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STUDENT HANDBOOK DISCLAIMER

The information contained in this STUDENT HANDBOOK is subject to change without prior notice and is not to be construed as a contract between the college or university and the student. This handbook does not necessarily contain all information on the College of Pharmacy or its program and policies. However, every effort has been made to provide as much information as practicable to assist our students.

I, the undersigned, acknowledge that I have reviewed the College of Pharmacy Student Handbook, which contains the College’s Academic Policies, Procedures and other pertinent information. Furthermore, I am expected to become thoroughly familiar with these policies and procedures.

Name ____________________________________  ID # _________________________

Signature ________________________________  Date _________________________

Please submit this signed form to the Office of Student Affairs by August 30th.

PLEASE NOTE:
Failure to read this manual does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.
HOWARD UNIVERSITY STATEMENT OF AMERICAN DISABILITY ACT PROCEDURES

Howard University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the Office of the Dean for Special Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. The Dean of Special Student Services, Dr. Elaine Heath, can be reached at (202) 806-6369 or eheath@howard.edu.

ACADEMIC CODE OF STUDENT CONDUCT ¹

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below.

- Academic cheating is defined as any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individuals(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that with the exception of authorized group assignments, all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid)
- Plagiarism is defined as the act of taking and passing off intentionally as one’s own the ideas, writing, etc. of another person, without attribution or acknowledging the author.

Professionalism

Admission to the College of Pharmacy carries with it the presumption that the student will be a responsible member of the academic community. Thus, by enrolling in the professional program, you also assume the obligation to observe the following principles of professionalism.

1. Accountability
2. Sense of Duty
3. Responsibility
4. Regard for Mankind
5. Competence
6. Ethics
7. Pursuit of Excellence

Finally, please note that professionalism not only embodies academic achievement but also physical appearance and general demeanor.

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¹ Please consult the chapter on Student Code of Conduct and Judiciaries in the Howard University Student Reference Manual and Directory of Classes for details.
PHARMACIST’S OATH

Each graduating student is required to take the pharmacist’s oath during a ceremony that will be scheduled during Commencement Week each year.

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the lifelong obligation to improve my professional knowledge and competence.
- I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."

The revised Oath was adopted by the AACP House of Delegates in July 2007 and has been approved by the American Pharmacists Association.

PHARMACISTS CODE OF ETHICS

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

I. A pharmacist respects the covenantal relationship between the patient and pharmacist.
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.

II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.
A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.

III. A pharmacist respects the autonomy and dignity of each patient.
A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.

IV. A pharmacist acts with honesty and integrity in professional relationships.
A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
V. A pharmacist maintains professional competence.
A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

VI. A pharmacist respects the values and abilities of colleagues and other health professionals.
When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.

VII. A pharmacist serves individual, community, and societal needs.
The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.

VIII. A pharmacist seeks justice in the distribution of health resources.
When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

Adopted by the membership of the American Pharmacists Association October 27, 1994.
GENERAL INFORMATION

Located in the capital city of the nation, Washington, D.C., Howard University is a comprehensive research-oriented, historically African-American private university providing an educational experience of exceptional quality to students of high academic potential, with particular emphasis upon the provision of educational opportunities to promising minority students. The university was conceived by members of the First Congregational Society at a meeting in the District of Columbia in 1866. General Oliver Otis Howard, Commissioner of the Freedmen’s Bureau, was a member of the founding group, and the institution was named in his honor. Within the first three years of its existence, the University established a College of Liberal Arts and School of Law, Medicine, Pharmacy and Religion.

Howard University students are of many races and represent the 50 states, the District of Columbia and about 110 foreign countries.

The College of Pharmacy, College of Nursing and Allied Health Sciences, the College of Dentistry, the College of Medicine, the Health Sciences Library, the Howard University Hospital, the University Cancer Center, and the Center for Sickle Cell Disease comprise the University’s Health Sciences Center.

The College of Pharmacy was organized in 1868 and graduated its first student in 1870. Today, the College offers a four-year professional entry-level program leading to the Doctor of Pharmacy (Pharm.D.) degree and a two-year post baccalaureate Doctor of Pharmacy (Pharm.D.) degree program. Both programs are accredited by the Accreditation Council on Pharmacy Education (ACPE), the national accrediting agency for pharmacy programs in the United States.

Howard University is not only one of the oldest but has one of the most technology-advanced schools of pharmacy in the United States. We offer state-of-the-art research libraries and facilities. They include the new 27 million dollar Louis Stokes Health Science Library, which comprises 80 thousand square feet, brimming with cutting-edge technology. The four-story structure provides digital classrooms and data-port access for 600, in addition to telemedicine and teleconferencing facilities. It houses 400 thousand health care books, periodicals and digitally formatted materials.

The administrative center of the College of Pharmacy is in the Chauncey I. Cooper Hall (CCH) located at 2300 Fourth Street, N.W., Washington, DC, (which houses the Associate Dean’s Office; the Office of Student Affairs; and, the Department of Pharmaceutical Sciences Faculty and Chair Offices). The CCH building also includes: a 24-station Computer Laboratory; a 30-station Student Reading Room; a 120-seat Smart Classroom; 6 Problem Based Learning Classrooms; a Student Lounge; a Student Leaders Office; a 50-station Pharmaceutics Lab; a 25-station Pharmacy Dispensing Laboratory; a 16-station Research Laboratory; and, an Intravenous Admixture Laboratory.

We offer easy access to the Information Highway plus a wireless network infrastructure in the School of Pharmacy. In addition, all 14-residence halls offer Internet access.

Other facilities utilized by the College of Pharmacy are: Freedmen’s Annex III (Fourth and College Streets, N.W., Washington, DC, which houses the Department of Clinical and Administrative Pharmacy Sciences Faculty and Chair Offices, along with the Center of Excellence (COE) and The Center for Minority Health Services Research (CMHSR) Programs); Howard University Hospital (2041 Georgia Avenue, N.W., Washington, DC); Classrooms and auditoriums in the College of Medicine (Fifth and W Streets, N.W., Washington, DC), and the Louis Stokes Health Science Library.

The College offers studies leading to joint degrees (B.S./Pharm. D.) with various Historically Black Colleges and Universities (HBCUs). The School also offers a dual degree (Pharm. D./M.B.A.) with the School of Business at
Howard University, and offers the M.S. and Ph.D. degrees in Pharmaceutical Sciences with the Graduate School of Arts and Sciences at Howard University.

Howard University pharmacy graduates have actively pursued postgraduate training and graduate education in pharmaceutical sciences at prestigious hospitals and universities respectively, and have been able to take advantage of numerous career opportunities.
DIRECTORY

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Building Abbreviations
A Bldg.-Mordecai Johnson Administrative Building; AN2-Freedmen’s Annex II; AN3-Freedmen’s Annex III; CCH-Chauncey I. Cooper Hall; CHB-Chemistry Building; GA-Georgia Avenue; HURB1-Howard University; LSHSL-Louis Stokes Health Sciences Library; HUH-Howard Univ. Hospital
## DIRECTORY

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<tr>
<td>Govind Kapadia, Ph.D.</td>
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<td>Kenneth Scott, Ph.D.</td>
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**Post-Graduate Fellows**

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
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**Building Abbreviations**

A Bldg.-Mordecai Johnson Administrative Building; AN2-Freedmen’s Annex II; AN3-Freedmen’s Annex III; CCH-Chauncey I. Cooper Hall; CHB-Chemistry Building; GA-Georgia Avenue; HUB1-Howard University; LSHSL-Louis Stokes Health Sciences Library; HUH-Howard Univ. Hospital

* Part-time Faculty & Staff
# DIRECTORY

## ADMINISTRATIVE SUPPORT STAFF

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<td>Kelly Ume</td>
<td>Administrative Assistant, NTDP Program</td>
<td>CCH-106</td>
<td>806-6453</td>
</tr>
<tr>
<td>Leslie N. Washington</td>
<td>Administrative Assistant, Department of Clinical &amp; Administrative Pharmacy Sciences</td>
<td>AN3-213</td>
<td>806-7960</td>
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</table>

* Part-time Faculty & Staff
DIRECTORY

CENTRAL OF EXCELLENCE (COE) STAFF

Anthony Wutoh, R.Ph., Ph.D.  Provost, Principal Investigator and Director  A Bldg.  awutoh@howard.edu
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Celia Williams – Fowlkes, M.Ed.  Program Manager  AN3-116  celia.williamsfowl@howard.edu
Alex Adams, M.S.  Outreach Coordinator  AN3-115  alexander.adams@howard.edu
Veronica Bruce  Administrative Assistant  AN3-114  veronica.brace@howard.edu
Jonathan Murphy  Information Technology Specialist  AN3-118  jjmurphy@howard.edu
Jacqueise Unonu, PharmD  Clinical Preceptor  Andromeda Clinic  jacqueise.unonu@howard.edu

PACE STAFF

Janine Cannon  Administrative Assistant  HURB1-207  j_cannon@howard.edu
Chris Flood  Budget Analyst  HURB1-207  cflood@howard.edu
Grace Jennings, Pharm.D.  Director  HURB1-207  gjennings@howard.edu

CLASS ADVISORS

Class of 2016  Amol Kulkarni, Ph.D.  CCH—318  amol.kulkarni@howard.edu
Class of 2017  Mary Maneno, Ph.D.  CCH—125  mary.maneno@howard.edu
Class of 2018  Simeon Adesina, Ph.D.  CCH—309  simeon.adesina@howard.edu
Class of 2019  Earl Ettienne, J.D, R.Ph. M.B.A.  AN3—119  earl.ettienne@howard.edu
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<thead>
<tr>
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|                        | Pharmacy II (PHROFC)                    | Pharmacy IV                               |
|                        | Academic Yr (11 Months)                |                                          |
| Tuition                | $29,656.00                             | Tuition                                  |
| Mandatory Fees         | $1,233.00                              | Mandatory Fees                           |
| Professional Fee       | $400.00                                | Professional Fee                         |
|                        |                                        |                                          |
| Estimated Expenses     |                                        |                                          |
| Books & Supplies       | $2,509.00                              | Books & Supplies                         |
| Loan Fee               | $1,201.00                              | Loan Fee                                 |
| Room                   | $13,629.00                             | Room                                     |
| Board                  | $5,060.00                              | Board                                    |
| Transportation         | $3,564.00                              | Transportation                           |
| Incidents              | $7,560.00                              | Incidents                                |
| Total                  | $64,812.00                             |                                          |

|                        |                                          | Academic Yr (9 Months)                    |
|                        |                                          |                                          |
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http://hucpfinancialaid.webs.com/

Joseph Smith III  
Financial Aid Manager  
CCH – 106  
202-806-0368  
josepha.smith@howard.edu
It is the responsibility of each student to inform the College and the University of a change of name, address or telephone number as soon as possible by completing a “Change of Name, Address or Telephone Number” form available in the Student Affairs Office, Room-106-CCH. You must also complete a **Student Personal Data Form** in the University Office of Records and Articulation, Mordecai Johnson Building (‘A’ Building), 2400 6th Street, N.W., Washington, DC 20059.

### Change of Address Form
(Please print clearly)

<table>
<thead>
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<th>Name _______________________________</th>
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<tr>
<td>Old Address __________________________</td>
<td>(Number/Street/Apt.) __________________</td>
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<tr>
<td>(City/State/Zip) ___________________</td>
<td>(Area Code – Telephone #) ____________</td>
</tr>
<tr>
<td>New Address __________________________</td>
<td>(Number/Street/Apt.) __________________</td>
</tr>
<tr>
<td>(City/State/Zip) ___________________</td>
<td>(Area Code – Telephone #) ____________</td>
</tr>
</tbody>
</table>

(You must take a completed copy of this form to the College of Pharmacy’s Office of Student Affairs located in CCH Building, Room 106 and the Howard University’s Enrollment Management, Office of Records)
The second professional year class is responsible for decorating and assisting with the weeklong activities for orientation.

*All incoming students are required to attend the New Student Orientation.*

### Student Registration and Program Changes
Office of the Dean
Contact Person: Rajan Ninan
Telephone: (202) 806-6530
rninan@howard.edu

Registration for students enrolled in the College of Pharmacy is done in the academic affairs office located in the Dean’s Office. The College of Pharmacy strictly adheres to **all deadlines** published by the University for Registration, program changes, and financial obligations. Only students whose names appear on Official Class Rosters issued by the Office of the Registrar are registered officially and therefore, authorized to attend class. **Instructors will not permit students whose names do not appear on the official class roster to attend classes, receive assignments or take examinations. The University will not register students retroactively for any classes.**

### White Coat Ceremony
Office of Student Affairs
Contact Person: Celia Williams-Fowlkes
Telephone (202) 806-4211
celia.williamsfowl@howard.edu

*All incoming students are required to attend the White Coat Ceremony which is held during the orientation period.*

### Welcome Back Cookout and Graduation Cookout
Cookouts are hosted through a joint effort of the College of Pharmacy Student Council (CPSC) and the leadership teams of all student organizations. Food and decorations are coordinated through donations of the faculty, staff and CPSC funds.

### Oath and Awards Ceremony
Office of Student Affairs
Contact Person: Celia Williams-Fowlkes
Telephone (202) 806-4211
celia.williamsfowl@howard.edu

The third professional year class is responsible for decorating and assisting with the ceremony and reception that follows the ceremony.

*All seniors are required to attend the Oath & Awards Ceremony which recognizes the outstanding academic achievements of seniors earned throughout their matriculation in the pharmacy program. The event is hosted by the College of Pharmacy.*

### Commencement Convocation
Office of the Dean
Contact Person: Sharon Evans
Telephone (202) 806-6530
sharon.evans@howard.edu

The conferring of degrees takes place during the university’s annual Commencement Convocation ceremony. *All seniors are required to attend.*
The Howard University College of Pharmacy is committed to assuring that its doctor of pharmacy graduates achieve competence in the ability-based outcome areas set forth by the Accreditation Council of Pharmacy Education (ACPE) and the Center for the Advancement of Pharmaceutical Education (CAPE) Educational Outcomes. These learning outcomes provide an organizing structure around which to frame discussions of curriculum design, restructuring, implementation, and assessment. In addition, a well-designed curriculum built around these ability-based outcomes helps to ensure the student’s transitional growth across the curriculum resulting in professional competency and the ability to provide excellent patient care upon entry into practice.

This document identifies fifteen program-level ability-based outcomes and their related learning objectives. Proficiency in these fifteen outcomes will ensure general educational competency as well as professional competency in the core domains of Foundational Knowledge, Essentials for Practice and Care, Approach to Practice and Care, and Personal and Professional Development.

### FOUNDATIONAL KNOWLEDGE

**Outcome 1.1. Learner (Learner) -** Develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/administrative, and clinical sciences) to evaluate the scientific literature, explain drug action, solve therapeutic problems, and advance population health and patient centered care.

**Learning Objectives**

1.1.1. Analyze mechanisms of disease and related mechanisms of actions of drugs for treatment
1.1.2. Develop an understanding of population-specific health needs
1.1.3. Apply knowledge of biomedical sciences to address patient-related therapeutic problems.
1.1.4. Integrate knowledge of pharmaceutical, social/behavioral/administrative, and clinical sciences to solve therapeutic problems.
1.1.5. Demonstrate comprehension of major scientific discoveries and use of the scientific method to make these discoveries.
1.1.6. Perform error-free mathematical calculations with regard to drug dosing, pharmacokinetics, and compounding dosage forms

### ESSENTIALS FOR PRACTICE AND CARE

**Outcome 2.1. Patient-centered care (Caregiver) -** Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).

**Learning Objectives**

2.1.1. Gather and organize patient information in order to identify ongoing or potential drug-related problems and the root cause of the problems.
2.1.2. Interpret and evaluate pharmaceutical data and related information needed to prevent or resolve medication-related problem.
2.1.3. Plan and perform ongoing patient evaluation to identify additional drug-related problems.
2.1.4. Formulate, implement and modify pharmaceutical care plans, including the recommendation of pharmacotherapy specific to patient needs and desired outcome.
2.1.5. Document pharmaceutical care activities in the patient's medical record to facilitate communication and collaboration among providers.
2.1.6 Design strategies to monitor patients’ drug regimens for therapeutic and toxic effects of drugs.
2.1.7. Select the proper drug, dose, and dosage form for a specific patient.
2.1.8. Design, implement, and evaluate patient specific pharmacotherapeutic regimens.
2.1.9. Provide specific, sound, cost effective, evidence-based drug and healthcare recommendations.
Outcome 2.2. Medication use systems management (Manager) - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems.

Learning Objectives

2.2.1. Participate in the management of formulary, purchasing and inventory control systems.
2.2.2. Operate and manage medication use systems, policies, procedures and records in accordance with state and federal legal regulations, institutional policies, ethical, social, economic and professional guidelines.
2.2.3. Participate in the development, implementation, and/or evaluation of practices that assure safe, accurate and time-sensitive medication distribution.
2.2.4. Participate in the development, implementation, and/or evaluation of systems to identify and report medication errors and adverse drug events.
2.2.5. Apply quality assurance measures and continuous process improvement in the medication use process.
2.2.6. Address patient needs during transition of care.
2.2.7. Demonstrate proficient use of technology utilization in the medication use system.
2.2.8. Access relevant print or electronic information and data
2.2.10. Interpret and evaluate the suitability, accuracy, and reliability of information from the primary literature (scientific, clinical, pharmacoeconomic and epidemiologic studies)
2.2.11. Obtain, appraise and apply information from secondary drug and health resources
2.2.12. Define and apply terminology related to health care informatics
2.2.15. Assess and manage the use of electronic technologies to access and manage scientific / clinical information and data; document and manage patient care and practice management records; support interpersonal and/or professional communication; support education of patients, families, self and professional associates; and support safe and effective drug distribution
2.2.16. Manage information, informatics, and other technologies in accordance with state and federal legal regulations; institutional policies; and ethical, social, economic, and professional guidelines.

Outcome 2.3. Health and wellness (Promoter) - Design prevention, intervention, and educational strategies for individuals and communities to manage chronic disease and improve health and wellness.

Learning Objectives

2.3.1. Access, analyze and apply relevant educational strategies, quality assurance and research processes with consideration of health disparities issues.
2.3.2. Integrate health promotion and disease prevention services into the practice consistent with available resources and in accordance with state and federal legal regulations, institutional policies, ethical, social, economic, and professional guidelines.

Outcome 2.4. Population-based care (Provider) - Describe how population-based care influences patient centered care and influences the development of practice guidelines and evidence-based best practices.

Learning Objectives

2.4.1. Access, analyze and apply population-specific (sociologic, epidemiologic and pharmacoeconomic) data to determine the needs of a target population relative to health promotion and disease prevention or detection.
2.4.2. Select, develop, implement and evaluate strategies and services to prevent or detect disease in a target population including, but not limited to screening and referral services (disease detection and advising patients / patient groups on the need for further medical evaluation); immunization administration; and emergency response and disaster preparedness
2.4.3. Assess the need for population-based pharmaceutical care services
2.4.4. Participate in the development and implementation of population-based pharmaceutical care services.
2.4.5. Address health literacy, cultural diversity, and behavioral psychosocial issues
2.4.6. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact population-based, therapeutic outcomes
Outcome 3.1. Problem Solving (Problem Solver) – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

Learning Objectives
3.1.1. Demonstrate reasoned and reflective consideration of evidence in a particular context to make a judgment
3.1.2. Apply critical thinking skills, including identification, investigation, application, analysis, creativity, synthesis and evaluation, to clinical or other professional problem-solving and decision making.

Outcome 3.2. Educator (Educator) – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.

Learning Objectives
3.2.1. Educate the public and professional associates regarding health and wellness; treatment and prevention of diseases and medical conditions; and use of medications, medical devices, natural products and nutritional supplements.

Outcome 3.3. Patient Advocacy (Advocate) - Assure that patients’ best interests are represented.

Learning Objectives
3.3.1. Provide patients and their families with reliable information regarding their choices of treatment options
3.3.2. Recognize the impact of effective patient advocacy on patient safety.

Outcome 3.4. Inter-professional collaboration (Collaborator) – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

Learning Objectives
3.4.1. Collaborate with other healthcare practitioners and affiliates to address local and national health needs.
3.4.2. Communicate and collaborate with patients, other health providers, professional colleagues, and administrative and supportive personnel to engender a team approach to resource management.
3.4.3. Communicate and collaborate with patients, prescribers, professional colleagues, and support and administrative personnel to identify and resolve problems related to medication distribution and use.
3.4.4. Communicate and collaborate with state and local health care authorities, policy makers and practitioners, including local and state health departments and boards of health, and members of the community to engender a team approach to identifying and addressing local and regional health care problems (including environmental hazard and emergency preparedness needs).

Outcome 3.5. Cultural sensitivity (Includer) - Recognize social determinants of health to diminish disparities and inequities in access to quality care.

