



# THE UNIVERSITY OF TEXAS AT EL PASO SCHOOL OF PHARMACY



# STUDENT

# HANDBOOK

# 2023-2024

\*Any policy in the UTEP School of Pharmacy Student Handbook that is inconsistent with the UTEP Graduate & Professional Catalog, the UTEP Handbook of Operating Procedures, and/or The University of Texas System Board of Regents rules, the latter rules take precedence.

For additional current policies, please see:

**The University of Texas at El Paso Graduate & Professional Catalog** at <http://catalog.utep.edu/grad/>

**The University of Texas at El Paso** at <https://www.utep.edu/vpba/hoop/section-2/student-conduct-and-discipline.html>

**The University of Texas System** at <http://www.utsystem.edu/board-of-regents/rules>

#### Acknowledgement

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The Student Excellence Team

The Admissions Committee

The Office of Experiential Education

The Co-Curriculum Coordinator

The Curriculum Committee

The Progression Committee

The Office of Student Affairs

Study Away and Global Education Coordinator

Associate Dean of Assessment, Accreditation, and Strategic Planning

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## A Message from the Dean

¡Bienvenidos! The UTEP School of Pharmacy is the first pharmacy school/college on the Texas – Mexico border that is not a cooperative program, and one of only a handful of pharmacy school/colleges at a Hispanic-Serving Institution (HSI) nationwide.

The UTEP School of Pharmacy is committed to UTEP’s twin goals of access and excellence through its admissions process, curriculum, clinical experiences, and community engagement. The integration and implementation of the UTEP motto is captured within the proposed program’s vision and mission statement. The UTEP School of Pharmacy vision is to be a leading Hispanic-Serving Institution (HSI) in the advancement of pharmacy education through “Innovation, Diversity, Engagement, Access, and Leadership” (IDEAL). The program’s mission is to “achieve access, excellence, and impact by transforming pharmacy education, patient care, community engagement, research, and leadership within a binational border population and beyond.”



In May 2021, the UTEP School of Pharmacy graduated its first student cohort and looks forward to continuing to prepare



capable and bilingually trained pharmacists to serve our community and beyond. Alongside our inaugural cohort’s graduation milestone, after a rigorous six-year accreditation process dictated by the Accreditation Council for Pharmacy Education (ACPE), we are proud to also announce the UTEP School of Pharmacy’s Doctor of Pharmacy Program has advanced from Candidate to Accredited Status. The six-year accreditation process required the UTEP School of Pharmacy to demonstrate that it has the capacity,

capability, and resources to institute a successful and competitive pharmacy program.

The UTEP School of Pharmacy is in a position to make a significant contribution to meet the health needs and challenges facing the Paso del Norte region and we welcome you to join us in this journey.

Go Miners!

José O. Rivera, PharmD  
Founding Dean



# The University of Texas at El Paso



The University of Texas at El Paso commits itself to providing quality higher education to a diverse student population. Classified as a Doctoral/Research-Intensive university, UTEP seeks to extend the greatest possible educational access to a region which has been geographically isolated with limited economic and educational opportunities for many of its people. The University will ensure that its graduates obtain the best education possible, one which is equal, and in some respects, superior, to that of other institutions, so that UTEP's graduates will be competitive in the global marketplace. UTEP also envisions capitalizing on its bi-national location to create and maintain multicultural, inter-American educational and research collaborations among students, faculty, institutions, and industries, especially in northern Mexico.

The UTEP community - faculty, students, staff, and administrators - commits itself to the two ideals of excellence and access. In addition, the University accepts a strict standard of accountability for institutional effectiveness as it educates students who will be the leaders of the 21st century. Through the accomplishment of its mission and goals via continuous improvement, UTEP aspires to be an educational leader in a changing economic, technological, and social environment: a new model for Texas higher education.

## UTEP Vision, Mission and Goals

A 21<sup>st</sup> Century University

UTEP is a comprehensive public research university that is increasing **access** to **excellent** higher education. We advance discovery of public value and positively **impact** the health, culture, education, and economy of the community we serve.

## UTEP School of Pharmacy

The University of Texas at El Paso (UTEP) School of Pharmacy (SoP) rests at the US-Mexico Border and serves a primarily Latina/o, lower-income student and patient demographic. The UTEP SoP is positioned to provide the region with a critically needed Doctor of Pharmacy program to increase public access to quality pharmacist patient care. The UTEP SoP is uniquely capable of positively impacting a historically underserved population and will be a different school of pharmacy. Throughout the four-year PharmD education, the SoP will develop culturally-astute pharmacists who have technical competency in Spanish and are resourceful clinicians. The SoP staff, faculty, and leadership team are dedicated to its mission to be a pioneer in the

advancement of pharmacy education through Innovation, Diversity, Engagement, Access, and Leadership (IDEAL). We are committed to developing pharmacists who are generalist practitioners, problem-solvers, practice ready, and team ready. The SoP will provide an innovative curriculum rooted in the foundation of pharmaceutical sciences while addressing the pharmacy-related public health and research needs of the region.

The SoP's mission is closely aligned with the mission of UTEP and other UTEP professional and graduate programs to engage in strong collaborative and supportive relationships for education and research across the university. By expanding its current infrastructure, the UTEP SoP can provide an exceptional four-year pharmacy education with graduates who can serve a critical and acute need in and beyond Far West Texas – we will be a bridge for “access and excellence” in pharmacy education to serve a 21<sup>st</sup> century demographic.

### **UTEP School of Pharmacy Vision**

To be a leading Hispanic-Serving Institution in the advancement of pharmacy education through Innovation, Diversity, Engagement, Access ,and Leadership.

### **UTEP School of Pharmacy Mission**

To achieve access, excellence, and impact by transforming pharmacy education, patient care, community engagement, research and leadership within a binational border population and beyond.

### **UTEP School of Pharmacy Goals**

1. **Pharmacy Education: Deliver high quality collaborative education experiences.**
2. **Patient Care: Advance patient centered care for diverse populations.**
3. **Community Engagement: Advocate for pharmacy education and practice.**
4. **Research Excellence: Expand scholarship and research programs.**
5. **Leadership Development: Foster leadership in students, staff, faculty, and preceptors.**

### **UTEP School of Pharmacy Student Outcomes**

Students are expected to meet the [Center for the Advancement of Pharmacy Education \(CAPE\) learning outcomes](#) (2013), adopted by [The Accreditation Council for Pharmacy Education \(ACPE\)](#).

These student outcomes should be achieved by the end of the student's PharmD term via the pharmacy curriculum, service learning experiences, interprofessional education, co-curricular experiences, leadership opportunities, and community involvement.

### **UTEP School of Pharmacy Diversity & Social Justice Statement**

The UTEP School of Pharmacy (SoP) is committed to working with our health care and community partners to build health equity and a socially just health system in the Paso del Norte region and beyond. To do so, the SoP is dedicated to actively

engaging with the community via its mission of excellence in pharmacy education through Innovation, Diversity, Engagement, Access, and Leadership (IDEAL).

**The SoP recognizes that social determinants of health are at work in our communities.** These determinants have historically led to disparities and inequities in access to quality care and healthcare education. We have the responsibility and opportunity within the public higher education system to address pharmacy workforce equity, to be integrated into the health care system, and to engage actively in our communities. In our efforts to work toward health equity, we strive to improve access of our community to pharmacists who can improve patient care, engage in community education, participate in local and regional health initiatives, serve communities with low health care access, conduct applied research, and be leaders in the healthcare team.

**The SoP respects the diversity of cultures and identities.** We educate the pharmacy community to integrate culturally and linguistically competent skills into practice that can also be applied to the global community.

The SoP values the role of civic engagement as a tool to navigate across cultures and work toward a socially just health-care system and society. We integrate cross-cultural and interprofessional experiences to build these skills to be active contributors of the community.

**The SoP celebrates the binational and bicultural nature of the region** and sees it as an asset to meet the needs to a 21<sup>st</sup> Century demographic. We, the SoP students, faculty, staff, and supporters, share in this commitment.

## **Notice of Non-Discrimination**

The policy of the SoP is to ensure equal opportunity. The SoP, in compliance with applicable federal and state laws and regulations and national accreditation requirements, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

The SoP complies with Section 504 of the Rehabilitation Act and does not discriminate on the basis of an individual's handicap in its admission, accessibility, treatment, and employment of students in its programs and activities. The SoP provides accommodations to students with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic requirements and technical standards. The Center for Accommodations and Support Services (CASS) provides assistance and programs that benefit individuals covered under the statute. For additional information, contact the CASS office at (915) 747-5148 and at <https://www.utep.edu/student-affairs/cass/>

## **UTEP School of Pharmacy Dress Code Policy**

Students of the UTEP School of Pharmacy (SoP) are expected to maintain a high level of professional standards, to include professional attire, as defined below. Students must use their best judgement in adhering with this policy. The

recommendations below provide a general framework to follow. Appropriateness of attire and grooming is determined by the SoP faculty, staff or preceptors and is enforced by the Student Excellence Team (SET) and SoP Office of Student Affairs (OSA).

For Experiential Education (IPPE/APPE), there are site-specific dress standards, personal grooming, and hygiene or accessories. Please refer to Office of Experiential Education (OEE) handbook for details.

### **What is considered professional attire?**

- **Business professional attire** - consists of full-length dress pants; tucked in button-up and collared dress shirt; skirt suit; pant suit; full-length dress; dress skirt; belt; dress socks or hose and closed-toe dress shoes. Skirts/dresses should be at least at the knee level. Ties are encouraged but not required. Undershirts should be worn if undergarments are visible through clothing. White coats should be worn as required by the occasion. All items must be clean, fitted, and neatly pressed.
- **Business casual attire** - consists of full-length dress pants or casual slacks; jeans (no wear and tear); blouse; dress Capri pants; dress or dress skirt. Undershirts should be worn if undergarments are visible through clothing. UTEP or pharmacy organization jerseys (including polos, t-shirts) may be worn on business casual days. All items must be clean, fitted, and neatly pressed.

