



UNIVERSITY OF KENTUCKY

College of Pharmacy

Student Handbook 2009-2010

PLEASE NOTE: This handbook is not an official University publication. It is a student resource for policies and procedures as well as an informational tool regarding College and University resources. Students should review the handbook at the beginning of each academic year in order to be aware of the most current College processes. Students should check the website version of the UK College of Pharmacy Student Handbook for the most current information.

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Message from the Interim Dean University of Kentucky College of Pharmacy

August 24, 2009

Dear Students of the College of Pharmacy:

Welcome to another outstanding year in the life of the University of Kentucky College of Pharmacy. We are pleased you are partnering with us to become the next in a long line of pharmacists who are leaders in the profession. We firmly believe that a pharmacy graduate must be prepared not for just the reality of today's practice, but for the unknown that the future holds. Thus, we will continue to build in you a strong, science-focused approach to the practice of pharmacy, all the while encouraging you to experience all that the profession has to offer. From dual degrees, to gateways, to certificate programs, to residencies, to graduate degrees – the possibilities to continue to advance your knowledge and contribute to the profession are vast, and we will do all we can to make you the most competitive pharmacist in the workplace.

As a pharmacist, you dispense not only a product but knowledge. Knowledge that contributes to the development of the drug, knowledge about the safe and effective use of the drug, knowledge about the healthcare system and pharmaceutical policy, knowledge about the best approach to care for the patient, and knowledge to assist in identifying information gaps and how we can best fill those gaps. Our demanding pharmacy curriculum will equip you with both that knowledge and the tools to identify and solve problems, cultivate an ability and yearning to constantly learn, and an approach to everything you do that is becoming a graduate of the University of Kentucky College of Pharmacy.

We look forward to your emerging or continuing active participation in advancing our profession to prevent, minimize, treat and overcome disease. You are urged to invest in this effort by joining the leadership of the College and pharmacy in the Commonwealth, the nation and the world to bring the profession to a position that will truly make a difference in the lives of all.

Once again, welcome. I look forward to working with you during the coming years.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. McNamara". The signature is fluid and cursive, with a large initial "P" and "M".

Patrick J. McNamara, Ph.D.
Interim Dean
University of Kentucky College of Pharmacy

A. University of Kentucky College of Pharmacy

I. Mission, Vision, Values and Goals

The mission of the UK College of Pharmacy is to positively impact the health and well-being of society through advances in pharmaceutical education, research, service and patient care. The vision of the College is to become the premier College of Pharmacy in the United States.

Values of the College include integrity, professionalism, academic excellence, academic freedom, mutual respect and human dignity, diversity in students, staff and faculty, personal and institutional responsibility and accountability, shared governance, a collegial community, sensitivity to work-life concerns, and civic responsibility and service to society.

The goals of the College are to enhance stature among peers, prepare students for leadership in the knowledge economy and global society, enhance the intellectual and economic capital of Kentucky through growth in research, embrace and nurture diversity, and engage Kentuckians through partnerships to elevate the quality of life.

II. Educational Program

The University of Kentucky College of Pharmacy professional program leads to a Pharm.D. degree. The accreditation manual of the Accreditation Council for Pharmacy Education (ACPE) states:

The college or school's professional degree program curriculum must prepare graduates with the professional competencies to enter pharmacy practice in any setting to ensure optimal medication therapy outcomes and patient safety, satisfy the educational requirements for licensure as a pharmacist, and meet the requirements of the university for the degree.

The curriculum must develop in graduate's knowledge that meets the criteria of good science;¹ professional skills, attitudes, and values; and the ability to integrate and apply learning to both the present practice of pharmacy and the advancement of the profession. Graduates must be able to identify and implement needed changes in pharmacy practice and health care delivery.

III. Pharm.D. Degree

The Doctor of Pharmacy degree is awarded to students who have been admitted to the College of Pharmacy Pharm.D. program upon completion of a minimum of 158 semester credit hours (164 semester credits for the class of 2012 and all classes thereafter) of specified course work with a grade point average of at least 2.0 of a possible 4.0.

B. University of Kentucky and College of Pharmacy General Information

I. Confidentiality and Disclosure

FERPA, the Family Education Rights and Privacy Act of 1974 (or the Buckley Amendment) provides basic privacy rights to students in regard to their academic transcript. Under FERPA provisions, a student has the right to have his or her academic record kept separate and confidential unless he or she consents in writing to have it released. However, FERPA also affords that the College of Pharmacy may disclose (to University personnel) the student's academic record without the student's consent when the information is used under the following disclosure guidelines with the:

1. purpose of academic advising;
2. purpose of writing a recommendation;

¹ "Good science" implies having the following characteristics: evidence-based, logical, convincing, explanatory, honest, testable, and systematic.

3. purpose of selecting students for honorary organizations;
4. purpose of informing community-based faculty members serving as preceptors in order to improve the quality benefit to each rotation;
5. purpose pursuant to law or court order.

Questions concerning this law and the University policy concerning release of academic information may be directed to the Registrar's Office at 257-8729.

II. Disabilities (Physical, Mental and/or Learning)

The University of Kentucky is committed to meeting its obligations pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended. An individual with a disability is defined as someone who has "a physical or mental impairment that substantially limits one or more of the major life activities of such individual."

Any student who has such a disability and seeks special accommodations from the University must notify the Director of Student Services in the Office of Academic and Student Affairs of the College of Pharmacy of that disability, in writing, preferably before the beginning of the school year, **but in no case later than the third day of classes** for the fall semester. If a disability develops during the school year for which accommodations are requested, the student must notify Academic and Student Affairs, in writing, as soon as he/she becomes aware of the disability. The student will be required to provide current documentation of the condition for which they require accommodation to the University Disability Resource Center (257-2754). Notification of the condition and request for special accommodation will be referred to the same office. The student must also notify each faculty member of his or her anticipated accommodation.

In addition to the student's notification, request for accommodation and documentation will be kept confidential, but will be disclosed in the provision of accommodation. Students having the same accommodation may be tested together. If this is a concern for any student, please contact the course instructor and the College of Pharmacy Director of Student Services.

The Disability Resource Center will base provision of services to accommodate disabilities upon a review of current medical or psychological documentation and an assessment of current needs and appropriate services. For further information, please contact the Disability Resource Center within the Office of the Dean of Students of the University at 257-2754. In order to ensure that each applicant understands this situation before he or she accepts admission, the College requires each applicant to sign a document to that effect.

III. Drug Free Institution

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior that affects students who are on University of Kentucky property, on University business, and or at University-sponsored events. These laws, and University policy, from which this policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination. The Drug-Free Institution Policy can be found in the *University Bulletin*.

IV. Drug Testing and Criminal Background Checks

Drug tests (urine screens) and criminal background checks are common requirements for health care employment. Such requirements are also often in place for students who rotate through health care facilities as part of required educational experiences. Students can expect and should be prepared for them.

In addition, drug tests and/or criminal background checks may be required prior to granting of certain licenses or permits for practice by regulatory boards, some of which are required for participation in

required pharmacy experiential courses. For example Introductory and Advanced Pharmacy Practice Experience courses require students to be registered as an “intern” with the Kentucky Board of Pharmacy.

Students must be aware that:

1. Since a drug test and/or a criminal background check is required for enrollment and or participation in any course, and for the granting of any permit or license required for participation in a course, the expense for the test and/or check must be borne by the student. Drug tests may cost \$40 - \$75 and background checks may cost an additional \$10 - \$75. The particular tests and checks required, and related costs, are subject to change and beyond the control of the University or the College of Pharmacy.
2. If a student fails to pass a drug test and/or a criminal background check he/she may be ineligible for enrollment in experiential courses, ineligible for graduation and therefore ineligible to continue in the College of Pharmacy. Additionally he/she may be ineligible for registration as a pharmacy intern or for licensure as a pharmacist.
3. The College of Pharmacy does not accept responsibility for any student being ineligible for coursework, continued enrollment in the College, or subsequent licensure as a pharmacist for any reason, including failure to pass a drug test or criminal background check.
4. Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance at the University of Kentucky College of Pharmacy are subject to immediate dismissal from the College. Failure to disclose correct information at any time also may be the basis for professional discipline and/or denial of licensure.
5. Any student convicted of a felony of any type or of a drug/alcohol offense while a student at the College of Pharmacy must report that offense to the Office of Academic and Student Affairs in writing within 10 days of conviction.
6. Additional information regarding drug screening is provided below in the “Impaired Student Policy”.

V. Impaired Student Policy

A. Responsibilities and Assumptions

It is the responsibility of the health professions to protect the safety of patients as well as promote the wellbeing of practitioners. In this context, the health care colleges extend this responsibility to health care college students. A student with a substance abuse or addiction problem may have impaired judgment and skills, be compromised in their learning and be unable to provide safe and competent care for his/her patients. Therefore, all members of the academic community must address abuse and addiction as it affects students in the health care colleges.

This policy is based on the following assumptions:

- Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients, and the integrity of their profession.
- Students impaired by substance abuse or addiction compromise their health but can be successfully treated and can return to a productive level of functioning.
- The health care colleges are committed to the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals.
- Students impaired by substance abuse or addiction should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary action.

B. Purpose

The purpose of this policy is to provide a procedure to assist health care college students who are impaired, or whose actions and/or performance provide concern for the possibility of being impaired, due to substance abuse or addiction. The role of the health care colleges is to identify students with these problems and refer them for intervention, assessment, and treatment by knowledgeable and experienced substance abuse and/or mental health professionals. All costs for assessment and treatment are the responsibility of the student.

C. Procedures

Each case will be addressed on an individual basis and coordinated by the Director of Student Services, or other appropriate individual, in the health care college of the student concerned. Students may voluntarily indicate they are impaired and will be referred for treatment. Students whose actions and/or performance provide concern for the possibility of being impaired may be required to submit to random drug tests, at the expense of the student. Examples of reasons for concern include, but are not limited to, a pattern of abnormal or erratic behavior, a marked unexpected decrease in academic performance and irregular attendance or unusual absence.

Upon assessment, depending on the degree of impairment and the impact on performance, a treatment plan/contract will be developed by the health care college which may impact the student's participation in the academic program. A student who is identified early and addresses the problem on an outpatient basis may have no interruption in his/her education while another student may need significant inpatient treatment requiring a period of time away from the academic setting. Time frames for completion of student academic programs may be adjusted depending on the treatment plan. All students must sign and follow a treatment plan/contract indicating they will remain in compliance with the recommended treatment plan.

The administration and faculty of the health care college will provide support for the recovering student by accommodating the recommendations made by the treatment provider. Every effort will be made to reduce stigma that the recovering person may experience due to any necessary restriction or actions that may be instituted. Standards of confidentiality will apply to all phases of the process.

If a student does not consent to participate, declines the request for a random drug test, or once evaluated does not fully comply with the terms of the student treatment plan/contract, the student may be dismissed from the health care college after appropriate due process by the Dean of that college.

VI. Complaint Policy and ACPE Policies Related to Complaints

Procedures regarding student complaints in general and those relating to the standards of ACPE policies and procedures.

A. General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the College of Pharmacy are strongly encouraged to bring them to the attention of the proper individuals at the College. At any time students may provide input, opinions and suggestions themselves or through their class officers to the faculty member, the relevant course coordinator, the Department Chair to whom the faculty member or course coordinator reports, the Academic and Student Affairs Office, the Office of Education, the Student Services Office or the Office of the Dean of the College of Pharmacy. Student input is regularly solicited at Student Liaison Committee meetings held at least once a month and Student Advisory Council meetings held twice a month. In addition, student representatives serve as members of many college committees such as curriculum and admissions. Input is requested directly from each student through course evaluations during and at the end of each semester, year-end assessments at the end of each academic year, and program assessments near graduation. All suggestions, complaints or concerns are considered carefully.

B. Complaints Related to ACPE Standards

The College of Pharmacy is accredited by the Accreditation Council on Pharmacy Education (ACPE) against a set of standards, policies and procedures published by the Council and available at www.acpe-accredit.org. Any student may lodge a complaint against the College or the pharmacy program related to those standards, policies and procedures. Complaints should be in writing and sent directly to the Dean of the College of Pharmacy. The student shall have the right to meet with

the Dean to discuss his/her complaint within 15 working days. The Dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The Dean will respond to the student in writing within 15 working days of receipt of the complaint or the personal meeting, whichever comes later.