Learning Objectives
3.5.1. Recognize and demonstrate a commitment to addressing health disparities
3.5.3. Evaluate and address health literacy, cultural diversity, and behavioral psychosocial issues
3.5.4. Modify communication and treatment strategies to meet the patient’s needs in a culturally sensitive manner.
3.5.5. Integrate cultural, sociological, behavioral, economic and environmental aspects of patient care into professional practice.

Outcome 3.6. Communication (Communicator) – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.
**Learning Objectives**

3.6.1. Interview patients using an organized structure, specific questioning techniques (e.g., motivational interviewing), and medical terminology adapted for the audience.
3.6.2. Gather, organize, and summarize information effectively in written, verbal, and multi-media format.
3.6.3. Gather, summarize, and organize information from lay, technical, scientific and clinical publications and patient records.
3.6.4. Document pharmaceutical care activities in the patient's medical record to facilitate communication and collaboration among providers.
3.6.5. Summarize and apply reasons for systematic processing of data, information and knowledge in health care and the benefits and current constraints in using information and communication technology in health care.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**

**Outcome 4.1. Self-awareness (Self-aware)** – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

**Learning Objectives**

4.1.1. Demonstrate professional accountability, responsibility initiative and leadership.
4.1.2. Adhere to the fundamental ethical principles of autonomy and dignity, beneficence, equality and justice, honesty and integrity, non-malfeasance, respect, and service.
4.1.3. Demonstrate professional competence, critical thinking, and self-directed learning skills.
4.1.4. Identify, create, implement, evaluate and modify plans for personal and professional development for the purpose of individual growth.
4.1.5. Strive for accuracy and precision by displaying a willingness to recognize, correct, and learn from errors.
4.1.6. Display positive self-esteem and confidence when working with others.

**Outcome 4.2. Leadership (Leader)** - Demonstrate responsibility for creating and achieving shared goals, regardless of position.

**Learning Objectives**

4.2.1. Work effectively with others as a member or leader of an interdisciplinary health care team or other professional group.
4.2.2. Demonstrate professional accountability, responsibility initiative and leadership.

**Outcome 4.3. Innovation and Entrepreneurship (Innovator)** - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

**Learning Objectives**

4.3.1. Demonstrate innovative approaches in devising practice solutions.
4.3.2. Conduct a needs assessment to develop creative ways to accomplish professional goals.

**Outcome 4.4. Professionalism (Professional)** - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

**Learning Objectives**

4.4.1. Demonstrate professional accountability, responsibility initiative and leadership.
4.4.2. Adhere to the fundamental ethical principles of autonomy, dignity, beneficence, equality justice, honesty, integrity, non-malfeasance, respect, and service.
Interpret and comply with pharmacy laws and drug regulations.
4.4.3. Demonstrate appropriate professional and ethical judgment in the provision of pharmaceutical care services.

4.4.4. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact patient-specific therapeutic outcomes.

References

2. Howard University College of Pharmacy Student Handbook: Curriculum Outcomes (pages 21 – 29); 2013. Available at: http://healthsciences.howard.edu/~media/Files/education/pharmacy/scholarships/SOP%20STUDENT%20HANDBOOK%202013-UPDATED.ashx


6. Ability-Based Outcomes for the Doctor of Pharmacy Curriculum, University of North Carolina Eshelman School of Pharmacy, accessed via web May 26, 2012

7. Pharm.D. Program Outcome Ability Goals, Purdue University College of Pharmacy, 2007

8. The UCSF Doctor of Pharmacy Curriculum, University of California San Francisco School of Pharmacy, accessed via eb May 26, 2012


10. Oath of a Pharmacist, American Association of Colleges of Pharmacy (AACP), 2007
### DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM

**CURRICULUM**

<table>
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*Portfolio 2 Requirements*

**Total Credits** 14

#### First Professional Year (P1) – Summer Semester

*Introductory Pharmacy Practice Experience I Rotation (IPPE I)*

*Portfolio 3 Requirements*
## DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

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### Portfolio 5 Requirements

### Total Credits
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*Portfolio 6 Requirements*
### DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM

#### CURRICULUM

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Professional Year (P3) – Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Therapeutics IIA (IT IIA)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIB (IT IIB)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIC (IT IIC)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics Lab II (IT II Lab)</td>
<td>4</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Pharm. Jurisprudence</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>Pharm. Compounding Lecture &amp; Lab</td>
<td>1</td>
<td>Pharmaceutics</td>
</tr>
<tr>
<td>Professionalism Seminar</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td><em>Portfolio 7 Requirements</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>16</td>
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| **Third Professional Year (P3) – Spring Semester**                          |         |                                                      |
| Integrated Therapeutics IIIA (IT IIIA)                                      | 3       | All courses prior to IT IA                           |
| Integrated Therapeutics IIIB (IT IIIB)                                      | 3       | All courses prior to IT IA                           |
| Integrated Therapeutics IIIC (IT IIIC)                                      | 3       | All courses prior to IT IA                           |
| Integrated Therapeutics Lab III (IT III Lab) I                             | 4       | All courses prior to IT IA                           |
| Introductory Pharmacy Practice Experience II (IPPE II)                      | 1       | successful completion of all courses in the second professional year, IPPE II Rotation, and Portfolio 5-7 |
| *Portfolio 8 Requirements*                                                  |         |                                                      |
| **Total Credits**                                                           | 14      |                                                      |

| **Third Professional Year (P3) – Summer Semester**                          |         |                                                      |
| Advanced Pharmacy Practice Experience I (APPE I)                           | 0       | Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 8 |
| *Portfolio 9 Requirements*                                                  |         |                                                      |
| **Total Credits**                                                           | 0       |                                                      |
## DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM CURRICULUM

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<th>Course Title</th>
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<tbody>
<tr>
<td><strong>Fourth Professional Year (P4) – Fall Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>Advanced Pharmacy Practice Experience II (APPE II)</td>
<td>15</td>
<td>Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9</td>
</tr>
<tr>
<td>Health Care Ethics²</td>
<td>2</td>
<td>APPE I</td>
</tr>
<tr>
<td><em>Portfolio 10 Requirements</em></td>
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<td><strong>Fourth Professional Year (P4) – Spring Semester</strong></td>
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<tr>
<td>Advanced Pharmacy Practice Experience III (APPE III)</td>
<td>15</td>
<td>Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 10</td>
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<tr>
<td>Health Care Ethics²</td>
<td>2</td>
<td>APPE I</td>
</tr>
<tr>
<td><em>Portfolio 11 Requirements</em></td>
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¹ This list of required courses and their pre-requisites is effective beginning academic year 2013-14. The College of Pharmacy faculty approved and revised it on May 16, 2013. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.

² HEALTH CARE ETHICS COURSE (2 credits)
Health Care Ethics course is a required interdisciplinary course. Students are required to enroll in this course either in the Fall or Spring semester of the 4th professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.
### DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM\(^1\) CURRICULUM

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<thead>
<tr>
<th>Course Title</th>
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<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td><strong>First Professional Year (P1) – Fall Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>Biomedical Sciences I (BMS I)</td>
<td>4</td>
<td>None</td>
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<tr>
<td>Biomedical Sciences II (BMS II)</td>
<td>4</td>
<td>None</td>
</tr>
<tr>
<td>Drug Informatics</td>
<td>3</td>
<td>None</td>
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<tr>
<td>Introduction to Pharmacy</td>
<td>2</td>
<td>None</td>
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<tr>
<td>Pharm. Care I</td>
<td>3</td>
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<td><strong>Total Credits</strong></td>
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**PRIOR TO FALL 2013 YEAR 1**

### First Professional Year (P1) – Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>Pharmaceutics</td>
<td>4</td>
<td>None</td>
</tr>
<tr>
<td>Pharmaceutical Chemistry I (PC I)</td>
<td>3</td>
<td>BMS I &amp; BMS II</td>
</tr>
<tr>
<td>Pharmacological Therapeutics I (PT I)</td>
<td>3</td>
<td>BMS I &amp; BMS II</td>
</tr>
<tr>
<td>Pharm. Sciences Lab</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>Principles of Pharm. Admin.</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>Team Building/PBL</td>
<td>1</td>
<td>None</td>
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<tr>
<td><strong>Total Credits</strong></td>
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### First Professional Year (P1) – Summer Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>Introductory Pharmacy Practice Experience I (IPPE I)</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>Course Title</td>
<td>Credits</td>
<td>Prerequisite(s)</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Biopharmaceutics (Biopharm)</td>
<td>2</td>
<td>PC I, PT I &amp; Pharmaceutics</td>
</tr>
<tr>
<td>Biostatistics/Research Methods (Biostats)</td>
<td>4</td>
<td>None</td>
</tr>
<tr>
<td>Pharmaceutical Chemistry II (PC II)</td>
<td>3</td>
<td>BMS I &amp; BMS II</td>
</tr>
<tr>
<td>Pharmacological Therapeutics II (PT II)</td>
<td>3</td>
<td>BMS I &amp; BMS II</td>
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<tr>
<td>Pharm. Care II</td>
<td>3</td>
<td>Pharm. Care I</td>
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<tr>
<td>Elective (Select 1)</td>
<td>3</td>
<td>See Elective page</td>
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<table>
<thead>
<tr>
<th><strong>Second Professional Year (P2) – Spring Semester</strong></th>
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</thead>
<tbody>
<tr>
<td>Integrated Therapeutics IA (IT IA)</td>
</tr>
<tr>
<td>Integrated Therapeutics IB (IT IB)</td>
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<tr>
<td>Integrated Therapeutics IC (IT IC)</td>
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<tr>
<td>Integrated Therapeutics Lab I (IT I Lab)</td>
</tr>
<tr>
<td>Pharmacokinetics (PK)</td>
</tr>
<tr>
<td>Pharmacoepidemiology &amp; Outcome Res. (Pharmacoepi)</td>
</tr>
<tr>
<td>Elective (Select 1)</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Second Professional Year (P2) – Summer Semester</strong></th>
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<tbody>
<tr>
<td>Introductory Pharmacy Practice Experience II (IPPE II)</td>
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<tr>
<td>Integrated Therapeutics IIA (IT IIA)</td>
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<td>All courses prior to IT IIA</td>
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<td>All courses prior to IT IIA</td>
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<tr>
<td>Pharm. Jurisprudence</td>
<td>2</td>
<td>None</td>
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<tr>
<td>Pharm. Compounding Lecture &amp; Lab</td>
<td>2</td>
<td>Pharmacetics</td>
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<td>Integrated Therapeutics IIIA (IT IIIA)</td>
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<td>All courses prior to IT IIA</td>
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<td>All courses prior to IT IIA</td>
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<tr>
<td>Integrated Therapeutics Lab III (IT III Lab)</td>
<td>4</td>
<td>All courses prior to IT IIA</td>
</tr>
<tr>
<td>Nonprescription Therapeutics</td>
<td>3</td>
<td>All courses prior to IT IIA</td>
</tr>
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<td><strong>Total Credits</strong></td>
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<td>Advanced Pharmacy Practice Experience II (APPE II)</td>
<td>15</td>
<td>Successful completion of all courses up to, and including the Spring of the third professional year with a minimum cumulative GPA of 2.5; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9 APPE I</td>
</tr>
<tr>
<td>Health Care Ethics²</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

| **Fourth Professional Year (P4) – Spring Semester**     |         |                                                                                |
| Advanced Pharmacy Practice Experience III (APPE III)    | 15      | Successful completion of all courses up to, and including the Spring of the third professional year with a minimum cumulative GPA of 2.5; successful passage of the Compulsory Comprehensive Examination; and Portfolio 10 APPE I |
| Health Care Ethics²                                    | 3       | APPE I                                                                        |
| **Total Credits**                                      | 18      |                                                                                |

¹ This list of required courses and their prerequisites is effective beginning academic year 2004-05. The College of Pharmacy faculty approved and revised it on August 16, 2004 and August 23, 2005, respectively. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.

² HEALTH CARE ETHICS COURSE (3 credits)  
Health Care Ethics course is a required interdisciplinary course. Students are required to enroll in this course either in the Fall or Spring semester of the 4th professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.
## PROFESSIONAL ELECTIVE COURSES AND THEIR PREREQUISITES CURRICULUM

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre-requisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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</tr>
<tr>
<td>Research in Pharmaceutical Sciences(^3)</td>
<td>- All Department of Pharmaceutical Sciences Courses in first-year (Fall and Spring)</td>
</tr>
<tr>
<td></td>
<td>- Minimum Cumulative GPA 2.75</td>
</tr>
<tr>
<td></td>
<td>- Permission of the instructor</td>
</tr>
<tr>
<td>Research in Clinical and Administrative Pharmacy Sciences(^3)</td>
<td>- Minimum Cumulative GPA 2.75</td>
</tr>
<tr>
<td></td>
<td>- Permission of the instructor</td>
</tr>
<tr>
<td>Anions and Cations in Biological Systems</td>
<td>- Pharmaceutical Chemistry I</td>
</tr>
<tr>
<td></td>
<td>- Pharmacological Therapeutics I</td>
</tr>
<tr>
<td>Cult Cong Care-Clin Hlth Prof</td>
<td>- None</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
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</tr>
<tr>
<td>Research in Pharmaceutical Sciences(^3)</td>
<td>- All Department of Pharmaceutical Sciences Courses in first-year (Fall &amp; Spring)</td>
</tr>
<tr>
<td></td>
<td>- Minimum Cumulative GPA 2.75</td>
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<tr>
<td></td>
<td>- Permission of the instructor</td>
</tr>
<tr>
<td>Research in Clinical and Administrative Pharmacy Sciences(^3)</td>
<td>- Minimum Cumulative GPA 2.75</td>
</tr>
<tr>
<td></td>
<td>- Permission of the instructor</td>
</tr>
<tr>
<td>Introductory &amp; Applied Concepts in Health Policy</td>
<td>- None</td>
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<tr>
<td>The History of Pharmacy: How Yesterday Influences Tomorrow</td>
<td>- None</td>
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<tr>
<td>Drugs &amp; Elderly</td>
<td>- Pharmacological Therapeutics I</td>
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<td></td>
<td>- Biopharmaceutics</td>
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<tr>
<td>Herbal and Complementary Therapy</td>
<td>- Completion of all courses in the First-Year (Fall &amp; Spring and second-year Fall)</td>
</tr>
<tr>
<td>Pharmaceutical Law and Policy</td>
<td>- None</td>
</tr>
<tr>
<td>Cult Cong Care-Clin Hlth Prof</td>
<td>- None</td>
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</table>

\(^3\)This course is offered by several instructors, each with a different course number section (see Schedule of Course for instructors’ names/sections). Enrollment may be limited. Therefore, you must obtain the instructor’s written permission before registration, and you must register in the section assigned to this instructor.
DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM
COURSE DESCRIPTIONS

First Professional Year—Fall Semester

Biomedical Sciences I (-301) 4 Credits
This course is designed to provide the student with the fundamental knowledge of the general structure and function of the human body. A short introduction to basic cell structure, tissues, human development and physiological control mechanisms & membrane transport is given at the beginning of the course to help the student acquire a better understanding of human anatomy and physiology.

Instruction using the systemic approach has been adopted for this course. This method provides a better correlation among the tissues and organs and their functions of a particular system and between the systems themselves. A systemic approach also promotes the understanding of structure and function of the human body. The lectures are designed to give the student fundamental and essential knowledge of the human body’s various organ systems. Slide projections, power point presentations, computer simulations and lecture outlines are used as teaching aids in this course. Work in the laboratory provides students with the opportunity to study prosecuted cadaver materials, anatomical models and physiological applications. Students are further guided by printed laboratory organization and objectives. Prerequisite: None.

Structures and Functions in Therapeutics (-301) 3 Credits
This course is designed to provide the student with the fundamental knowledge of the general structure and function of the human body. A short introduction to basic cell structure, tissues, human development and physiological control mechanisms & membrane transport is given at the beginning of the course to help the student acquire a better understanding of human anatomy and physiology. Instruction using the systemic approach has been adopted for this course. This method provides a better correlation among the tissues and organs and their functions of a particular system and between the systems themselves. A systemic approach also promotes the understanding of structure and function of the human body. The lectures are designed to give the student fundamental and essential knowledge of the human body’s various organ systems. Slide projections, power point presentations, computer simulations and lecture outlines are used as teaching aids in this course. Work in the laboratory provides students with the opportunity to study prosecuted cadaver materials, anatomical models and physiological applications. Students are further guided by printed laboratory organization and objectives. Prerequisite: None.

Biochemistry for the Pharmaceutical Sciences (-303) 4 Credits
Topics are designed to introduce pharmacy students to the fundamental principles of biochemistry. The topics are somewhat interspersed with those of the microbiology portion of the course and, whenever possible, the two are integrated. After an initial review of chemistry, the discussion moves from protein structure and function to enzymes and metabolic pathways and finally to cell signaling and the incorporation of genetic information into proteins. The four major classes of biological macromolecules-proteins, carbohydrates, lipids, and nucleic acids—are introduced. The structure and function of enzymes, which are biological catalysts that perform much of the work to break down and build up materials inside cells, are examined. Metabolic pathways such as those of glycolysis, the Krebs cycle, glycogen breakdown and fatty acid oxidation will be discussed. The mitochondrial electron transport chain and oxidative phosphorylation, which link the oxidation of electron-rich metabolic intermediates such as NADH and FADH2 to the production of ATP are presented. The biosynthetic pathways by which carbohydrates, fatty acids, and amino acids are made are discussed. Other topics include: the biochemical process by which hereditary genetic information is duplicated (DNA replication) and the processes by which information stored in genes is used to make proteins (transcription and translation). Finally, topics such as nutrition, the response of cells to hormones (signaling), and cancer are discussed. The hope is that his course will give students a molecular-level appreciation of how cells and organisms work. Such an appreciation will be indispensable for understanding drug action and effectiveness.

This knowledge constitutes a foundation upon which students may build as they pursue in depth studies of
Applies Biomedical Sciences (-303) 3 Credits
This course is designed to introduce pharmacy students to the application of fundamental principles of microbiology and biochemistry. The microbiology content covers topics in immunology, molecular biology, genetics, bacteriology, mycology, parasitology, and virology. Selected aspects of the complex nomenclature, spectrum, and characterization of infectious agents and therapeutic options will be presented. Clinical aspects of pathogenesis, vaccine development and emerging infectious diseases will also be covered. The biochemistry content provides an initial review of chemistry followed by applicable discussions on protein structure and function, enzymes and metabolic pathways, cell signaling, and the incorporation of genetic information into proteins. The four major classes of biological macromolecules proteins, carbohydrates, lipids, and nucleic acids-are re-enforced. The structure and function of enzymes, which are biological catalysts that perform much of the work to break down and build up materials inside cells, are examined. Metabolic pathways such as those of glycolysis, the Krebs cycle, glycogen breakdown and fatty acid-oxidation will be discussed. The mitochondrial electron transport chain and oxidative phosphorylation, which link the oxidation of electron-rich metabolic intermediates such as NADH and FADH2 to the production of ATP are presented. The biosynthetic pathways by which carbohydrates, fatty acids, and amino acids are made are discussed. Other topics include: the biochemical process by which hereditary genetic information is duplicated (DNA replication) and the processes by which information stored in genes is used to make proteins (transcription and translation). Finally, topics such as nutrition, the response of cells to hormones (signaling), and cancer are discussed. The hope is that his course will give students a molecular-level appreciation of how cells and organisms work. Such an appreciation will be indispensable for understanding drug action and effectiveness. This knowledge constitutes a foundation upon which students may build as they pursue in depth studies of their chosen discipline, be it an understanding of the more of action of pharmaceuticals, regulation of gene expression, physiology of the cardiovascular system, etc. Prerequisite: None.

Microbiology (-306) 4 Credits
Microbiology is an integral part of many different scientific studies, such as immunology, genetics, molecular biology, biochemistry, medicine, agriculture, ecology, industrial processes and many more. People working in these fields use microbiology in their daily procedures, although they aren't microbiologists. Because of the wide range of its applications, understanding the basics of microbiology is in many ways essential to our completeness as biologists, no matter what field we may pursue. Microorganisms (in the context of this course) are minute living things that are individually too small to be seen with the naked eye. The term includes bacteria, microscopic fungi (yeasts and molds), protozoans, microscopic algae, prions and viruses. Microorganisms can be associated with many diseases, infections and inconveniences such as AIDS, pimples, and spoiled food. However, the majority of microorganisms make vital contributions to the world's inhabitants. They maintain the balance of chemicals and living organisms in the global environment. Prerequisite: None.

Drug Informatics (-306) 3 Credits
This course refers to the application of technology in the delivery of drug information services. Drug information services, in turn, include responding to drug information inquiries, conducting medication use evaluations and participating in medication quality assurance programs, such as; monitoring adverse drug reactions, drug and herbal product interactions, and medications errors. This course is intended to introduce students to drug information skills required to deliver pharmaceutical care. Students will be trained to develop the skills to obtain information from various literature and reference sources to answer drug information questions efficiently. Techniques for researching and evaluating drug literature will be covered. Emphasis will be placed on systemic approaches to formulation of responses utilizing both verbal and written communication skills. Prerequisite: None.