○

### **What is considered inappropriate dress?**

- Examples of inappropriate clothing:
  - Clothing that reveals the mid-section of the torso
  - Halter tops, tube tops, tank tops, spaghetti straps, low-cut tops
  - Gym/exercise wear (such as sweatpants, sweatshirts, leggings)
  - Skirts above the knee or shorts
  - Frayed pants or other distressed clothing
  - See-through clothing
  - Clothing with unprofessional or crude lettering
- 
- Examples of inappropriate shoes and accessories:
  - Casual sandals and flip-flops,
  -

\*\* Note: Certain courses may require athletic wear or flip-flops to facilitate practice of patient assessment or acquisition of other necessary pharmacist skills

### **When do professional dress standards apply?**

- Professional dress standards should be followed for all experiential training (P1-P4) including IPPE/APPE/IPE at the discretion of the preceptor or site requirements and during other special circumstances as deemed appropriate by

the SoP (e.g., receptions, presentations, career fairs). Courses may require professional dress during class at the discretion of the instructor. Exemptions may apply with advance notice.

- White coats should be worn as required by the occasion. White coats must be clean and neatly pressed.

#### **When do casual dress standards apply?**

- Pharmacy students should wear the business casual attire that is required of a professional pharmacist and defined in this policy when involved in SoP activities and not involved in activities requiring professional dress standards. Exemptions in courses may apply as determined by the instructor, such as during finals.

#### **Personal Grooming, Hygiene, Accessories, Other**

- Adequate precautions should be taken to maintain good personal hygiene at all times. These precautions include regular bathing, use of deodorants, and good dental hygiene.
- Cosmetics can be used in moderation, with exception of sterile environment.
- Light/minimal perfumes, colognes, or body sprays may be used EXCEPT for during IPPE/APPE rotations or other activities involving direct patient contact.
- Jewelry should be conservative in style and kept to a minimum to prevent loss or injury to self and patients.
- Jewelry in pierced noses, lips, tongues or other exposed body areas, other than ears, should be avoided.
- Hair should be appropriately cut and styled to accommodate the professional setting for safety and infectious disease prevention. Hair should be neat, clean, and styled off the face and out of the eyes. Beards and mustaches should be clean and well groomed.
- Natural hair tones are encouraged.
- Nails should be well-groomed, manicured, and of short to medium length to facilitate patient care activities.
- Nail polish is acceptable during didactic sessions only. Nail polish, artificial fingernails, tips, wraps, and fillers are not acceptable during any patient care events or activities for safety and infectious disease prevention.
- Tattoos should be covered by clothing, whenever possible.

#### **Policy Enforcement**

Students, faculty, staff, and preceptors are empowered to voice their concerns to the SoP Office of Student Affairs (OSA). Students dressed inappropriately may be dismissed from class and asked to comply with the dress code policy. Dress code violations may be reported to the Student Excellence Team via the SoP OSA. Repeated violations may result in disciplinary action. The Student Excellence Team may consider exemptions to this policy that are based on cultural, religious, and medical needs if the student makes a formal request in writing at the beginning of the pharmacy education.

Failure to comply with this dress code policy will result in the following actions:

- First offense: Student is immediately notified of first offense (e.g., in as private a manner as possible) and warning is documented with SoP OSA the same day of the offense.
- Second offense: Student is immediately notified of second offense (e.g., in as private a manner as possible) and warning is documented with SoP OSA the same day of the offense.

- Third offense: Student is immediately notified of third offense (e.g., in as private a manner as possible) and warning is documented with SoP OSA the same day of the offense. A panel consisting of 3-5 members and including representation from SET, Progression Committee, and SoP OSA will hold a hearing with the student within a week of the third offense. Response is at the discretion of the panel and may include measure that lead up to dismissal from the program.

## Accreditation

### Southern Association of Colleges and Schools Commission on Colleges

The University of Texas at El Paso is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctoral level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at El Paso.

### Accreditation Council for Pharmacy Education

The University of Texas at El Paso's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/664-3575; FAX 866/228-2631, website [www.acpe-accredit.org](http://www.acpe-accredit.org). The program was awarded Accredited status during the June 16-18, 2021, meeting of the ACPE Board of Directors based upon a virtual site evaluation conducted April 13-15, 2021, and discussion with University and School officials. Read the ACPE Board of Directors Report of Proceedings here. Full details regarding our change in status will be released on our website in the coming weeks.

For an explanation of the ACPE accreditation process, consult the Office of the Dean or the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, Illinois 60503, 312-644- 3575; FAX 312-664-4652; website [www.acpe-accredit.org](http://www.acpe-accredit.org)

## Code of Ethics for Pharmacists

### PREAMBLE

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

#### **I. A pharmacist respects the covenantal relationship between the patient and pharmacist.**

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

#### **II. A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.**

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

**III. A pharmacist respects the autonomy and dignity of each patient.**

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

**IV. A pharmacist acts with honesty and integrity in professional relationships.**

A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.

**V. A pharmacist maintains professional competence.**

A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.

**VI. A pharmacist respects the values and abilities of colleagues and other health professionals.**

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

**VII. A pharmacist serves individual, community, and societal needs.**

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

**VIII. A pharmacist seeks justice in the distribution of health resources.**

When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

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

<http://www.pharmacist.com/code-ethics>

## Oath of a Pharmacist

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

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

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

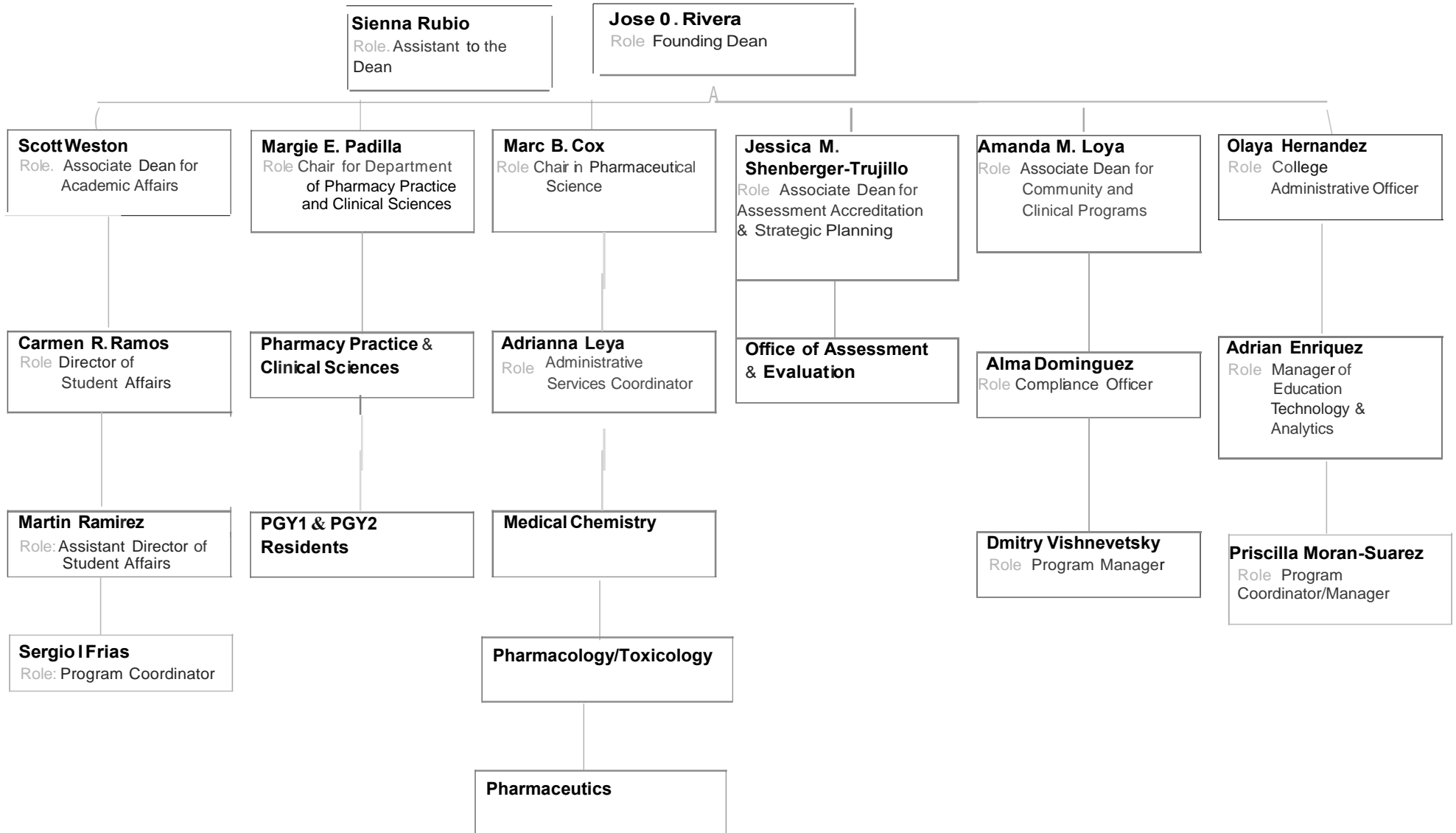
The revised [Oath](#) was adopted by the AACP House of Delegates in November 2021 and has been approved by the American Pharmacists Association.