If a student is not satisfied with the response from the Dean, the student may address his/her complaint to the entire faculty through the Faculty Secretary in writing and additionally in person if he/she chooses, within 15 working days of receiving the initial response from the Dean. The faculty will hear the student and/or consider the complaint within 30 working days of receipt and respond through the Faculty Secretary within 10 working days of consideration. A complainant may request of the Dean and/or the Faculty Secretary that his/her identity be kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

C. Protection of Complainant

All complaints, concerns and suggestions made by students and the reaction to them by the College are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, College committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

VII. Diversity

The College of Pharmacy and University of Kentucky strive to develop an environment where the value of diversity among students, faculty and staff is accepted, encouraged and embraced. Diversity encompasses differences in age, ethnicity, gender, national origin, race, religion, sexual orientation, socioeconomic background and unique individual style. The individual characteristics, talents and contributions of all people are valued and recognized for the unique contribution they make to our College.

VIII. Equal Educational and Employment Opportunities

All applicants to the University of Kentucky meeting the appropriate academic requirements and technical standards shall be considered for admission to any academic program thereof regardless of race, color, national origin, religion, sex, sexual orientation, marital status, age or disability. The University is an Equal Opportunity Employer, and no applicant or employee will be discriminated against because of race, color, religion, sex or national origin.

IX. CPR Certification

The College of Pharmacy requires that all pharmacy students be certified in an approved CPR training program by September 30 of their first professional year in the College of Pharmacy. A 2-year CPR training course providing certification that extends over two years is available during Professional Development Workshop. Students are required to maintain an updated certification. All CPR certifications and updates are at the expense of the student. There are several programs available which provide CPR training, certification and re-certification. However, the College of Pharmacy requires the program endorsed by the American Heart Association.

X. Immunization Requirements

As a prerequisite for Introductory and Advanced Pharmacy Practice Experiences (IPPE and APPE) in the College of Pharmacy, students are expected to have appropriate immunizations for protection of the students and the patients they may see. First year pharmacy students **MUST** complete all vaccinations by April 1st of their first professional year. Requirements not met at that time may require repeated vaccinations and may result in cancellation in registered courses for which immunizations are required (e.g. PHR 928). Second and Third-year pharmacy students must complete the TB test by April 1st of their respective professional years. Failure to complete the TB test

by April 1 may result in cancellation of registration and scheduling of IPPE or APPE . Students will not be permitted to participate in rotations if the immunization requirements are not up-to-date. Pharmacy students must meet the following requirements:

University of Kentucky Immunization Requirements

For Students with Clinical Responsibilities

The following immunizations are required for all students involved in clinical activities in academic programs at the University of Kentucky. These requirements have been established to help protect health care providers and their patients during encounters with one another in clinical settings. We suggest that the only exclusion to these requirements be for medical contraindications. Each college is responsible for developing verification procedures and documenting compliance for their students.

Students are encouraged to have all immunizations prior to initial enrollment. However, immunizations are available for students through the University Health Service once you are enrolled. Appointments are necessary and may be made by calling 323-2778. Prior to coming to UHS to get immunizations or your compliance form completed, you must access My UK Health Service to pre-enter your immunizations at <https://uhs.mc.uky.edu/>

A. TUBERCULOSIS SCREENING

- Documentation of a negative Mantoux PPD skin test within six weeks prior to initial enrollment.
- If known positive, physician documentation of the positive test and a negative chest x-ray.
- Annual TB screening while the student remains enrolled.

B. MMR

- Proof of immunity to rubella, rubeola and mumps if born in 1957 or later. One of the following may be used as documentation:
- Documentation of two MMR vaccines with the first at 12 months or older.
- Documentation by a physician of having had rubeola, rubella and mumps diseases.
- Documentation of positive rubeola, rubella and mumps titers.

C. HEPATITIS B

- A series of three injections at recommended intervals or documentation of a protective Hepatitis B surface antibody titer (>10 mIU/mL).
- For students completing the series of three injections after January 1, 1999, a Hepatitis B titer drawn 1-2 months after completing the series of three injections.*
- If the Hepatitis B titer is negative after the initial series of three injections, the series of three injections should be repeated and a repeat titer drawn. If the titer remains negative, appropriate clinical evaluation is indicated.

D. VARICELLA

- Proof of immunity to varicella by one of the following
- Positive (oral) history of chicken pox
- Positive antibody titer
- Immunization with varicella vaccine. (Full immunization requires a series of two injections. Current recommendations do not support post-immunization titers as commercial tests may lack the sensitivity to detect lower antibody levels associated with immunization compared with natural infection.

E. TETANUS, DIPHTHERIA, ACELLULAR PERTUSSIS

- Documentation of one dose of Tdap vaccine as an adult.
- May be deferred if last Tetanus booster is within the past two years.

INCOMING STUDENTS – must be in compliance with University of Kentucky Pre-matriculation Requirements:

The University of Kentucky *requires* all incoming students to be immunized before enrollment (either through vaccination or naturally acquired immunity) against the following illnesses:

- Measles
- Mumps
- Rubella
- Polio
- Varicella
- Tetanus
- Diphtheria
- Pertussis
- Hepatitis B
- Meningococcal Meningitis – students living in UK residence halls

Additionally, it is *recommended* students have immunity to the following:

- Meningococcal Meningitis – all other students
- HPV (females 26 years and younger)

Once UK students are registered for classes, they are required to enter documentation of their vaccinations (type and date administered) into their confidential and secure electronic health record at the University Health Service (UHS) website which can be found at <https://uhs.mc.uky.edu>. Student entries will be verified at UHS as necessary.

Compliance Forms

Each pharmacy student is required to obtain two compliance forms from the University Health Service (UHS) before participating in clinical care. One documents completion of TB screening, MMR's, tetanus-diphtheria-acellular pertussis, and varicella; the second documents completion of the Hepatitis B series. Students should bring complete written physician documentation of their prior immunizations to UHS. Appointments are necessary and can be made by calling 323-2778. Upon completion of all of the requirements, each student will be given two copies of the compliance forms: one for the College of Pharmacy and the other for personal records. It is the student's responsibility to give one form to the Student Services Office, and keep the second for his/her personal records or for future required verification. Additional copies of the forms will be available from the University Health Service upon student request at the cost of \$5 per copy.

XI. HIV – Chandler Medical Center Policy

The University of Kentucky Chandler Medical Center has a formal policy, which assigns faculty, staff, students and volunteers special rights and responsibilities as related to Acquired Immune Deficiency Syndrome (AIDS). As there is much misinformation, prejudice and fear related to AIDS, it is the College of Pharmacy's policy to dispel those myths and confront prejudice as it relates to HIV infection and AIDS. Policy guidelines include, but are not limited to, the following:

- Medical Center faculty, staff, students and volunteers have a fundamental ethical responsibility to provide care for all patients, regardless of the diagnosis;
- HIV infection cannot be used to refuse admission to the Medical Center colleges so long as those seeking admission meet the requirements specified in the technical standards for academic programs;
- The Medical Center will not require HIV screening of faculty, staff, students or volunteers;

- The Medical Center will require mandatory disclosure of the status of HIV infection if known--of faculty, staff, students or volunteers who have patient contact. Each college and UK Hospital will define patient contact for their units;
- All Medical Center HIV-infected faculty, staff, students and volunteers with patient contact must discuss their situations with the Department of Preventive Medicine and Environmental Health and are strongly encouraged to talk with their supervisors. For more information about the Medical Center AIDS policy, contact the Department of Preventive Medicine and Environmental Health, 1141 Red Mile Road, Suite 201, Lexington, KY 40504, or call 257-5166.

XII. University of Kentucky Hospital, Chandler Medical Center

Department of Pharmacy

Blood Borne Pathogen-Occupational Exposure Policy

Although preventing exposure to contaminated bodily fluids is the primary means of avoiding occupational transmission of human immunodeficiency virus (HIV), appropriate post-exposure management is an important element of workplace safety. Any student involved in direct patient care or the handling of contaminated fluids is at risk of HIV exposure. The Centers for Disease Control and Prevention (CDC) define "exposure" as a percutaneous injury, contact of mucous membrane or nonintact skin, or contact with intact skin when the duration of contact is prolonged. Potentially contaminated fluids include semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluids, or any fluids visibly contaminated with blood. In addition, any direct contact to concentrated HIV in a research laboratory is considered an "exposure." Recommendations for post-exposure management have been formalized nationally and endorsed locally by the UK Medical staff. The recommendations call for either a 2 drug (basic regimen) or a 3 drug regimen expanded regimen (listed below).

Students who experience possible occupational HIV exposure should immediately notify their preceptor and contact University Health Service at 323-2778.

During Normal Kentucky Clinic Business Hours:

The student will be referred to the information contained in the "Needle Stick Packet". Students will be evaluated by University Health Service and, if necessary, obtain a prescription for either the basic or expanded. The student should then go to the Kentucky Clinic Pharmacy to have their prescription filled.

After Normal Kentucky Clinic Business Hours:

An additional call should be placed to the University Health Service on-call physician. To reach this physician, call the paging operator at 323-5321. After University Health personnel assess the risk of HIV transmission in the individual case, prophylactic antiretroviral therapy may be prescribed. If a prophylactic regimen is prescribed, it will be either a 2-drug or a 3-drug regimen depending on the risk of transmission. The recommended 2-drug and 3-drug regimen are as follows: Combivir® (zidovudine/lamivudine), one tablet twice daily (for the basic regimen). For the expanded regimen, Kaletra® (lopinavir/ritonavir) 400mg/100mg twice daily (2 tablets/dose) should be added to the basic regimen. If prophylaxis is deemed necessary, the student should obtain a prescription and present it to the pharmacist working in the central pharmacy area. Please note: the physician may choose to call the central pharmacy and give a verbal order instead of writing a prescription for the patient. Time is of the essence.

XIII. Sexual Harassment

The College of Pharmacy will not tolerate sexual harassment. Considered a form of sexual discrimination, sexual harassment is defined generally in terms of the following: unwanted sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature. The University of Kentucky also expressly forbids the sexual harassment of students, faculty and staff.

Complaints of sexual harassment within the College of Pharmacy may be reported to any one of these individuals within the College:

- Kelly Smith, Associate Dean for Academic and Student Affairs
- Frank Romanelli, Associate Dean for Educational Advancement
- Stephen Erena, Director of Student Services
- Stephanie Wurth, Director of Recruitment/Pre-pharmacy Advising

or to:

- University of Kentucky Office of Institutional Equity, 257-8927, www.uky.edu/EVPFA/EEO
- University of Kentucky Women's Place, 257-3564, <http://www.uky.edu/StudentAffairs/WomensPlace/>

XIV. Smoke-Free Environment

The University of Kentucky Chandler Medical Center is a leader in the local and regional health care environment and, as a result, has a special obligation to promote healthy activities. In fulfilling its health care mission, the Chandler Medical Center must reflect its research and education roles in its public services and internal operations. Since active and passive smoking have been determined by the Surgeon General to be causes of preventable diseases, the Chandler Medical Center has established policies related to smoking and other tobacco products.

Policy

As of November 20, 2008, no tobacco use has been permitted in or on any UK HealthCare facility or grounds.

To view Tobacco-free zone boundaries go to: http://www.ukhealthcare.uky.edu/about/tobacco-free/assets/Tobacco_Free_Boundaries090208.pdf

A. Inside Buildings

There are no approved smoking areas inside any Medical Center building. Smoking is not permitted inside any building.

B. Employees

The University of Kentucky Chandler Medical Center does not discriminate in hiring practices on the basis of being a smoker or a non-smoker. Applicants are informed that smoking or use of tobacco products is not allowed inside or outside of any Medical Center building.

C. Sanctions

Students who violate this policy will be subject to disciplinary action under the Health Sciences Student Professional Behavior Code. Sanctions regarding non-hospital employees, hospital employees, faculty, or patients may be viewed in the Student Affairs Office.