Pharmaceutical Care I (-305) 3 Credits
This course is an introductory development course. Quantitative skills necessary for an understanding of the
basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced. *Prerequisite: None.*

**First Professional Year—Spring Semester**

**Pharmaceutics (-307) 4 Credits**

The design of the course is based on the integration of the study of physicochemical principles of pharmacy with formulation and preparation of pharmaceutical dosage forms. The integration is done within each main class of pharmaceutical dosage forms. The study of the physicochemical principles of pharmacy serves as a prologue to the materials covered in each section. Then the application of the knowledge of the physicochemical principles of pharmacy to the rational formulation, preparation/compounding, quality control, stability, packaging and storage of pharmaceutical dosage forms follows directly after the study of the physicochemical principles for each module (i.e., each major class of dosage forms). *Prerequisite: None.*

**Pharmacological Therapeutics I (-308) 3 Credits**

The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. *Prerequisites: Biomedical Sciences I, Biochemistry for the Pharmaceutical Sciences, & Microbiology.*

**Pharmaceutical Chemistry I (-309) 3 Credits**

The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. *Prerequisites: Biomedical Sciences I, Biochemistry for the Pharmaceutical Sciences, & Microbiology.*

**Pharmaceutical Sciences Laboratory (-310) 1 Credits**

The course deals with the study, application and analysis of physico-chemical principles governing the stability of pharmaceutical dosage systems. *Prerequisite: None.*

**Principles of Pharmacy Administration (-312) 2 Credits**

This course is an expansive and in-depth continuation of Introduction to Pharmacy from Block A. It is intended to introduce the student to detail and specific roles of the pharmacist by utilizing and applying learned concepts from Introduction to Pharmacy. It will also reinforce the concept of professionalism and use the strategies of PBL in management skills required to deliver pharmaceutical care. It also involves the economic, administrative, and human aspects of pharmacy operations. Emphasis will be placed on principles and delivery of various pharmacy services to patients. Students will be introduced to the various aspects of pharmacy practices such as community, hospital, and ambulatory practice. *Prerequisite: None.*

**Team Building/PBL (-311) 1 Credit**

This course is supportive of all other coursework as it seeks to develop independent learners by using teamwork concepts and student-centered learning methodology. The first section of the course includes team-building activities, and the second section is designed to build students’ problem based learning skills. Active learning processes are emphasized utilizing small group interactive and problem based learning methodologies. The team-building portion of the course is accomplished using cooperative educational techniques, such as small group assignments/projects as part of a larger class environment. The problem based learning portion employs the use various PBL methodologies such as case based lecture, and problem based (under the direction of facilitators). *Prerequisite: None.*

**Introduction to Pharmacy (-304) 2 Credits**

The course serves as an introduction to the study of pharmacy and pharmaceutical sciences and conceptual basis of pharmaceutical care. Various characteristics of the pharmacy profession in the modern American
health care delivery system will be introduced. After this course, students should be able to understand foundations for the pharmaceutical sciences and values of pharmacy practice. **Prerequisite: None.**

**First Professional Year—Summer Semester**

**Introductory Pharmacy Practice Experience I (-021) 0 Credit**
The primary goal of Introductory Pharmacy Practice Experiences (IPPEs) is to provide the student with an opportunity to experience a broad range of pharmacy practice experiences early in the student’s academic career. IPPEs are characterized by various assignments provided to students from their P1 through P3 including actual practice experiences in community and institutional settings. IPPE provides an introduction to the profession and continue in a progressive manner leading to entry into Advanced Pharmacy Practice Experiences (APPEs) that they will complete during the fourth professional year. **Prerequisite: Successful completion of all courses in the first professional year, the IPPE I Rotation, and Portfolio 1 – 4 Requirements.**

**Second Professional Year—Fall Semester**

**Biopharmaceutics (-313) 2 Credits**
This course discusses basic concepts in pharmacokinetics (kinetics of drug absorption, distribution and elimination); bioavailability (rate and extent of absorption); influence of physicochemical, formulation, physiologic and disease variables on pharmacokinetics and bioavailability; and rationale for drug and dosage selection and monitoring in patient care. **Prerequisites: Pharmaceutical Chemistry I, Pharmacological Therapeutics I, and Pharmaceutics.**

**Biostatistics/Research Methods (-316) 4 Credits**
This course serves as an introduction to the principles of biostatistics, study design and analysis. Students will learn basic statistical methods using contemporary computer-based statistical packages, and the application of statistics to pharmacy-based research. The course will introduce students to the elements of scientific research, the scientific process, and the role of research in clinical practice and pharmaceutical care. After this course, students should be able to understand the key elements of the scientific process and study design, and the application of statistical analysis to this process. **Prerequisite: None.**

**Pharmaceutical Chemistry II (-335) 3 Credits**
This is a continuation of Pharmaceutical Chemistry I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. **Prerequisites: Biomedical Sciences I, Biochemistry for the Pharmaceutical Sciences, and Microbiology.**

**Pharmacological Therapeutics II (-337) 3 Credits**
This is a continuation of Pharmacological Therapeutics I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. **Prerequisites: Biomedical Sciences I, Biochemistry for the Pharmaceutical Sciences, & Microbiology.**

**Pharmaceutical Care II (-315) 3 Credits**
This course is an introductory development course. Quantitative skills necessary for an understanding of the basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced. **Prerequisite: Pharmaceutical Care I.**

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Second Professional Year—Spring Semester

Integrated Therapeutics I A Principles of Integrative Therapeutics (-326) 2 Credits
Integrated Therapeutics I B Cardiovascular Disorders (-327) 2 Credits
Integrated Therapeutics I C Bone, Joint, and Dermatologic Disorders (-328) 2 Credits

These courses are taught by the clinical and basic science faculty together to provide instruction utilizing both didactic and practical experience sessions. The courses are organized by organ systems of the human body and various diseases associated with them. Students will learn about the pathophysiology and pharmacotherapy of various disease states that health care practitioners (pharmacists) may encounter in their practice settings. Students will also learn to make appropriate therapy choices, define goals of therapy, and learn to assess whether these goals are being achieved. Students will learn to create, implement and monitor pharmaceutical care plans. A goal of this course is to prepare students with the ability to render pharmaceutical care and participate successfully for the experiential program.

The course is structured in a modular format. In order for students to achieve the course goals and objectives, a number of teaching methods will be employed. Students will participate in traditional lectures, small group discussions, and practical laboratories to reinforce didactic teaching and web discussions. Prerequisite: All courses prior to Integrated Therapeutics I.

Integrated Therapeutics I A Principles of Integrative Therapeutics (-326) 2 Credits
Module Content: Assessment of Therapy and Pharmaceutical Care, Interpretation of Clinical Laboratory Tests, Herbs and Nutritional Supplements, Anaphylaxis and Drug Allergies, Managing Acute Drug Toxicity & Clinical Toxicology, Delivering Culturally Competent Care, Acid-Base Disorders, Fluid and Electrolyte Disorders, Drug Interactions, Pharmacogenetics, Geriatrics, Obesity, and Pediatrics.

Integrated Therapeutics I B Cardiovascular Disorders (-327) 2 Credits
Module Content: Hypertension, Heart Failure, Venous Thromboembolism, Hyperlipidemias, Ischemic Heart Disease, Arrhythmias, Pulmonary Arterial Hypertension, Myocardial Infarction, Shock, and Peripheral Vascular Disease.

Integrated Therapeutics I C Bone, Joint, and Dermatologic Disorders (-328) 2 Credits
Module Content: Connective Tissue Disorders, Osteoporosis, Gout / Hyperuricemia, Rheumatic disorders, Osteomyelitis/Septic Arthritis, Skin / Dermatotherapy, Drug Induced skin disorders, Acne/Psoriasis, Solid Organ Transplant –Heart, Solid Organ Transplant –Lung, Solid Organ Transplant -Liver, and Solid Organ Transplant -Kidney

Integrated Therapeutics Laboratory I (-329) 3 Credits
Group facilitated discussion has been proven to be an aid in learning for students in health professions. Integrative Therapeutics Lab I is a separate course from the didactic Integrative Therapeutics I course and is not designed to prepare students to pass exams given as a requirement of Integrative Therapeutics I. The Lab is designed to facilitate the process of team building by making the basic knowledge taught in the didactic course “come alive” in structured case studies lab exercises. Thus, the didactic lecture material will be expanded, reinforced and made practical by the case-based learning method. Cases will cover material taught in prior semesters to ensure adequate understanding of both the basic sciences and clinical application of therapeutics. Practice skills on the key assessment parameters required for optimal pharmaceutical care of a patient will be enforced. Assessment skills covered in the lab are those needed to make effective drug therapy decisions or recommendations and monitor the patient’s response to drug therapy. These include interpretation of laboratory information, physical assessment, disease and drug monitoring, and case evaluation. Prerequisite: All courses prior to Integrated Therapeutics I.
Pharmacoepidemiology & Outcomes Research (-323) 2 Credits
The Pharmacoepidemiology and Outcomes Research section is an introduction to the evaluation of the scientific studies that supports the rational use of medication use in humans. The goals of this block is to provide opportunities for students to understand the concepts, methods, and applications of epidemiology, pharmacoconomics, and outcomes studies utilized in clinical settings as well as with to provide tools to critically assess the clinical literature. In addition, the methods for the interpretational and generalization of findings from these studies relevant to medical and pharmaceutical care practice will be introduced by utilizing knowledge developed from the Research Methods/Biostatistics block. Students will be also prepared for problem-based critique sessions in the Integrative Therapeutics blocks. Prerequisite: Biostatistics/Research Methods.

Pharmacokinetics (-314) 4 Credits
At the end of the course, the student should have acquired competency in the selection, design and adjustment of drug dosing regimens to optimize patient therapy on the basis of the patient’s age and disease condition and the drug’s pharmacokinetic and pharmacodynamic properties. Special emphasis is placed on those drugs with narrow therapeutic windows, which require therapeutic monitoring. Prerequisites: Biopharmaceutics, Pharmaceutical Chemistry II, and Pharmacological Therapeutics II.

Second Professional Year—Summer Semester

Introductory Pharmacy Practice Experience II (-022) 0 Credit
The primary goal of Introductory Pharmacy Practice Experiences (IPPEs) is to provide the student with an opportunity to experience a broad range of pharmacy practice experiences early in the student’s academic career. IPPEs are characterized by various assignments provided to students from their P1 through P3 including actual practice experiences in community and institutional settings. IPPE provides an introduction to the profession and continue in a progressive manner leading to entry into Advanced Pharmacy Practice Experiences (APPEs) that they will complete during the fourth professional year. Prerequisite: Successful completion of all courses in the first professional year, the IPPE II Rotation, and Portfolio 5 – 7 Requirements.

Third Professional Year—Fall Semester

Integrated Therapeutics II A Infectious Diseases Principles (-341) 2 Credits
Integrated Therapeutics II B Infectious Diseases Pharmacotherapy (-342) 2 Credits
Integrated Therapeutics II C Hematology / Oncology Disorders (-343) 2 Credits
This course is followed by Integrative Therapeutics I and is taught by clinical and basic science faculty, providing instruction using both didactic and practice-oriented learning experiences. Modules A and B are Infectious Diseases Modules which focus on reviewing properties of common antimicrobial agents used for treating acute and chronic infectious diseases and learning characteristics of common infections affecting different organ systems. Appropriate therapy for community acquired infections and hospital acquired infections will be compared. Emphasis will be placed on the epidemiology of infectious diseases (local and world-wide), antimicrobial resistance and preventive strategies. Module C focuses on the treatment of Hematology and oncology conditions. Students learn and apply appropriate pathophysiologic and pharmacotherapeutic concepts and principles in an integrated fashion to establish competent methodology toward achieving optimal patient outcomes. This includes defining the goals of therapy, selecting appropriate therapy from among available choices, and evaluating and documenting outcomes. Students will gain experience with various pharmaceutical care processes. Upon completion of this course, students should be prepared to participate in offering pharmaceutical care for infectious diseases, hematology and oncology conditions covered in this module. Prerequisite: All courses prior to Integrated Therapeutics I.

Integrated Therapeutics II A Infectious Diseases Principles (14208-349) 3 Credits
Integrated Therapeutics II B Infectious Diseases Pharmacotherapy (-350) 3 Credits
Module Content: Appropriate Therapy for Community Acquired Infections Versus Hospital Acquired Infections, Recent Epidemiological Data from the Center for Disease Control and Prevention and Their Guidelines for Treatment, Preventive and Infection Control Measures, Defining the Goals of Infectious Disease Therapy, Selecting Appropriate Infectious Diseases Therapy from Among Available Choices, and Evaluating and Documenting Outcomes.

Integrated Therapeutics II C Hematology / Oncology Disorders (-351) 3 Credits
Module Content: Neoplastic Disorder: General Principles and Pathophysiology, Principles of Drug Therapy, Acute Myelogenous Leukemia & Acute Lymphocytic Leukemia, Chronic Myelogenous Leukemia & Chronic Lymphocytic Leukemia, Breast Cancer, Lung Cancer, Ovarian and Cervical Cancer, Bone Marrow Transplantation, Prostate Cancer, Acute and Chronic Pain Therapeutics, Lymphomas, Colorectal Cancer, Anemias, Hemoglobinopathies, Multiple Myelomas, Myelodysplastic Syndrome, Death and Dying,

Integrated Therapeutics Laboratory II (-338) 4 Credits
The Integrative Therapeutics (IT) Lab II modular formatted courses which are organized by organ systems. The IT Lab IIA and B courses are intended to provide the student with a review of prescription and non-prescription (OTC) medications and medical devices and health care products commonly encountered in pharmacy practice. The appropriate selection, rational use, therapeutic efficacy and issues, warnings, precautions, contraindications, drug interactions, use in pregnancy and lactation of prescription and non-prescription medications will be studied. In addition, an emphasis will be placed on counseling patients on the selection and proper use of non-prescription (OTC) medications and devices. The course will provide students with opportunities for increasing their problem-solving skills through the use of a modified problem-based learning approach. Students are scheduled to attend two large group sessions each week. Sigler’s Drug Cards will be reviewed once each week. Prerequisite: All courses prior to Integrated Therapeutics II.

Pharmaceutical Jurisprudence (-340) 2 Credits
The course involves an examination of the laws and regulatory issues pertaining to the practice of pharmacy. Specifically, the course will focus on pertinent sections of the Federal Controlled Substances Act, Food Drug and Cosmetic Act, as well as an overview of the state board of pharmacy acts and rules governing Virginia, Maryland, and the District of Columbia. Prerequisite: None.

Pharmaceutical Compounding Laboratory (-336) 2 Credits
The application of the knowledge of Physico-chemical principles to the formulation, compounding, quality control and storage of pharmaceutical dosage forms. Prerequisite: Pharmaceutics.

Third Professional Year—Spring Semester

Integrated Therapeutics III A Endocrine, Renal and Nutrition (-349) 3 Credits
Integrated Therapeutics III B Psychiatry & Neurology (-350) 3 Credits
Integrated Therapeutics III C Respiratory Disorders, ENT, Men’s and Women’s Health (-351) 3 Credits

Integrated Therapeutics (IT) III Lecture is the third component in the integrated therapeutics series designed to combine the pathophysiologic and pharmacotherapeutic management of various disease states encountered routinely by pharmacist practitioners. Where appropriate, pharmacotherapeutic modalities that include over-the-counter and/or complementary and alternative medicines will be reviewed for each disease state. Student knowledge of basic pharmaceutical principles, acquired in IT-I, will be applied to clinical principles of additional organ systems presented in IT-III. This is a team-taught course.

The overall goal of the course is to prepare students to effectively engage in practice as clinicians-in-training during their professional experience program, providing the basis for rendering patient-centered care upon graduation.
IT-III is offered over 17 weeks and is organized into the following four (4) modular courses that follow the organ systems of the human body and their associated diseases: Module A Endocrine/Renal and Nutrition—3 credits; Module B Gastrointestinal—3 credits; Module C Neurology/Psychiatric Disorders—2 credits; and, Module D Disorders of Special Populations—2 credits.

Lectures of disease states or conditions included in each module will address the following for effective medication therapy management: 1) definition; 2) etiology; 3) epidemiology; 4) pathophysiology/pathogenesis; 5) usual diagnostic parameters; 6) treatment; 7) drug therapy monitoring parameters; 8) pharmacokinetic principles, where appropriate; 9) appraisal of landmark studies for optimal disease state management utilizing concepts learned; 10) plan for individualized patient therapy; and 11) application of pharmacoeconomic principles in providing cost-effective therapies. Prerequisite: All courses prior to Integrated Therapeutics II.

Integrated Therapeutics III A Endocrine, Renal and Nutrition (-349) 3 Credits
Module Content: Diabetes Mellitus, Thyroid Diseases, Adrenal Diseases, Pituitary Gland Disorders, Acute and Chronic Renal Failure, Dialysis and Drug Loss Issues, Alcoholic Cirrhosis, Portal Hypertension, Drug-Induces Liver Disease, Hepatitis, Peptic Ulcer Disease / Zollinger-Ellison Syndrome, Gastroesophageal Reflux Disease, Stress-Related Gastrointestinal; Bleeding, Infectious Gastritis / Pancreatitis, Disorders of the GI Systems: Cholecystitis, Appendicitis, Diverticulitis, Hemorrhoids, Peritonitis, Nausea and Vomiting, Constipation and Diarrhea, Irritable Bowel Syndrome, Inflammatory Bowel Diseases (Ulcerative Colitis and Crohn’s Disease), and Nutrition (parenteral / Enteral / Pediatric).

Integrated Therapeutics III B Psychiatry and Neurology (-350) 3 Credits
Module Content: Substance Abuse Disorders, Anxiety Disorders, Dementia – Alzheimer’s Disease / Vascular Dementias, Parkinson’s Disease, major Depressive Disorders / Bipolar Disorders, Seizure Disorders, Withdrawal Syndromes, Headache, Schizophrenia and Psychotic Disorders, Neuropathic Pain, Fibromyalgia, Ischemic Stroke, ADHD / Tourette’s Syndrome/ Enuresis, Sleep Disorders, and Multiple Sclerosis.

Integrated Therapeutics III C Respiratory Disorders, ENT, Men’s and Women’s Health (-351) 3 Credits

Integrated Therapeutics Laboratory III A (-353) 4 Credits
The Integrative Therapeutics (IT) Lab III A and B are modular formatted courses which are organized by organ systems. The IT Lab III A and B courses are intended to provide the student with a review of prescription and non-prescription (OTC) medications and medical devices and health care products commonly encountered in pharmacy practice. The appropriate selection, rational use, therapeutic efficacy and issues, warnings, precautions, contraindications, drug interactions, use in pregnancy and lactation of prescription and non-prescription medications will be studied. In addition, an emphasis will be placed on counseling patients on the selection and proper use of non-prescription (OTC) medications and devices. The course will provide students with opportunities for increasing their problem-solving skills through the use of a modified problem-based learning approach. Students are scheduled to attend two large group sessions each week. Sigler’s Drug Cards will be reviewed once each week. Prerequisite: All courses prior to Integrated Therapeutics II.

Third Professional Year—Summer Semester

Advanced Pharmacy Practice Experience I (-420) 0 Credit
The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

**Fourth Professional Year—Fall Semester**

**Advanced Pharmacy Practice Experience II (-421) 15 Credits**
The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

**Fourth Professional Year—Fall or Spring Semester**

**Health Care Ethics* (-235) 3 Credits**
This course introduces students to ethical and to bioethical issues confronting healthcare providers within the practice setting. The course introduces students to how ethical theory and principles work to critically analyze and construct well concerned responses to ethical dilemmas. By utilizing the Beaubeu Grid method to collect and analyze case information students will refine their critical thinking skills (both verbal and written) as they read, write, discuss, and resolve the case material presented in class. Emphasis on collaborative dialogue between and among the disciplines represents the hallmark of this course. Finally, the course will familiarize students with ethical and legal considerations, patient-provider relationships, professionalism, and the concepts of moral reasoning. Prerequisite: Advanced Pharmacy Practice Experience I.

**Fourth Professional Year—Spring Semester**

**Advanced Pharmacy Practice Experience III (-422) 15 Credits**
The pharmacy practice clerkships are college-coordinated experience-based integrated problem-solving courses designed to help the student become an active participant in providing pharmacy services. The student, under the direction of different preceptors will learn to provide pharmaceutical care in cooperation with patients, prescribers and other members of an inter-professional health care team based on sound therapeutic principles and evidence-based data. This will take into account all relevant legal, ethical, social, economic and professional issues, emerging technologies and evolving pharmaceutical, biomedical, socio-behavioral and clinical sciences that may impact therapeutic outcomes. Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

* Health Care Ethics and Recitation is a required interdisciplinary course. Students are required to enroll in this course either in the fall or spring semester of the 4th professional year. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.
**Electives** (Fall)

**Research in Clinical Administrative Pharmacy Sciences (-302) 3 Credits each**
The course deals with an introduction to techniques and methodologies in clinical pharmacy research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, drug therapy clinical studies or pharmacy administration topics, and analysis and interpretation of data for a written report. **Prerequisites:** Minimum cumulative GPA of 2.75 and permission of the instructor.