# UTEP SoP Organizational Chart



THE UNIVERSITY OF TEXAS AT EL PASO  
School of Pharmacy

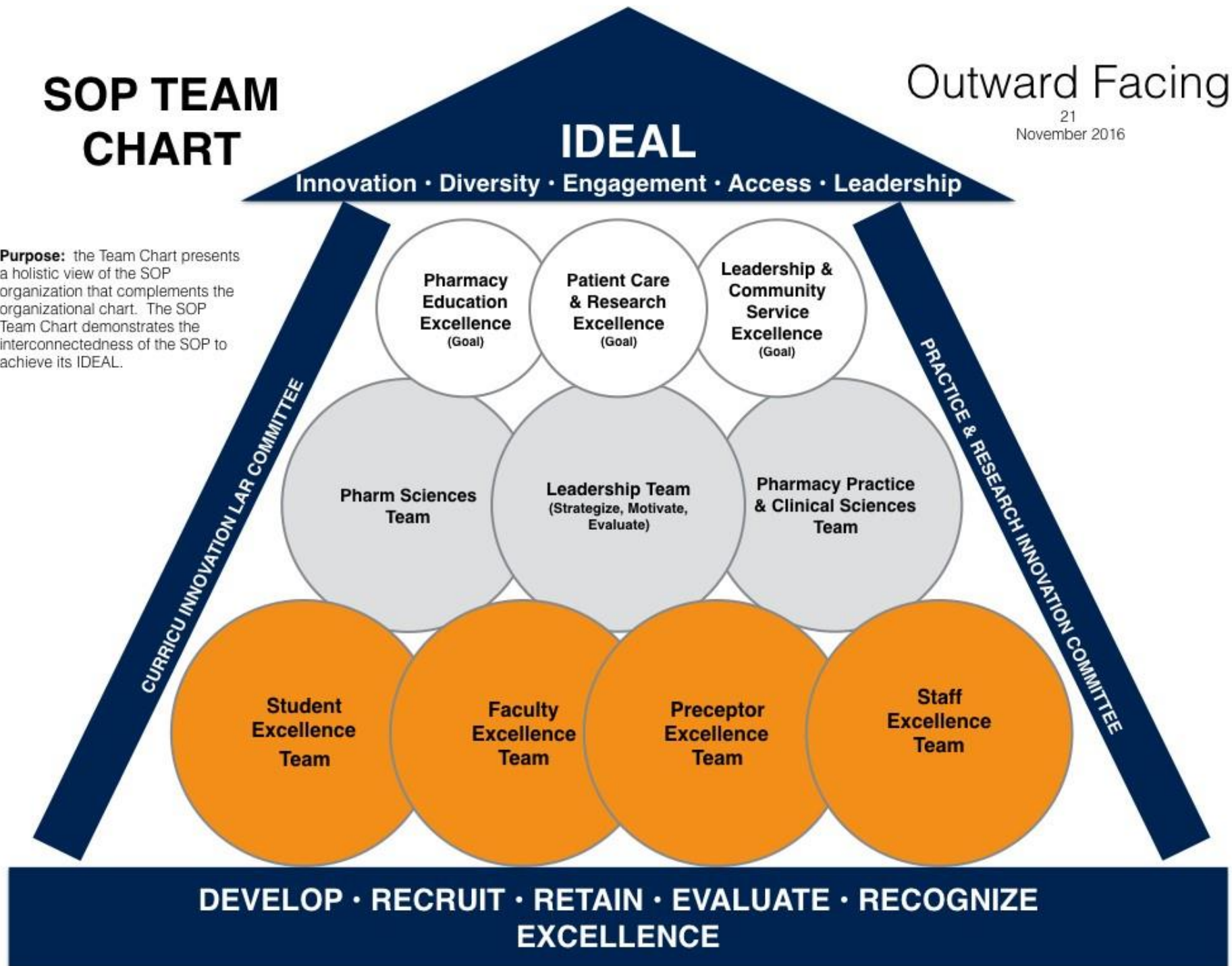


# SOP TEAM CHART

Outward Facing

21  
November 2016

**Purpose:** the Team Chart presents a holistic view of the SOP organization that complements the organizational chart. The SOP Team Chart demonstrates the interconnectedness of the SOP to achieve its IDEAL.



## Abbreviations & Definitions

AACP	<a href="#">American Association of Colleges of Pharmacy</a>	NACDS	<a href="#">National Association of Chain Drug Stores</a>
ACCP	<a href="#">American College of Clinical Pharmacy</a>	NAPLEX	<a href="#">North American Pharmacy Licensure Examination</a>
ACPE	<a href="#">Accreditation Council for Pharmacy Education</a>	NCPA	<a href="#">National Community Pharmacists Association</a>
AMCP	<a href="#">Academy of Managed Care Pharmacy</a>	OEE	School of Pharmacy Office of Experiential Education
APhA	<a href="#">American Pharmacists Association</a>	OSCE	<a href="#">Objective Structured Clinical Examination</a>
APhA-ASP	<a href="#">American Pharmacists Association- Academy of Student Pharmacists</a>	OSA	School of Pharmacy Office of Student Affairs
APPE	<a href="#">Advanced Pharmacy Practice Experience</a>	OSHA	<a href="#">Occupational Safety and Health Administration</a>
ASHP	<a href="#">American Society of Health-System Pharmacists</a>	PharmD	Doctor of Pharmacy
CAPE	<a href="#">Center for the Advancement of Pharmaceutical Education</a>	P1	First professional year of the PharmD program
EPASHP	<a href="#">El Paso Area Society of Health-System Pharmacists</a>	P2	Second professional year of the PharmD program
EPIC	<a href="#">El Paso Immunization Coalition</a>	P3	Third professional year of the PharmD program
EPPA	<a href="#">El Paso Pharmacy Association</a>	P4	Fourth professional year of the PharmD program
EPSPA	<a href="#">El Paso Student Pharmacy Association</a>		
FAQ	Frequently Asked Questions	PharmCAS	<a href="#">Pharmacy College Application Service</a>
FERPA	<a href="#">Family Educational Rights and Privacy Act</a>	PLS	<a href="#">Phi Lambda Sigma Leadership Society</a>
GPA	Grade Point Average	Pre- Pharmacy	Refers to undergraduate courses or students
HIPAA	<a href="#">Health Insurance Portability and Accountability Act</a>	Rho Chi	<a href="#">Rho Chi Academic Honor Society</a>
HOP	Handbook of Operating Procedures	SACS	<a href="#">Southern Association of Colleges and Schools</a>
IDEAL	Innovation, Diversity, Engagement, Access, and Leadership	SCH	Semester Credit Hours
IPE	Interprofessional Practice and Experience	SGA	<a href="#">Student Government Association</a>
IPEC	<a href="#">Interprofessional Education Collaborative</a>	SNPhA	<a href="#">Student National Pharmaceutical Association</a>
IPPE	<a href="#">Introductory Pharmacy Practice Experience</a>	SSHSP	<a href="#">Student Society of Health-System Pharmacists</a>
IRB	<a href="#">Institutional Review Board</a>	TBD	To be determined
JC	<a href="#">The Joint Commission</a>	TPA	<a href="#">Texas Pharmacy Association</a>
MMI	<a href="#">Multiple Mini-Interview</a>	TSHP	<a href="#">Texas Society of Health-System Pharmacists</a>
NABP	<a href="#">National Association of Boards of Pharmacy</a>	TSBP	<a href="#">Texas State Board of Pharmacy</a>

# UTEP SoP Office of Student Affairs Vision & Mission

## Vision

The vision of the SoP Office of Student Affairs (OSA) is to implement, produce, and assess the SoP IDEAL that is student oriented and student success driven. The OSA is first and foremost an advocate for student ideas and needs that provides a support structure that challenges students to become pharmacy leaders and innovators.

## Mission

The mission of the SoP OSA is to be a student-centered office that works to provide access to meaningful and formative student experiences that will enhance UTEP Pharmacy students' educational and professional lives.

## Services

In order to meet the mission of the SoP OSA, the OSA provides the following services:

- Inform and support to pre-pharmacy students and prospective students who are interested in or applying to the UTEP School of Pharmacy
- Recruit and outreach highly qualified prospective students in the local, regional, national, and international level that meet the mission and vision of the School of Pharmacy
- Orient admitted and matriculated students into the School of Pharmacy via Pre-Orientation and Orientation activities
- Co-lead, with the Office of Experiential Education, the Study Away component of the SoP Curriculum
- Co-lead, with the Co-Curriculum Coordinator, co-curricular activities
- Support student organizations
- Collaborate with the Student Excellence Team and the Associate Dean of Academic Affairs to facilitate retention, academic and professional progression, and graduation of SoP students via student success initiatives
- Offer a broad range of student services in collaboration with university partners (e.g., Office of Financial Aid, Office of Scholarships, University Career Center, University Counseling Center)
- Manage student issues and handle student complaints

## Academic Calendar

Please see UTEP Calendar [here](#).

# Professional and Technical Standards for Admission, Matriculation, Progression, and Graduation

The following attributes are required for admission, matriculation, progression, and graduation from the UTEP School of Pharmacy (SoP). Students who have concerns about meeting the following requirements should contact the UTEP Center for Accommodations and Support Services (CASS) and the SoP Office of Student Affairs.

- **Ethical.** Students must demonstrate and exhibit professionalism and ethical decision-making in **all** interactions, whether they are in the classroom, laboratory, experiential site, or any other event where the student is representing UTEP, the SoP and/or the pharmacy profession. Students must be able to comply with the legal requirements and background checks established by the Texas State Board of Pharmacy and SoP Criminal Background Check Policy and Drug Screen Policy. Students must conduct themselves according to the principles set in the “[Oath of a Pharmacist](#)” while accepting the responsibilities as part of their development into pharmacists.
- **Social and Behavioral.** Students must demonstrate the emotional health, mental acuity and maturity necessary to exercise ethical judgment and utilize their intellectual skills to their full ability. Students must demonstrate integrity, compassion, empathy, and sensitivity to work with diverse cultures. Students must be able to develop effective professional relationships with patients, their families/caregivers, and colleagues. Students must demonstrate the ability to tolerate stressful and demanding environments and maintain adequate function and completion of assignments despite the fluctuating nature of the work environment.
- **Intellectual, Conceptual, Integrative, and Quantitative.** Students must demonstrate the ability to accurately measure, calculate, analyze and interpret large amounts of information, assimilate that data into problem solving, and then apply that learned information to a variety of situations. Students must demonstrate the ability to adapt to different learning and practice environments. Students must exhibit attention and alertness to surroundings and the ability to pro-actively apply quick critical thinking to patient care problems. Students must be committed to the necessary study time and to the SoP curriculum, experiential, and co-curricular requirements.
- **Communication.** Students must demonstrate the ability to communicate, effectively and sensitively in individual conversation and in groups. Students must be able to communicate via verbal and written forms to elicit information, document data, and provide clear, concise, and accurate responses. Students must be able to prepare and deliver formal papers, presentations, and engage in community outreach events. Students must also be able to learn and utilize technical language in real-world settings as well as use basic resources to navigate across diverse languages and cultures, which will be learned via the SoP coursework.
- **Observation and Sensory.** Students must demonstrate the ability to observe demonstrations, lectures, and experiments in individual and group settings. Students must be able to observe a patient accurately with their combined senses including vision, hearing, smell, and touch. Students must be able to read to interpret information from prescriptions and medication-related labels.