D. Enforcement

If an employee, visitor, patient, or student does not comply with the policy, the Medical Center Security division should be called at 323-6156. Security personnel will also assist with compliance as security rounds are made or posts are maintained.

This policy has been developed to promote the health, well being, and safety of the patients, visitors, and employees while at the Medical Center. All employees are responsible for understanding and enforcing this policy.

Students who desire help in kicking the nicotine habit may contact the University Wellness Program at 257-3955 for information on their self-help, stop-smoking program, or contact a health care professional at University Health Service, 323-5823, for information on smoking-cessation programs in the area.

XV. Employment Statement and Special Considerations

The demands of the Doctor of Pharmacy curriculum consume the entire efforts of students. Therefore, upon acceptance to the program of study, students are expected to devote their energies to the academic program. The College actively discourages employment while courses are in session and cannot take outside employment or activities into account when scheduling classes, examinations, reviews, field trips or individual course functions or special projects.

Due to curricular requirements, course functions and/or examinations outside the normal Monday through Friday, 8 am to 5 pm business hours time frame will occur.

Clinical responsibilities include evening and weekend work and again, are scheduled without regard to employment.

XVI. Office of Educational Advancement

The Office of Educational Advancement (OEd) exists to work closely with faculty and students to ensure that the professional and graduate curriculum is contemporary, in compliance with accreditation standards, and relevant for training pharmacists and pharmaceutical scientists for the 21st century. OEd staff includes the Associate Dean for Educational Advancement (Dr. Frank Romanelli), the Director of Assessment (Ms. Eleanora Bird), the Director of Education Technology (Dr. Jeff Cain) and Administrative Services Support Assistant (Mrs. Belinda Morgan).

OEd staff provides the following services:

- assistance in development and implementation of active learning techniques and incorporation of new instructional technology methods in the classroom
- coordination and oversight of aspects of faculty and course evaluations
- coordination and integration of curriculum content (Master Calendar--what is taught and when);
- support of small-group activities (assigning students to small groups; training them to participate in problem-solving; developing cases and scenarios for use in small group learning; training small-group facilitators; reserving classrooms for small-group activities);
- assistance to students in management of Student Liaison Committees (a forum for gathering student feedback about instructional effectiveness)

OEd staff provides data and consultation support for the admissions, curriculum, and assessment committees and coordinates overall assessment of College of Pharmacy educational programs for continuous quality improvement.

C. Academic Expectations and Requirements

I. Student Rights and Responsibilities

All College of Pharmacy students are subject to the rights, rules and regulations governing University of Kentucky students in all matters not specifically covered in Medical Center and College documents.

Three levels of rules and expectations bind students enrolled in the College of Pharmacy and are designed to protect them. Students are members of the general University of Kentucky community and must abide by the regulations as listed in *University Students Rights and Responsibilities*. Students are members of the University of Kentucky Chandler Medical Center community and must

abide by the *Health Sciences Student Professional Behavior Code* (<http://www.uky.edu/Regs/files/HCCcode.pdf>) and the *UK Behavioral Standards in Patient Care* (http://www.mc.uky.edu/learningcenter/Manuals/Behavioral-Standards-In-Patient-Care_2.pdf).

Students are also important members of the academic community at the College of Pharmacy and are expected to maintain a standard of behavior appropriately reflective of the College and the professional practice of pharmacy.

II. Academic and Student Affairs Office

The Office of Academic and Student Affairs is responsible for all academic aspects relating to student attendance and subsequent graduation. This includes admission, course registration, approval of selective (elective) options, notification of naming to the "Dean's List for High Academic Achievement," graduation requirements and certifications, classroom scheduling, regulatory reporting requirements, and implementation of recommendations from the Academic Performance Committee. Located in Room 215 of the College of Pharmacy Building, students can also reach the office by calling 257-5304. Dr. Kelly Smith is Associate Dean for Academic and Student Affairs.

III. Academic Performance

Students are expected to pass all courses with a minimum grade of "C." Academic rules and the function of the Academic Performance Committee are explained in section V. Academic Progress and Promotion. A student who feels his/her grade in a course is inappropriate should first contact the course director for an explanation. If the answer from the course director is unsatisfactory, the student should then contact the Chair of the Department responsible for the course.

The Department of Pharmaceutical Sciences is responsible for PHS courses 911, 912, 914, 921, 922, 924, 931, 932, 933, 941, 944, 947 and 951. Dr. Patrick McNamara is the Chair of Pharmaceutical Sciences.

The Department of Pharmacy Practice and Science is responsible for PPS courses 910, 913, 916, 919, 920, 923, 926, 928, 929, 930, 939, 940, 946, 948, 949, 950, 953, 957, 959, 960, 966, 967, 969, 988 and most professional electives. Dr. Jimmi Hatton is the Chair of Pharmacy Practice and Science.

If the student still feels the grade received in a course is inappropriate, the student may contact the University Academic Ombud for potential appeal to the University Appeals Board.

IV. UK Academic Ombud

The UK Ombud is responsible for assisting students and instructors work through and resolve academic problems and conflicts. The Academic Ombud is a neutral party working as an advocate for fairness and quality. The UK Academic Ombud changes from year to year and is located at 109 Bradley Hall (257-3737). www.uky.edu/ombud

V. Academic Progress and Promotion

The College of Pharmacy Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student based on course grades and written comments of each student's performance, both of which are shared with the student and are part of the student record. The APC for students in a particular year will consist of the course directors and laboratory instructors for that year plus a standing core of faculty. The APC will recommend an action to the Dean appropriate to the particular student standing and record: warning, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, or other action. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfactory completion of prior coursework. The APC may also recommend other actions including,

but not limited to, adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely on the following:

All students must maintain a minimum GPA^a of 2.0 and earn a minimum grade of "C" in each course taken during the time they are students in the College of Pharmacy. Further:

1. Any student with a GPA less than 2.0 in a single semester or with a cumulative GPA less than 2.0 will be placed on probation^b or may be suspended^c from the College. Students who fail to earn a minimum of "C" in any one course may be placed on probation. The Academic Performance Committee (APC) will determine the remediation required.
2. A failure in a pass/fail course will be considered a grade less than C.
3. Students who fail to earn a minimum of "C" in two courses will be placed on probation and remediation may be required. The APC will determine the level of remediation required.
4. Students who fail to earn a minimum of "C" in three or more courses will be suspended from the College of Pharmacy, regardless of GPA.
5. Students who satisfactorily complete the remediation requirements for probation in two consecutive semesters will be removed from probation.
6. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation as determined by the APC will be suspended from the College.
7. Students eligible for probation on a second occasion may be suspended from the College.
8. Repeat Options are not recognized by the College of Pharmacy for students enrolled in the College. The original grade received in each course will remain on the transcript, be averaged into the cumulative GPA, and be considered in discussions of probation and suspension regardless of any grades earned in repeated courses.

^aIncludes all coursework, including PHR and non-PHR electives, that comprise the First through Fourth Professional Years of the Pharmacy program.

^bStudents who are on academic probation may not be allowed:

- a. To serve as officers or committee members in any campus organization
- b. To participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditure of an appreciable amount of time.
- c. To be employed by any department or College of the University

Students on academic probation may have a restricted academic schedule as dictated by the Academic Performance Committee. Students placed on academic probation must meet the requirements dictated by the APC before being removed from probation.

^cStudents suspended from the College may petition the Dean for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the Dean. If a student is allowed to re-take required Pharmacy courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College but will do so on probationary status. If the student is judged after two semesters to be performing satisfactorily by the APC while taking normal academic course loads, his/her probation status may be removed.

VI. Dean's List and Graduation Honors

The Dean's Office compiles an honor roll of students who have demonstrated academic excellence by achieving at least a 3.5 grade point average while enrolled as full-time students with at least eight hours taken for a letter grade. These students also are noted at the College Honors & Recognition Program, recognizing students who have demonstrated excellence in service, leadership and scholarship at the College.

The University confers three distinctions at graduation:

Summa Cum Laude	students graduating with a pharmacy GPA of 3.8 to 4.0
Magna Cum Laude	students graduating with a pharmacy GPA of 3.6 to 3.79
Cum Laude	students graduating with a pharmacy GPA of 3.4 to 3.59

VII. Application for Graduation and Attendance

Students must apply for graduation in the Office of Academic Affairs, Room 215, during the beginning of the semester in which they will be graduating. Deadline dates for filing graduation applications are published by the University Registrar.

The College has historically held a recognition program for graduates, their families, friends and faculty. Information about the graduate recognition program is handled through the Office of Academic Affairs.

VIII. Professional Outcomes and Abilities

(What should you be able to do when you graduate from this program?)

An institution must document how it measures the performance of its graduates in achieving specific outcomes developed by each program. Essentially this means each program must describe what its graduates are able to do (*abilities/outcomes*) and provide evidence that they have demonstrated this ability (*assessment*).

The Accreditation Council for Pharmacy Education (ACPE), the accrediting agency for the UK College of Pharmacy, expects each College or School of Pharmacy to demonstrate that it systematically obtains outcome information and that it applies this information to bring about program improvements and enhance student achievement.

Research in measuring effectiveness of instruction reveals that assessment is one method to determine if a program's expectations are being met. Assessment can measure if individuals completing a program have attained the expected outcomes of the program. If it is completed properly, assessment can provide information about what and how students learn, and it can serve as a tool to collect and utilize information for continuous improvement in the educational process. The following Outcome Statements describe activities and related standards of performance that are the basis for fulfilling the educational mandates in the UK College of Pharmacy, according to the College's assessment plan.

General Ability Outcomes

1. Foundation Knowledge
 - a. The student must be able to apply basic knowledge and principles about pharmaceutical sciences, clinical sciences and socio-behavioral sciences to engage in critical thinking and solve drug-related problems.
2. Critical Thinking Skills
 - a. The student must be able to use a systematic process to provide and justify a solution to a problem, case and/or issue.
3. Information Management
 - a. The student must be able to use critical thinking and analysis skills to evaluate medication information resources for fulfilling a patient-specific medication information request.
 - b. The student must be able to resolve specific patient care medication questions, issues or concerns.
 - c. The student must be able to independently resolve drug-related questions/issues from non-patient sources.
 - d. The student must be able to understand and critically evaluate a research publication using a systematic process.
4. Communications

- a. The student must be able to write, speak and listen, as well as recognize and use nonverbal communication to respond effectively to varied audiences (e.g., diverse patient populations, health care professionals, etc.) and varied purposes (e.g., influence, persuade, etc.).
- 5. Professionalism
 - a. The student must be able to demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.
- 6. Social Interaction, Citizenship, and Leadership
 - a. The student must be able to provide service to the profession or to the community.
 - b. The student must be able to practice effective interpersonal and intergroup behaviors in a variety of situations and circumstances.
 - c. The student must be able to integrate the principles of leadership in the provision of patient care.
- 7. Lifelong Learning
 - a. The student must be able to assess one's own learning needs and develop a process for meeting self-identified learning goals.

Professional/Patient Care Outcomes

- 1. Human Resources and Operations Management
 - a. Human Resources Management
 - i. Apply concepts of human resource management in hiring, evaluating and terminating pharmacists, technicians and other pharmacy employees
 - ii. Apply concepts of human resource management in managing groups, organizations, and conflicts in the workplace
 - b. Operations Management
 - i. Apply concepts of operations management and marketing to community pharmacy and health-systems pharmacy practice
- 2. Medication Distribution
 - a. Procurement
 - i. The student understands the pharmacist's role in procurement of scheduled, non-scheduled and OTC medications.
 - b. Security Control
 - i. The student understands the pharmacist's role in security/control of scheduled, non-scheduled and OTC medications.
 - c. Receipt and Review of Prescription or Medication Orders
 - i. The student reviews and evaluates prescription or medication orders for validity and appropriateness of:
 - Medication
 - Dose
 - Dosage form
 - Route and/or method of administration
 - Directions for use
 - Compliance with legal requirements
 - Bioequivalency (if multi-source drug)
 - Formulary use
 - ii. The practitioner intervenes accordingly when problems are detected.
 - d. Transcription/Order Entry
 - i. The student accurately transcribes prescription or medication orders into the dispensing system.
 - e. Preparation and Dispensing
 - i. The student accurately prepares and dispenses medications to patients in both community and institutional settings.
 - ii. The student accurately compounds both non-sterile and sterile products in response to prescription or medication orders.