**Research in Pharmaceutical Sciences (-302) 3 Credits each**
The course deals with an introduction to techniques and methodologies in pharmaceutical sciences research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, analysis and interpretation of data for a written report. **Prerequisites:** All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.

**Anions and Cations in Biological Systems (-320) 3 Credits**
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of inorganic medicinal agents. **Prerequisites:** Pharmaceutical Chemistry I and Pharmacological Therapeutics I.

**Cultural and Congruent Care in Health Professions (-413) 3 Credits**
This course is designed to help students increase awareness of how the delivery and acceptance of health care may be influenced by social, cultural and environmental factors and increase the delivery of culturally competent and congruent care to individuals, families, groups, communities and institutions. The course will utilize cultural concepts; theories and models; cultural assessment; critical thinking; and evidence-based practice appropriate for developing knowledge. Emphasis is also placed upon the use of the Culturally Competent Model of Care. Students will be able to analyze cultural factors that facilitate/hinder communication. Furthermore, experiential activities and practical applications of the learned classroom material will contribute to life-long learning. **Prerequisites:** None.

**Electives** (Spring)

**Herbal and Complementary Therapy (-242) 3 Credits**
Herbal and Complementary Medicines, including phytomedicine, are becoming an integral part of our society and the growing self-medicating trend among consumers. This course is designed to provide students with the background that they need to advise patients on the sensible use of herbs and to promote public health and safety. Emphases will be placed on the need for phytomedicinals as alternative therapies, the safety and efficacy of herbal preparations, and the role of pharmacists in helping consumers select useful and safe herbal products. The regulatory and legislative aspects of marketing and selling phytomedicinals in the U.S. will also be discussed. Readings will include relevant articles and publications. **Prerequisites:** Pharmaceutical Chemistry I & II.

**Drugs & Elderly (13228-220) 3 Credits**
This course is an interdisciplinary course designed to sensitize the student to the special physiological, psychological, sociological, and economic aspects of aging. In addition, special attention will be given to specific drug problems and solutions to these problems. **Prerequisites:** Pharmacological Therapeutics I and Biopharmaceutics.

**Pharmaceutical Law and Policy (17488-318) 3 Credits**
The Pharmaceutical Law and Policy course is designed to provide students with an understanding of key legal and policy issues (past and present) associated with and that shape the practice of pharmacy. **Prerequisites:** None.
Research in Pharmaceutical Sciences (-302) 3 Credits each
The course deals with an introduction to techniques and methodologies in pharmaceutical sciences research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, analysis and interpretation of data for a written report. Prerequisites: All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.

Research in Clinical Administrative Pharmacy Sciences (-302) 3 Credits each
The course deals with an introduction to techniques and methodologies in clinical pharmacy research. Emphasis on literature retrieval, design/conduct of experiments on a specific problem, drug therapy clinical studies or pharmacy administration topics, and analysis and interpretation of data for a written report. Prerequisites: Minimum cumulative GPA of 2.75 and permission of the instructor.

Introductory & Applied Concepts in Health Policy (-358) 3 Credits
This elective course provides a broad, introductory overview of general and multidisciplinary Health policy concepts at the macro level in the United States and in international affairs, through combined didactic and experiential-based learning. The main goals of the course are for students to become familiar with major policy issues, to gain experience analyzing these issues, and to directly apply that knowledge by engaging in legislative or regulatory processes. The course also includes introduction to focus areas such as Health Disparities, the Aging and Elderly, Mental Health, and Global Health. A significant proportion of the didactic work is innovative and technology-based. Critical thinking and leadership skills should be stimulated to produce a greater awareness of health policy issues, to encourage a more empathetic, interactive and team-oriented health professional, and to become a more visible participant in political process. Writing is an essential tool for thinking and communicating in virtually every profession. Therefore, in this course students will be expected to produce writing that is not only thoughtful and accurate, but also organized, clear and consistent with the rules of Standard English. If writing does not meet these standards, points may be deducted or students may be asked to revise. For assistance with your writing, go to the students section of the Writing Across the Curriculum (WAC) website at http://www.cetla.howard.edu/wac/students.aspx. Prerequisites: None

Cultural and Congruent Care in Health Professions (-413) 3 Credits
This course is designed to help students increase awareness of how the delivery and acceptance of health care may be influenced by social, cultural and environmental factors and increase the delivery of culturally competent and congruent care to individuals, families, groups, communities and institutions. The course will utilize cultural concepts; theories and models; cultural assessment; critical thinking; and evidence-based practice appropriate for developing knowledge. Emphasis is also placed upon the use of the Culturally Competent Model of Care. Students will be able to analyze cultural factors that facilitate/hinder communication. Furthermore, experiential activities and practical applications of the learned classroom material will contribute to life-long learning. Prerequisites: None

The History of Pharmacy: How Yesterday Influences Tomorrow (- 358) 3 Credits
This course is designed to provide a survey of the history of pharmacy as a health discipline with particular emphasis on its development and maturation in the United States. Moreover, the course intends to explore political, social, and economical considerations past, current, and future as they pertain to professional enculturation and pharmacy’s progress as a health care discipline.

*Please note: This list is subject to change.
ACADEMIC POLICIES: FOR THE PROFESSIONAL PROGRAM (Pharm.D.)

INTRODUCTION

1. This Academic Policy supersedes all previous policy revisions.
2. In accordance with the College of Pharmacy’s mission and while preserving the integrity of its educational programs, the Faculty will exercise its responsibility to deny student status or graduation to a student who fails to meet the program’s academic standards, who is ill and whose illness prevents effective study or practice, who grossly neglects his/her academic or professional practice responsibilities, who violates standards of honesty, or who clearly demonstrates a disregard for professional standards of conduct.
3. Students must complete all requirements in order to be promoted to the next professional year or to be recommended for graduation.

HEALTH SCIENCES HEALTH REQUIREMENTS

Students entering the Professional Practice program must receive additional immunization and must be cleared by the University Health Center 30 days prior to entering the Professional Practice Experience program.

A medical hold will be placed on all students who have not submitted documentation of all immunizations required by the District of Columbia and in adherence to the University policy. This medical hold may result in interruptions in a student’s academic schedule and/or affect the student’s eligibility for University Housing.

To avoid a medical hold, students whose immunizations are incomplete should:

- Submit the required documentation immediately or;
- Make an appointment with their physician or clinic to receive the immunizations or
- Go to the Student Health Center for clarification and/or to receive the required immunizations

Students may fax all documentation to (202) 806-7416 or hand deliver them to the Student Health Center located at 2139 Georgia Avenue, NW, Suite 201, Washington, DC 20059.

Please contact the Student Health Center directly if you have any questions at (202) 806-7540.

PHYSICAL & IMMUNIZATION REQUIREMENTS

PHYSICAL EXAMINATION: Each student admitted to the Doctor of Pharmacy program is required to have a physical examination at his/her own expense. The results of the physical examination must be signed by a licensed physician and placed on file in the University Student Health Center.

NOTE: A health clearance verified by the University Student Health Center of Howard University is required of all students prior to participating in any pharmacy practice experience course.

IMMUNIZATIONS: The District of Columbia Immunization Law 3-20 requires that all students born after 1956 have two (2) Measles, Mumps, Rubella (MMR) immunizations AND documented proof of immunity. They must also show documented proof of three (3) doses of Diphtheria/Tetanus/Pertussis (DT or DTaP or DDT) and a booster Tetanus/Diphtheria (Td) vaccination within the last ten years. Furthermore, students are required to show documentation of having received a Mantoux test otherwise known as a tuberculosis screening test (PPD), the Hepatitis B vaccine series, and the Varicella (chicken pox) series. Each student has been notified of this requirement and informed that it will be strictly enforced. Additionally, a Meningococcal vaccine is recommended but not required. The University Student Health Center will refer students to a local practice for the required
immunizations.

If you have any questions concerning this requirement, please contact the University Student Health Center in the Medical Arts Building, 2139 Georgia Avenue, N.W., Washington, D.C. 20059, Telephone: (202) 806-7540 or (202) 806-7558.

Students entering the Pharmacy Practice Experience Program must receive additional immunizations and must be cleared by the University Student Health Center thirty (30) days prior to entering the Pharmacy Practice Experience Program. Arrangements will be made by the Department of Clinical and Administrative Pharmacy Sciences to obtain the necessary immunizations for students entering pharmacy practice. **A current physical examination is required.**

**HIPAA PRIVACY AND SECURITY TRAINING**

To meet this government mandated requirement, Howard University Health Sciences Compliance Office requires all students in the Health Science disciplines complete the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security online training. To access the online training site please go to the learning management system at the following website link: [http://huhosp.simpllms.com](http://huhosp.simpllms.com) and use your 8-digit Student ID number without ‘@’ sign as both your username and password.

All students who have completed HIPAA Security Training must print 2 copies, keep 1 copy and bring in 1 copy of the HIPAA Training Certification Form to the College of Pharmacy’s Office of the Dean for documentation. Please contact the Howard University Health Sciences Compliance Office directly at (202) 865-7485 with HIPAA questions and concerns.

Please note: all students must show proof of HIPAA online training on or before September 1 of their entrance year prior to participating in the IPPE and APPE Pharmacy Practice Experience courses.

**ACPE TECHNICAL STANDARDS POLICY**

Students admitted to the Doctor of Pharmacy Program at Howard University are expected to successfully fulfill College of Pharmacy-approved technical standards to ensure an ability to attain competence in core Accreditation Council of Pharmacy Education Accreditation Standards and Guidelines Curriculum Standards ([https://www.acpe-accredit.org/standards/default.asp](https://www.acpe-accredit.org/standards/default.asp)). To this end, students are required to sign and submit the Technical Standards Commitment Form verifying their ability to accomplish these skills prior to PharmD matriculation.

The Howard University College of Pharmacy receives admissions applications from a diverse group of applicants including students with disabilities. Reasonable accommodations for these technical standards will be provided, where feasible, in accordance with University guidelines and applicable law. Any student wishing to request an accommodation based on a disability should contact a staff member in the Office of Student Affairs. The University’s Office of Student Services on campus will coordinate reasonable accommodations for students with documented disabilities. In the event that a student cannot fulfill these standards with or without reasonable accommodations, the student will be ineligible for admission or continued enrollment in the program.

Any questions or concerns about adherence to these Technical Standards should be directed to the Associate Dean of Academic Affairs and Assessment. **Observation:** Students must have the ability to independently observe and evaluated materials and processes demonstrated through a variety of activities such as demonstration, experiments, physical assessments and professional and clinical practice, in classrooms, laboratories, and patient care areas.
Communication Skills: As appropriate for each stage of their education, students must have the ability to communicate fluently in oral and written English, be cognizant of nonverbal communication, and to have the ability to work in student and health care teams.

Analysis and Synthesis: As appropriate for each stage of their education, students must have the ability to identify, analyze, and synthesize and apply relevant information in independent professional and health care team contexts that are increasingly realistic and culminate in practice settings.

Professional Conduct: Student must have the ability to demonstrate responsible professional and ethical behavior and demonstrate compassion, integrity, and respect for their patients and colleagues, and for the privacy of health care information.

COURSE REGISTRATION

The course registration process is handled by the academic affairs officer located in the Office of the Dean. Per the university’s Office of the Registrar’s calendar, students will be informed of the proper registration time frames and required to complete their registration cards based on the upcoming semester class schedule. Students may individually submit their registration card or have their class president collect them (alphabetical order by last name) for submission to the Dean’s Office by the stated deadline. Late registration submissions are subject to a late registration fee being imposed on the student’s account by the university.

It is the student’s responsibility to check their account to ensure they do not have any medical or financial holds that will prevent their registration from being processed as a notice will not be sent from the Dean’s Office. In the event that there are holds on the student’s account, it is the student’s responsibility to resolve those issues preventing registration.

The College of Pharmacy strictly adheres to all deadlines published by the University for Registration, program changes, and financial obligations. Only students whose names appear on Official Class Rosters issued by the Office of Enrollment Management are registered officially and therefore, authorized to attend class. Instructors will not permit students whose names do not appear on the official class roster to attend classes, receive assignments or take examinations. The University will not register students retroactively for any classes.

Due to the serious implications, of failure to properly register for courses, the following steps are provided to assist students in the process:

Step 1. Opening of Registration Period
   - Per the university's official Academic Calendar http://www.howard.edu/calendars/

Step 2. Register for Courses
   - Dean's Office provides upcoming class schedule with current course ID numbers
   - Refer to College of Pharmacy Student Handbook course descriptions
   - Dean's Office provides registration card for students to complete
   - Submit completed registration cards to Dean’s Office

Step 3. Confirm Registration
   - Wait 7 - 14 days after the registration period closes
   - Check your BisonWeb account
   - Confirm that your registration is completed. No further action required.
   - or
   - Take appropriate action with the proper university offices to resolve medical and financial holds
If courses are purged, the student must notify academic affairs officer located in the Office of the Dean to attempt to re-register the student’s courses in a timely manner.

Failure to follow through with course registration will result in courses either not being processed for registration (Non-validated status) and/or courses being purged from the system by the university. The student will therefore be considered as not enrolled in the pharmacy program and no longer allowed to attend classes or take exams. Financial aid will also likely be withheld due to non-enrollment.

**Registration Card**

![Registration Card Image]

**ATTENDANCE**

1. Students are expected to attend all scheduled classes and laboratories.
2. Attendance may be recorded and maintained by the respective instructor and department.
3. Unexcused absences in the Advanced Pharmacy Practice Experience (APPE) and Introductory Pharmacy Practice Experience (IPPE) courses will result in a failing grade of ‘F’ and ‘U’, respectively.

**THE GRADING SYSTEM**

1. The following grading system will apply in the Doctor of Pharmacy program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 (90-100%)</td>
</tr>
<tr>
<td>B+</td>
<td>3.5 (86-89%)</td>
</tr>
<tr>
<td>B</td>
<td>3.0 (80-85%)</td>
</tr>
<tr>
<td>C+</td>
<td>2.5 (76-79%)</td>
</tr>
<tr>
<td>C</td>
<td>2.0 (70-75%)</td>
</tr>
<tr>
<td>F</td>
<td>0 (Below 70%)</td>
</tr>
<tr>
<td>P</td>
<td>Pass, no points</td>
</tr>
<tr>
<td>I/F</td>
<td>Incomplete/Failure</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory, no points</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

2. A, B+, B, C+, C, P, and S are passing grades; F and U are failing grades. The ‘I/F’ is an incomplete grade because of incomplete work, which must be completed satisfactorily no later than the last day of the semester in which the student is next enrolled in the College. For the purpose of prerequisites, an ‘I/F’ is
considered a failure (F) grade and it must be removed prior to proceeding to the next level/sequence of requisite classes/courses.

3. The ‘P’ grade is applicable to the Compulsory Comprehensive Examination and the Advanced Pharmacy Practice Experience courses. Under this grading system, a student will receive a passing grade of ‘P’ if the student attains the minimum scores determined to meet the professional level of competence.

4. The ‘S’ grade is applicable to the IPPE courses. Under this grading system, a student will receive a passing grade of ‘S’ if the work in the course is determined to meet a satisfactory level of competence.

5. Incomplete grades may be assigned ONLY to students who, as a result of circumstances beyond their control (e.g., illness or family emergency) are unable to complete their coursework. Although the student initiates the request for an incomplete grade, the decision to assign an incomplete grade rests solely with the instructor. If the student’s request is approved, the instructor establishes and submits specific “make-up” conditions on an Incomplete Grade Processing Form (IGPF). Each incomplete designation (“I”) must be accompanied by an alternative grade (“B,” “C,” “D,” or “F”). The alternative grade will become the permanent grade, if the incomplete is not removed. Students have one semester to complete the assignments before the alternate grade becomes permanent based on the university’s registration calendar.

COMPUTATION OF THE GRADE POINT AVERAGE (GPA)

1. The semester GPA is calculated as follows. The number of credit hours of each letter-grade course is multiplied by the numerical equivalent of the earned grade to give the course Quality Points. The Quality Points in a semester are added and the sum is divided by total number of credit hours to produce the semester GPA that is reported to the second decimal point without rounding off.

2. The cumulative GPA is calculated as follows. The number of quality points of all courses attempted over a given period is added and the sum is divided by total number of credit hours to produce the cumulative GPA, which is reported to the second decimal point without rounding off.

3. The cumulative GPA will be computed using only the grades received in the professional program at the Howard University College of Pharmacy.

GOOD ACADEMIC STANDING

In order to remain in good academic standing in the professional program, a student must:

1. Earn a grade of ‘C’ or better in each course, and
2. Maintain a minimum cumulative grade point average of 2.50 at the end of each semester.

ACADEMIC PROBATION

1. A student whose cumulative GPA falls below 2.50 at the end of any semester or who earns a grade of ‘F’ shall automatically be placed on academic probation.

2. Students on probation may be allowed to enroll in courses for which they have satisfied the pre-requisites. Probationary status will be removed when the student has achieved a cumulative GPA of at least 2.50 and has corrected all ‘F’ grades by earning passing grades.

ACADEMIC DISMISSAL

Any of the following conditions will automatically result in dismissal of the student from the Doctor of Pharmacy Program:

1. A student who earns an ‘F’ grade in any course and who, while repeating the course for the purpose of correcting the ‘F’ grade, earns a second ‘F’ in the same course shall automatically be dismissed from the Doctor of Pharmacy program.

2. A student who accumulates three or more failing (F) grades on the transcript shall automatically be
dismissed from the pharmacy program.

3. Any student who fails for the third time to achieve a passing score on the Compulsory Comprehensive Examination (CCE) shall automatically be dismissed from the Doctor of Pharmacy Program.

Academic dismissal is a permanent discontinuation of enrollment from the Doctor of Pharmacy Program.

**APPEAL**

Students dismissed from the program may appeal to the Dean for readmission. It is in the best interest to avoid dismissal since readmission is very unlikely.

**REPETITION OF COURSES ON-CAMPUS TO IMPROVE GRADE**

For the purpose of improving grade(s), students may repeat any course in the professional program, only once, in which a previous grade of ‘C’ was received. Courses must be repeated at Howard University only. The lower grade is not expunged from the record, but will not be counted in the computation of grade point average or credits. In the event of two identical grades, only one shall be counted.

**AUDITING COURSES**

Students are permitted to audit a course upon enrolling in the said course and paying the regular tuition and fees. An auditor does not participate in class discussions, does not take examinations and does not receive credit for the course.

**COURSE WITHDRAWAL**

A student may withdraw from a course up to 3 weeks (for Integrated Therapeutics courses) or up to 12 weeks (for all other courses) after the first day of instruction and receive a grade of “W” (withdrawn), which has no grade point value. A Change of Program Form must be used for all additions, drops, withdrawals, section changes or course enrollment status changes. Students may receive a failing grade for courses in which they discontinue attendance without officially withdrawing.

**COMPULSORY COMPREHENSIVE EXAMINATION (SENIOR COMPREHENSIVE EXAM)**

All students must take and pass the Compulsory Comprehensive Examination at the end of the third professional year prior to enrolling in the fourth year courses. Any student who does not pass the CCE on the second attempt must satisfactorily complete a program of review and evaluation prior to the third attempt.

**ADVANCED PHARMACY PRACTICE EXPERIENCE COURSES**

The year-round Advanced Pharmacy Practice Experience course, begins in the summer at the end of the third professional year and ends in April of the following year. To be eligible to enroll in the Pharmacy Practice Experience courses, students must have successfully corrected all ‘F’ and ‘U’ grades by earning passing grade(s), completed all courses at the end of the third professional year, passed the Compulsory Comprehensive Examination, and have attained a minimum cumulative grade point average of 2.50 (on a 4.00 scale) at the end of the third professional year. Students must complete a minimum of 1500 hours of pharmacy practice in the Pharm.D. Program. Students must complete all rotations of the Pharmacy Practice Experience course to be eligible to graduate.
PRE-NAPLEX PERFORMANCE REQUIREMENT

REQUIREMENT
For all students seeking to complete the APPE III course, performance on the Pre-NAPLEX examination which immediately precedes their graduation from the Doctor of Pharmacy program will be considered. For clarification, the Fall Pre-NAPLEX examination is considered as a practice exam and is not included in the count of the number of times the exam is offered as described in this document. Attainment of 70% passage of the Pre-NAPLEX examination (equivalent to a raw score of 90) is required for successful completion of the APPE III course. Should the student fail in the first attempt, he/she will be permitted to take a Pre-NAPLEX-style remediation examination in an effort to secure the passing percentage of 70%. This outcome, coupled with passing in over-all rotation performance (APPE I, II and III) and portfolio completion, will result in the student being considered by the faculty for graduation from the Doctor of Pharmacy program. Failure to complete any or all of these requirements will result in the student being considered as not having met the criteria for graduation and will result in an I/F (Incomplete/Fail) grade for the APPE III course for that semester.