- **Motor.** Students must demonstrate the sufficient motor function and physical coordination necessary for performing basic classroom and pharmacy-related functions. Students must be able to participate in large and small group discussions, practice and perform physical assessment skills (e.g., manually measuring blood pressure, auscultating heart and lungs), perform injections (e.g., vaccines) and functions related to emergency management, prepare all routine types of medications including sterile and non-sterile compounding, and deliver direct patient care as appropriate to the pharmacist's contemporary role in society.

For more information regarding Professional Technical Standards see:

Berry TM, Chichester CO, Lundquist LM, et al. Professional Technical Standards in Colleges and Schools of Pharmacy. *Am J Pharm Educ.* 2011;75(3). <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3109804/>. Accessed June 30, 2016.

## Office of Experiential Education (OEE) Student Compliance

For information on OEE requirements (e.g. Background check and Drug screening, Immunization requirements, CPR license requirements, etc.) please refer to the OEE Handbook.

## Tuition & Fees

Tuition and fees are set by the university and approved by The University of Texas System Board of Regents.

**Mandatory fees** include:

- Library Fee
- Student Services Fee
- Technology Fee
- Health Care Center Fee
- International Education Fee
- Recreation Fee
- Registration Fee
- Student Union Fee
- Sustainability Fee

Students in the PharmD program are also responsible for a **major fee** that students pay every semester that provides for accreditation fees, software licensing, preceptor training, and other initiatives that impact all students. Students facing financial difficulty can use the following services:

### UTEP Easy Pay Installment Plan

Tuition can also be paid via the UTEP Easy Pay Installment Plan. To use the UTEP Easy Pay Installment Plan contact the [UTEP Student Business Services](#). The UTEP Easy Pay Installment Plan **allows students to pay 20% of the tuition and fees** at the beginning of the semester. The remainder is billed in four equal monthly payments. **There is a convenience fee of \$20.**

## Emergency Tuition Loan

An [Emergency Tuition Loan](#) can be requested via the [UTEP Student Business Services](#). The Emergency Tuition Loan can be used for academic-related expenses. Payments are due in four (4) installments of 20% each, each month of the long semester starting on September or February, respectively. To be eligible for the Emergency Tuition Loan, a student must be enrolled for the current term, with no past due balances. Current tuition and fees, parking decal, health insurance, and meal plan that are assessed at the time of enrollment are included in this option. There is a convenience fee of \$20, and the interest rate is generally no more than ~\$10 per month. The amount of the loan is equal to 20% of the total tuition and fees charged, as well as parking decal, health insurance, and meal plan (which is paid separately). For more information contact the [UTEP Student Business Services](#).

## Book Loan

A book loan is a short-term loan that is available at the beginning of each semester. This is not a cash option. Funds are directed to your Miner Gold Card and can be used only at the UTEP Bookstore. **Students can request a loan amount between \$50-500**, which is placed on the student's UTEP ID. The funds can only be used at the [UTEP Bookstore](#). **There is a flat interest rate of \$10.**

## Paydirt Emergency Loan

If a student is facing a financial challenge or unexpected situations (e.g., car repairs, daycare expenses, job loss) and is in need of immediate assistance the UTEP Paydirt Loan is a short-term loan that can help a student stay enrolled at UTEP and continue one's education. **The maximum loan amount for the UTEP Paydirt Loan Program is \$500.** Repayment of the loan is the responsibility of the student and must be paid-in-full within 90 days from the date of the signed promissory note. The UTEP Paydirt Loan will be administered by the Division of Student Affairs through the Office of Student Financial Aid.

## Orientation

### New Student Orientation

A mandatory new student orientation is held two weeks prior to the start of the PharmD curriculum. The orientation is an opportunity to meet your fellow PharmD students, meet SoP administrators, faculty, and staff, and learn vital information for your time at the SoP.

Topics will include:

- Curriculum
- Student Affairs
- Professional Behavior
- Preparedness course
- Office Of Experiential Education
- Co-curriculum experiences

- Interprofessional Practice and Education (IPE)
- Computer training and Email set-up
- Student Pharmacy Organizations
- Study Away

Campus Advocacy Resources and Education (CARE)

### **Professional Hour (Re-Orientation)**

There will be mandatory professional hour at various points throughout the semester.

## **White Coat**

The White Coat Ceremony is a “rite of passage” for Pharmacy students. The ceremony emphasizes the importance of the foundational mission of the program: transforming pharmacy education, patient care, community service, research and leadership to benefit a 21st century demographic. The SoP ceremony takes place in front of family, friends, faculty, staff, and community members. The incoming students are welcomed by the Dean and then “cloaked,” with their first white coats. Students recite the Oath of a Pharmacist before the ceremony, publicly acknowledging their new responsibilities and their willingness to assume the obligations of their new profession. The White Coat ceremony is held after New Student Orientation as a culmination of the orientation experience and to aid in the transition into the SoP.

## **Mobile Electronic Device Requirements**

To complete assignments, exams, and other forms of assessment, students of the UTEP SoP will need to meet the following requirements for mobile electronic devices. Mobile electronic devices (e.g., laptop, tablet) are **required** for all students to complete in class examinations. SofTest, an ExamSoft product, will be used by the UTEP SoP and can be used on most modern Microsoft Windows based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below. SofTest **cannot** be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

### **SofTest Windows - PC Requirements**

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for SofTest Download, Registration, Exam Download and Upload



- Screen Resolution must be 1024x768 or higher
- Adobe Reader (Version 9, 11, or DC) is required for exams containing PDF attachments
- Administrator level account permissions

## Surface Pro Requirements

- Surface Pro 1, 2, & 4 (Non-Pro Surface devices are NOT supported)
- Surface 3 (Pro and Non-Pro devices ARE supported)
- External keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- Adobe Reader XI is required for exams containing PDF attachments
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for SofTest Download, Registration, Exam Download and Upload
- Screen Resolution must be 1920x1080
- Administrator level account permissions

## SofTest Mac

- Operating System: OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), OS X 10.11 (El Capitan), mac OS 10.12 (Sierra). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not supported
- For onsite support, and in order to backup the answer files to a USB, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for SofTest Download, Registration, Exam Download and Upload
- Administrator level account permissions

## Course Registration

Students enrolled in UTEP SoP are required to register for classes through [UTEP Goldmine](#) website. Registration opens mid-semester **PRIOR** to the semester of coursework. Courses may be added up to the date of Late Registration (approximately 2 days prior to class start until approximately 5 days after the first day of the semester). Most required didactic courses **MUST** be taken for a letter grade with a few select courses that are Pass/Fail (check each course syllabus for details). All experiential courses are Pass/Fail. During special circumstances (e.g., pandemic, other unforeseen emergency), courses may be offered as Pass/Fail with guidance provided by the administration at UTEP. The final Drop Deadline Date is generally during Mid-Semester.

## Late Registration

Any student who, with proper permission, registers after the scheduled days for regular registration will be required to pay a special charge of \$20.00 for the late Web registration process, \$30.00 for in-person late registration, or \$50.00 on or after the first official school day of class. A new student will have the late registration fee waived as long as registration is made before the first official day of class. Late registrants are subject to the same regulations and course requirements as students who enroll on time. Classes missed because of late registration will be counted as absences, and class or laboratory work missed will be counted as a zero (0) unless the instructor grants the student permission to make up the work. Any student who has been withdrawn and has his or her schedule reinstated after census day will be assessed a \$200 reinstatement fee. Information regarding registration (Add, Drop, etc.) and other academic-related dates is found on the [UTEP Academic Calendar](#).

## Curriculum

The School of Pharmacy Curriculum has been developed using the Accreditation Council for Pharmaceutical Education (ACPE) standards for the Doctor of Pharmacy degree which embrace a solid pharmaceutical and clinical sciences foundation while incorporating interprofessional education (IPE) and professional skills development via co-curriculum and coursework. Further, the curriculum has been designed to include UTEP high impact educational practices (the UTEP Edge) such as service-learning, capstone projects, experiential learning, global learning, and study away. The curriculum has been reviewed and approved by ACPE and Texas Higher Education Coordinating Board.

The SoP faculty and administrators have designed the curriculum to be Aligned, Meaningful, and Integrated (AIM) to ensure learning that overlaps and supports repeated exposure via active learning and experiences. Over the four years, the curriculum has been built to Introduce, Reinforce, and Apply knowledge and skills (Entrustable Professional Activities-EPAs) that lead to competitive and competent pharmacists who can serve and lead in a diverse society. Each course has objectives that have been evaluated for connection to national CAPE (Center for Advancing Pharmaceutical Education) outcomes as well as the PCOA® (Pharmacy Curriculum Outcomes Assessment®) and NAPLEX® (North American Pharmacist Licensure Examination).

Other unique features of the curriculum follow. To support learning in the predominantly Spanish-speaking population of El Paso region and to build communication, technical pharmacy Spanish is integrated across the P1 to P3 years (P: Pharmacy Year). To address the requirement that each graduate must complete a jurisprudence (law) exam based on state and national pharmacy-related laws, “law” has been integrated across the years. Additional features such as the Study Away, Capstone, and Interprofessional Education are described following the curriculum summary. Students are required to take a minimum of four (4) elective courses to supplement their education. One prescribed elective is the Study Away course between the P1 and P2 year (see Study Away). Other electives are offered (generally) throughout the P2 to P3 years. The grid below outlines courses from the P1 to P4 years (note curricular updates may occur to meet updated ACPE standards and optimize student outcomes).