- i. Given a research question and sufficiently detailed methodology, the student can assess the appropriateness and adequacy of the statistical analyses employed to address the research question.
 - ii. Given a research question and sufficiently detailed methodology, the student can correctly interpret the statistical analyses.
 - f. Results and Conclusions
 - i. Given the results from a research study conducted on a sample, the student is able to appropriately apply those results to the population of interest.
- 5. Teaching
 - a. The student delivers succinct presentations with the purpose of educating a specific target population (i.e., patients, community members, students, healthcare professionals, etc.) using PowerPoint® or other appropriate AV media.
 - b. The student develops clear, concise, and reasonable learning objectives when presented with a teaching issue.
 - c. The student composes timely, reflective, and constructive evaluations of their own teaching skills and of others.
 - d. The student describes and demonstrates to patients and various healthcare professionals the appropriate uses, adverse effects, and methods of administration of medications.

IX. Elective Courses

Electives taken at UK: Pharmacy students taking elective courses should be aware that elective courses do **not** adhere to the block exam schedule currently in place for the required core sequences. Elective course instructors (both in the College of Pharmacy and in other departments in the university) will schedule exams (including finals) at their convenience. If an elective course falls on a day that is scheduled as a pharmacy required core course review session day or exam day, the elective will not be cancelled. Pharmacy students should not expect or request special accommodation on those “question and answer” days. If an exam is scheduled during a time that overlaps with an elective class, the student may request an alternate time for the exam rather than miss class and every attempt will be made to accommodate the exams. This request should be made at the beginning of the semester and to the Office of Academic Affairs. Most elective courses need every class meeting to cover all the material during the semester.

In addition, the College of Pharmacy semester schedule may differ from that in the University. It is not uncommon for the College to begin or end a semester before the general University schedule, have final exams at a time different from the general University, or have Spring Break at a time different from the University. Students should be aware of these potential scheduling conflicts when registering for electives outside of the College of Pharmacy.

Most elective courses offered by the College of Pharmacy start the Tuesday after the beginning of classes. For elective courses offered outside the College of Pharmacy, students should attend the class meeting time after University classes begin.

In addition, some electives in the University are offered by departments outside the College. Students interested in registering for such courses should be aware that there is a possibility your registration will be restricted. This means that the department or college offering the course is limiting enrollment in that course to their students only.

In order to apply to take a restricted course as an elective, students may need to complete a “*Permission to Register in a Restricted Course for Elective Credit*” form in the Office of Academic and Student Affairs. In some departments the department office may grant permission rather than the instructor. Individual departments may deny permission for outside students to take some courses.

Pharmacy students may take graduate courses for elective credit. "Graduate Course Enrollment Request" form (Office of Academic and Student Affairs) may need to be completed prior to registration. If a student can special register for an elective graduate course successfully using myUK, then they do not need a form. Forms will not help a student register for a class that is already closed due to capacity or selective admission.

Electives NOT taken at UK: Elective courses may be taken at any college or university provided the course is equivalent in level and approximate content to one at UK, or the student requests and receives prior approval from the Associate Dean of Academic and Student Affairs, Office of Academic Affairs, for the course.

Non-UK electives must be listed on the UK transcript to count toward the credit hour requirement for graduation. To have the course listed on the UK transcript, the student should request a transcript from the registrar's office at the issuing institution. The transcript should be sent directly to the UK College of Pharmacy, 725 Rose Street (through December 2009), Lexington, KY 40536-0082, ATTENTION: Academic Affairs. Students should check their UK transcript about the middle of the next semester to make sure the process was completed. Credit for the course will transfer, but not the grade.

X. Dual Degree Programs: Pharm.D./MPA, Pharm.D./MBA, Pharm.D./M.S. Economics, Pharm.D./M.S. Public Health

Several dual-degree programs are available through the College of Pharmacy. The dual-degree programs allow students to earn both degrees in a total time period less than if the degrees were earned independently and sequentially. For example, with judicious use of Pathway Option electives it may be possible to complete a dual-degree program, at the same time, or within four months of when a Pharm.D. alone would be earned.

Admission requirements for the dual-degree programs are separate from admission to the College of Pharmacy, and a separate admission procedure must be completed, including a GRE or GMAT requirement. Students apply to the dual-degree programs after admission to the College of Pharmacy; a prior bachelor's degree is not required.

The Pharm.D./MPA program is designed to prepare students for careers in state and federal regulatory and administrative agencies, the pharmaceutical industry, managed care organization, not-for-profit health organizations and academia. Clinical skills in managing individual and population drug therapy are combined with knowledge skills in quantitative analysis, leadership, budgeting systems and operations, and effective written and oral communication. Students develop a working knowledge of the theories and skills necessary to identify policy issues in health care; define problems; and analyze consequences, costs and benefits of various policy alternatives. Completion of the program facilitates the pharmacist's movement into the management/policy/decision-making arena. For more information, visit our web site at:
<http://pharmacy.mc.uky.edu/programs/prepharm/pmpa.php>

The Pharm.D./MBA program is designed to prepare students for careers in the management and administration of health care systems. Individuals grounded in both business management and clinical skills provide an increasingly important and unique interface between practitioners and managers to balance clinical decision-making with bottom-line financial realities. This dual degree option is relevant for those seeking careers in institutional practice settings, the pharmaceutical industry, managed care organizations and pharmacy benefit management organizations. For more information, visit our web site at: <http://pharmacy.mc.uky.edu/programs/prepharm/pmba.php>

The Pharm.D./M.S. in Economics is specifically focused on developing skills and knowledge in health economics evaluation. This program is particularly well suited for students with a previous background in economic theory. The Pharm.D./M.S. in Economics is excellent preparation for careers

within managed care organization, the pharmaceutical industry, state and federal regulatory and administrative agencies and academia. For more information, visit our web site at: <http://pharmacy.mc.uky.edu/programs/prepharm/msecon.php>

The Pharm.D./MPH program is designed to prepare students for careers in population-based health provision and research, state and local health departments, the pharmaceutical industry, managed care organizations, and academics. In addition it provides an excellent base of coursework for the graduate coursework in Pharmaceutical Policy. A focus on health disparities experienced throughout Kentucky, amidst the Commonwealth's significant population with health problems, is a vital feature of the program. Areas of concentration include biostatistics, epidemiology, health behavior, health services management and preventive medicine and environmental health.

Students admitted to the College of Pharmacy who are interested in a dual-degree program should contact the dual-degree program coordinator in the College of Pharmacy (Karen Blumenschein, Pharm.D., phone: (859)-257-5778) email: KBLUM1@email.uky.edu at the earliest possible date for information on program prerequisites, admission requirements, course schedules and sequences, etc.

Concurrent Pharm.D./Ph.D. program: The College offers a concurrent Pharm.D./Ph.D. program whereby Pharm.D. students may complete the Pharm.D. on the way to a Ph.D. degree. The concurrent program allows students to save 12 to 18 months of time compared to earning both degrees separately. For more information see the College graduate program website at <http://pharmacy.mc.uky.edu/programs/graduate/clinexp.php>

Students currently enrolled in the College may also contact the Pharmaceutical Sciences Graduate Program Director of Graduate Studies (DGS) for additional information.

XI. Pharmacy Practice Experiences/Internship Credit

Various terms are used in reference to practice experiences. The most common are Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) formerly known as clerkships or rotations. Practice experience that may not be associated with academic coursework is referred to as "internship."

IPPE (PPS 928,948) and APPE (PPS 988) refer to pharmacy practice experiences in patient care and other settings. IPPE concentrates on covering the traditional components of pharmacy practice as well as exposing the student to opportunities that pharmacists have to participate in patient care activities. APPE concentrates on proper use of pharmacotherapeutic agents and involves the selection of an agent, selection of the dosage form, preparation and delivery to the patient, ensuring compliance with drug therapy, monitoring for efficacy and side effects, conducting appropriate patient counseling, etc. IPPE and APPE are graded academic experiences. Beginning with class of 2012, Pharm.D. students complete two months of IPPE and 42 weeks of APPE during the program.

Internship refers to time spent working directly with a licensed pharmacist in a pharmacy after receiving an "intern" registration from the Board of Pharmacy. Internship in Kentucky may be acquired only under the supervision of a preceptor certified by the Kentucky Board of Pharmacy. Out of state internship hours must follow the laws of that state. Please contact the out of state Board of Pharmacy for further information. Hours worked are tabulated on a form signed by both the pharmacist and the intern and submitted to the Board of Pharmacy. Currently in Kentucky, a minimum of 1,500 hours of "internship time" are required before a student may take the licensing exam. Internship hours may be earned in IPPE and APPE courses, through nontraditional experiences, or work experiences outside the curriculum. The Kentucky Board of Pharmacy allows IPPE and APPE hours to count as "internship" time provided students register as an "intern" with the Board. The Board of Pharmacy determines all internship rules and regulations independent of the College of Pharmacy. Address all questions on internship requirements directly to the Kentucky Board of Pharmacy.

XII. Application for Registration as a Pharmacist Intern/Obtaining Internship Credit

The Pharmacist Intern application (Form 1) must be submitted to the Kentucky Board of Pharmacy, requesting registration as a pharmacy intern and accompanied by the fee. Intern registration is required for obtaining internship credit for experiential coursework, must be obtained before the coursework is initiated, lasts for six years and must be renewed if the student has not completed all Advanced Pharmacy Practice Experience (APPE) requirements by that time. (The form is available from the KY Board of Pharmacy at <http://pharmacy.ky.gov/>)

Licensure as a pharmacist in Kentucky requires a minimum of 1500 internship hours. This requirement is met through completion of the UK Introductory Pharmacy Practice Experience (IPPE) and the Advanced Pharmacy Practice Experience (APPE) component of the required Pharm.D. curricular core which provide up to 2000 hours of internship credit. Students must apply for intern registration through the Kentucky Board of Pharmacy at <http://pharmacy.ky.gov/> as described above. Students who wish to receive internship credit for work experiences outside those in the curricular core should contact the Board of Pharmacy for additional information.

Internship registration shall be limited to those persons who are actively engaged in meeting the academic or practical experience requirement for licensure examination. No person who terminated the educational requisites is entitled to the privileges of internship registration, with the exception of any hardship case given written approval by the Board. No person not registered with the Board as a pharmacy intern shall take, use or exhibit the title pharmacy intern, pharmacy apprentice, pharmacy extern or any term of similar or like import.

Note: Students in the College of Pharmacy should address all questions concerning internship requirements to the Board of Pharmacy directly. The Board of Pharmacy is separate from the College of Pharmacy, and it reserves the right to change internship requirements at any time.

KENTUCKY BOARD OF PHARMACY
Spindletop Administration Bldg., Ste 302
2624 Research Park Dr.
Lexington, KY 40511
Phone: [859] 246-2820
Fax: [859] 246-2823
Email: pharmacy.board@ky.gov
Web site: <http://pharmacy.ky.gov/>

XIII. Off-Campus Course Requirement/Assignments

The College of Pharmacy has established Clinical Education Centers (CECs) across the Commonwealth. These centers serve as the home base for students on APPE rotations during their 4th year. Students admitted to the College may be assigned to a CEC to complete their entire 4th year of APPE, or students may be assigned to APPEs statewide. Every attempt will be made to secure financial assistance during these rotations through the statewide Area Health Education Center (AHEC) system. However, students should be prepared to incur additional expenses and inconvenience during the time he/she is assigned to sites outside the greater Lexington area, or at sites within one of the CECs. Assignments are normally made as early as possible, giving students time to work with local AHEC coordinators to secure housing. Some international rotations may be available. While counting towards academic credit, internship hours are not available for international rotations. Contact Dr. Melody Ryan at 257-8790 to learn more about those PPS 988 opportunities.