FAILURE TO SUCCEED

In the case in which the student meets all other criteria for passage of the program except success in the Pre-NAPLEX or the Pre-NAPLEX-style remediation examination, the student will be required to complete additional work in the APPE III course before another exam offering. Conditions for the Doctor of Pharmacy Program remain in place and require students to fully meet all program requirements within seven years of starting the program.

DURATION FOR COMPLETION OF THE PROGRAM

1. Students admitted to the professional entry level Doctor of Pharmacy degree program, upon completion of pre-pharmacy, have a maximum of seven years from the initial date of entry to complete the program and receive the degree.
2. Students with pharmacy licensure admitted to the professional Post-B.S. Doctor of Pharmacy degree program have a maximum of five years from the initial date of enrollment to complete the program and receive the degree.

Approved by the Board of Trustees on April 17, 2004.

GRADUATION

To qualify for graduation, a student must have achieved a minimum cumulative GPA of 2.50 at the end of all didactic and practice courses. Other University requirements must also be met.

FACULTY-STUDENT ADVISEMENT

In compliance with accreditation standards, students in the College of Pharmacy are assigned a faculty mentor to utilize for advisement. Students are required to meet with their faculty mentor at least twice per semester (Midterm and End of Semester). It is the student’s responsibility to make an appointment with their faculty advisor, obtain a copy of the signed Advisement Sign-off Form from the advisor, and submit it to the Academic Affairs Office by the deadline. Submission of the Advisement Sign-off Form will be required and for completion of the course registration process for the upcoming semester. Failure to comply with submission of the Advisement Sign-off Form may result in negative consequences including but not limited to as delayed registration, ineligibility for university and college scholarships, honors, and awards recognition.
FACULTY ADVISOR RESPONSIBILITIES

Role of an Advisor
The role of the academic advisor extends beyond course and program scheduling. Advisors can assist the student with virtually all aspects of the academic experience and provide information regarding campus resources as needed. Some of the specific responsibilities of academic advisors include but are not limited to:

- Assistance with goal setting
- Assistance with personal growth and career development
- Monitoring academic progress
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns
- Navigation within the campus environment
- Assistance with campus resource identification & utilization
- Assistance with financial matters

What to Expect from an Academic Advisor
Students have a right to expect their advisor to:

- Have posted reasonable office hours of availability throughout the academic semester
- Maintain appointments with students on a timely basis
- Be knowledgeable about educational program requirements, curriculum, and professional and career opportunities within their field of expertise
- Be knowledgeable about academic requirements, institutional policies and procedures to ensure academic success
- Seek information they do not know or refer you to the appropriate campus resources as needed

What an advisor should expect from a student
Students have a responsibility to:

- Read and understand the academic policies and procedures contained in official Howard University publications and on its official website
- Consult with their advisors during registration periods for course scheduling and any program modification
- Inform their advisor of any academic difficulties, program or career changes

*Although it is the student’s responsibility to schedule an appointment with their advisor for completion of their advisement sign-off form, full cooperation from faculty advisors is necessary. Students are required to meet with their faculty advisor at least twice per semester. A completed sign-off form will be submitted to the Academic Records Office and become a part of the student’s permanent record. Failure to submit a completed advisement sign-off form will delay student registration for the following semester.*
DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION (PHARM.D./M.B.A.) DEGREE

CURRICULUM

The Joint Doctor of Pharmacy/Master of Business Administration (Pharm.D./M.B.A.) degree curriculum will focus on providing excellent professional education designed to equip students with knowledge, skills, and competencies to compete and exhibit leadership in the dynamic and challenging fields of Pharmacy and other Health Care fields. The curriculum is designed to provide an integrated education in pharmaceutical sciences and business management. Below is the proposed structure of the curriculum of the Joint Pharm. D./M.B.A. Program.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Professional Year (P1) – Fall Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures &amp; Functions in Therapeutics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Applied Biomedical Sciences (ABS)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Drug Informatics</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Pharm. Care I</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>Introduction to Pharmacy</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>Professionalism Seminar</td>
<td>0</td>
<td>None</td>
</tr>
<tr>
<td>*Portfolio 1 Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

| First Professional Year (P1) – Spring Semester |
| Pharmaceutics                             | 4       | None            |
| Pharmaceutical Chemistry I (PC I)         | 3       | Structures & Func, ABS |
| Pharmacological Therapeutics I (PT I)     | 3       | Structures & Func, ABS |
| Pharm. Sciences Lab                       | 1       | None            |
| Principles of Pharm. Admin.              | 2       | None            |
| Team Building/PBL                        | 1       | None            |
| *Portfolio 2 Requirements                |         |                 |
| Total Credits                            | 14      |                 |

| First Professional Year (P1) – Summer Semester |
| *Introductory Pharmacy Practice Experience I Rotation (IPPE I) |
| *Portfolio 3 Requirements                    |
# DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION

## (PHARM.D./M.B.A.) DEGREE 1,2

### CURRICULUM

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biopharmaceutics (Biopharm)</td>
<td>2</td>
<td>PC I, PT I &amp; Pharmaceutics</td>
</tr>
<tr>
<td>Biostatistics/Research Methods (Biostats)</td>
<td>4</td>
<td>None</td>
</tr>
<tr>
<td>Pharmaceutical Chemistry II (PC II)</td>
<td>3</td>
<td>Structures &amp; Func, ABS</td>
</tr>
<tr>
<td>Pharmacological Therapeutics II (PT II)</td>
<td>3</td>
<td>Structures &amp; Func, ABS</td>
</tr>
<tr>
<td>Pharm. Care II</td>
<td>3</td>
<td>Pharm. Care I</td>
</tr>
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<td>Elective (Select 1)</td>
<td>3</td>
<td>See Elective page</td>
</tr>
<tr>
<td>Professionalism Seminar</td>
<td>0</td>
<td>None</td>
</tr>
</tbody>
</table>

*Portfolio 4 Requirements

**Total Credits** 18

---

### Second Professional Year (P2) – Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Therapeutics IA (IT I A)</td>
<td>2</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IB (IT IB)</td>
<td>2</td>
<td>All courses prior to IT IA Integrated</td>
</tr>
<tr>
<td>Therapeutics IC (IT IC)</td>
<td>2</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics Lab I (IT I Lab)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Pharmacokinetics (PK)</td>
<td>4</td>
<td>Biopharm, PC II, &amp; PT II</td>
</tr>
<tr>
<td>Pharmacoepidemiology &amp; Outcome Res. (Pharmacoepi)</td>
<td>2</td>
<td>Biostats</td>
</tr>
<tr>
<td>Elective (Select 1)</td>
<td>3</td>
<td>See Elective page</td>
</tr>
<tr>
<td>Introductory Pharmacy Practice Experience I (IPPE I)</td>
<td>1</td>
<td>Successful completion of all courses in the first professional year, IPPE I Rotation, and Portfolio 1 - 4</td>
</tr>
</tbody>
</table>

*Portfolio 5 Requirements

**Total Credits** 19

---

### Second Professional Year (P2) – Summer Semester

Introductory Pharmacy Practice Experience II Rotation (IPPE II)

*Portfolio 6 Requirements
## DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION

(PHARM.D./M.B.A.) DEGREE 1,2

**CURRICULUM**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Therapeutics IIA (IT IIA)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIB (IT IIB)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIC (IT IIC)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics Lab II (IT II Lab)</td>
<td>4</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Pharm. Jurisprudence</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>Pharm. Compounding Lecture &amp; Lab</td>
<td>1</td>
<td>Pharmaceutics</td>
</tr>
<tr>
<td>Professionalism Seminar</td>
<td>0</td>
<td>None</td>
</tr>
</tbody>
</table>

*Portfolio 7 Requirements

**Total Credits** | 16

---

### Third Professional Year (P3) – Fall Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Therapeutics IIIA (IT IIIA)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIIB (IT IIIB)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIC (IT IIC)</td>
<td>3</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Integrated Therapeutics Lab III (IT III Lab)</td>
<td>4</td>
<td>All courses prior to IT IA</td>
</tr>
<tr>
<td>Introductory Pharmacy Practice Experience II (IPPE II)</td>
<td>1</td>
<td>Successful completion of all courses in the second professional year, IPPE II Rotation, and Portfolio 5-7</td>
</tr>
</tbody>
</table>

*Portfolio 8 Requirements

**Total Credits** | 14

---

### Third Professional Year (P3) – Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Pharmacy Practice Experience I (APPE I)</td>
<td>0</td>
<td>Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 8</td>
</tr>
</tbody>
</table>

*Portfolio 9 Requirements

**Total Credits** | 0
DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION
(PHARM.D./M.B.A.) DEGREE ¹,²
CURRICULUM

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>---------</td>
</tr>
<tr>
<td><strong>Fourth Year MBA Program³ – Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics for Business</td>
<td>3</td>
</tr>
<tr>
<td>Managerial Communications</td>
<td>3</td>
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<tr>
<td>Organizational Management</td>
<td>3</td>
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<tr>
<td>Statistics</td>
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<td><strong>Total Credits</strong></td>
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<td></td>
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<tr>
<td><strong>Fourth Year MBA Program³ – Spring Semester</strong></td>
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<td></td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>Financial Management</td>
<td>3</td>
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<tr>
<td>Legal Environments</td>
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<tr>
<td>Marketing Management</td>
<td>3</td>
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<tr>
<td>Microeconomics for Business</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Information Systems</td>
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<td><strong>Total Credits</strong></td>
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<tr>
<td><strong>Fourth Year MBA Program³ – Summer Semester</strong></td>
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<tr>
<td><strong>Summer Semesters</strong></td>
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<tr>
<td>Management Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Production/Operations Research</td>
<td>3</td>
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<tr>
<td>Strategic Management</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</tbody>
</table>
### Fifth Professional Year (P5) – Fall Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Pharmacy Practice Experience II (APPE II)</td>
<td>15</td>
<td>Successful completion of all courses up to, and including the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 9</td>
</tr>
<tr>
<td>Health Care Ethics</td>
<td>2</td>
<td>APPE I</td>
</tr>
</tbody>
</table>

*Portfolio 10 Requirements

**Total Credits:** 17

### Fifth Professional Year (P5) – Spring Semester

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Pharmacy Practice Experience III (APPE III)</td>
<td>15</td>
<td>Successful completion of all courses up to, and including, the Spring of the third professional year with a minimum cumulative GPA of 2.50; successful passage of the Compulsory Comprehensive Examination; and Portfolio 10 APPE I</td>
</tr>
<tr>
<td>Health Care Ethics</td>
<td>2</td>
<td>APPE I</td>
</tr>
</tbody>
</table>

*Portfolio 11 Requirements

**Total Credits:** 17

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1. The M.B.A. portion of the curriculum includes a total of 13 courses (total 39 credit hours). The Pharm.D. Degree and the M.B.A. Degree will be awarded jointly.
2. This list of required courses and their pre-requisites is effective beginning academic year 2013-14. The College of Pharmacy faculty approved and revised it on May 16, 2013. The faculty reserves the right to modify the curriculum, as appropriate, to reflect the contemporary changes in the profession. This list is subject to change without prior notice.
3. HEALTH CARE ETHICS COURSE (2 credits)
   Health Care Ethics course is a required interdisciplinary course. Students are required to enroll in this course either in the Fall or Spring semester of the 5th professional year of the PharmD / MBA program. It is taught on Wednesdays from 5:00 p.m. to 7:00 p.m. It may be necessary for you to leave your practice site at 4:00 p.m. on Wednesdays to attend. Appropriate arrangements will be made to ensure that you are officially excused from the practice sites.
JOINT DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION PROFESSIONAL DEGREE PROGRAM

COURSE DESCRIPTIONS

Fourth Professional Year (Pharm.D./MBA) — Fall Semester

Financial Accounting (GACC-500) 3 Credits
This course is a study of the basic concepts of accounting with an emphasis on the evaluation of transactions and the preparation and analysis of financial statements, including their use in the management planning and control process.

Macroeconomics for Business (GECN-500) 3 Credits
This course covers the economic forces of change, basic functions of economic system, aggregate economic theory including inflation and unemployment, and national income accounting theory and analysis.

Management Communications (GCOM-500) 3 Credits
This course focuses on the relationship between communication, management, and the traditional functions of business report writing. It examines the theoretical and practical business aspects of oral and written communication. Management communication incorporates integrative applications of written communication and oral presentation skills, report-research design, data collection and analysis, and computer technology.

Organizational Management (GMGT-500) 3 Credits
This course examines the principles, human resources, and structural framework involved in the organization and management of profit and nonprofit organizations. This operational approach to problem solving analyzes motivation, behavior, and leadership within the organizational framework.

Statistics (GIST-501) 3 Credits
This course takes a managerial approach to the use of statistical concepts and data analysis. The course covers topics such as descriptive statistics, probability, bayesian analysis, sampling, statistical inference and correlation and regression analysis. Students are expected to be familiar with the use of personal computer, Office Automation Systems, and will use common statistical software.

Fourth Professional Year (Pharm.D./MBA) — Spring Semester

Financial Management (GFIN-500) 3 Credits
This course develops understanding of and analytical skills related to basic concepts and principles of financial management, with a focus on the valuation of cash flows, the relationship between risk and return, capital budgeting, and working capital management. Prerequisite: GACC-500.

Legal Environment of Business (GLAW-500) 3 Credits
This course treats the social, economic, and historical background of the law of contacts, property, sales, secured transactions, negotiable instruments, agency, partnerships, and corporations. The course will also discuss legal and ethical issues relating various organizations and industries such as health and medical, etc.

Marketing Management (GMKT-500) 3 Credits
This course covers the theory and practices related to the management of the marketing function in business organizations. It examines how the marketing function interfaces with other business functions while emphasizing the planning and implementation activities required to attain marketing goals for the organization. Topics covered
include the analysis of marketing opportunities, researching and selecting target markets, developing marketing strategies, operating in the international market, and planning and controlling marketing programs.

**Microeconomics for Business (GECN-501) 3 Credits**
This course is the investigation of price theory in allocation of resources, market structures, quantitative estimating, business decisions on price and output, and forecasting of costs and profits.

**Principles of Information Systems (GIST-500) 3 Credits**
This course explores the concepts of modern organizational information systems, and the technologies for implementing these systems. The role of information systems in organizations, particularly in strategic planning, gaining competitive advantage and the use of these systems in business problem solving will also be investigated. The student will be required to analyze cases, write research papers and develop end-user applications using software packages such as word-processing, spreadsheets, databases, presentation graphics and Internet tools.

**Fourth Professional Year—Summer Semesters**

**Managerial Accounting (GACC-501) 3 Credits**
This course is an in-depth study of the application of accounting methods to management problems. The course is designed to allow students to gain knowledge, insights, and analytical skills related to the processes managers use in designing, implementing, and using planning and control systems to implement strategies. Topics covered include transfer pricing budget preparation, management compensation, motivation, and goal congruence.

**Productions and Operations (GIST-502) 3 Credits**
This course is a study of production and service operations from a systems perspective. Production and operations control is presented in the context of corresponding system designs. Specific topics include cellular and lean production/Lean Manufacturing systems, Kanban, quality assurance and control, inventory control, scheduling, deterministic and non-deterministic decision models, Value Engineering, MRP, and TQM. System-wide problem conceptualization and definition methodologies such as quality function deployment and supply chain management are presented. The domain of the evolving supplier-customer integration is examined. Global strategic and competitive issues are discussed. The course uses decision support systems software as appropriate. Students are expected to analyze cases and develop a project using the principles learnt in this course. *Prerequisite: GIST-501.*

**Strategic Management (GMGT-590) 3 Credits**
This capstone course involves the formulation and implementation of corporate strategy. Topics include long-range planning, acquisitions and mergers, and business policy. *Prerequisite: MBA candidate and final semester.*
ACADEMIC POLICIES (Pharm.D./M.B.A.)

GOOD ACADEMIC STANDING: In order to remain in good academic standing, students must earn a grade of ‘C’ or better in each course and maintain a minimum cumulative grade point average (GPA) of 3.00 throughout the MBA portion of the program.

ACADEMIC PROBATION: A student whose cumulative GPA falls below 3.00 at the end of the fall and spring semesters shall automatically be placed on academic probation.

ACADEMIC WITHDRAWAL: Any of the following conditions will automatically result in withdrawal of the student from the joint program:
   a. Earning a grade of ‘F’ in any course
   b. Earning more than two (2) ‘C’ grades in the program
   c. Earning a cumulative GPA of less than 3.00 at the end of Summer Session I
   d. Failing to achieve a cumulative GPA of 3.00 in more than one semester

Such student will revert back to the Doctor of Pharmacy Professional program/track.

ISSUANCE OF JOINT DEGREE: The M.B.A. degree under the Joint Program will be awarded upon successful completion of 39 credits of School of Business courses in addition to all of the College of Pharmacy required credits. A student who does not complete College of Pharmacy Doctor of Pharmacy requirements can only be awarded an M.B.A. degree upon successful completion of the 54 credit hours of School of Business courses required to earn the regular M.B.A. degree. Therefore, the student must successfully complete each portion of the joint degree program in order to be awarded both degrees. No student will be awarded only the M.B.A. degree.

DURATION FOR COMPLETION OF THE PROGRAM: A student who was admitted to the professional entry level Doctor of Pharmacy degree program and who successfully tracked into the Pharm. D./M.B.A. program has a maximum of seven years from his/her initial date of entry into the Pharm. D. degree program to complete both programs and receive the joint degrees.

ELIGIBILITY REQUIREMENTS:

1. Successful completion of all courses of the 1st, 2nd and 3rd year of the Professional Program.
2. Good academic standing with minimum cumulative GPA of 3.00.

APPLICATION PROCEDURE: Students who meet all the above listed eligibility requirements may apply to the Office of the Dean for admission consideration into the joint degree program by March 15 of the spring semester of the 3rd year. Application document should include a written statement explaining the reason(s) for requesting admission into the program and 2 letters of recommendation from College of Pharmacy faculty. Successful applicants will be admitted into the program only in the fall semester pending successful completion of all courses of the spring semester of the 3rd year and maintaining a cumulative GPA of 3.00.

UNIVERSITY WITHDRAWAL PROCEDURES

ADMINISTRATIVE WITHDRAWAL: A student who registers in a course, for which that student is not eligible, such as, but not limited to, not completing the required pre-requisite(s), will be administratively withdrawn from the course; with or without prior notice and the student will not receive a refund from the University for the course(s) from which he/she was withdrawn. Withdrawal of the student from the course can occur at any time when the situation is discovered, regardless of the student’s progress in the course or the time in the academic year. Students are, therefore, strongly encouraged not to register for any courses for which they are ineligible.
TOTAL WITHDRAWAL POLICY: A student may withdraw from the University at any time prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed Total Withdrawal Request Form (page 41) with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University’s Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a Total Withdrawal Request Form.

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a Total Withdrawal Request Form electronically available through their Bison Web Account. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:
- The effective date of the withdrawal will be the date on which Enrollment Management/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of ‘W’ for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain directions on how to access the Total Withdrawal Request Form electronically and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should complete and submit the form electronically to their dean or the dean’s designee. Once electronically signed by the Dean through Docusign the form will then be submitted to the subsequent offices below through Docusign:
- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center (2)
- International students must report to the Office of International Student Services, RM 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
• Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, RM 205, Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).

• All students must report to the Office of Student Financial Services, RM 218, Administration Building to discuss the status of and adjustments to their account (6).

• All students must report to Enrollment Management/Records, RM 104, Administration Building, to submit the completed Total Withdrawal Request form, and surrender their Capstone Card (7).

CLEARANCE REQUIREMENTS FOR COMPLETION OF THE WITHDRAWAL PROCESS

➢ STUDENTS ON FINANCIAL AID (INCLUDING SCHOLARSHIPS AND FEDERAL STUDENT LOANS): Students on financial aid must report to the Office of Financial Aid and Student Employment, Room 205, Administration Building. Obtain information on the status of any pending or finalized aid. Schedule and complete an exit interview if you have borrowed a Federal Stafford Loan (formerly Guaranteed Student Loan/GSL) or Supplemental Loan for Students (SLS). Financial aid may be adjusted or canceled as a result of withdrawal.

➢ INTERNATIONAL STUDENTS ONLY: International students must report to the Office of International Student Services, Room 119 in the Blackburn University Center. You will receive information on Immigration and Naturalization Service’s regulations as they relate to your withdrawal and status.

➢ RESIDENCE HALL STUDENTS ONLY: Report to the Office of Residence Life located in College Hall South. You will be informed of the proper procedures for (a) accounting for residence hall equipment and property, and (b) checking out of your room.

NOTE: Students in University housing are reminded that if they withdraw—ending their student status temporarily or permanently—their housing eligibility for that semester also terminates. Students withdrawing must vacate rooms and officially check out within 24 hours after completing the withdrawal. (See Part II, Section 7 of the Housing Agreement for additional information).

