Association
   - Student Oncological Advocates in Pharmacy
   - Student Society of Pediatric Advocates
   - Elected officers or representatives for each Pharm.D. class
2. Each member group is allowed one representative who may cast a vote on each request.

3. For all requests voted on by the committee, the group making the proposal shall be limited to a maximum of two of its members voting (Academy of Student Pharmacists and Phi Lambda Sigma are excluded). This would apply only where there are two or more representatives who hold membership in the organization making a request.

4. A quorum shall consist of 11 representatives.

5. A minimum of five votes must be cast on a request or that proposal must be tabled.

STUDENT COLLEGE OF CLINICAL PHARMACY (SCCP)
Faculty Advisor – Beth Phillips

The mission of the Student College of Clinical Pharmacy is to educate student pharmacists about opportunities to further their careers both during and after pharmacy school and to further develop student member’s clinical skills by reviewing various educational topics. Meetings often include information on clinical pharmacy topics, residencies, and research opportunities. Membership is open to all students at the College of Pharmacy.

STUDENT DIABETES CLUB (SDC)
Faculty Advisor – J. Russell May

The Student Diabetes Club (SDC) is a newly founded organization that promotes an increased understanding of diabetes, a disease state that affects over 25 million children and adults in the United States. Our objective is to encourage pharmacy students to become more clinically oriented to diabetes care through education and through community outreach.
SDC is fulfilling its educational purpose in a variety of ways, including regular journal club participation and guest speaker presentations. We are also offering opportunities for involvement through the publication of the Diabetes in Focus newsletter. This newsletter presents articles concerning up to date diabetes care, pharmacy trends, and clinical pearls. Furthermore, the newsletter serves as a writing opportunity for pharmacy students and a venue to see the process of newsletter publication.

SDC offers opportunities for community outreach through involvement in health fairs. Moreover, SDC participates in fundraising events throughout the year, including the Juvenile Diabetes Research Foundation (JDRF) walk in Augusta, GA to raise support for juvenile diabetes research and school-wide fundraisers to raise support for the American Diabetes Association (ADA). We are also coordinating with Student Society of Pediatric Advocates (SSPA), Operation Diabetes, and Barney’s Pharmacy to host a support group called “Sweeties” for children with type 1 diabetes and their parents. The goal is to offer a forum for patient discussion and educational points about managing the disease state.
STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION (SNPhA)
Faculty Advisor - Deborah Elder, Vivia Hill-Silcott

The Student National Pharmaceutical Association (SNPhA) is an educational and service organization dedicated to the pharmacy profession, professional development, and the full participation of a diverse student body in pharmacy and other health-related professions. As an organization, SNPhA does the following: (1) offers members the opportunity to develop leadership and professional skills; (2) promotes active participation in national health care issues to students and the public; (3) articulates the role of minority health professionals as vital members of the health care team; and (4) educates communities on better health practices increasing their awareness and understanding of diseases and their prevention. SNPhA plans, organizes, coordinates and presents programs to improve the health, education and social environment of the community. Members play an active role in regional and national association metings.

STUDENT ONCOLOGICAL ADVOCATES IN PHARMACY (SOAP)
Faculty Advisors – Amber Clemmons, David DeRemer, Randall Tackett

Student Oncological Advocates in Pharmacy (SOAP) is a professional organization at the University of Georgia that was founded in fall of 2012. Its main purpose is to make others more aware of cancer treatments and the people behind the disease. In addition, SOAP focuses on the importance of the 66 National Cancer Institute (NCI) designated cancer centers in the country. The primary focus is on Georgia’s very own NCI center, Winship Cancer Institute at Emory Hospital in Atlanta. Furthermore, SOAP has created numerous events benefiting Winship; this includes giving goodie bags for cancer patients and setting up the Tina Borg Classic 5k that raises money for the research of all types of cancer. Through these events, students not only learn about community service, but have the opportunity to talk to actual cancer patients and healthcare professionals in the Oncology field. In addition, SOAP has been featured in many newsletters at Winship and has an online newsletter of their own on the UGA RX website. SOAP is also reaching out to the Athens community by working with the local American Red Cross and participating in health screenings. Overall, SOAP is dedicated to helping the fate of current/future cancer patients and pharmaceutical breakthroughs by clinical trials.