In addition, enrollment in experiential education courses (IPPE and APPE) requires appropriate immunization status and verification of such status. In order to ensure that each applicant understands this situation before he or she accepts admission, the College requires each applicant to sign appropriate documentation, which is also the **Off-Campus Assignment Agreement**.

Registration for Advanced Pharmacy Practice Experience (APPE, PPS 988)

All students on experiential rotations (Advanced Pharmacy Practice Experiences) must be registered for each clinical rotation section in which they will be participating.

During the Fall and Spring semesters, if you intend to do a clinical rotation the first month you must be registered in 988-001 section, the second month in 988-002, the third month in 988-003, and the fourth month in 988-004 section. In the Summer semester, if you intend to do a clinical rotation the first month you must be registered in 988-030 section, the second month in 988-031 section, the third month in 988-032 section, and the fourth month in 988-033 section. For those doing the Louisville CEC rotations, section numbers will be 005, 006, 007, 008 respectively during Fall and Spring, and sections 034, 035, 036, 037 for the Summer. For those doing the Owensboro CEC rotations, section numbers will be 009, 010, 011, 012, for Fall and Spring. Check with the Academic Affairs office for Owensboro summer section numbers.

If you do not do a rotation during a month for which you were previously registered, you should drop the section corresponding to that month.

If you add a rotation during a month in which you were not registered, you have to add that corresponding section.

Assignments and Suggesting New Assignments

Pharmacy practice experience courses are developed by faculty responsible for those courses and approved by the College's Curriculum Committee. Students may recommend clinical sites for rotations but cannot make arrangements with individual practitioners or agencies. All clinical experiences must be undertaken at sites with formal contracts between the agency and the College of Pharmacy, and with preceptors who hold formal appointments in the College or have some formal relationship with the College. Contracts or appointments, as well as preceptors and sites, must be consistent with the philosophy and objectives of the educational program. This involves an assessment of the agency and/or potential faculty member to ensure a quality learning experience for the student.

Because the necessary contracts and appointments are legal documents, they often require several months to finalize before a student may be assigned to a site. If a student wishes to pursue a particular clinical site or practitioner for a rotation, he/she should not contact the site or practitioner initially. Instead he/she should contact the Director of the Experiential Education Programs, Dr. Trish Freeman at 323-1381 for advice on how to proceed. Site and practitioner requirements limit where and when students may be assigned and not all sites may qualify. Also, as indicated above, finalizing contracts and appointments requires a minimum of several months of processing. Students cannot be placed in a site until all paperwork is completed.

Students will not be placed in sites where there is a conflict of interest with regard to evaluating student performance. Such conflicts include, but are not limited to, assignment to a relative or close family friend, assignment to a site where the student has previously or is currently employed, and assignment to a preceptor who has a business or financial relationship with the student or is a family member of the student.

In addition, students must seek approval from the Experiential Course Director for APPE assignment to sites outside of Kentucky. Students with a GPA above a 3.0 at the time assignments are made can normally expect such approval. Approval for students with a GPA below 3.0 is made on an individual student and site basis. Out of state rotations may require additional registration as a Pharmacist Intern in that state. Laws vary from state to state. Out of state rotations must follow the laws governing Pharmacist Interns and internships in that state.

XIV. Course Credit and Student Compensation: Policies/Procedures (Professional i.e. Pharm.D. students)

A. Students on experiential education rotations (IPPE and APPE) may **not** be paid for their activities by the site to which they are assigned. This is an accreditation requirement of ACPE. Students may receive housing, meal and travel allotments for off-campus educational experiences through the Area Health Education Center according to AHEC guidelines.

B. Students who work on research projects with faculty or in summer internship type experiences with off-campus pharmaceutical industry, regulatory agencies or professional societies/associations, may either receive Independent Problem course credit **or** payment for their work, **but not both**. Activities can be classified as either credit/no compensation or compensation/no credit.

C. Students on unpaid summer internship type experiences at off-campus locations may receive Independent Problem course credit provided:

1. they work on specific supervised projects involving College of Pharmacy faculty,
2. they obtain prior Independent Problem course approval and submit the necessary paperwork before and after the experience.
3. any remuneration from the off campus organization/agency hosting the student in these activities is only for housing, meals and travel.

D. There are two clarifications to these policies:

1. Students who obtain a competitive scholarship/fellowship from a national professional organization may receive any stipend that accompanies the award, and receive Independent Problem course credit for the work described in the award, provided:
 - a. the work is under the direction of College of Pharmacy faculty
 - b. the student has prior Independent Problem course approval and submits the necessary paperwork before and after the experience.
2. Students may work in laboratories or other environments under the supervision of College of Pharmacy faculty either collecting data or working in general support of a research project then subsequently participate in analyzing the data and preparing posters, presentations, publications or other reports on that work. These can be considered two different activities and handled differently. For example, the activity of the former could be paid on an hourly basis and not eligible for course credit (compensation/no credit). The activity of the latter could then be on a non-paid Independent Problems course credit basis (credit/no compensation). Up to four hundred (400) internship hours may be obtained in areas other than traditional community or institutional pharmacy practice settings (e.g., research, manufacturing). To receive internship credit for such experience, a written request must be submitted to the Board of Pharmacy for approval prior to beginning the experience. The request shall include a description of the place, duties, dates, and professional supervision of the contemplated internship. Upon completion of the experience and before approval for credit by the board, the pharmacy intern must submit a descriptive essay of the experience obtained.

D. General Course Policies

Unless otherwise specified in a course syllabus, the following policies will be in effect for all College of Pharmacy courses:

I. Minimum Examination and Quiz Guidelines

All examinations and quizzes are given in accordance with the College of Pharmacy Honor Code. Students are expected to behave in a manner such that no doubt could possibly exist about their

academic integrity and must follow guidelines imposed by the faculty member. Generally, students should:

- Space themselves evenly in the exam room or sit in pre-assigned seats
- Place all books, papers, coats, purses, etc. in their lockers, or for exams outside the College, in the front of the room, unless exams are open-book
- Wear Medical Center ID badge
- Not wear hats
- Not share calculators (if calculators are allowed)
- Turn off cell phones, keep them off during the entire exam and not turn them back on until after having left the room
- Put all pens and pencils away before getting up to turn in papers
- Wear appropriate attire (as defined in the Personal Appearance Standards, Section IV).
- Quietly move seats if requested to do so before or during the exam
- For exams given in the UK Hospital, students should leave the test area quietly, and remember that congregating and loud conversation in or near patient care areas is inappropriate (see HG 611 Protocol below)

Examinations are given in a "block" or "cluster" format. Rather than being spread out during the semester, exams are given over a period of several days, and may be given outside of regular class hours in the evening or on weekends.

II. HG 611 Protocol

The University Hospital gives academic programs the courtesy of utilizing HG 611 for exams and special programs without charge. Students are their guests. The Hospital does room maintenance and attempts to keep it in good order at all times. The continuing right to use HG 611 requires that students utilize the room courteously and respectfully, and that it be neat and orderly when they depart (regardless of condition when entered). Also, HG 611 is in the center of a busy hospital with ill patients, relatives and health care staff. As such the environment must be treated as a hospital rather than as a general auditorium or meeting room.

Students should follow the general guidelines below when participating in an activity in HG 611:

1. Should not go into the hospital more than 15 minutes prior to any activity in HG 611.
2. Should not go up to HG 611 more than 10 minutes prior to any program or exam.
3. Enter and leave HG 611 and the hospital as courteously and quietly as possible.
4. Make sure HG 611 is clean before leaving (regardless of condition when entering) and all lapboards are put away.
5. After a program or exam, directly leave the hospital, especially the area around HG 611, without lingering or waiting for others.

Students may be in the library any time; it is NOT part of the hospital.

III. Teacher/Course Evaluations

The University policy on faculty performance review requires student evaluation of teaching for every course every semester. Evaluations of instructors are important to the College of Pharmacy. The College strives to continually improve and uplift its curriculum and teaching. Constructive criticism is valued. Course evaluations are used as part of the information for faculty evaluations, assignments for courses and curricular changes. Information is collected from students near the end of each semester, compiled and shared with individual faculty members, department chairs and the dean. Students failing to complete a course evaluation may receive an incomplete in the course until the evaluation is received. Students should take this opportunity to provide serious input worded in an adult, professional and constructive manner. All student comments, or a summary of them, will be forwarded to faculty after grades are turned in and the Academic Performance Committee has met.

IV. Personal Appearance Standards

As part of their development as professionals, students are expected to dress appropriately. The following minimum standards for personal appearance have been set for students within specific

settings. Additional requirements will be in effect for particular courses and experiences in the College.

1. Classroom Settings

T-shirts and sweatshirts may be worn, but they must be clean and in good condition. Garments with words or illustrations, which are obscene, offensive, or unprofessional are not allowed. Tank tops, muscle shirts and bare midriffs are not allowed. Jeans, sweat pants and jogging suits may be worn, but garments which are dirty, torn or patched, are not allowed. Students may wear shorts, but cut-off shorts and "short" shorts are not allowed. Shoes should be neat, clean and in good condition. Tennis shoes are permitted. Beach sandals and flip-flops are not allowed.

2. Practice Settings

All students should dress in accordance with *Medical Center Standards for Dress and Appearance* when participating in patient-oriented activities or when attending certain classes or laboratories, which simulate pharmacy practice settings (e.g. dispensing labs or communication labs).

3. General Statements

- a. All students should maintain a clean, neat appearance at all times, and a student's attire should be commensurate with the activities in which the student will participate during that day.
- b. Wearing hats during exams is not allowed.
- c. Students should avoid extremes in hairstyles, cosmetics and jewelry. No jewelry of any kind is permitted during lab sessions, including wedding rings, watches, earrings, nose rings, eyebrow rings and other visible piercings. Refer to laboratory syllabus for complete dress code regulations.
- d. A faculty member may set forth additional standards of attire in his or her course.

This policy is designed to provide a reasonable standard of dress and appearance for College of Pharmacy students. If a faculty member of the College deems a particular student's attire inappropriate according to the above guidelines or according to the class syllabus, he or she may notify the student privately at any time before, after or outside of class and ask the student to correct the problem.

V. Class Attendance

A. Attendance

Every student is expected to attend all class sessions, including laboratories and other activities outside the classroom as deemed necessary by the course instructor, **and to take all examinations**. All instructors determine their individual policy for class attendance, completion of assigned work, absences at announced and unannounced examinations and excused absences limited to one-fifth of class contact hours. A student has the right to expect this policy to be in writing and given to him or her by the first or second meeting of the class. Failure to comply with these rules may result in lowered grades.

The following are defined as excused absences by the University Senate Rules and general College guidelines:

- Student illness or illness of a student's immediate family. (Instructors have the right to request appropriate verification of family member's illness.)
- Death of a member of a student's immediate family. (Instructors have the right to request appropriate verification.)
- Travel for participation in intercollegiate athletic events; travel to professional meetings for members of student professional organizations (e.g., APhA-ASP, ASHP, SNPhA or NCPA) sponsored by the College of Pharmacy; travel for COP classes; or travel by individual

students representing the College of Pharmacy in special circumstances. (All special circumstances must be pre-approved by the Office of Academic Affairs.) Instructors may request documentation from appropriate College of Pharmacy personnel to verify the student's participation in the event.)

- Major religious holidays: Students are responsible for notifying the instructor in writing of anticipated absences for their personal religious holidays before the last day to add a class at the beginning of the semester.

In all cases, the student bears the responsibility for notifying the instructor before the absence and for making up any missed work. If feasible, the instructor will give the student an opportunity to make up the missed work or examination due to an excused absence during the semester in which the absence occurred. If the instructor feels that the nature of the course is such that classroom participation by the student is essential for evaluation, the instructor, if feasible, gives the student an opportunity to make up the work missed during the semester in which the absence occurred.

Exceptions are made in cases of hospitalization or death of an immediate family member. In these cases, students may call 323-6163 to inform the Office of Academic Affairs, which will notify the faculty of the initial absence. However, students must make arrangements to complete all missed assignments and notify their instructors of additional days of absence.