➢ ALL STUDENTS: Report to the Office of Student Financial Services, Student Loans and Collections, Room 218, Administration Building: Obtain information on the status of any outstanding emergency, short-term or federal loans, and on the possible impact of a total withdrawal on that status.

➢ ALL STUDENTS: Report to the Office of Student Financial Services: Student Accounts, Room 115, Administration Building: Obtain information on the status of your student account including any adjustments to be made as a result of the total withdrawal.

➢ ALL STUDENTS: Report to Records and Articulation, Room 104, Administration building where:
  • You must surrender your photo ID card. If you later re-enroll at the University, you will be issued a new ID card.
  • The appropriate entries will be made on your record.

For further general information on total withdrawal, contact the Office of the Dean for Special Student Services, Room 725, Howard Center, 2225 Georgia Avenue, N.W., (202) 238-2420.

SPECIAL NOTE: If you register during General Mandatory Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal form. Have the dean sign the form, and then bring it to the Office of the Dean for Special Student Services. Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.
READMISSION AFTER WITHDRAWAL FROM THE UNIVERSITY/FORMER STUDENT RETURNING (FSR)

A former student is any person who matriculated in at least one semester in the Howard University College of Pharmacy (entry-level PharmD or Nontraditional Doctor of Pharmacy program) and at some point during their tenure separated from the College for at least one semester.

Students who voluntarily withdrew from the University may apply to the Dean of the College of Pharmacy for readmission. Neither the application fee nor the enrollment fee will be assessed. Application must be made at least 60 days before the semester in which readmission is sought. Withdrawing pharmacy students, planning to return in the immediate following semester, should contact the Office of Student Affairs for information on readmission procedures. (See Duration of Completion Policy)

FSR Application Procedure

- A completed and signed Supplemental Application;
- Petition for Readmission Form available at [http://healthsciences.howard.edu/education/colleges/pharmacy/programs/admissions-policies](http://healthsciences.howard.edu/education/colleges/pharmacy/programs/admissions-policies);
- Former Student Returning Explanation Statement (minimum 250 words) which sets forth the applicant’s reasons for his/her separation from the College of Pharmacy, and subsequent reasons for his/her desire for resumption;
- An in-person interview may be required;
- Any Additional Supporting Documentation

Please Note: Readmission is discretionary and is not guaranteed
DRESS CODE FOR STUDENTS*

The following are prohibited for all students in the College of Pharmacy:

1. Flip-flops
2. Sagging pants exposing undergarments
3. Shorts above the mid-thigh
4. Skirts two or more inches above the knee
5. Hats are not allowed—except those for religious or medical reasons
6. Sheer tops with brassiere exposed
7. Halter tops characterized by: excessive shoulder, back, cleavage, and abdomen exposure
8. Half shirts
9. Holes in any item of clothes
10. Suggestive language on t-shirts that advocate sex, alcohol, profanity, and/or drugs

Any clothes that reveal excessive shoulder, back, abdomen, cleavage, undergarments, i.e., underwear, brassiere is unacceptable.

Clothes should be relatively clean & pressed.

Students are encouraged to dress in appropriate attire as a future healthcare professional.

Please note that, special clothing/dress may be required for special activities, including but not limited to: (1) laboratory activities (2) hospital clinical activities and (3) professional experience. The instructors and/or coordinators will inform students of these special clothing requirements.

*Approved by faculty on September 6, 1995. Written by the Graduate and Professional Student Council.
**STUDENT ACADEMIC GRIEVANCE PROCEDURES**

**THE INFORMAL PROCESS**

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party to the dispute, then the student is advised to seek the intervention of his or her department chairperson.
3. All disputes, which are not resolved at the departmental level, are then brought to the Dean’s office, whereupon the Dean will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean’s level fails, the student’s grievance is consigned to the committee designated by the College of Pharmacy to address student grievances herein referred to as the Student Grievance Committee.

**THE FORMAL PROCESS**

1. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing and given to the College of Pharmacy’s Assistant Dean for Student Affairs.
2. A student’s written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the office of the Assistant Dean for Student Affairs with his or her account of the matter in dispute, which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
8. The committee’s decision is sent to the Dean of the College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee’s recommendation or upon a modification of it.

**Approved by the Board of Trustees on April 23, 1994.**

*This Policy on Student Academic Grievance Procedures is also included in: Howard University H-Book: Student Handbook and Planner and the Student Reference Manual and Directory of Classes*

*Use the Student Grievance Form for all grievances.*
Howard University College of Pharmacy
STUDENT GRIEVANCE FORM

(Used to file and process all student grievances)

Grievance Action Pertaining to: ________________________________________________
Grievance Action Initiated by: _____________________________________________
Date Initiated: ____________________
Name of: Student _____ Faculty _____ Other _____ Student ID# __________________
Classification: P1____ P2____ P3____ P4____ NTDP______
Local Address: ___________________________ Phone No. _________________________

Grievance statement and request
(If necessary attach detailed written statement and supportive evidence separately)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Grievance filed with:
Name of Person and Title

Grievance Process and Action Sequence
(To be completed by the person or committee chairperson responsible for the action taken)

Informal Grievance:
Initial: Date: Action Taken:
Faculty ________ ________ __________________________
Chairperson ________ ________ __________________________
Dean ________ ________ __________________________

Formal Grievance:
(COP) Grievance Committee ________ ________ __________________________
Chair ________ ________ __________________________
Dean ________ ________ __________________________

Final Action Summary: (Detailed statement of action taken may be attached)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

________________________________________________________
Signature of person making final decision Date

Revised August 2011
POLICY ON FILING COMPLAINTS ABOUT ACPE STANDARDS

The American Council on Pharmaceutical Education (ACPE) is the agency that oversees the accreditation of U.S. schools of pharmacy. It has mandated that all schools create a mechanism whereby students can file complaints against one or more of the standards and guidelines that ACPE uses to accredit schools and that those complaints be transmitted to ACPE as well as kept in a file at the school. This file must be available for review by the ACPE accreditation team when they make their site visit. In an effort to ensure due process, all complaints will be reviewed and acted upon in a timely manner. Students may appeal final decisions of their complaints directly with the College and / or ACPE based on the following procedures.

To comply with this mandate, the Howard University College of Pharmacy has put into place the following procedures:

1. The ACPE Standards and Guidelines for Accreditation are available at https://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf. The thirty Standards and their accompanying Guidelines are grouped under the following headings: Mission; Planning and Assessment; Organization and Administration; Curriculum; Students; Faculty; Library and Learning Resources; Physical and Practice Facilities; Financial Resources.

2. Students should submit their complaints either:
   a. Directly to the Office of the Dean for review
   b. Directly to ACPE for review

3. After thorough review and meeting with the complainant, the Office of the Dean will forward all unresolved complaints on to ACPE.

4. A copy of all student complaints that relate to the ACPE Standards will be retained in a separate file at the College.

5. This file will be open for review by ACPE personnel when they visit the College.

The ACPE has an obligation to respond to any complaints which may be made by any institution, student, faculty or third party in respect to the application of ACPE’s standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within 6 months.

If you wish, you may file a complaint directly with ACPE by email at: csinfo@acpe-accredit.org.
EXAMINATION PROCEDURES

Students are expected to arrive at the announced examination site at the appointed time for all examinations. Students whose names do not appear on the Office University Class Roster will not be permitted to take the examination.

Students who fail to appear on the scheduled date and time for an examination will receive a grade of ‘F’. A make-up examination may be offered only in the case of death in the student’s immediate family, hospitalization of the student himself/herself, jury duty or a court summons when supported by proper documentation. Requests for such make-up examinations must be made in writing to the course coordinator citing the condition(s), which caused the student to miss the examination. The department will then decide if a make-up exam will be given and the conditions for the make-up. Each department may have additional policies regarding absence from examinations.

Students are expected to conduct themselves in an orderly manner during examinations so as not to disturb other students. Proctors will have the right to move a student from one seat to another under special circumstances. Students are expected to comply fully with the instructions of examination proctors. Violators of this policy are subject to removal from the examination room.

Use of these procedures is intended to assure the following:

1. Consistency among all departments in conducting the examinations.
2. Maximum availability time for students to take the examinations.
3. The best possible environment in which students will take the examination.

EXAMSOFT TESTING

All required courses taught in the College of Pharmacy are required to use exam soft for student testing. It is the responsibility of each student to install the proper exam soft software including regular updates, bring his / her laptop to the examination room prepared for testing, and regularly maintain his / her laptop in an optimal condition for utilizing the exam soft software. Alternate computers may be loaned to students for testing only on a temporary emergency basis.

EXAMSOFT EXAM RULES

- Students are asked to arrive and be seated 10 minutes before the exam time. There should be at least one empty seat between exam takers.
- No materials are allowed at the desk during the exam. This includes papers, purses, books, phones, etc. These items should be left outside of the exam room or on the side walls of the exam room. There may be rare occasions when students will be allowed to use their personal calculators at the instruction of the proctor.
- All computer screens should be on the SoftTest Launch Exam screen when the exam PW is to be given out. ALL other programs must be closed.
- The exam PW will be given promptly at the time of the exam. No student is to communicate the exam PW to another student by any means (verbally, text messages, email, etc.,). Students should quietly raise their hand and wait for a proctor to come to them and provide the exam PW if they need it repeated.
- No student will be allowed in the exam room beyond 10 minutes of the start of the exam. No exceptions
- The first row of the exam room will be reserved for those students arriving late for the exam. Again, no student will be allowed in the exam room beyond 10 minutes of the exam start time. No exceptions.
• The proctor will go to each exam taker and have them sign the attendance sheet 15 minutes into the exam. No student can sign for another student. If a student fails to sign the attendance sheet they will receive a 0 for the exam.
• Students are ideally not allowed to leave the exam room to use the restroom. If there is an emergency, an exam proctor must accompany the student to the restroom and wait inside the restroom to monitor the student’s activity.
• Students must stay seated during the exam and are to refrain from talking to one another or looking at another exam taker’s computer screen.
• Upon seeing a student’s raised hand, an exam proctor will come to the exam taker and discreetly address any computer-related exam concerns. Questions about exam content will not be addressed by proctors.
• Students must show the proctor their green upload screen to confirm that they have exited the exam. They must then leave the room quietly and promptly.
• Students are to refrain from lingering in the hallway outside of the exam room while an exam is still in process.

Academic misconduct during an examination including but not limited to failure to comply with the exam rules may result in a grade of 0 and possible disciplinary action.

CHEATING DURING EXAMINATIONS
A student who is caught cheating during any examination will be asked to turn in his/her examination papers or exit their computerized exam immediately and leave the room. Cheating includes, but is not limited to, utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved.

CONDUCT WHICH CONSTITUTES CHEATING DURING AN EXAMINATION\(^2\) includes but is not limited to the following:
1. Communicating (verbal or nonverbal) with other students during an examination.
2. Looking at another student’s paper or computer screen.
4. Writing on the seat or desk during an examination.
5. Exchanging calculators during the examination.
6. Use of calculators without prior approval by the proctor.
7. Use of calculator watches, programmable calculators, cellular phones or any other electronic devices during an examination that prohibits the use of calculators.
8. Leaving the examination for any reason including going to the rest room, and returning to the examination.
10. Use of any electronic devices such as (“walkman” radio, cellular phones, I-Pods, etc.) during an examination.
11. Wearing of sunglasses during an examination.
12. Holding of the answer sheet, examination paper, or computer screen in such a fashion that enables another student to obtain information from it.
13. Writing information relevant to the examination on any part of the anatomy.
14. Leaving the room with an examination materials including an active computerized exam that has not been exited.
15. Accessing a computerized exam outside of the examination time.

\(^2\) Approved by the College of Pharmacy Executive Council on 2/26/91
**PENALTIES**
Cheating in the College of Pharmacy will result in a grade of ‘F’ in the course, plus other possible penalties.

**APPEAL**
Any student charged with and subsequently punished for cheating during an examination, who feels the charge or the punishment to be unjust, may appeal to the Assistant Dean. The Assistant Dean will appoint a “hearing committee” under the provisions of the Howard University Academic Code of Student Conduct to hear the appeal and recommend action. **ALL** students are asked to become familiar with and to carefully observe these procedures.

**EXAM REVIEW**
Students will be allowed to review their exams in one of the following manners specified by the course coordinator and documented in the course syllabus:

- Scheduling a time to meet with the course coordinator for an individual exam review
- Attending a full class exam review
- Reviewing the full exam content released via Exam Soft

**REMEDICATION POLICY**

**Policy Statement:**
The Howard University – College of Pharmacy policy for remediation involves additional guidance and teaching by the instructors for the students whose performance is below 70% in the course. The remediation process applicable for each course will be provided in the course syllabus as a part of the course plan. Students shall be responsible for adherence to remediation procedures as detailed in the syllabus or provided by the course coordinator.

The policy below applies to courses in Years 1 through 4 of the Traditional Doctor of Pharmacy Program at the Howard University College of Pharmacy. It has been approved by the faculty and the Executive Committee and is recognized across the entire program.

**Didactic Course Remediation**
Students who fail to pass an assessment activity during a course or who have an overall course average below seventy-percent following the final exam are eligible to participate in a remediation process. This process is to be initiated prior to the end of the semester. Ideally, the remediation process should be completed prior to the beginning of the next academic semester. The remediation process must meet the following requirements:

A. All eligible students will participate in the remediation process at the same time.
B. It is to be developed by the course coordinator.
C. The coordinator may require that certain criteria are met by students for eligibility to participate in the remediation process (i.e., additional reading assignments, online completion of topic review activities, attending tutorials, etc., )
D. Any formal written or oral assessment activity must be comparable to prior course assessments.
E. The maximum grade that can be earned on the assessment is seventy percent.
F. Details of the process must be included in the course syllabus and provided during the first week of the course.
G. Students will be given the dates of the remediation process activities in advance, including the date of any re-assessment activities.
H. Students will receive their original failed grade for any assessment completed during the course until after the remediation process is complete. At that time, the final assignment grade will be given.
I. Students will receive a grade of Incomplete F (I/F) for the course until after the remediation process is complete. At that time, the final course grade will be given.
J. A passing score on the remediation activity will result in a satisfactory grade on the assignment and / or course.
K. Failure to receive a grade of seventy percent or more on the remediation activity will result in failure on the assignment and / or failure of the course.

**Rotation Remediation**

Students will receive an opportunity to remediate one IPPE and one APPE experiential rotation throughout their matriculation in the pharmacy program. The remediation for the rotation must be completed prior to the semester’s end. All preceptors are to be made aware of this policy, and it should be included in the Professional Practice Manual. The following requirements must be met:

A. At the discretion of the experiential program director and upon recommendation of the preceptor, the remediation process may include additional assignments, professional presentations, additional rotation hours, repeated rotations, or other activities as appropriate to address areas of suboptimal performance and growth opportunities.
B. At the discretion of the experiential program director, if warranted, a repeat rotation may be at the same site or a different site that is in the same category.
C. Students will receive an incomplete failing grade (I/F) for a failed rotation until after the remediation activity is completed. At that time, the remediated grade will replace the original incomplete failed grade (I/F). A passing evaluation / grade on the remediation activity will result in a passing grade for the rotation.
D. Failure to receive a passing evaluation / grade on the remediation activity will result in failure of the rotation.
E. Students with failures in remediated IPPE rotations at the end of their P-3 year will not be considered eligible to write the Comprehensive examination for advancement to the P4 year.
F. Students with one or more uncorrected failed rotation evaluations / grades at the end of the Advanced Professional Practice Experiential Program will be ineligible for graduation.

**HEALTH SCIENCES LAPTOP REQUIREMENT**

**Overview**

Throughout its history, the College of Pharmacy has recognized the importance of exposing pharmacy students to leading edge technologies that will enhance their education. It is our view that technologies deployed at the college during your academic career will be commonplace in your professional career as a pharmacist as well. Consequently, raising an awareness and familiarity with applicable information technology is a component of your educational experience. Since 2000, the College of Pharmacy has sought to increase the use of computer software and hardware for three primary purposes.

1. The first objective is to improve overall instructional efficiency and retention resulting in improved student outcomes.
2. The second objective is to minimize costs to students for printing and photocopying. As an example, the vast majority of student lecture notes are in text and/or Microsoft Power Point slides.
3. To insure that each student has a minimum baseline set of tools that will contribute to his or her overall success in this most intensive undertaking.
4. Reduce overall cost to students where possible. To this end, each entering student receives a convertible tablet computer with Microsoft Windows 7 Professional, Microsoft Office 2010 with One Note, Acrobat X Professional, theft recovery and the associated warranty and service plan.

Computer program participation is a condition of your acceptance into the College of Pharmacy.

Howard University Health Sciences and the College of Pharmacy have developed a student computer REQUIREMENT that addresses the academic demands of the Pharmacy curriculum while taking into consideration the projected Cost of Attendance Budget as well as restrictions and qualifications mandated by the Office of Financial Student Aid (Federal Student Aid (FSA). [http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf](http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf).
The following laptop computer specifications are recommended:

- Intel i5 Processor
- Genuine Windows 7 Professional 64-bit operating system
- 8 GB Random Access Memory (RAM)
- 320 GB hard drive @ 7200 RPM
- 802.11a/g/n wireless
- Minimum 12.1" diagonal screen
- Biometric security
- MS One Note
- MS Office 2010 Professional with Outlook
- MS Forefront
- Acrobat X Professional

Financial Aid Impact – A $1400 financial aid allotment is provided for first-year students enrolled in the College of Pharmacy to help off-set the cost of possibly purchasing a laptop that meets specified requirements. Please be advised that there will not be a charge to student accounts, and students are not required to purchase a new device.

Insurance Coverage – Coverage for theft is the responsibility of the student. The college recommends that the student arrange for coverage of all personal property by subscribing to renters insurance. As an alternative and where applicable, a student may be covered by property insurance on their primary "home". Therefore, theft or loss coverage should be verified under any existing renters or homeowner's insurance policy that may apply to their home domicile.

Special Note – Theft coverage under automobile insurance policies does not apply to personal property stolen from a car. Auto theft coverage is under the comprehensive coverage and applies only to items that are permanent attached to the automobile such as a car radio, wheels, etc., not computers laying in the back seat or trunk.

Computer Repairs: Students have the option of seeking computer repairs from a vendor of their choice. The university’s Health Sciences have contracted DSR to provide on-site service to the health sciences students at times noted below. Please be advised that students will be responsible for bearing the costs associated with utilizing DSR’s services. Students in the Class of 2014, 2015, and 2017 may have coverage for certain DSR repair costs. Please check your coverage with the DSR technician before authorizing a repair.

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As a reminder, participation in the computer requirement is a condition of your acceptance into the College of Pharmacy.

All questions about the College of Pharmacy laptop computer program should be directed to Dr. Daphne Bernard, Associate Dean of Academic Affairs, at dbernard@howard.edu.
SCHOLARSHIPS AND AWARDS

DEAN’S HONOR ROLL LIST

To be eligible for selection to the Dean’s Honor Roll, a student must satisfy all the following:

a. Must be a full-time student for the preceding fall and spring semesters.

b. Must have enrolled in and completed all courses offered in these semesters as listed in the Doctor of Pharmacy curriculum.

c. Must have earned a minimum GPA of 3.50 (on a 4.00 scale) in each of the preceding fall and spring semesters.

d. Must not have earned an ‘F’ grade in any course in the preceding fall and spring semesters.

TRUSTEE TUITION SCHOLARSHIP

Students who earned a minimum grade point average of 3.50 for the previous academic year while enrolled full-time in the College of Pharmacy are eligible for consideration for Trustee Tuition Scholarships for the coming year. Note: The required grade point average is NOT a cumulative grade point average. It is the academic year grade point average for the previous fall and spring semesters. Selection for the scholarship and the amount to be awarded will depend on the amount of funds made available to the College of Pharmacy by the University and the number of students eligible for scholarship. The higher the GPA beyond 3.50 the better a student’s chance is of receiving a tuition scholarship. The College of Pharmacy Financial Aid Committee will recommend students to receive Trustee Scholarships. The Dean makes final determination.

MORDECAI WYATT JOHNSON SCHOLARSHIP

Competition for the Mordecai Wyatt Johnson scholarship is university-wide. A total of seven tuition scholarships are usually awarded annually to:

- Three (3) undergraduate students
- Two (2) graduate students
- Two (2) professional program students (Dentistry, Law, Medicine, Pharmacy)

To be eligible for consideration, a student must have a minimum grade point average of 3.50 and must be nominated by the Dean. Interested students may contact the Office of the Dean, for more information on this scholarship at (202) 806-6530. Decisions are made in June for the upcoming school year.

DONOR SCHOLARSHIPS

Donor scholarships are funded by generous College of Pharmacy benefactors. The Donor Scholarship application is available at http://healthsciences.howard.edu/education/schools-and-academics/pharmacy/prospective-students/scholarships.