P1**	P2	P3	P4
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18 SCH/Semester	17-19 SCH/Semester	17-19 SCH/Semester	42-50 credit hours (starts Summer)
<b>Track 1: Pharmaceutical Foundations (PF)</b>	<b>Track 4: Integrated Systems-Based Pharmacotherapy (ISBP)</b>		<b>Track does not continue</b>
<ul style="list-style-type: none"> <li>• Human Metabolism</li> <li>• Principles of Drug Action</li> <li>• Physical Pharmacy</li> <li>• Calculations</li> <li>• Principles of Medicinal &amp; Clinical Chemistry</li> <li>• Pharmacokinetics &amp; Genomics</li> <li>• Dosage Forms &amp; Compounding Lab</li> <li>• Integrated Skills Lab IA &amp; IB</li> </ul>	<b>ISBP IIA &amp; IIB – Focus Primary Care. Integrates concepts:</b> <ul style="list-style-type: none"> <li>• Pathophysiology</li> <li>• Pharmacology</li> <li>• Medicinal Chemistry</li> <li>• Pharmacokinetics</li> <li>• Toxicology</li> <li>• Pharmacogenomics</li> <li>• Pharmacotherapy: Primary Care (EXAMPLES) <ul style="list-style-type: none"> <li>○ Cardiovascular</li> <li>○ Endocrine</li> <li>○ Gastrointestinal</li> <li>○ Infectious Diseases</li> </ul> </li> <li>• Practical Applications Lab IIA &amp; IIB <ul style="list-style-type: none"> <li>○ Patient Assessment</li> <li>○ Over-the-Counter Products</li> <li>○ Complementary Alternative &amp; Integrative Medicine</li> <li>○ Point-of-Care Devices</li> <li>○ Calculations</li> </ul> </li> <li>• Integrated Skills Lab IIA &amp; IIB</li> <li>• Electives</li> </ul>	<b>ISBP IIIA &amp; IIIB –Focus Hospital &amp; Specialty. Integrates concepts:</b> <ul style="list-style-type: none"> <li>• Pathophysiology</li> <li>• Pharmacology</li> <li>• Medicinal Chemistry</li> <li>• Pharmacokinetics</li> <li>• Toxicology</li> <li>• Pharmacogenomics</li> <li>• Pharmacotherapy Specialties (EXAMPLES) <ul style="list-style-type: none"> <li>○ Advanced Cardio</li> <li>○ Critical Care</li> <li>○ Inpatient Infections</li> <li>○ Oncology</li> </ul> </li> <li>• Practical Applications Lab IIIA &amp; IIIB <ul style="list-style-type: none"> <li>○ Patient Assessment</li> <li>○ Calculations, Pharmacogenomics, &amp; Kinetic problem</li> <li>○ Over-the-Counter</li> <li>○ Complementary Alternative &amp; Integrative Medicine</li> <li>○ Point-of-Care Devices</li> </ul> </li> <li>• Integrated Skills Lab IIIA &amp; IIIB</li> <li>• Electives</li> </ul>	
<b>Track 2: Global Health Colloquium (GHC)</b>			<b>Track does not continue</b>
<ul style="list-style-type: none"> <li>• Cultural, Literacy, &amp; Community Health</li> <li>• Health &amp; Wellness</li> <li>• Spanish for the Pharmacy Professional IA &amp; IB</li> <li>• Study Away (Summer)</li> </ul>	<ul style="list-style-type: none"> <li>• Biostatistics/Epidemiology</li> <li>• Health Across the Lifespan</li> <li>• Spanish-Pharm Prof IIA &amp; IIB</li> <li>• Capstone Project (P2-P3)</li> <li>• Electives</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Biostatistics &amp; Drug Information</li> <li>• Health Services Administration</li> <li>• Spanish – Pharm Prof IIIA &amp; IIIB</li> <li>• Capstone Project (P2-P3)</li> <li>• Electives</li> </ul>	
<b>Track 3: Patient Care, Practice, and Innovation (PCPI)</b>			
<ul style="list-style-type: none"> <li>•Foundations: Health Care, Pharmacy, Ethics</li> <li>•Communication &amp; Counseling</li> <li>•Pharmacy Law (online)</li> <li>•Professional Innovations Leadership &amp; Life Skills (PILLS) IA &amp; IB</li> <li>•Immunology &amp; Immunizations (Maymester)</li> </ul>	<ul style="list-style-type: none"> <li>• Pharmacy Informatics &amp; Drug Information</li> <li>• Patient Safety</li> <li>• Pharmacy Law (online)</li> <li>• Professional Innovations Leadership &amp; Life Skills (PILLS)</li> <li>• Electives</li> <li>• Sterile Products-IV Admixture Lab (Maymester)</li> </ul>	<ul style="list-style-type: none"> <li>• Economic, Clinical, Humanistic Outcomes (ECHO)</li> <li>• Practice Management &amp; Administration</li> <li>• Pharmacy Law</li> <li>• Professional Innovations Leadership &amp; Life Skills (PILLS)</li> <li>• Electives</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Innovations Leadership &amp; Life Skills (PILLS)</li> </ul>
<b>Experiential Education (EE_</b>			
<b>Introductory Pharmacy Practice Experience (IPPE)</b>  Integrated into Didactic Curriculum	<b>Introductory Pharmacy Practice Experience (IPPE)</b>  Community based (2 weeks)  Integrated into Didactic Curriculum	<b>Introductory Pharmacy Practice Experience (IPPE)</b>  Institutional based (2 weeks)  Integrated into Didactic Curriculum	<b>Advanced Pharmacy Practice Experience (APPE)</b> Seven 6-week Rotations <b>Required Rotations (4):</b> <ul style="list-style-type: none"> <li>• Ambulatory Care</li> <li>• Inpatient General Medicine</li> <li>• Community Pharmacy</li> <li>• Institutional/Health System Pharmacy</li> </ul> <b>Elective Rotations (3)</b>
<b>Thread 1: Interprofessional Practice and Education (IPE)</b>			

## Study Away

Included in the SoP curriculum is a study away course (prescribed elective) that requires all UTEP PharmD students to participate in a short term Study Away experience outside of the El Paso area. The UTEP PharmD study away component is aligned with the **UTEP Edge**, an institutional initiative that focuses on creating the “next generation of student engagement and professional preparation at UTEP” through curricular and co-curricular experiences including study abroad/study away. The Study Away course is a required, credit-bearing elective which must be completed prior to the fall semester of the P2 year. The Study Away courses are most often held during P2 summer. Faculty and/or preceptors will offer experiences that are **regional** (within driving distance of El Paso County), **domestic** (within the United States and territories), and/or **international** (outside of the United States). Other options include UTEP-led experiences such as a student-designed experience. Student-designed experiences are required to:

- Have student participate in an on-going service commitment (at least 25% of time) at an established (in existence for more than 3 years) organization that has a reporting structure (e.g., director, executive board)
- Have a service site director who must be willing to provide guidance to the student and complete and submit assessment documents
- Be in a location outside of the El Paso County boundaries ( $\geq$  60 miles outside of El Paso)
- Be completed prior to the fall semester of their P2 year

The Offices of Experiential Education and Student Affairs, in collaboration with the Study Away and Global Education Coordinator, must approve the student-designed experience and provide guidance and support. The cost of the Study Away courses (e.g., lodging, travel, food, activities) is **not** covered by tuition and fees and must be covered by the student. Scholarship/stipends may be available. For remediation policy see “Study Away Remediation”.

If the student has a valid excuse for being unable to attend their scheduled study away course, they must submit a request, in writing, to the Study Away and Global Education Coordinator and Director of Student Affairs for the experience to be deferred. This request must also include appropriate documentation proving a valid reason for deferment. A full refund may not be possible. Medical emergencies by student or student’s immediate family member constitute a valid reason for deferment, but other situations may be approved on a case-by-case basis.

## Experiential Education

The UTEP SoP has strategically placed introductory and advanced pharmacy practice experience from Professional Year 1 through Professional Year 4. Experiential education provides students hands-on experiences that encompass a 4-legged stool approach: real patient, real pharmacist/provider, real student, and real world.

## Introductory Pharmacy Practice Experience (IPPE)

Introductory Pharmacy Practice Experiences (IPPEs) are woven into the UTEP SoP curriculum throughout the P1, P2 and P3 years in which students begin acquiring internship hours to apply for pharmacy licensure in the state of Texas. Students must be [registered](#) pharmacist interns- beginning in the P1 year with the [Texas State Board of Pharmacy](#) (TSBP) in order to participate in these activities. IPPEs are experiential activities that occur at pharmacy practice sites, but may also include simulation and activities related to pharmacy practice in association with interprofessional education (IPE).

Students will participate in a minimum of 300 IPPE hours. The majority of IPPE hours (180 hours) are accrued via the:

- Community IPPE course: is a 90-hour (2 weeks, full-time) activity-based experience in a community pharmacy practice setting. This rotation occurs during the summer between the P1 and P2 years.
- Institutional IPPE course: is a 90-hour (2 weeks, full-time) rotation designed to introduce students to the fundamentals of pharmacy practice in an institutional setting. This rotation occurs during the summer between the P2 and P3 years.

The remainder of the IPPE hours are acquired during the fall and spring semesters from P1 year to P3 year. These hours are tied to didactic courses and are called didactic IPPEs.

## Advanced Pharmacy Practice Experience (APPE)

Students accumulate the majority of the internship hours required for licensure in Texas through the Advanced Pharmacy Practice Experience (APPE) courses, which occur during the last year (P4) of the curriculum. Students will complete a minimum of seven 6-week rotations, four of which are referred to as Core Rotations and three which will be classified as electives with various patient care and non-patient care options available based on a student's interests.