One-tenth rule: If, in the opinion of the instructor, an excused absence in excess of one-tenth of the class contact hours or the timing of the excused absences prevents the student from satisfactorily completing work for the course, the instructor counsels the students about the options of an "I" grade or withdrawal from the course that semester.

VI. Cell Phones & iPods in Class

Headphones, iPods, or other digital audio players, are not to be used during class, labs or exams.

All cell phones must be placed in the "off" position during class. If there is a situation where a student might need to be notified of an emergency during a class period, that student should leave the telephone number of the Student Services Office, 323-6163, with the person who might make the emergency call. A member of the Student Services Office will then come to class, ask the student to step outside, and give the student the message. This will be done for classes in the Pharmacy Building only.

This procedure is to be used only for emergencies where the student must be notified immediately and would have to leave before the end of class. If situations exist where the student could take the message after class, then the caller should leave a message on the cell phone and the student can check for messages between or after classes.

VII. Class Cancellations/Severe Weather Policy

The University never entirely closes, but there may be an occasional/rare cancellation of classes due to inclement weather. The executive vice president for finance and administration makes the decision regarding cancellation of classes or closing of offices in such an event. Announcements of cancellation or delay of classes normally will be made by 6 a.m. through the local media. The latest information will be on the UK Info-line at 257-5684, UK-TV Channel 16, on WUKY or through the campus network.

Severe Weather Policy

The College of Pharmacy will operate according to University guidelines for classes, labs and exams in the event of severe weather as noted above. If the University is closed, Pharmacy classes, labs and exams for PY 1, 2 and 3 students will be postponed during that period. As soon as possible the faculty in charge of a course, or the Academic Affairs Office, will send an email on the class listserv describing the details for making up missed time. If no email is sent, students should assume the activity previously scheduled for the day classes resume will be held that day, regardless of what was

missed. Students are expected to check e-mail regularly, **especially during inclement weather**. Notices about changes in schedules for a particular day's activities, especially activities the following morning, will ordinarily be sent before 9:00 p.m. the previous evening.

1. Missed regular class material will generally be made up during the course of the semester either with special sessions or through the regularly scheduled class times remaining during the semester. Students should be prepared however, for possible additional course meetings the day classes resume.
2. Missed laboratory sessions will generally be handled in the same manner as regular classes. However, students should be prepared to attend a laboratory session on the day classes resume, if they missed a laboratory because of a break for severe weather and the laboratory itself is available. The made up laboratory time may be different from the time ordinarily scheduled. An email will be sent on the class listserv as far in advance as possible. On occasion an email sent on the class listserv the morning classes resume may announce a make up laboratory time for that afternoon or early evening.
3. Missed examinations will generally be rescheduled whenever rooms are available. Students should be prepared to take a missed examination on the day classes resume and as soon as a room can be rescheduled. An email will be sent out on the class listserv as far in advance as possible. On occasion an email sent on the class listserv the morning classes resume may announce an exam time and place for that afternoon or early evening.
4. Saturday examinations are a particular challenge because the University does not ordinarily operate over the weekend. If inclement weather develops on the Saturday an examination is scheduled, and the instructor postpones the exam, the instructor will send a message on the class listserv. If no message is posted, students should assume the examination is taking place as regularly scheduled.
5. Power Outages make it impossible to check e-mail. If power is out all over Lexington, students should assume the activity for that day is postponed. Students who suffer a local power outage should contact a classmate for information about what may have been sent on the listserv.

VIII. Class & Exam Schedule Change Requests

This policy is designed for the rare occasion where a student or class initiates a change in exam or class times. This is not a general occurrence. If a class would like to make a change in the regularly scheduled time of a class, the following steps should be followed.

- **President/Class Representative:** Checks event calendar with Student Affairs Office to ensure no other parties will be affected by the change and that a room (s) is available;
- **President/Class Representative:** Contacts the course director for approval to proceed.
- **Course Director:** Approves or disapproves proceeding with the request.
- **President/Class Representative:** Announces proposal to class; gives class course director's email address, phone number, and office number and requests that any student who has a problem with the proposed change contact the course director within 24 hours. **Students should not take a class vote by show of hands!**
- **Course Director:** Allows 24 hours (or time of his/her discretion) from announcement for students to respond to the faculty member. (Not the president or representative.) There must be 100% of class support for the move; i.e. if one person does not want to change, the class cannot be moved unless the faculty member overrules. The faculty member may choose to independently accommodate students opposed to the move if he or she chooses to do so.
- **Course Director:** Informs class president/representative of the decision.
- **President/Class Representative:** Sends confirmed change to class via email with a copy to the course director.

IX. Honor Code

All students are sent a copy of the Academic Honor Code with their letter of admission to the College. It is the expectation of the faculty that students will not cheat, plagiarize or attempt to gain unfair advantage, and will report any incident(s) to appropriate faculty if they become aware of such activity.

Cheating, plagiarism or attempting to gain unfair advantage may be handled in one of two ways, according to the discretion of faculty members in charge of the course in which the incident occurs. Faculty may follow the College of Pharmacy Honor Code procedure or the standard University Senate procedure. A brief copy of each follows. (Please note: Either process may be stopped at any point due to insufficient cause.)

Honor codes undergo periodic revision. As soon as an existing honor code is revised and the revision(s) accepted by the appropriate University governing council, students will be notified of the revision(s) and will be held to them.

Honor Code (University of Kentucky College of Pharmacy)

I. Introduction

A. Recognition of Responsibility: Students of the University of Kentucky College of Pharmacy recognize that members of the pharmacy profession should subscribe to a set of ethical standards that recognizes our primary obligation to the patient and which fosters integrity and honor within our profession. We recognize our responsibility to society, other health professionals, and self. Furthermore, we recognize the great trust society bestows on us as we administer to the health care needs of our patients. Because of this responsibility, we do hereby affirm and undertake to live within the privileges and duties accorded us and required by this Code.

B. Scope: The Honor Code supplies the statutes under which the College of Pharmacy operates and prevents the possible implication of an Innocent individual.

These are: When a member of the academic community suspects an Honor Code violation, he/she must choose one of three options; a) confront the person(s) violating the Code individually and report to the Honor Code Committee; b) confront the class as a whole and report to the Honor Code Committee; or c) report the violation to the Honor Code Committee. Any member(s) of the academic community is obligated to take whatever action, as described above, they believe to be most effective to stop the academic misconduct or to prevent its recurrence.

In relation to the Honor Code, the faculty of the College of Pharmacy has the responsibility to:

- a. Support the Honor Code.
- b. Avoid placing students in situations where violations of the Code may unintentionally occur.
- c. Indicate conditions for carrying out the examination, such as, but not limited to, use of scratch paper, tools, appropriate seating arrangements and time allotment.

Students should bear in mind that a) they are enrolled in the University as well as in the College, and therefore are subject to University Senate rules Part II, 6.3.1-6.3.3 at www.uky.edu/studentaffairs/code/part2.htm and b) faculty share with students the responsibility of maintaining academic integrity. The University Senate has outlined faculty responsibilities in regard to cheating and plagiarism. If a faculty member suspects a breach in academic integrity, the faculty member may proceed under the University Senate Rules, Part II, 6.4. at www.uky.edu/studentaffairs/code/part2.htm

II. Honor Code Committee

A. Composition

1. There will be a standing College of Pharmacy Honor Code Committee (HCC). The HCC will consist of one Pharmacy First Year (PY 1) student, two Pharmacy Second Year (PY 2) students, three Pharmacy Third Year (PY 3) students, and four Pharmacy Fourth Year (PY 4) students, one administrator, and four faculty members. Any student member of the Honor Code Committee who does not advance successfully in all courses may be removed by the Dean. A new student representative shall be elected by the class affected.
2. The PY 1 student will be elected from the class in January. Each April, each pharmacy class will elect another member for the HCC for the following year. Once elected, students will remain on

the HCC until graduation, resignation by the student or removal of the student from the HCC by majority vote of the HCC. If there is more than one opening in a class in a given year, the class will elect a replacement member in September.

3. The Assistant Dean for Academic Affairs will select the administrative member annually.
4. Faculty members will be proposed by the Nominating Committee of the Faculty and confirmed by majority vote of the Faculty. Initially, four faculty members (two basic sciences and two Pharmacy Practice & Science) will be identified. One person each will have an initial term of one year, two years, three years, and four years (decided by lot). After the initial assignment of faculty, subsequent faculty appointments will have a four-year term. A faculty member may not serve more than two consecutive terms on the HCC.
5. The Chair of the HCC will be elected annually by the members of the HCC from the group of PY4 students on the HCC. The administrative member will appoint a non-voting member as a secretary annually from the College of Pharmacy staff who will provide staff support to the HCC during the proceedings.

III. Function

The HCC will have the charges of influencing the culture of the institution by regularly reviewing the Code and educating incoming students about the Code and regularly re-educating students, faculty and staff about the Code. The HCC will develop materials and fair procedures as necessary.

IV. Specific Academic Misconduct

A. Definitions of Violations

1. Lying

A pharmacy student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must deal honestly with patients and colleagues, and strive to expose those pharmacy students deficient in character or competence, or who engage in fraud or deception.

If an individual lies concerning some matter but, later on his or her own initiative, tells the truth concerning the same matter before the individual is confronted with committing a breach of honor, this will be considered a mitigating factor in the case.

2. Cheating

A pharmacy student must not cheat. Cheating is defined, but not limited to, the wrongful giving, taking or presenting of any information or material by a student with intent of aiding the student or another in any academic work. Cheating can also include a student intentionally listening to or participating in a discussion of an examination, which the student has yet to take. It is understood that because of the nature of the pharmacy curriculum at the UK College of Pharmacy, a certain amount of teamwork and sharing of information is necessary for completion of assignments; however, these situations will be clearly identified by the course instructor.

Cheating on an examination can take a variety of forms including: a) discussing the examination with anyone who has not taken the exam; b) giving, receiving, or soliciting unauthorized aid during any examination, take-home exam, or make-up exam before or after the regularly scheduled exam has been administered; c) using materials in any examination except those that are specifically authorized by the instructor; d) exchanging materials with another student during the examination unless authorized to do so by the written exam instructions; or e) violating any rules that the instructor has established for an examination period.

3. Plagiarism

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the facts, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it is a published article, chapter of a book, a paper from a friend or some file, or wherever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas that are so generally and freely circulated as to be a part of the public domain.

4. Stealing

A pharmacy student must not intentionally take or acquire any property without permission. Stealing includes, but is not limited to: a) theft or conversion of property belonging to the College or one of its members; and b) the misappropriation or destruction of property needed by other students for a specified academic endeavor.

B. Procedure

1. When members of the academic community know or suspect an Honor Code violation, they must do at least one of the three things: a) confront the person(s) violating the Code individually; b) confront the class as a whole; or c) report the violation to the HCC.
2. A complaint or concern may be forwarded to the HCC by a student, faculty or administrator in writing or by appearance at the committee meeting.
3. When a complaint or concern is received by the HCC, the following procedure will occur.
 - a. The full committee with a quorum (majority of members) present will consider the charge. All members may participate in the discussion. Any member who perceives a conflict will announce the conflict to the remaining members but may participate in the discussion after this announcement unless the Chairperson deems such participation to be inappropriate. The accused student may also identify perceived conflicts or other concerns regarding the HCC members to the chair. The chair, with a two-thirds majority, may remove individual members of the HCC at any time during the proceedings if deemed appropriate.
 - b. All actions of the HCC must be kept in complete confidence to ensure the protection of all participants. Any member breaching confidentiality may be subject to removal from the HCC.
 - c. The HCC may, with the permission of the Dean, seek information concerning the suspected infraction from any source deemed necessary.
 - 1) The HCC will interview all concerned parties.
 - 2) To be considered guilty, the accused student must be found guilty by at least two-thirds vote of the total HCC membership present.
 - 3) If a student is not found guilty by the HCC, the case is dismissed and the records of the proceedings will be destroyed after one year. This shall be the responsibility of the Assistant to the Dean for Student Affairs.
 - 4) If the student is found guilty, a written report of the proceedings and a recommended penalty will be submitted to the Dean of the College.
 - 5) If the student is found guilty, written records, including the name of the violator, will be kept on file in the Assistant to the Dean's Office and a copy forwarded to the University Registrar according to Senate Rules Section VI, 4.0.