STUDENT SOCIETY OF PEDIATRIC ADVOCATES (SSPA)
Faculty Advisor - Kalen Manasco

The Mission of the Student Society of Pediatric Advocates is to bring awareness to the proper use of medication therapy in pediatric populations through various service and education-based initiatives. Service activities center around lending our medication-based knowledge to pediatric patients and their parents in our community. Educational activities are directed toward student members in an effort to safely and effectively extend pharmacy practice to pediatric populations by building relationships with mentors and professionals in the health care community, as well as supplementing didactic coursework with lectures by specialists and our peers. Overall, SSPA advocates for the safety and happiness of young patients while learning and having fun along the way.
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<td>General advising is provided by Ms. Renee Dobbs (Room PS-115G). If you need additional academic advice, see either Assistant Dean Alan Wolfgang (Room PS-115 F) or Associate Dean George Francisco (Room 101D).</td>
</tr>
<tr>
<td>Pre-registration Procedures</td>
<td>Check your appointment time on Athena. Check to see if your registration will be flagged for any reason (e.g. nonpayment of parking fines). Utilize registration materials distributed by Ms. Dobbs to plan class schedule.</td>
</tr>
<tr>
<td>Permission of Instructor Courses</td>
<td>If you are registering for a course listed as POI (Permission of Instructor), have the instructor sign the permission form, then return it to Ms. Dobbs; this should be done well in advance of the time when you will register for the courses.</td>
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<tr>
<td>Course Auditing</td>
<td>You may audit a course with the approval of your academic dean and the department offering the course. The registration process is the same as registration for credit except that you must request the audit status at the time of registration.</td>
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<tr>
<td>Registering for Over 20 Hours</td>
<td>Submit hours override request to your advisor, Ms. Dobbs; this should be done well in advance of the time when you will register for courses.</td>
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<td>Drop/Add</td>
<td>Students can drop and/or add courses during a specified time period each semester, Information on drop/add procedures can be found in the online University bulletin (bulletin.uga.edu). Students should be aware that a reduction in their hours may affect their student financial aid, the HOPE scholarship, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, Veterans Educational Benefits (if applicable), and the loss of full-time student status, which can lead to health insurance cancellation.</td>
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<td>Withdrawal from Courses</td>
<td>See page 15 of this Handbook. Further information can be found on the Registrar’s website (reg.uga.edu).</td>
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<td>Withdrawal from the University</td>
<td>Information on withdrawal procedures can be found on the Registrar’s website (reg.uga.edu). For withdrawal due to verifiable hardship circumstances (e.g. health reasons), contact the Office of Student Support Services in Memorial Hall.</td>
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<td>Indecision about Major and/or Career</td>
<td>Visit the Counseling and Testing Center in Clark Howell Hall, talk with an advisor, and meet with faculty members in the department(s) in which you are interested.</td>
</tr>
<tr>
<td>Change of Major</td>
<td>Contact the college to which you wish to transfer for consideration and processing. Advise the Dean’s Office of the transfer.</td>
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<tr>
<td>Waiver of Degree Requirements</td>
<td>A petition must be submitted to the College of Pharmacy’s Academic and Professionalism Committee through Associate Dean Francisco.</td>
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<td>Permission to Take Courses at Other Institutions</td>
<td>Apply to other institution as a transfer students. Submit a “Student Request for Transient Status” form. After course completion, have transcript sent to College of Pharmacy Dean’s Office.</td>
</tr>
<tr>
<td>Petition for Readmission Following First Dismissal</td>
<td>Petition is submitted to the College of Pharmacy’s Academic and Professionalism Committee through Associate Dean Francisco. Petition for readmission may be submitted after two semesters of suspension. Readmission for the third semester following dismissal or later may be granted at the discretion of the Academic Dean.</td>
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Permission to Take Independent Study Courses Outside the College

Permission from the College of Pharmacy is not required. UGA’s catalog of online courses can be found at online.uga.edu. Independent study courses outside the College of Pharmacy must not be taken during the spring semester of a student’s third year in the professional program.

Grade Appeal Procedure

1) Talk with your instructor. 2) If issue is not resolved, take appeal to the head of the department in which the course is offered. 3) If issue is still not solved, take appeal to the Dean of the College of Pharmacy. 4) Further appeal is submitted to the University Council.

Course Challenging

Contact the department in which the course is offered and request permission to challenge the course. (Not all courses are offered for challenge).

Obtaining Transcripts

Information on requesting official University transcripts can be found on the Registrar’s website (reg.uga.edu). Transcripts may be ordered online or in person at the Holmes/Hunter Academic Building.
Students with Disabilities

The University of Georgia is committed to providing equal educational opportunities to all students who qualify for admission, and offers qualifying students with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible. The University’s Disability Resource Center (DRC) exists to assist students with requesting and coordinating reasonable accommodations and to connect students with the appropriate resources and supports to ensure a welcoming and accessible educational experience.

Students who know or suspect that they may have a disability are encouraged to contact the DRC at (706) 542-8719/(706 542-8778 (tty) or disinfo@uga.edu_ to talk with a coordinator or schedule an intake interview regarding evaluation (if needed), documentation (if needed), registering, and requests for accommodations or services. For further information on accommodations, services and resources for students with disabilities, please visit the DRC’s website (drc.uga.edu).

ALL PROBLEMS NOT LISTED HERE SHOULD BE ADDRESSED TO:

Associate Dean George Francisco or
Assistant Dean Alan Wolfgang