Current College of Pharmacy Donor Scholarships: Maceo and Peggy Howard Scholarship, Wendell. T Hill Endowed Scholarship, JD & Laurenta Walker / Evelyn Walker Armstrong Endowed Scholarship, Spurling & Donald Clark Scholarship, Blanchard K. Ellis Endowed Scholarship, William C. Sanders Endowed Scholarship, College of Pharmacy Scholarship, Kenneth Scott Scholarship, Chauncey I. Cooper Endowed Scholarship, Med-Star Georgetown Medical Center Scholarship, Craig Ruffin SNPhA Endowed Scholarship, Anne G. & James Tyson Endowed Scholarship, Yung Lee Chang Endowed Scholarship, Dr. Leonard Edloe Scholarship, and Dr. Minnie
Baylor Scholarship, CVS Scholarship, Rite Aid Scholarship, Walmart Scholarship, Walgreens Scholarship, and the SuperValue Scholarship

The University requires that every donor scholarship recipient submit several items (e.g. ‘Thank You’re letter for donor, 4” x 6” professional headshot, resume and donor report form) before the funds are disbursed to the student’s account. Please contact the College of Pharmacy Financial Aid and Awards Committee Chair skbwayo@howard.edu or check the web page at pharmacy.howard.edu for application submission deadlines and more information.

WHO’S WHO AMONG STUDENTS IN AMERICAN COLLEGES AND UNIVERSITIES

The Who’s Who program recognizes the achievements of college and university students. Participation in the school and campus-wide activities as well as community activities is emphasized. Applications for the Who’s Who program may be obtained from the Student Affairs Office, Room 106. The applications are reviewed and ranked for Howard University by a nominating committee composed of faculty and students and the selections are forwarded to the Who’s Who program office in Tuscaloosa, Alabama.

STATE GRANT/SCHOLARSHIP PROGRAMS

Applicants wishing information on state grant/scholarship programs should write directly to the Department of Higher Education in the state of their legal residence.

District of Columbia residents may obtain state grant applications from the University’s financial aid office. Applications are generally available after April 15 for the coming school year, and should be submitted to the financial aid office for processing by May 15.

SENIOR AWARDS

Qualified students of the graduating class are selected each year by the College of Pharmacy faculty to receive cash awards, plaques or certificates. The awards are in recognition of exceptional academic performance or for outstanding service to the College or the community and are presented during Commencement Week each year. The awards include, but are not limited to the following:

Adom Excellence Award 1—For a graduating student who has exhibited superiority in Integrated Therapeutics I lecture course and has demonstrated professional qualities of competency and compassion.

Adom Excellence Award 2—For a graduating student who has exhibited superiority in Integrated Therapeutics II lecture course and has demonstrated professional qualities of competency and compassion.

Adom Excellence Award 3—For a graduating student who has exhibited superiority in Integrated Therapeutics III lecture course and has demonstrated professional qualities of competency and compassion.

American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) Chapter Recognition Award—For outstanding service to the chapter.

Center of Excellence Outstanding Senior Award—For the senior who has exemplified excellence throughout their academic career, and contributed significantly to the programs of the College of Pharmacy and Center of Excellence. (Supported by HRSA)
**College of Pharmacy Faculty Award**—For a graduate who has demonstrated outstanding leadership in initiating, organizing and participating in college, university and community activities.

**Dean Chauncey I. Copper Memorial Award**—For the second highest ranking graduating senior.

**Dean Wendell T. Hill, Jr. Memorial Award**—For the highest ranking graduating senior.

**Department of Pharmaceutical Sciences Faculty Award**—For superior scholastic achievement in all courses in the Department of Pharmaceutical Science courses and significant contributions to the Department of Pharmaceutical Sciences.

**Eli Lilly Achievement Award**—For superior scholastic and professional achievement throughout the entire curriculum.

**Excellence in Antimicrobials Therapy Award**—For a graduating senior who demonstrated excellence in the studies antimicrobial agents and its application in patient care.

**Excellence in Public Health Pharmacy Practice Award-USPHS Award**—To the senior who has contributed significantly to programs and initiatives that support the philosophy and goals of the United States Public Health Service.

**Facts & Comparisons Award of Excellence in Clinical Communications**—For an individual who has demonstrated superior verbal and written clinical communication skills and is in the top 25% of the class.

**Floyd L. White Memorial Pharmaceutics Award**—To a graduating senior, who in the opinion of the College of Pharmacy faculty, represents the best potential practitioner and who is in the top 25% of the class in all Laboratory courses in the Department of Pharmaceutical Sciences.

**Iranian Pharmaceutical Association AVICENNA Award**—For a graduating senior who has demonstrated superior performance in the Pharmaceutical Care II (lecture and laboratory, including IV lab) course and has demonstrated professional qualities of competency, compassion and common sense. Also he/she is in the top 5% of the class.

**Maryland Pharmaceutical Society Award**—For two graduates who are residents of Maryland, of Afro-American descent, and have demonstrated good academic progress.

**Merck Award**—For superior scholastic achievement in all Biomedicinal Chemistry courses.

**Most Improved Pharmacy Student Award**—For a graduating senior that has shown the most improvement during his or her matriculation in the College of Pharmacy.

**Mylan Excellence in Pharmacy Award**—For demonstrated superior proficiency in the provision of drug information services, high professional motivation, the intent to enter practice upon graduation and is in the top 25% of the class.

**Pharmaceutical Health Sciences Research Award**—For superior performance in Biostatistics, Pharmacoepidemiology & Outcomes Research courses, and contributions to pharmaceutical health services research.

**Professor Samuel M. Heman-Ackah Memorial Award**—For the third highest ranking graduating senior.
TEVA Pharmaceuticals Outstanding Student Award—For a student who in the opinion of the College of Pharmacy Faculty excels in the study of pharmacy.

Theodore B. Zalucky Memorial Pharmaceutics Award—For a graduating senior who displayed superior scholastic achievement in pharmaceutics course sequence.

Washington D.C. Pharmaceutical Association Recognition Award—For a Pharm.D. graduate who has demonstrated superiority in professional practice in the community, good citizenship, honorable service to the college, and involvement in professional associations.

1 Senior awards are subject to change based on award availability.
FINANCIAL AID INFORMATION

For detailed information on financial aid programs and policies at Howard University, please refer to the University’s Financial Aid Handbook available online at www.howard.edu, and to The Student Guide published annually by the U.S. Department of Education. Copies of both publications may be obtained from:

Office of Financial Aid and Student Employment
Howard University
Mordecai W. Johnson Administration Building, Room 205,
2400 Sixth Street, NW
Washington, D.C. 20059
Telephone: (202) 806-2820
Fax: (202) 806-2818

TYPES OF FINANCIAL AID

Applicants seeking financial aid may be considered for loans, grants, scholarships and student employment (descriptions of these programs are provided in the Financial Aid Handbook). The following types of financial aid are available to students:

- Direct Stafford Loans
- Health Professions Student Loans (HPSL)
- University Emergency Loans
- Emergency Loans\(^2\)
- Howard University Student Employment Program
- Federal Work Study Program

APPLICATION PROCEDURES

There is a great demand for financial aid at Howard University. Consequently, the earlier your request is processed, the better your chances of getting financial aid. All students seeking financial aid must submit the Free Application for Federal Student Aid (FAFSA) each year. List Howard University as the school you wish to attend and mail in the envelope found in the application package. This should be done after January 1 but early enough for applications to be received at Howard University by the February 15 priority date.

\(^1\) Extracted in part from the “Financial Aid Handbook,” printed by the Howard University Office of Financial Aid and Student Employment.

\(^2\) For students (after the first semester) in good academic standing enrolled full-time in the College of Pharmacy only.

NOTE: Parents’ confidential financial information must be included on the FAFSA for consideration for the Health Professions Student Loan (HPSL) and Scholarships for Disadvantaged Students (SDS). This is mandatory regardless of the student’s dependency status. The student must provide parent’s income and other information in the appropriate sections of the FAFSA. If parents are deceased, formal documentation must be provided.

EMERGENCY LOANS

Emergency loans are available to full-time pharmacy students in good academic standing through the College of Pharmacy and through the University Financial Aid Office. An emergency loan must be repaid by the end of the...
semester in which it is made. Four days are required for processing Emergency Loans within the college. Students requesting emergency financial assistance from the College of Pharmacy ($2,500.00 maximum) must submit a completed Application for Student Emergency Loan to the Office of the Dean. Emergency Loan Application forms are available from the Student Affairs Office, Room 107, Chauncey I. Cooper Hall. Applications for emergency loans from the University ($500.00 maximum) must be made in Room 205, Mordecai Johnson Building (202) 806-2820 (Please allow five days for processing). International students may obtain limited emergency loan consideration through the Office of International Student Services located in the Blackburn Center, Room 119.

PRIVATE LOANS

Several commercial banks have loan programs that will provide substantial funds toward tuition and living expenses. Private loan applications are available in the Office of Financial Aid and Student Employment.

HOWARD UNIVERSITY STUDENT EMPLOYMENT PROGRAM (HUSEP)

Contact the Office of Financial Aid and Student Employment, Mordecai W. Johnson Building, Room 205, telephone (202) 806-2820.

All Howard University students receiving financial assistance under this program must adhere to the following policies governing student employment:

- No student can work in excess of 40 hours per week, or more than 8 hours on any day.
- The Office of Financial Aid and Student Employment determine the maximum number of hours a particular student can work.
- All students enrolled in the HUSEP program must maintain satisfactory academic progress.

FEDERAL WORK-STUDY PROGRAM

The Federal Government funds the Federal Work-Study Program. Guidelines for the Work-Study Program are the same as for the HUSEP. For further information, please contact the Office of Financial Aid and Student Employment at (202) 806-2820.

SATISFACTORY ACADEMIC PROGRESS

To maintain eligibility for financial aid, students must meet Satisfactory Academic Progress requirements. Information on these requirements may be obtained from the Office of Financial Aid and Student Employment or from the Financial Aid Handbook. In general, a student must have a minimum grade point average of 2.50 and earn a sufficient number of credit hours each year to demonstrate satisfactory progress.

FINANCIAL AID - RIGHTS AND RESPONSIBILITIES

Rights:

- You have the right to privacy. All records and data submitted as part of your application for financial aid will be treated as confidential information.
- You have the right to know what financial aid programs are available at Howard University.
You have the right to a complete explanation of the award process. This includes deadlines for submission of applications, how your financial need is determined, the amount of aid you will receive, types of programs included in your financial aid package, and how aid is disbursed. You have the right to know the University’s Satisfactory Academic Progress policy. You have the right to know the University’s refund policy. You have the right to obtain information about the University’s drug prevention policy.

Responsibilities:
You are responsible for the following:

- Reading and understanding all forms and agreements that you sign.
- Following all directions carefully.
- Submitting honest and accurate information regarding your financial circumstances.
- Being aware of University policies as they pertain to you and your financial aid. These include, but are not limited to, University refund policies, criteria for satisfactory academic progress, and policies regarding withdrawal from classes. This information may be found in the Howard University Bulletin.
- Submitting required documents in a timely fashion.
- Signing and returning a copy of your award letter, indicating acceptance or rejection of the awards offered.
- Signing a promissory note and a statement of rights and responsibilities when you receive a student loan.
- Responding to any correspondence from the Office of Financial Aid and Student Employment within specified deadlines.
- Reporting any changes in your financial or student status. This includes reporting any additional funds that you are awarded and any changes of name or address.
- Resubmitting your application for aid each year. Contact the Office of Financial Aid and Student Employment (202) 806-2820, in December of each year for application information and forms as necessary. Aid is awarded on a first-come first-served basis, so the FAFSA should be mailed as early as possible in January to meet the February 15 priority date.

NOTE: Care has been taken to ensure the accuracy of this information. However, the information is susceptible to unintended error and is subject to changes in Federal, State, and institutional policies without prior notice. Contact the Howard University Financial Aid Office for updated information on financial aid.

STUDENTS WHO HAVE ATTENDED OTHER POSTSECONDARY INSTITUTIONS

If you have previously attended another postsecondary institution and will begin or resume your studies at Howard University in the Spring Semester or a Summer Session, you are required to submit a financial aid transcript(s) from each postsecondary institution previously attended. This requirement applies to new students as well as former students returning. The financial aid transcript requirement no longer applies to new or former students who will begin or resume their studies in the Fall Semester.

INTERNATIONAL STUDENTS

The Office of International Student Services provides the following services for international students attending the College of Pharmacy.

Counseling/Advising - International student advisors are available to counsel students about their concerns (financial, personal, immigration, etc.). The advisors also make appropriate referrals.
Programs - During the school year, the Office sponsors a variety of programs highlighting the cultural diversity on campus. The Office works with the international student organizations in providing programs. In addition, the Office offers an orientation program at the beginning of each semester.

Immigration Status - *It is each student’s responsibility to maintain legal immigration status at all times.* The Advisors provide up-to-date information and assistance on immigration matters. The Office also has all the necessary immigration forms to maintain legal status, apply for employment, etc.

Financial Forms - The office issues an official letter of estimated expenses, which many students need to have funds remitted from their countries. The advisors also sign forms for scholarship and loans from international agencies and foreign governments.

Publications - The Office publishes an International Student Handbook, which provides information on a variety of topics of special interest to international students, a quarterly International Student Newsletter, and monthly updates.

For further information, please contact the Office of International Student Services at (202) 806-7517.

Immigration Services - In order to maintain legal status in the United States, immigration regulations require that international students maintain full-time registration each semester; and that their passports are valid for at least six months.

Off-Campus Employment - There is a special provision concerning off-campus employment, which is a required part of an academic program. This provision has a direct effect on Pharmacy students who are required to satisfy professional practice requirements in the third summer and the last year of their program. Permission to work off-campus must be obtained from the Immigration and Naturalization Service through the Office of International Student Services.

Cultural Adjustment - Persons moving from one culture to another must make many adjustments. Sometimes these adjustments are difficult and cause distress and anxiety. While these adjustments are normal, living in a different culture and country can have a negative effect on the levels of distress and anxiety experienced. The University provides services through the University Counseling Services, the Office of International Student Services, and the Office of Student Affairs in the College of Pharmacy to assist the students in college. Since international students traditionally do not readily seek counseling, we are encouraging you to contact these offices for assistance. The advisors are very sensitive to the needs and concerns of international students.

It is advisable to discuss issues of concern in their early stages before they become problems and negatively impact academic progress and overall well-being.

The Office of International Student Services is located in Room 119 of the Blackburn University Center. The telephone number is (202) 806-7517.
COLLEGE OF PHARMACY STUDENT LIFE

COLLEGE OF PHARMACY STUDENT COUNCIL

The College of Pharmacy Student Council serves professional students in the College of Pharmacy. Officers of the Student Council represent the College of Pharmacy in the Graduate Student Assembly of the University and serve as an intermediary between the administration and the student body in non-academic matters. The College of Pharmacy Student Council also receives the College’s allocation of funds for its professional students and re-allocates the funds to recognized/approved professional student organizations to assist with College related activities as provided by the Council’s constitution.

Elections for the College of Pharmacy Student Council are held each year in accordance with the council’s constitution.

CLASS OFFICERS

Officers, who will be elected each year in accordance with the constitution of the class organization, must represent each class within the College of Pharmacy. The officers will represent the class in non-academic matters, will coordinate class activities and will ensure that class responsibilities are carried out. Class Advisors are appointed from the faculty for each entering class and will remain in that capacity until the class graduates.

CLASS ADVISOR RESPONSIBILITIES

- Serve as Class Advisor for all four years until the class graduates.
- Establish, announce to the class and post special Office Hours for advising class students.
- Schedule a meeting with the whole class at least once a month.
- Meet with the class whenever requested by the Class President in writing.
- Report to the Assistant Dean or in his absence to the Associate Dean all issues and concerns raised by the students of the class for immediate action.
- Counsel the students in their academic/personal needs.
- Assist in making travel arrangements of all educational trips of the class.
- Accompany the class during their educational trips.
- Serve as the Marshall of the School during the Commencement Exercises when the class graduates.
- Assist the Assistant Dean in scheduling the class activities during the Commencement Week.
- Perform any other duties assigned by the Office of the Assistant Dean pertaining to the class.
- Attend monthly Student Leaders meetings.
- Supervise class elections.

STUDENT ORGANIZATION FACULTY ADVISOR RESPONSIBILITIES

All student organizations are required to have at least one on campus advisor. On campus advisors must be current members of Howard University’s faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting university policy and procedures. They are also an integral part of ensuring the organization's success and longevity on Howard University’s campus.

The Advisor's major responsibilities are as follows:

1. To assist the organization in finding optimal ways of implementing its programs.
2. To serve as a role model and mentor to the organization and its individual members.
3. To keep the organization abreast of university policy and to assist in ensuring that the organization is in compliance with all university policies.
4. To periodically meet with the organization to stay informed of its activities.
5. To verify that the leadership and membership of the organization are enrolled students in good academic standing.
6. To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration.
7. To represent the organization when required by the University or overall best interest.
8. To be kept abreast of all paperwork, transactions, financial obligations concerning the organization and sign/approve (as necessary).

Qualities of a good Advisor
- She/he adheres to the responsibilities above
- She/he encourages members to implement their ideas
- She/he strongly encourages academic achievement
- She/he advises/leads the group without taking over or being in charge
- She/he holds himself/herself as well as members accountable for the organization’s successes and failures.

STUDENT ORGANIZATIONS DESCRIPTIONS

ACADEMY OF MANAGED CARE PHARMACY (AMCP)
The Howard University Student Chapter of the Academy of Managed Care Pharmacy provides students with the tools and resources to begin a rewarding career in Managed Care Pharmacy. AMCP's goal is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all. The principles of managed care are based upon the use of scientific evidence to achieve healthy outcomes while making the best use of money spend on medications and their management.
Faculty Advisor: Dr. Mary Maneno, 202-806-4204

AMERICAN PHARMACISTS ASSOCIATION ACADEMY OF STUDENTS OF PHARMACY (APHA-ASP)
The Howard University student branch of the Academy of Students of Pharmacy of the APhA was established in 1972. The principal objective of this organization is to serve as a liaison between the pharmacy student body and the American Pharmacists Association. Members receive professional journals and newsletters and are provided opportunities to participate in projects and meetings of the college branch and of the national organization.
Faculty Advisor: Dr. Daphne Bernard, 202-806-6530

AMERICAN SOCIETY OF CONSULTANT PHARMACISTS (ASCP)
American Society of Consultant Pharmacists (ASCP) student membership provides students with the tools they need to begin a successful career in senior and long term care. The student chapters are focused on providing information to students on employment, providing information on consultant senior care and long term care, as well as information on starting their own practice.
Faculty Advisor: Dr. Salome Weaver, 202-806-7262

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS (ASHP)
Howard University College of Pharmacy, Nursing and Allied Health Sciences is in its initial phase of establishing a student chapter for the American Society of Health-System Pharmacists (ASHP). This component of the ASHP is known as “ASHP Pharmacy Student Forum”. The goals of this association include:
- Increasing the knowledge of students about careers and trends in pharmacy practice;
- Improving organizational and leadership skills of students (especially practice-focused);
- Increasing student involvement in the policy development process of ASHPs; and,
- Increasing cooperation among Pharmacy Schools, ASHP affiliates State Chapters, and in addressing the needs of students in the aforementioned areas.
Faculty Advisor: Dr. Fredric Lombardo, 202-806-4205
BLACK APOTHECARY
Pharmaceutical publishing is an area of pharmacy that is rarely explored and highly rewarding. A lot of cultures
and tradition have survived on ink and paper and this is what we hope to achieve here with the Black Apothecary,
survival of our traditions and cultures at Howard University College of Pharmacy and also be a voice amongst
students, faculty and the outside world.
Faculty Advisor: Dr. Monika Daftry, 202-806-4206

COLLEGE OF PSYCHIATRIC & NEUROLOGIC PHARMACISTS (CPNP)
The Howard University Chapter of College of Psychiatric & Neurologic Pharmacists (CPNP) was established in
2011. Our mission includes providing information and tools that prepare pharmacy students to evaluate and prepare
for a career in psychiatric and neurologic pharmacy. Members of CPNP enjoy the benefit of receiving education
opportunities through the CPNP Annual Meeting and CPNP University, job and residency opportunities. Members
also receive current industry and psych/neuro specialty news through the CPNP e-news distributed exclusively
to CPNP members. For more information, please visit: http://rx2013.com/student-organization/cpnp.
Faculty Advisor: Dr. Amol Kulkarni, 202-806-4493

HOWARD UNIVERSITY STUDENT PHARMACISTS OUTREACH TEAM (HUSPOT)
Howard University Student Pharmacists Outreach Team (HUSPOT), founded in 2007, is a dynamic organization
made up of student pharmacists dedicated to providing pharmaceutical care to under-served and under-privileged
communities. The unique aspect of this dynamic organization is that it is the only one of its kind. HUSPOT was
founded and is currently sustained solely for the purpose of giving back. One of the highlights of our service-based
agenda is our annual international mission trip in which Howard University pharmacy students along with students
from the Howard University Medical School have aided in medical relief efforts in countries such as Nigeria, Haiti,
and Ecuador. HUSPOT members understand that it is important to take the legacy, mission, and vision of HUSPOT
beyond the four walls of the Howard University College of Pharmacy into our daily lives as student pharmacists
and ultimately as practicing pharmacists.
Faculty Advisor: Dr. Anthony Wutoh, 202-806-6530

KAPPA EPSILON FRATERNITY (KE)
The Alpha Pi Chapter, Kappa Epsilon Fraternity, Inc., was established in the School of Pharmacy in 1984. Its
objectives are to: unite women students in pharmacy; cooperate with the faculty of the College of Pharmacy where
chapters are established; stimulate in its members a desire for high scholarship; foster a professional consciousness;
and provide a bond of lasting loyalty, interest and friendship among its members
Faculty Advisor: Dr. Daphne Bernard, 202-806-6530

KAPPA PSI FRATERNITY (KP)
The Delta Kappa Chapter, Kappa Psi Fraternity, is the oldest and largest pharmaceutical fraternity in the United
States. Many of the past and present leaders in pharmacy are members of Kappa Psi. The fraternity seeks and offers
membership to men and women who desire to:
✓ Participate in activities that promote and advance the profession of pharmacy;
✓ Develop and maintain pride in the fraternity and the profession of pharmacy; and
✓ Develop and participate in college and community programs.
Faculty Advisor: Dr. Mary Maneno, 202-806-4204

NATIONAL COMMUNITY PHARMACISTS ASSOCIATION (NCPA)
National Community Pharmacists Association (NCPA) student membership provides students with the tools they
need to begin a successful career in independent pharmacy. NCPA is dedicated to the continuing growth and
prosperity of independent retail pharmacy in the U.S. The student chapters provide a unique opportunity to learn more about the many rewarding career opportunities available in independent pharmacy. Other benefits of student membership include eligibility for NCPA student loans, scholarships and free registration at all NCPA national meetings.