- 6) If a member of the HCC is charged with an infraction of the Honor Code, the member will remove him or herself for the duration of the hearing. The Administrator will appoint a replacement from the officers of the member removed.
- 7) If an infraction occurs in a class instructed by a faculty member on the HCC, that member will step down from the HCC and assume only the role of the involved instructor during the proceedings. The Dean will appoint a faculty alternate.
- 8) This Honor Code is subject to Part I, Article II, and Section 2.3 of the Code of Student Conduct dealing with the rights of the accused.

V. Penalties

The penalty for violations of the Honor Code should reflect the degree of both the intention and the infraction. A range of penalties is necessary to cope with the myriad of possible situations, including:

Minimum Penalty for Cheating: "E" in the course.

Maximum College Penalty: Dismissal from the College.

When an agreement on a recommended penalty has been reached by the HCC, the recommendation is forwarded for consideration to the Dean. If the penalty is suspension or dismissal, it shall be imposed by the Provost only with the recommendation of the Dean of the College.

X. Senate Procedures and Senate Definitions Related to Academic Honesty

6.3.0 ACADEMIC OFFENSES AND PROCEDURES

Students shall not plagiarize, cheat, or falsify or misuse academic records. (US: 3/7/88; 3/20/89)

If the academic offense involves research and/or extramural funding the administrative rule for handling the offense is outlined in Administrative Regulation II - 4.0.2. [US: 2/10/97]

6.3.1 PLAGIARISM

All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these *Rules* shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.

6.3.2 CHEATING

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board. [US: 12/12/05]

6.3.3 FALSIFICATION OR MISUSE OF ACADEMIC RECORDS [US: 3/20/89; US 4/10/00]

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

XI. Disposition of Cases of Academic Offenses

The University Senate has outlined faculty responsibilities in regard to cheating and plagiarism. If a faculty member suspects a breach in academic integrity, the faculty member may proceed under the University Senate Rules, 6.4.2 at www.uky.edu/studentaffairs/code/part2.htm.

E. Student Services

The education of students in the College of Pharmacy is not limited to the classroom; students in the Pharm.D. curriculum find a world of opportunity for personal and professional development available outside of formal classes. The choice of activities, organizations and programs found in the College and at the University of Kentucky is as diverse as the variety of coursework found in the curriculum. Student Services offers learning-skills training, assistance in finding tutors, assessment and referral services, and assistance with personal issues. This office also lends special assistance and academic advising to pre-pharmacy students. Appointments may be arranged by calling 323-6163.

In addition, Student Services is responsible for the coordination of special events and programming, including Pre-Professional Day, Professional Development Workshop, Pre-Pharmacy Open House, Interview Day, Apothecary Ball, Pre-Pharmacy Club meetings, internship opportunities and other events of interest to students. Mr. Stephen Erena is the Director of Student Services, and Ms. Stephanie Wurth is the Director of Recruiting and Pre-Pharmacy Advising.

I. Academic & Interpersonal Services/Resources

A. Counseling Services

During their time in pharmacy school, many students experience personal difficulty such as family problems, relationship issues, stress and anxiety. The Director of Student Services provides individual help and, where appropriate, referral for a variety of academic and personal problems. Students are strongly encouraged to ask for help when help is needed. They can stop by the Office of Academic and Student Affairs or call 323-6163 to arrange an appointment with Mr. Stephen Erena. Students are always welcome, and in most cases, a student can be seen the same day. Students

also may self-refer to Counseling and Testing in Frazee Hall on central campus (257-8701) or Student Mental Health Service, located in the University Health Medical Plaza (257-5823).

B. Library Resources

UK has one of the nation's major research library systems, which includes the William T. Young Library and 14 specialized subject libraries. Services offered by the libraries include an online catalog of holdings, reference assistance, online research resources, library use instruction and tours, individual and group study space and interlibrary loans. In addition, microcomputer laboratories are available in many of the library sites. The two nearest library locations for College of Pharmacy students are the Medical Center Audiovisual Library, located on the sixth floor of the College of Nursing Building and the Medical Center Library, MS135 Medical Science Building. Both sites offer wireless access. For more information about the Medical Center Library, see www.mc.uky.edu/medlibrary/ or contact the College of Pharmacy liaison, Frank Davis at 323-3983, fldavi2@email.uky.edu.

C. Academic Assistance

Getting the most out of academic course work requires a great amount of effort and involves skills in time management, note taking, test taking and general organization. The Doctor of Pharmacy curriculum is rigorous and challenging. Students seeking academic assistance, study skill development, or other academic support, should contact the Office of Student Services at 323-6163. In addition, there are special study-skills classes offered through the University of Kentucky Thomas D. Clark Study, located in the W.T. Young Library (www.uky.edu/UGS/study/). Call 257-1356 for a listing of these classes or for an appointment with a study-skills specialist. Students dealing with test anxiety or other personal issues may seek assistance through the Counseling and Testing Service, located in Frazee Hall by calling 257-8701 to schedule an appointment.

D. Tutoring

Through assistance from the Office of Student Services, faculty members, and graduate teaching assistants help students in academic need in the current first professional year class. (All appointment scheduling is set by the faculty member and/or tutor and the student.) Students should seek assistance as soon as the need for additional help is apparent. Students should first request assistance from faculty. If more intensive help is required than the faculty can provide, a teaching assistant for the course may be assigned by the faculty member to further help.

II. Financial Aid & Payment Info: College Grants, Scholarships, Loan Assistance, Tuition Payment and UK Refund Policy Information

Pharmacy students enrolling for the fall of 2009 are considered professional students. This has implications for financial aid, in that students who are considered professional students are not eligible for federal and state grants (Federal Pell Grant, Kentucky CAP grants and Federal Supplemental Educational Opportunity Grant). This professional classification does, however, allow pharmacy students to be considered "independent" from their parents for most federal aid programs (the only exceptions being the Pharmacy Health Professions Loan Program and the Scholarship for Disadvantaged Students Program, which still requires parental income on the Free Application for Federal Student Aid). This professional classification also raised the yearly and aggregate loan limit that students may borrow under the Federal Direct Student Loan Program.

In order to apply for any of the federal aid programs, a student must submit a Free Application for Federal Student Aid (FAFSA) and indicate the University of Kentucky as the college he or she plans to attend (Title IV code -001989). This should be submitted no later than April 1 of each year in order to be considered for all types of aid. Students may submit the FAFSA after April 1; however, funding for some programs may no longer be available.

The FAFSA may be obtained at any financial aid office or high school counselor's office or on the web at www.fafsa.ed.gov. In completing the FAFSA, pharmacy students must answer "yes" to question 49 in Step 3 ("Will you be enrolled in a graduate or professional program?"). Also, the answer to question 24 (grade level during the 2008-09 school year) is 6, first-year graduate/professional.

Important note: Pharmacy is an 11-semester program. Financial aid for the summer semester between the PY 3 & PY 4 years **MUST** be applied for as part of the PY 3 financial aid package. Summer applications are available March 1 of the spring semester of the PY 3 year.

Students who would like to be considered for the Scholarship for Disadvantaged Students Program and the Pharmacy Health Profession Loan Program **MUST** complete the blue and white areas of the FAFSA to include parental financial data and make sure at least one parent signs the form. Please contact the University of Kentucky Student Financial Aid Office at 859-257-3172 if you have any questions about the FAFSA or the financial aid process. The Pharmacy student contact in the UK Financial Aid Office is Robin Gray. Ms. Gray can be reached at 859-257-3172 x230.

A. College of Pharmacy Grants & Scholarships

Upon acceptance to the College of Pharmacy, students become eligible to apply for scholarship assistance. Many factors are weighed in the allocation decision-making process: grade point average, leadership within the college, financial need and special achievement.

Grants are defined as those awards based primarily *on need*.

1. An application will be required annually in the fall and will include an itemization of available resources and expected expenses. College of Pharmacy Grants are available after completion of the first professional year and thereafter.
Things to be considered:
 - part-time employment income,
 - savings,
 - "real" expenses,
 - "good" debt vs. "bad" debt,
 - involvement in College activities and programs,
 - marital status and spouse income,
 - dependents (children), and
 - the year the applicant is in the program
2. The applicant must also be in good academic standing to be eligible.
3. The Awards will range in value depending on the availability of funds.
4. The Scholarship Committee will determine the recipients.

Scholarships

- **UK Academic Scholarships** are available after your first professional year. Requirements include a GPA of 3.5 or higher in the College of Pharmacy. Average scholarship amount: \$1000. Applications will be available through the Student Services office.
- **College of Pharmacy Student Enhancement Scholarship:** Available to all incoming students by application, these scholarships range in value depending on the availability of funds. Factors considered in the evaluation of the application include an essay, leadership experience, awards and recognition, community service and contribution to diversity. Applications will be mailed to the incoming class in May.
- **Continuing undergraduate scholarships:** KEES, Legacy, Presidential, Singletary, Governor's, Robinson's. Students with an undergraduate scholarship such as those noted here (or others) may be able to continue that scholarship for a period of time depending on

the criteria set by that scholarship. Contact the scholarship administrator directly or contact Sandy Copher, in the UK Academic Scholarship office, with questions regarding your eligibility to continue to receive the scholarship while in the Pharm.D. program. *Contact Sandy Copher at 859-257-4198 or via email slcoph01@email.uky.edu. Office of Academic Scholarships, University of Kentucky, 217 Funkhouser Building, Lexington, KY 40506-0054. (859) 257-4198. For Kees Scholarship information, contact: Terri Thomas at 257-3172, ext. 230 or via email treed@email.uky.edu.*

B. Loan Assistance

With increasing tuition rates and cost-of-living increases, it is not unusual for students to borrow money to pay for some or all of their education. Federal Perkins Loans (once called National Direct Student Loans) and Federal Health Professions Loans are two such cooperative loan-funding programs available to enrolled students in need of loans to complete their professional education in the College of Pharmacy. For more information about the terms of these loans and for information about other loan programs available to College of Pharmacy students, contact the Office of Financial Aid, 128 Funkhouser Building, or call 257-3172.

C. Tuition Payment

Tuition is payable to the University of Kentucky Billing Office, located in Room 18 of the Funkhouser Building. If students prefer to use the mail service, they can send their checks to Student Billing Services, P.O. Box 931147, Cleveland, OH 44193. Payment can also be rendered online with a credit card using the myUK portal, <http://myuk.uky.edu>. For specifics about tuition fee payment, go to *Tuition Schedule/Fee Payment Instructions* at <http://www.uky.edu/Registrar/feesgen.htm> or call Student Billing Services at 859-257-3406.

D. UK Tuition Refund Policy

The *University of Kentucky Bulletin* sets the refund and fee liability structure by the University calendar for students who withdraw. No tuition/fees will be refunded to students who withdraw after the end of the fourth week as designated in the official University calendar. Refund amounts are set based solely on the date of withdrawal, regardless of whether the student has attended any classes.

**As required under section 484B of the Higher Education Act (HEA), to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who withdraw (officially or unofficially) during the academic term.* Questions concerning withdrawal should be addressed to the Associate Dean for Academic Affairs, Dr. Kelly Smith. Questions concerning tuition refunds may be directed to the Registrar's Office in the Funkhouser Building, phone 257-8729.

III. Student Activities

A. Athletic Events

Each year, the College of Pharmacy student body makes a joint effort to obtain football tickets as a group. The College of Pharmacy Student Senator will make announcements via email as those group football tickets become available.

For information about the athletic sport schedules of the basketball, football, cross country, golf, gymnastics, rifle, soccer, swimming and diving, tennis, track and field, volleyball and baseball teams, visit the Athletics homepage.

B. Committees and Boards

The Student Advisory Council (SAC) consists of presidents from each of the College of Pharmacy classes and student organizations, the Student Senator and the SAC secretary. The College's UK Student Senator is elected from the ranks of the student body. The Student Senator serves as chairperson of the SAC committee. SAC exists as a forum of student leaders that acts as a voice for its student constituency. The Director of Student Services is the advisor to SAC.