Four Core Rotations

- Community APPE
- Hospital APPE
- Inpatient General Medicine APPE
- Ambulatory Care APPE

## Interprofessional Education (IPE)

Interprofessional Practice and Education (IPE) is [defined](#) as the “involvement of educators and learners from two or more health professions and their foundational disciplines who jointly create and foster a collaborative learning environment.” The goal of these efforts is to “develop knowledge, skills and attitudes that result in interprofessional team behaviors and competence. Ideally, IPE is incorporated throughout the entire curriculum in a vertically and horizontally integrated fashion.” According to the Interprofessional Education Collaborative (IPEC), four core practice competency domains have been identified that the UTEP SoP will integrate into its professional program.

- **Competency Domain 1:** Work with individuals of other professions to maintain a climate of mutual respect and shared values. (Values/Ethics for Interprofessional Practice)

- **Competency Domain 2:** Use the knowledge of one’s own role and those of other professions to appropriately assess and address the health care needs of patients and **to promote & advance the health of populations.**  
(Roles/Responsibilities)
- **Competency Domain 3:** Communicate with patients, families, communities, and **professionals in health & other fields** in a responsive and responsible manner that supports a team approach to the **promotion** and maintenance of health and the **prevention** and treatment of disease. (Interprofessional Communication)
- **Competency Domain 4:** Apply relationship-building values and the principles of team dynamics to perform effectively in different team roles to **plan, deliver, and evaluate** patient/population-centered care and **population health programs and policies** that **are safe**, timely, efficient, effective, and equitable. (Teams & Teamwork)

The IPE experience has been strategically threaded throughout the UTEP SoP Doctor of Pharmacy curriculum in a way that is purposeful and provides building blocks for Interprofessional practice. There are a minimum of eight (8) formal IPE experiences which students will participate in. The focus of the first year is to introduce concepts in IPEC and strategies and tools to enhance performance and patient safety (TeamSTEPPS®). In the P2 year, IPE experiences shift focus to issues related to vulnerable populations (i.e., refugee, individuals experiencing homelessness, and transgender). In the P3 year, IPE experiences will have a focus on leadership, teamwork, team dynamics, and pharmacotherapy. In the last year (P4), the Inpatient General Medicine APPE will be designated as an IPE. The coordinator of IPE will oversee all IPE activities. When IPE activities involve experiential education (IPPEs or APPEs), the appropriate Experiential Clinical Coordinator will provide administrative support to the IPE coordinator. IPE’s are an essential part of the PharmD curriculum and a vital practice to be an effective pharmacist. Other opportunities are continuously being explored to integrate more diverse IPE opportunities (i.e., study way, IPPE, student organizations, and more).

## Co-Curriculum

Due to the expanding role of the pharmacist, it is important to create a meaningful, professionalism-centered co-curricular plan as part of the UTEP School of Pharmacy curriculum. The goal of the UTEP SoP co-curricular plan is to ensure that all graduates will be IDEAL pharmacists. The UTEP **co-curricular thread** was developed utilizing the Revised Taxonomy Model by Brown et al. This taxonomy model identifies three domains (competence, connection, character) of pharmacy professionalism. Each domain consists of five descriptive traits that support the professional development of a pharmacy student. As the student advances in the co-curricular thread, they have the opportunity to practice each professional trait with learning activities that have been identified in practice and in the curriculum. These experiences will build upon each other as the student’s skill-set is developed with more depth. These domains and traits are as follows:

**Competence**  
*Professional Capability*

**Connection**  
*Interpersonal  
Compatibility*

**Character**  
*Personal Reliability*

- Self-directed learning
- Knowledge
- Applied Skill
- Proactivity
- Wisdom

- Compassion
- Empathy
- Self-control
- Kindness
- Influence

- Honesty/Integrity
- Humility
- Responsibility
- Service
- Moral Courage

The Co-Curricular experience will be strategically threaded throughout the UTEP SoP Doctor of Pharmacy curriculum and housed in the Professionalism, Innovation, Leadership, and Life Skills (PILLS) course. In the P1 year, the PILLS course will introduce the taxonomy model and its relevance to the IDEAL pharmacist. The PILLS course, along with faculty advisors, will help track student progress. The Co-Curricular team works closely with the SoP and student organizations to identify activities for student experiences. Students will be required to complete six co-curricular activities (RxPro PLUS) between the P1-P3 years. Students are required to obtain at least two (2) activities from each tier (Tier 1, Tier 2, Tier 3).

### Tier Definitions

- Tier 1: Participation only at events (i.e. attending grand rounds, speakers, event)
- Tier 2: Increased level of participation as determined by overseeing preceptor/faculty
- Tier 3: Organizing, creating, leading, and high-level contribution

### Activity Approval

All events must be approved for tier status prior to event occurring. Request for approval must be submitted at least 30 days prior to completing the activity. RX Pro Plus credit will not be given if this does not occur. All co-curricular tier activities must be conducted in conjunction with a SoP-approved student organization or SoP event. External events organized individually by students will no longer be recognized.

- **Student Organizations:** A student organization event tier level will be determined by faculty advisor(s) of student organization, if any questions or concerns, faculty advisor(s) will consult with the Co-Curriculum Coordinator. The designated member of the student organization will be responsible for submitting the co-curricular event to the UTEP SoP Student Calendar for approval.
- **SoP Events:** The tier level will be determined by the Office of Student Affairs, tier activities will be added to the UTEP SoP Student Calendar.
- **External Events:** Students will need to attain an external point of contact for event and submit the "Co-Curricular Activity Tier Approval e-Form" for review and approval by the Co-Curriculum Committee, The approval e-Form must be submitted at least 30-days prior to event occurring.

### Documentation of RxPro PLUS Activities

- Students will be required to complete an RxPro PLUS tier activity attendance verification form each semester along with a corresponding reflection and submit to Blackboard® in PILLS.

- Verification of student completion of co-curricular requirements will occur at the end of the P3 year. However, students are ultimately responsible for ensuring completion of co-curriculum tier activity requirements (e.g., six tier activities, two of each tier, submitted corresponding reflection and attendance verification form).
- Any student who fails to submit their assignment or supporting documentation (i.e., reflection and attendance verification form) on time will receive an “Incomplete” in the PILLS course and be responsible for making up the missing tier.
- 

Examples of activities(RX PRO PLUS) are available below. Remember, students are required to obtain 6 total activities, with at least 2 activities from each tier. **ALL** RxPro PLUS tier activities **MUST** be submitted for approval using the [SOP Student Calendar](#).

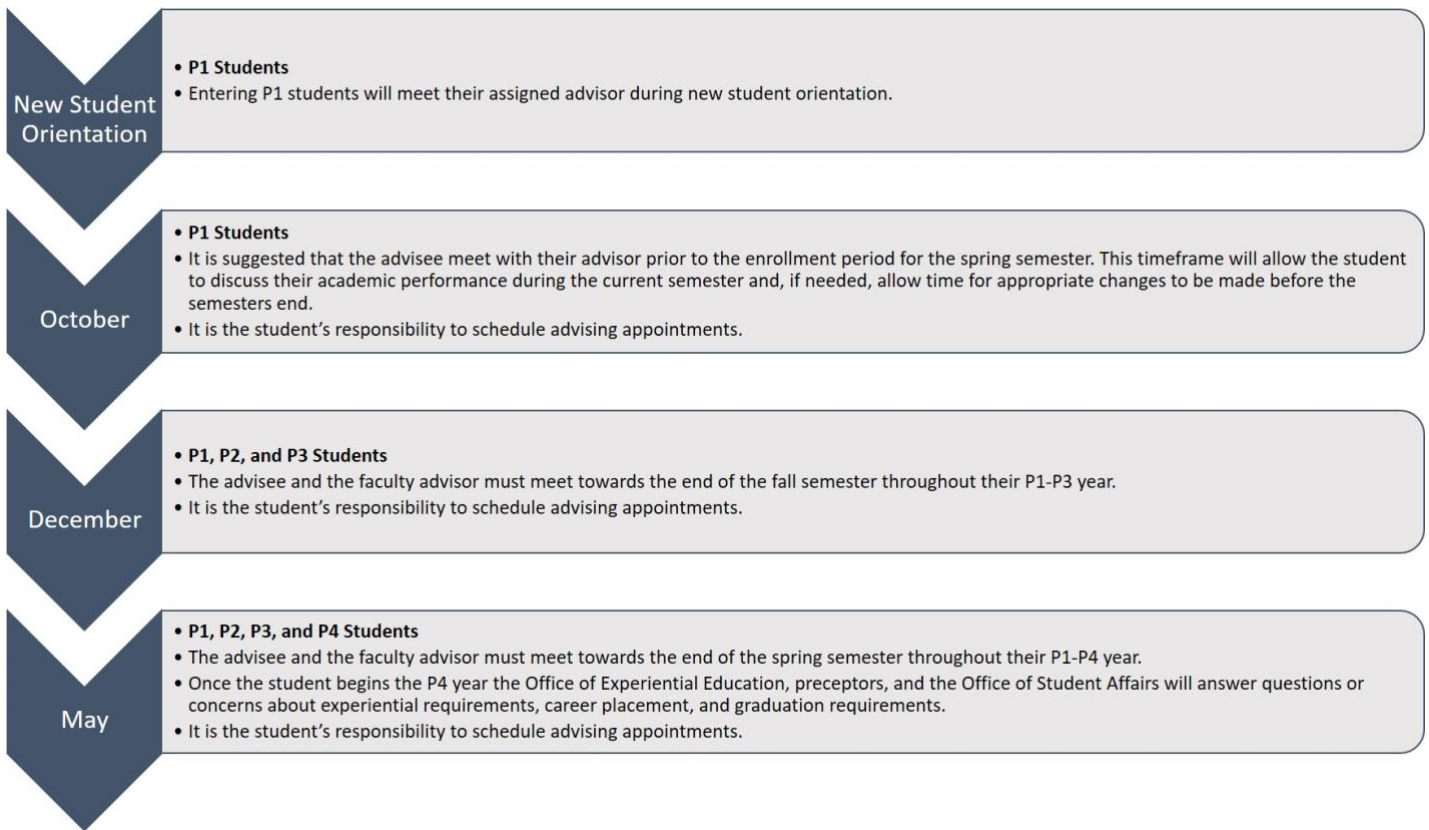
Tier Three
<ul style="list-style-type: none"> <li>• Clinical Competition Participant at National Level (e.g. APhA Patient Counseling Competition, ASHP Clinical Skills Competition)</li> <li>• Legislative Day (State)</li> <li>• Coordinator or Co-Coordinator of a Health Screening/Fair</li> <li>• Present at Regional/National Meeting</li> <li>• IDEAL Ambassador</li> <li>• Volunteer at a Free Clinic or Health Fair (12+ hours)</li> <li>• President of an Organization or Chair of a Committee</li> <li>• Student Representative of Pharmacy Organization (e.g. EPPA, TSHP, ACCP)</li> <li>• Organizing a 5K Run</li> </ul>