**Faculty Advisor:** Dr. Oluwaranti Akiyode, 202-806-4207

**PHI DELTA CHI FRATERNITY (PDC)**

Phi Delta Chi is a coeducational multi-cultural national pharmaceutical fraternity formed in 1883 at the University of Michigan. More than 35,000 students have become brothers since that time. The objective of Phi Delta Chi is to advance science through the development of leaders in pharmacy and to foster fraternal spirit among its members. There are 53 active chapters at colleges of pharmacy around the United States and more than 16,000 active and alumni brothers throughout the world. Pharmacy leaders of the past such as Eli Lilly and Hubert Humphrey were brothers of Phi Delta Chi. Many current deans and faculty members are current members of Phi Delta Chi. Certainly the brothers of today will become the leaders of pharmacy in the future. We hope you will consider joining us.

**Faculty Advisor:** Dr. Amol Kulkarni, 202-806-4493 and Dr. Monika Daftary, 202-806-4206

**PHI LAMBDA SIGMA (PLS)**

Phi Lambda Sigma Pharmacy Leadership Society is a professional organization that recognizes and honors the leadership achievements of Pharmacy students and faculty. The Beta Rho chapter of Phi Lambda Sigma was chartered in May 2001. Second, third and fourth year students who have demonstrated exemplary leadership to the School, University, and community are eligible for nomination and membership. Currently, Dr. Anthony Wutoh serves as the advisor of this group; Dr. Fredric Lombardo serves as faculty co-advisor for the chapter.

**Faculty Advisor:** Dr. Anthony Wutoh, 202-806-6530 and Dr. Fredric Lombardo, 202-806-4205

**RHO CHI NATIONAL PHARMACY HONOR SOCIETY**

Beta Sigma is the Howard University Chapter of the Rho Chi National Pharmacy Honor Society, which was established in the School of Pharmacy in 1960 to promote the advancement of the pharmaceutical sciences through the recognition and advancement of sound scholarship. High standards of intellectual and scholarly attainment are required for election to membership in Rho Chi.

**Faculty Advisor:** Dr. Emmanuel O. Akala, 202-806-5896

**STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION (SNPHA)**

The Howard University Chapter of the Student National Pharmaceutical Association (SNPHA) was established in 1972 by two student from Howard University (Sharon Rockmore) and Florida A&M University (John Scrivens). The principal objective of this organization is to provide a forum for minority pharmacists in the communities they serve.

**Faculty Advisor:** Dr. Beverly C. Mims, 202-806-7232.

**CAMPUS PALS**

The Campus Pals is an organization of undergraduate students who assist incoming students with their adjustment to Howard University. To become a member of this organization, one must apply through the Campus Pals Office, Room 107, Blackburn University Center, telephone: (202) 806-5381. Applications are accepted in October and November and interviews are conducted during the following spring semester. Appointments are made for the coming fall semester.
STUDENT ORGANIZATION REQUEST TO USE COP FACILITIES AFTER 5 PM

The chapter advisor or designee must be present during all after-hours organization events. All requests for use of COP facilities during non-work hours must be done so by first confirming classroom availability with the College of Pharmacy Student Council officer. The organization’s chapter advisor must then submit a written request for after-hours building access along with confirmation of his / her supervision of the event to the administrative assistant in the Dean’s Office. The chapter must receive a letter from the Dean’s Office approving the event along with a copy of the after-hours access letter sent to the University’s Campus Security Office for confirmation of approval to host an event. Both letters must be kept on-hand during the event for possible presentation to the university’s security officers.

PROFESSIONAL FEE USAGE POLICY

Purpose
Students enrolled in the Howard University College of Pharmacy (HU COP) pay a Professional Fee per semester to cover expenses associated with student educational resources as well as student organizational funding to ensure adequate college representation at the regional and national level. The 2015-2016 HU COP Professional Fee is $400.00 per semester.

Definitions

- HU COP: Howard University College of Pharmacy
- Student Educational Resources: Resources made available to aide in the learning and professional training of pharmacy students. These resources include but are not limited to Exam Master, APhA Immunization Training, Basic Life Support for Health Professionals Training, Access Pharmacy, Exam Master, E-Value, ExamSoft, After Hours Access Building Security, PharmacyLibrary.com
- Chapter: The specific School/College of Pharmacy for which the student organization represents. (i.e., Howard University Chapter of the ________)  
- Chapter Advisor: The faculty member appointed to oversee student organizational chapter activities.
- Student Organization: All student-related professional organizations associated with the pharmacy profession
- Executive Committee: The leadership of the student organization chapter comprised of the officers and under the advisement of the chapter advisor.
- President: The student elected to serve as the President of the student organization chapter.
- Counseling Competition Competitor: The student competing in the national patient counseling or clinical skills competition to represent the student organization chapter.
- Delegate: The student representing the chapter during the legislative session of the regional and annual meetings
- Tiers: The level of funding designated for each student organization
• **Annual Meeting:** National meeting of the professional organization held once a year that requires representation from Colleges of Pharmacy across the country.

• **Midyear Regional Meeting:** Regional meeting of the professional organization held once a year that requires representation from Colleges of Pharmacy classified as belonging to specific regions across the country. Howard University College of Pharmacy is in Region 2.

• **Base:** A minimum funding amount provided to all student organizations to assist with covering expenses associated with the standard chapter activities. (i.e., community outreach supplies, marketing supplies for chapter events, member chapter involvement incentives)

• **HUSPOT:** Howard University Student Pharmacists Outreach Team

• **Black Apothecary:** Black Apothecary

• **AMCP:** Academy Of Managed Care Pharmacy

• **KE:** Kappa Epsilon Fraternity

• **KP:** Kappa Psi Fraternity

• **NCPA:** National Community Pharmacists Association

• **PDC:** Phi Delta Chi Fraternity

• **CPNP:** College Of Psychiatric & Neurologic Pharmacists

• **ASCP:** American Society Of Consultant Pharmacists

• **Rho Chi:** Rho Chi National Pharmacy Honor Society

• **PLS:** Phi Lambda Sigma

• **ASHP:** American Society Of Health-System Pharmacists

• **APhA:** American Pharmacists Association Academy Of Students Of Pharmacy

• **SNPhA:** Student National Pharmaceutical Association

**Responsibilities**
The dean’s office oversees the annual professional fee fund allocation and proper disbursement of funds. The leadership of each student organization, with proper oversight of the chapter advisor, is responsible for submitting an annual budget for proposed chapter expenses by August 30 of each year, proper disbursement of organizational funds directed in the Professional Fees Usage Policy, and submission of an annual report detailing the actual use of the organizational funds by May 10th of each year. The chapter must ensure that there is proper documentation noting the funding amount and justification for each student who receives a direct reimbursement from the chapter’s organizational funds, and they must sign to confirm their receipt of funds.
Eligibility: Professional fee funding will be used to cover specific student educational resources made available to all students enrolled in the pharmacy program. All student organizations that are recognized by the Howard University Office of Student Affairs and who comply with conditions outlined in the Professional Fee Usage Policy are eligible for funding from professional fees. Failure to comply with the policy conditions will result in ineligibility to receive funding for the next academic year.

Procedures
Each student organization will submit an annual budget proposal (signed by the chapter advisor) to the dean’s office by August 30th. The dean’s office will submit organizational funding invoices for each student organization (September 5th) as well as payment for student educational resource invoices (various times in the academic year) to the university’s Accounts Payable Office. The amount remaining after ensuring proper coverage for expenses related to educational resources will be divided amongst the various student organizations. Organizational funds will be disbursed between the months of September and October of each year. Student organizations must comply with the policy in disbursing the funds to chapter members unless there is a documented majority vote by chapter members to use the funds in an alternate manner. The organizational funding guidelines note specific award amounts for select chapter members attending meetings. The chapter may use the base funding amount at its discretion with approval from chapter members. Each student organization must submit an annual report detailing the actual use of the organizational funds by May 10th. Student travel support for meeting attendance will be made available from the dean’s office through student organizational funding only.

Organizational Funding Details
Student organizational funding will be based on three tiers (see diagram below). Criteria for funding includes:

(1) A valid tax ID number
(2) Recognition as an official student organization by the Howard University Office of Student Activities (http://www-howard-education/currentstudents/studentlifeactivities/studentactivities/activestudentorganizationsandclubs.html)
(3) Submission of a completed Howard University ACH form and W9 (available through University website)

Base funding will be provided to all organizations that meet funding criteria. Additional funding to help offset travel expenses to ensure college representation by the chapter president, delegate, and counseling / clinical skills competitors at the organization’s regional and national meetings will also be provided. Funding amounts will vary based on available funds.

| COLLEGE OF PHARMACY STUDENT ORGANIZATION TIER CLASSIFICATIONS |
|------------------|------------------|------------------|
| Tier 1           | Tier 2           | Tier 3           |
| HUSPOT Black Apothecary | AMCP, KE, KP, NCPA, PDC, CPNP, ASCP, Rho Chi, PLS | ASHP¹, APhA², SNPhA³ |
PROCEDURES FOR POSTING AND DISTRIBUTION OF ANNOUNCEMENTS

The building and grounds at Howard University are private property and materials may not be posted or distributed without the permission of the University. University and Non-University affiliates or organizations violating the guidelines are subject to a fine of $50.00. For further information regarding the Policy and Procedures for Posting and Distribution of Poster/Flyers and/or Materials, you may stop by the Central Scheduling and Information Office located in the Blackburn University Center, Suite 134 or call (202) 806-5979. The guidelines are also posted under the following link: [http://www.howard.edu/currentstudents/studentlifeactivities/Campus_Scheduling/default.htm](http://www.howard.edu/currentstudents/studentlifeactivities/Campus_Scheduling/default.htm)

COMPUTER LAB*

The school’s Computer Lab is located in CCH, room 203 and is equipped with 24 computers and 2 printers. Access is limited to Pharmacy students only and each student must sign in and provide their Capstone Card to the lab supervisor. The lab will be open at certain hours, which will be posted on the door. **NO FOOD OR DRINK IS ALLOWED IN THIS ROOM. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.**

*iLAB*

Additional computers are available in the *iLab* located at 2301 Georgia Avenue, N.W. If additional information is needed, please call (202) 806-0660. Visit [http://www.howard.edu/technology/services/labs.html#ilab](http://www.howard.edu/technology/services/labs.html#ilab) for lab hours and additional information.

*Guidelines for the usage of computer facilities and all network resources in the College of Pharmacy*

The following is to serve as a guide for the appropriate use of computer facilities and network resources in the College of Pharmacy. Since it is impossible to document all appropriate conduct and use of computer facilities, these guidelines are provided. Note that they are not intended to be all inclusive. The list serves as an example of infractions that are prohibited:

- Eating and drinking in technology areas: classrooms, reading rooms, and computer laboratory;
- Using the network for purposes other than educational;
- System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs);
- Using obscene, vulgar, abusive or inappropriate language, pictures, or other materials;
- Knowingly introducing viruses;
- Vandalizing, including equipment damage and willful tampering with data or software;
- Attempting to read, delete, copy or modify the electronic mail of other users;
- Attempting to decrypt passwords;
- Attempting to gain unauthorized access to remote systems;
- Deliberately interfering with other users;
• Attempting to libel, slander or harass other users;
• Accessing IRC sites (chatting) or instant messaging;
• Sending/receiving personal, non-educational email;
• Allowing others to use your personal e-mail address, account or password;
• Using an account other than one’s own;
• Sharing passwords;
• Forging or attempting to forge e-mail messages;
• Unauthorized copying or transferring of copyrighted materials or any violation of copyright laws;
• Plagiarizing;
• Using networks for illegal activities;
• Using commercial advertising, chain letters, non-educational games;
• Unauthorized downloading of any kind from the Internet;
• Attaching hardware peripherals to the computer other than flash drives;
• Storing non-educational files on the server, local hard drive or removable disks;
• and, attaching unauthorized PDAs or laptops to the network

VIOLATIONS WILL RESULT IN A LOSS OF ACCESS (EVEN FOR REQUIRED WORK) AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTIONS WILL BE TAKEN!

READING ROOM*

Located in CCH, room 202, the Reading Room has 30 study carrels each equipped with Internet jacks and electricity for laptops. NO FOOD OR DRINK IS ALLOWED IN THIS ROOM. VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION. In consideration for those students studying, you are requested to keep quiet while entering, remaining or leaving the room.

COLLEGE OF PHARMACY EXTENDED BUILDING HOURS

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>Open until Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>Close at 6 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 am – 5 pm</td>
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</tbody>
</table>

Security personnel are on-site during these extended building hours.

LOUIS STOKES HEALTH SCIENCES LIBRARY

The Louis Stokes Health Sciences Library (LSHSL) is located at 501 W Street, N.W., Washington, D.C. 20059. The library supports the research; teaching and patient care programs of the Howard University Hospital and the Colleges of Pharmacy, Nursing and Allied Health, Dentistry, and Medicine. The library’s holdings consist of over 300,000 volumes, 4,500 serial titles and 4,200 non-print titles. All students of Howard University may borrow books from the LSHSL by presenting a Howard University photo I.D. and students must present a valid photo I.D. with a current validation sticker. Books circulate for three weeks and may be renewed unless requested by another patron. Journals do not circulate. For further information, please call (202) 884-1500.

Louis Stokes Health Sciences Library Hours: (Subject to change) Monday thru Friday, 8:00 A.M.- 10:00 P.M.; Saturdays 9:00 A.M.- 6:30 P.M.; and, Sundays 3:30 P.M.- 12:00 A.M. Extended hours are till 2:00 A.M. The Library is available to all students with a current University I.D. card during these hours. The telephone number
for the reference desk is (202) 884-1500.

Study rooms are available during library hours for two or more persons. The study rooms are available on a first come-first served basis and are highly competitive due to the limited number of these rooms.

**Founders Library And Undergraduate Library Schedule:** (Subject to change) Monday thru Thursday, 8:00 A.M.-12:00 A.M., Founder’s Library Friday, 8:00 A.M.-5:00 P.M., Undergraduate Library - Friday, 8:00 A.M. - 7:00 P.M. Saturday, 9:00 A.M.-6:00 P.M., Sunday, 12:30 Noon -9:00 P.M. General Information (202) 806-7252.

**National Library of Medicine:** After Labor Day, hours are: Monday, Tuesday, Wednesday and Friday 8:30 A.M.-5:00 P.M., Thursday 8:30 A.M.-9:00 P.M. and Saturday, 8:30 A.M.-12:30 P.M., Telephone: (301) 496-6308.

**DUPLICATING INFORMATION**

Students have access to the photocopy machine in the various campus libraries at $.10 per copy (rate subject to change). Cards for operating the machines may be purchased at the Founders, Undergraduate or Health Sciences Libraries. Students also have access to photocopy facilities located in Room LL17, in the Blackburn University Center, contact Mr. Wayne Leland 806-5591. Printing facilities for posters and fliers are also available.

**CLASSROOM LOCATIONS**

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Number</th>
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<tbody>
<tr>
<td>CCH</td>
<td>Chauncey Cooper Hall</td>
<td>207</td>
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<tr>
<td>CCH</td>
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<tr>
<td>COM</td>
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<tr>
<td>COM</td>
<td>College of Medicine</td>
<td>2208</td>
</tr>
<tr>
<td>HSL</td>
<td>Health Sciences Library PBL Rooms</td>
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</tbody>
</table>

**ENTRANCE INTO COLLEGE OF MEDICINE**

Students entering the College of Medicine building may be required to show a valid Pharmacy student identification.

**ABSOLUTELY NO FOOD OR DRINK MAY BE BROUGHT OR USED IN CLASSROOMS.** Please avoid throwing trash on the floor; use the trash receptacles for this purpose. Also, please do NOT touch any of the audio-visual equipment. Violators are subject to disciplinary action.

**STUDENT LOUNGE**

The Student Lounge is available to all pharmacy students for eating and social gatherings. This room is equipped with vending machines and microwave ovens. Eating and drinking only allowed in the Student Lounge.

**HOWARD UNIVERSITY WEB PAGE**

www.howard.edu

**HOWARD UNIVERSITY OPERATOR**

202-806-6100
COLLEGE OF PHARMACY MAIN OFFICE NUMBER (OFFICE OF THE DEAN)
202-806-6530

COLLEGE OF PHARMACY WEB PAGE
pharmacy.howard.edu

COLLEGE OF PHARMACY FACEBOOK
https://www.facebook.com/hupharmacy

COLLEGE OF PHARMACY CENTER OF EXCELLENCE WEB PAGE
http://healthsciences.howard.edu/education/colleges/pharmacy/center-excellence

CAMPUS BOOKSTORE INFORMATION (HUB)
Howard University Barnes and Noble Bookstore is located at 2225 Georgia Avenue, N.W. (202) 238-2640 or www.bookstore.howard.edu. Hours of Operation: Monday-Friday, 9:00 A.M.-8:00 P.M. Saturday–9:00 A.M. - 8:00 P.M. Sunday—12 P.M. – 6 P.M. (These hours are subject to change and will be announced).

UNIVERSITY STUDENT ACTIVITIES
Office for Student Life and Activities Blackburn Center, Room 122 (202) 806-5990

STUDENT HEALTH SERVICES
University Student Health Center in the Medical Arts Building, 2139 Georgia Avenue, N.W., Washington, D.C. 20059. Monday through Friday 8:00 A.M.-6:00 P.M. Telephone: (202) 806-7540 or (202) 806-7558.

ENROLLMENT MANAGEMENT/RECORDS OFFICE
2400 6th Street, NW (Administration Building, Room 104) (202) 806-2712

SECURITY AND SAFETY (CAMPUS POLICE)
Security Desk, 24 hours (202) 806-1100

CAMPUS EMERGENCY
(202) 806-7777

TRAFFIC AND PARKING ENFORCEMENT
(202) 806-2000

STUDENT PARKING
Parking for students is extremely limited. A lottery for available parking spaces is held in May of each year. Students arriving on campus in the fall semester must check with the Office of Parking & Shuttle Operations, Room B-11, Mordecai Johnson Administration Building, to determine parking availability for the school year. The telephone number for the Office is (202) 806-2000.
Park Mobile (Parking Made Simple). Because you can keep an eye on your parking time by using your phone. You don’t have to worry about forgetting to feed the meter. Where available, you’ll be able to extend your parking directly from your phone. [http://us.parkmobile.com/members/](http://us.parkmobile.com/members/)

**METRO INFORMATION**


**HOUSING / RESIDENCE LIFE**

[http://www.howard.edu/residencelife/](http://www.howard.edu/residencelife/)

**STUDENT FINANCIAL SERVICES**

2400 6th Street, N.W. (A-Building, Room 115) (202) 806-2570

**SPECIAL STUDENT SERVICES**

Students with medical conditions requiring special student services support are encouraged to contact: Office for Special Student Services, Room 725, Howard Center, 2225 Georgia Avenue, N.W. (202) 238-2420.

**LOCKER INFORMATION**

Lockers are located on the second of Chauncey Cooper Hall. Please see the Office of Student Affairs for information on locker assignment.