C. Convocation

The Kentucky Alliance of Pharmacy Students (KAPS) sponsors a weekly convocation (most often on Thursdays), which all College of Pharmacy students are expected to attend. Convocation serves as a supplement to the learning opportunities by providing important and insightful lecture topics into career development, financial planning, and academic options. It also provides for a general forum to conduct business related to KAPS.

Students are strongly encouraged to attend convocation, and particularly the following lectures of consequence: Dean's Convocation and David E. Guttman Memorial Lecture during the fall semester and the Rho Chi Lecture and Swintosky Distinguished Lecture during the spring semester.

D. Recreation Facilities

There are over 25 intramural sports programs on the UK campus, ranging from table tennis to recreational softball. In addition, there are facilities available for students at the Johnson Center (basketball courts, racquetball courts, weight-conditioning rooms, climbing wall, indoor track, cardiovascular equipment, and group fitness classes). For more information about the Center, contact the Campus Recreation Office, Johnson Center, Room 177, or call 257-3928. Contact the Lancaster Aquatics Center for use of swimming facilities by calling 257-7946 (Olympic-size pool, spring board and platform diving facilities, and saunas). Nutter Field House, Boone Indoor Tennis Center, intramural fields, and nearby lighted tennis courts are available for student use through the Athletic Department at 257-3838.

IV. Student Information

A. Address Information, Name Changes and Student Rosters

The College of Pharmacy does NOT make lists of students, addresses, phone numbers, e-mail addresses, etc. available to anyone other than students, faculty and staff of the College of Pharmacy. Any group may distribute information to students in their mailboxes, but lists are not provided. Students are instructed NOT to distribute the lists of their classmates to individuals outside the College. Faculty should not make lists available to anyone outside the College and should instead refer all requests to the Office of Academic Affairs.

The UK telephone book provides student and faculty telephone numbers and electronic mail listings, as well as a directory of University service providers. For a current copy of the UK telephone book, which is published by the Student Government Association, students should go to the SGA office, located in the basement of the Student Center, after the beginning of the fall semester. A copy of the College of Pharmacy phone list is available on the College of Pharmacy web site.

Students are required to make changes in their telephone and/or address listings with the Academic and Student Affairs Office if they move during the semester. Students wishing to change their names must contact the Registrar's Office and complete an affidavit form. The form is available online at: <http://www.uky.edu/Registrar/name.htm>. Name changes should also be reported to the UK IT Customer Service Center (257-1300), so that all computing accounts will reflect the correct name.

At UK, students are also responsible for maintaining current addresses with the Registrar's Office and may do so online using MyUK. Students can also use WebUK to access important information, including grades, student schedules and registration information. Web resources offered by UK's colleges, departments and support services are expanding every day. Students can view and update their address, grades, schedule, student profile and other information online at <https://myuk.uky.edu>.

B. E-mail and Listservs

Official university email addresses and class-specific listservs are provided to students to facilitate

their education and communications with both faculty and fellow students on matters related to education. Students are to use only their university email addresses to receive and distribute College of Pharmacy related material. Forwarding university email to personal email accounts has proven to be inconsistent and resulted in students not receiving pertinent information. It is the responsibility and expectation of each student to check their UK email boxes on a daily basis. Students may also be included on course-specific listservs (through Blackboard and/or SAP) which faculty may use to distribute announcements, assignments, and other course information. Please note: *Official University or College listservs are for the express use of disseminating information on academic or College organization activities and subjects, and should not be used as a joke list, invitation list for private parties, business or political endeavors.*

The College does NOT provide listserv addresses to individuals outside the College of Pharmacy. Students may report problems with their email address to IT Customer Service/111 McVey Hall (support for email accounts): 257-1300 or <http://www.uky.edu/IT/CustomerService/>

C. ID Cards

College of Pharmacy students have two ID cards:

University of Kentucky ID: All students admitted to the University of Kentucky are expected to obtain UK WildCard Student ID. This is a permanent card, which becomes valid each semester when fees are paid. The card is the property of the dean of students and is to be returned upon termination of student status. The cost of this card is \$15 and is your official UK identification. The WildCard UKID office is located in Student Center Room 107 and is open between 9 am and 5 pm, Monday through Friday. A \$20 processing charge will be collected for any lost, misplaced, stolen or destroyed card. If a student receives two replacement cards, he or she must see the dean of students for authorization for further replacement. For more information on the student ID card, call 257-1378 or visit their website at: <http://www.uky.edu/UKID/>.

Medical Center ID: All students admitted to the College of Pharmacy must also obtain an ID badge from the Medical Center. It is to be worn at all times, while on the Medical Center campus, on the front upper torso of the body. This identification badge will be obtained during Professional Development Workshop. There is a fee for replacement ID's.

D. Publications

The Kentucky Kernel is the University of Kentucky free daily newspaper. A Kernel newsstand is located on the first-floor lobby of the College of Pharmacy Building, as well as campus-wide and in campus-area locations.

V. Additional Services for Students

A. Computing Services: Computer labs

The College of Nursing Computer Lab, one of 15 computer labs located on the UK campus, is in Room 603 of the College of Nursing Building and is the closest computer lab to the College of Pharmacy. (323-4233) Fall and spring semester regular hours are: Monday – Thursday, 7:30 am – 10:00 pm; Friday, 7:30 am – 5:00 pm; Saturday 11 am – 6:00 pm; and Sunday, 2 pm - 10:00 pm During semester breaks and on holidays hours may differ. Students should phone ahead for specific holiday hours. To login to the computers, students need a username and password, which are provided to every student during Pre-Professional Day. This lab is equipped with Dell and Macintosh computers, 1 black and white laser printer, 1 color laser printer and 1 color flatbed scanner.

Located within close proximity to the College of Nursing Computer Lab is a computer classroom consisting of 57 computers. This classroom is available for student use when not functioning as a computer classroom. The classroom is also available for public use. Call 323-4233 for more

information. Students can access more information about the other available microlabs on the web at www.uky.edu/scs

The computers on the second floor of the College of Pharmacy building, situated adjacent to the lockers, are designed for student use in sending and checking email. They are not meant to be workstations. The computer labs should be used for word processing or other application needs. Report all problems with these computers to Belinda Morgan in Room 301.

B. Copying

Copies may be made in the libraries or computer laboratories outside the College of Pharmacy. Students may purchase a copy card at the Chandler Medical Center Library.

C. Housing

College of Pharmacy students arrange their own housing. The majority of students live in apartment complexes, townhouses, duplexes, or homes near campus. As you might expect in a college town, there are a large number of apartment complexes in the city. Some students choose to live within walking distance of campus while others choose to live farther away.

Professional students who are unmarried may wish to live in residence halls and may apply for Undergraduate Housing. This is not common for students in the Pharm.D. program for a variety of reasons including a differing academic calendar and the rigor and challenge of the academic work in the professional program. If a student does choose to live in Undergraduate Housing, you may want to consider choosing a 12-month dorm option. 12-month dorms are New North, Smith Hall and Greg Page Apartments. Contact information: Undergraduate Assignment Office, 125 Funkhouser Building, Lexington, KY 40506-0054. 859-257-1866. Email: ukhousing@lsv.uky.edu.

Applicants for University Graduate & Family Housing are restricted to full-time single, graduate, doctoral or professional students; full-time students with families; non-traditional adult full-time students; post-doctoral, visiting scholars and others affiliated with the University. Graduate & Family Housing offers efficiency, one-bedroom and two-bedroom apartments. It is not common for students in the Pharm.D. program to live in this housing. We typically have only one or two students choose this option.

Contact information: Cooperstown Bldg., C 0132, Lexington, KY 40508. 859-257-3721. Email: ukapthousing@lsv.uky.edu.

D. University Health Service

All students at the University of Kentucky are eligible to use the facilities of University Health Service. Located at 830 South Limestone, directly south of the Kentucky Clinic and in front of the Wethington Building, University Health Service is open from 8 am to 6 pm Monday through Friday and for emergencies and follow-up visits from 9 to 11 am Saturdays (fall and spring semester, when school is in session). Summer hours are 8 am to 4:30 pm Monday through Friday. To schedule an appointment, call 323-APPT (323-2778). Students should telephone first before going to University Health Service. To speak with a registered nurse about illness, injury, lab results or other health concerns, call 323-INFO (323-4636). For general information about University Health Service, call 323-5823 or visit their website at: <http://www.ukhealthcare.uky.edu/uhs>.

E. Insurance

The student health fee does not cover services related to hospitalization, surgical procedures and specialist consultation. The College of Pharmacy recommends that students carry health insurance to pay these expenses. University Health Service can assist students who do not already have a private health-insurance carrier in finding coverage.

In addition, faculty recommend that students obtain personal malpractice insurance policies for their work as pharmacy student interns. Information can be obtained through KAPS (see student organizations section of this handbook) or through carriers affiliated with KPhA.

Information about both types of insurance is available through private insurance carriers. Students may acquire more information about health insurance coverage through University Health Service, 218-3208 or visit their website at: <http://www.ukhealthcare.uky.edu/uhs>.

F. Lockers

The College of Pharmacy provides students with lockers. Students are expected to keep their lockers clean, hygienic and free of any decals or other materials that could be affixed to lockers. Locker assignments are made at the beginning of the school year and changed from year to year. Students should expect to share a locker with another student. Students must use their own combination/key locks. All students must alert the Student Affairs Office of their locker number. Locks affixed to unclaimed lockers will be cut off.

If Security must be called to cut off a lock, there will be a \$25 charge to the College of Pharmacy. This charge must be passed on to the student requesting the service. Students who need a lock cut from their lockers should go to the Office of Academic Affairs (Room 215).

G. Multicultural Affairs

Information regarding services for underrepresented students can be obtained by contacting the University of Kentucky Health Center Student Diversity & Enrichment Services Office at 257-5197, Room A303 in the Kentucky Clinic or by contacting the College's Office of Student Services, Room 215 Pharmacy, 323-6163.

The Health Center Student Diversity & Enrichment Services Office serves as the official entity in addressing the needs of underrepresented students in healthcare related fields.

Throughout the year, activities are planned for students to help cultivate relationships, as well as facilitate cross-discipline training. Cultural observances highlight the contributions of women and underrepresented people to medicine and the American fabric. The office sponsors health fairs in the community and helps with programming regarding health issues and disparities among African Americans. Frequently, members of the staff speak to school and other community groups about opportunities in healthcare.

In addition, the Martin Luther King Jr. Cultural Center located in Room 124 of the Student Center, offers a variety of cultural, educational and social experiences.

For information on services for international students, contact the Office of International Affairs, Bradley Hall, at 257-2577. This office exists to enhance the learning experience of international students, scholars and to ease adjustment through services and programs related to orientation, counseling, immigration advisement, scholarships, English-language instruction and assistance to international faculty and researchers.

H. Parking

Students must obtain parking permits through Parking and Transportation Services at 721 Press Avenue. Cars illegally parked or parked in the wrong areas are subject to fines and towing. The "K" lot provides free shuttle service from the lot to most areas on campus. Students may call Parking and Transportation Services at 257-5757 for more information or visit their web site at www.uky.edu/Parking.

Bicycle riders must dismount when they arrive on campus, use the bike lanes on campus streets and park in one of the bicycle rack locations. Failure to do so may result in fines from Campus Police.

I. Post Offices

The University maintains two U.S. Postal Services substations. One is housed in the lower level of the Medical Center (257-6360), and the other is in White Hall Classroom Building (257-6357). Both are full-service substations and have personal-service windows where postal customers can purchase stamps, post mails, arrange for special-delivery mail service, etc. Call for hours.

J. University of Kentucky Federal Credit Union - University of Kentucky students and members of their immediate families are eligible to join the UK Federal Credit Union. Accounts can be opened for \$25.00. The UK Credit Union has several convenient locations including branches at Hamburg, Export Street off Virginia Avenue, West Reynolds Road and in the UK Student Center. They now offer "student loans" with flexible payment plans. For more information please visit their website at: <http://www.uky.edu/UKFCU>.