Tier Two
<ul style="list-style-type: none"> <li>• Clinical Competition Local Participant</li> <li>• Peer Tutor</li> <li>• Mentoring Pre-Pharmacy Students</li> <li>• Volunteer at a Free Clinic or Health Fair (&lt; 12 hours)</li> <li>• Officer of an Organization</li> <li>• Member of an Organization Committee</li> </ul>

Tier One
<ul style="list-style-type: none"> <li>• Attend Lunch &amp; Learn</li> <li>• Attend Research Presentation or Resident Grand Rounds</li> <li>• Participate in service event (e.g. food drive, care packages)</li> <li>• Chaperone pharmacy candidates during admissions process</li> <li>• Participate in 5K run</li> <li>• Member of Organization</li> </ul>



# Faculty Advisor



The Faculty Advisor's primary role is to help foster career and professional development. The Faculty Advisor will:

- Discuss career and educational plans and the skills and knowledge necessary to meet career and educational goals (students' e-portfolio [Career RX Pro Plan] will help guide these conversations)
- Explain how the curriculum relates to future work responsibilities, skills and attitudes
- Provide academic support to aid with progression toward graduation
- Discuss different career tracks available upon completion of a Doctor of Pharmacy degree
- Collaborate with faculty, Associate Dean of Academic Affairs, OSA, practitioners and others to facilitate academic success by helping students gain access to necessary resources
- Identify appropriate school and campus resources and offer referral sources
- Understand common concerns of students
- Examine students' progression toward career and academic goals by reviewing their portfolios
- Direct to additional mentors
- Review Co-Curricular requirements not included in the PILLS course
- Verify that Study Away component has been planned & completed by P2 Fall except for cases where deferment is approved or where remediation is necessary
- Notify the ADAA and OSA if an advisee misses a scheduled appointment or is unprepared
- Although faculty advisors should be responsive and willing to assist students to the best of their ability, advisors are not expected to be an expert in all areas and should not hesitate to refer the student to the ADAA and OSA when necessary.

## Student Organizations

The SoP student organizations must be registered student organizations (RSO) and will liaise with the UTEP Student Government Association (SGA). It is an umbrella organization that works in partnership with other SoP student organizations. In addition, SoP student organizations work with other health-related associations on campus, including the UTEP Pre-Pharmacy Organization (PPO) and in the community. A list of current SoP student organizations can be found below.

- APhA-ASP
- SSHP
- 
- SNPhA
- Phi Lambda Sigma
- IDEAL Pharmacy Council – Elected position only
- Pediatric Pharmacy Association

## Student Representation

Each class has two representatives who serve as class liaisons for their cohort. They act as a voice for their fellow pharmacy students to report their concerns, as well as their successes. These class liaisons serve as committee members who sit on the Student Excellence Team and Curriculum committee. Students are also represented on other SoP committees including the Admissions committee, Preceptor Excellence Team, and Assessment committee.

## Grading

### GPA Calculation Policy:

All grades earned in didactic courses are averaged. A grade equal to “C or better” is considered passing. Any course retaken due to earning a D or F is replaced by a C if the class is successfully remediated. Grades for didactic courses are as follows:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

Experiential course grades are only a pass or fail. Students **must** maintain a 2.5 average to remain in **good academic standing** (see “Good Standing”).

## School of Pharmacy Course Grade Review & Course Grade Grievance

The School of Pharmacy grade review policy should follow these hierarchical steps: **(1)** student requests, via email, to the Faculty and Course Coordinator or Clinical Coordinator to review and re-evaluate an overall course grade within ten (10) business days after final grades are posted; **(2)** if the student is not satisfied by the decision from the faculty/course coordinator or clinical coordinator, they must appeal via email to the Associate Dean for Academic Affairs and Department Chair within (10) business days after being notified of the decision. **(3)** students may appeal within ten (10) business days to the Dean of the SoP after receiving a decision from the Associate Dean of Academic Affairs and Department Chair; **(4)** after receiving the Dean's decision, students may pursue the formal grade appeal process with the UTEP Student Grade Grievance Committee of the UTEP Faculty Senate. The decision of the UTEP Student Grade Grievance Committee is final.

Students should contact the UTEP Dean of Students Office for specific information or download a copy of the grievance form on the UTEP [Dean of Students webpage](#).

## Didactic Coursework Grades

A student may appeal an assignment/exam grade within 10 business days of grades being posted. Unless otherwise specified in course syllabus. The School of Pharmacy coursework appeal must follow these hierarchical steps: **(1)** student requests, via email, to the Faculty and Course Coordinator or Clinical Coordinator to review and re-evaluate an assignment/exam course grade within (10) business days after grades are posted; **(2)** if the student is not satisfied by the decision from the faculty/course coordinator or clinical coordinator, they must appeal via email to the Associate Dean for Academic Affairs and Department Chair within (10) business days after being notified of decision. **(3)** students may appeal within (10) business days to the Dean of the SoP after receiving a decision from the Associate Dean of Academic Affairs and Department Chair. The decision of the SoP Dean is final.

A decision regarding the matter will be submitted to the student prior to the end of the semester (i.e., fall, spring, summer). The decision will be placed in the student file. For students to progress to the next semester, they must successfully complete the course requirements while earning a final grade of C or better (no grade of D or lower). If a student earns a final grade below a C, the student may be eligible for remediation (see "Didactic Remediation" section).

## Experiential Coursework Grades

Experiential education coursework and courses are assigned a Pass or Fail grade. A student must successfully complete the experiential requirements (e.g., IPPE, APPE) to earn a passing grade. If experiential education is part of a didactic course, then the policies will follow the didactic coursework requirements. If a student does not pass, they may be eligible for remediation. (see "Experiential Remediation" section)

## Academic Progression

## Progression Committee

All issues dealing with misconduct, didactic and experiential education progression, and any other progression and conduct issues not outlined in the UTEP SoP Student Handbook (not including any issue handled by the UTEP OSSCR or the UTEP Faculty Senate) are handled by the Progression Committee, on a case-by-case basis.

## Good Standing

Good Standing in the School of Pharmacy requires meeting both Academic & Professional good standing as outlined below:

### Academic

- Maintain a GPA of 2.5 or higher
- Have no academic integrity issues

### Professional

- Present themselves in a professional and courteous manner in a didactic, experiential, and study away course or component. This behavior includes, but is not limited to, not engaging in disruptive behavior in a classroom or other education setting, being appropriately dressed, using professional language and behavior, e-professionalism (e.g., social media), and other forms of professionalism.
- Present themselves in a professional and courteous manner when representing the SoP, such as national/regional/local conferences or meetings, as part of a student organization, and at health fairs and other educational health events.
- Uphold the UTEP Policies and Procedures that are outlined in the UTEP HOP, including but not limited to: academic misconduct, substance abuse, and sexual misconduct.
- Meet the requirements of the Professional Expectations Contract (see Appendix X) and affirm their commitment to uphold annually.

Not meeting the standards outlined and within the spirit of Professional Good Standing can be interpreted as Professional Misconduct.

Only students with a **(1) cumulative SoP GPA of 2.75 or higher, (2) who are in professional good standing and (3) have no Academic Integrity issues are eligible to:**

- be elected and/or serve as officers in the SoP (e.g., class representative, student organization),
- represent the School of Pharmacy on committees or other venues,
- participate in professional travel (e.g., conferences) to represent the School of Pharmacy, and/or
- receive funding for professional use.

## Encouraging Academic Success

Successful PharmD students will:

- Use effective **time management**. The PharmD program should be a student's **main activity**, similar to an intense work experience. This will require a student to negotiate one's time regarding PharmD requirements and activities (e.g., classes,

experiential work, rotation, study time, journal club, school organizations, etc.). Students should have a conversation early with family, spouse, children, friends, etc. regarding expectations.

- **Study early and create a sound study system.** Contact the Associate Dean for Academic Affairs or Director of Student Affairs for support and resources.
- **Maintain a healthy sleep cycle.**
- **Ask for help EARLY.** If a student is struggling or needs additional support, ask. SoP administrators, faculty, and staff are here to help students be successful.

If a student has concerns regarding course performance or the course material the student should immediately discuss these issues with their Course Faculty. Other resources for support/advice include: Pharmacy Faculty Advisor, SoP Director of Student Affairs, and the Associate Dean for Academic Affairs. [UTEP Counseling and Psychological Services](#), which focuses on career counseling, psycho-educational workshops, individual and group counseling, and crisis intervention, can also aid in your academic and personal success.

### **The SoP Student Success Center (Room 612)**

The Student Success Center is an available space for individual and group tutoring to aid in the academic and professional success of SoP PharmD students.

**If you are struggling, do not wait to get help! Here are some strategies:**

- Speaking with course faculty to identify steps for improvement
- Tutoring
- Meet with your pharmacy faculty advisor
- Coordinated study groups
- Review sessions
- [UTEP Counseling and Psychological Services](#)

## **Early Intervention**

The UTEP SoP is committed to the academic and professional success of their students. To help students successfully complete their PharmD degree, the UTEP SoP has instituted an Early Alert system. The purpose of the Early Alert system is to identify PharmD students who may need additional academic support and/or student life related services. The OSA is tasked with reviewing student performance after the first exam in each course to identify students who have received below a grade of C. Students who did not successfully complete their first exam are notified in CompMS that they must now complete the Early Alert process, which includes submitting an Early Alert Reflection Worksheet, communicating with their course coordinator/instructor, and meeting with their Faculty Advisor to complete a Student Action Plan. The action plan will refer the student to appropriate resources to help them improve (e.g., tutoring, the SoP Office of Student Affairs, the Center for Accommodations and Support Services, etc.).

## Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating; plagiarism; collusion; the submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the [Handbook of Operating Procedures](#) (HOP) can result in sanctions ranging from disciplinary probation, to failing a grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others (see “Dismissal for Reasons of Misconduct”).

## End of Course Remediation

### Didactic Remediation

In an academic year (Fall-, Wintermester-, Spring-, and Maymester- semester), students who earn a grade of D, F, or U in a required didactic course and have completed all of the course requirements (e.g., exams, projects) must remediate by July 31st before the start of the next academic year to progress. For students in their 3<sup>rd</sup> year completing didactic remediation, students must complete remediation before beginning their APPE year. Remediating students will have APPE block 1 off and are strongly encouraged to complete remediation before APPE block 2. Students who do not complete remediation before APPE Block 2 will have a delay in graduation. If a course has established prerequisite(s) then remediation will occur before the start of the required course. The means of remediation as appropriate to the nature of the course may be considered by the instructor or course coordinator. The means of remediation must be equivalent to the means of assessment in the course.

The maximum grade that a student can earn in remediation for a didactic course is a C. Students can remediate in only two (2) courses per academic year or a maximum of four (4) times in the entire curriculum (P1-P4). Students who earn a D, F, or U (prior to remediation) in three (3) or more didactic and/or experiential courses in one academic year cannot automatically progress and may appeal to the Progression Committee prior to the start of the next semester. The Progression Committee makes the final determination of steps for progression for the SoP. However, a student may make an appeal to the SoP Dean within 10 business days after the decision letter from the Progression Committee has been received. Prior to offering remediation, the course coordinator must contact the Associate Dean for Academic Affairs with a list of student names for potential remediation. The Associate Dean for Academic Affairs will inform the course coordinator if any of the students are eligible for remediation after the Progression Committee meets to determine eligibility. The course coordinator of the remediating course will inform the Associate Dean for Academic Affairs if a student has passed within 2 days of passing the remediation. The Associate Dean for Academic Affairs will provide a report to the Progression Committee of remediation outcomes.

### Interprofessional Practice and Education (IPE) and Co-Curricular Remediation

IPE and Co-Curricular are connected to courses and remediation will be handled within the course.

For Co-Curricular requirements, the Co-Curriculum Coordinator will work with students to verify that they are meeting their co-curriculum milestones. Remediation for co-curriculum will occur in the PILLS course.

## **Experiential Remediation**

Remediation policies are determined by the nature of the experiential rotation (e.g., didactic IPPE, IPPE course, APPE course). Failure of an experiential rotation may delay graduation and may result in additional tuition costs. Failure of an experiential rotation will not count towards required experiential hours (e.g., didactic IPPE, IPPE course, APPE course). Policies regarding APPE remediation are in accordance with the OEE Handbook.

### **Didactic IPPE Remediation**

Failure of an experiential education rotation that is tied to a didactic course may result in failure of the didactic course. If the student is eligible for remediation, the student has up to July 31st of that academic year for remediation and the maximum didactic course grade a student can earn in remediation is a C, in accordance with the Student Handbook and OEE Handbook.

## **Study Away Remediation**

The Study Away course should be completed before the start of the fall semester of the P2 year. If a student does not successfully complete the course as stated in the course syllabi, they will have to remediate as appropriate to the nature of the experience and as determined by the Study Away lead or coordinator, in consultation with the OEE and OSA. Remediation should take place before the start of the spring semester of the P2 year, unless otherwise indicated by the Study Away Coordinator, OEE, and OSA. If a student fails to remediate a Study Away experience, the student cannot progress and must present their case before the Progression Committee prior to the start of the next semester. The Progression Committee will make the final determination of steps for progression.

## **Course Re-takes**

Students who are required to retake a course due to unsuccessful remediation will be reviewed by the Progression Committee regarding continued coursework and are subject to not progressing. If a student repeats a professional year due to unsuccessful remediation, they will maintain a minimum course load that is determined by the Progression Committee. Student course load will be reviewed on a case-by-case basis including determining courses in which a student earned a C that will need to be repeated (see Dismissal for Academic Reasons).

## **Other Remediation**

Any other cause of remediation not aforementioned will be discussed and presented with the Progression Committee which will determine a course of action.

## **Missed Coursework or Credit**

Submission and acceptance of missed or late coursework is at the discretion of the instructor and is outlined in the course syllabus. If this occurs, a faculty member may decide to grant the student an Incomplete (I) course grade. A student who has an incomplete (I) course credit is required to make up the course credit before progressing to the next semester. Missed coursework may result in course fees and potential delay in progression. The timeline for completion of work is at the

discretion of the faculty member, working in collaboration with the Associate Dean for Academic Affairs, but must be resolved prior to the start of the next academic year.

## Probation & Dismissal

### Academic Probation

Students who have a **cumulative GPA of less than a 2.5** in one semester are placed on academic probation. If a student has had to remediate a didactic or an experiential course, they are automatically placed on academic probation for the upcoming semester. Students are informed in writing and via encrypted email of their status by the Associate Dean of Academic Affairs, and must meet with their Faculty Advisor who will then review the student's portfolio and provide a recommendation for action (e.g., academic resources, OEE, OSA). The Progression Committee is informed of all students on academic probation following the end of each semester. A student on academic probation who is eligible for remediation is required to develop an academic enhancement plan in collaboration with the student's faculty advisor and the course coordinator/instructor(s). A student on academic probation is expected to focus on academic enhancement and is subject to the limits of Good Standing standards (See "Good Standing").

### Professional Probation

If the student is in violation of the Professionalism Expectations Contract, the faculty member(s), staff, or preceptor who witness or receive report should first try to mediate directly with the student. Regardless of successful mediation, the faculty member, staff, or preceptor should submit a Student Professionalism Report Form via the SoP website so that OSA can keep record of the issue. If the issue is **not** successfully mediated, the reporting individual should request Associate Dean of Academic Affairs intervention for the development of a professionalism improvement plan, which will require Progression Committee review for any disciplinary action. In all instances, course coordinators, faculty preceptors, faculty leads, staff, etc. are encouraged to attempt mediation with the student first, however, all violations of the Professionalism Expectations Contract should be reported via the Student Professionalism Report Form regardless of outcome.

The OSA is responsible for monitoring all reports submitted. Any student that has multiple reports or a pattern of continued violations of the Professionalism Expectations Contract will receive review by the Associate Dean of Academic Affairs for the development of a professionalism improvement plan. The Associate Dean of Academic Affairs will bring all students on a professionalism improvement plan to Progression Committee for review. The Progression Committee will determine the need for any formal disciplinary action (e.g., probation, dismissal).

### Didactic Misconduct

If professional misconduct (e.g., disruptive behavior in classroom) occurs that is related to a **didactic course**, the faculty member(s) should notify the course coordinator of the issue and then follow the procedure above (see "Professional Probation").



## **Experiential Education Misconduct**

If professional misconduct occurs during **Experiential Education**, the Preceptor Faculty (PF) should notify the clinical coordinator of the issue and then follow the procedure above (see “Professional Probation”). The clinical coordinator will ensure the occurrence is documented in Core ELMS®.

## **Study Away Misconduct**

If professional misconduct occurs during the **Study Away** course, the Faculty Lead (FL) should notify the the Study Away and Global Education Coordinator and then follow the procedure above (see “Professional Probation”).

## **Professional Conference or Event Misconduct**

If professional misconduct occurs during a **professional conference or other professional event** (e.g., health screening, student organization meeting), the Faculty Advisor, preceptor, and/or the faculty/staff member who witnessed or was informed of the incident should submit the Student Professionalism Report Form as outlined above (see “Professional Probation”).

## **Professional Expectations outside School of Pharmacy**

As a student professional, students are expected to adhere to SoP Professionalism Expectations in all public settings (e.g., work, social media). Violations of the Professionalism Expectations Contract outside the SoP are still to be reported via the Student Professionalism Report Form as outlined above (see “Professional Probation”).

## **Violation of UTEP Policies**

Violation of the UTEP Student Standards of Conduct (UTEP Handbook of Operating Procedures, Sec. II, Chapter 1, Subsection 1.2.3) will be handled by the SoP in partnership with the UTEP Dean of Students, the Office of Student Conduct and Conflict Resolution (OSCCR), and other relevant parties. The process is outlined in the UTEP Handbook of Operating Procedures, Sec. II, Chapter 1, Subsection 1.4. The SoP Progression Committee will review any OSCCR recommendations and make determinations regarding additional sanctions, probation, and/or dismissal, as applicable.

If the SoP becomes aware of a substance abuse issue, the SoP will provide referral to the appropriate resource. Support resources may include the [Pharmacists Recovery Network](#) (PRN) and the [Texas Professional Recovery Network](#). Students are responsible for the mandatory self-reporting of any arrests to the Office of Student Affairs and the Associate Dean of Academic Affairs.

## **Returning to Good Standing**

A student who successfully completes the academic enhancement plan or professionalism improvement plan as approved by the Associate Dean for Academic Affairs and their faculty advisor, is removed from probation. The Progression Committee will meet after July 31<sup>st</sup> to review student successful completion of their approved academic enhancement or professionalism

improvement. Students will receive a letter via email from the Associate Dean for Academic Affairs indicating that they are in good standing . Documentation of this process will be placed in the student file.

### **Dismissal for Academic Reasons**

The Progression Committee reviews each portfolio for a dismissal decision. If a student is required to repeat a year due to failing a course with unsuccessful remediation, and then fails the second attempt to retake the course, they will be dismissed from the program. Students are subject to immediate dismissal if they fail to meet the degree requirements within six years of matriculation, except for those who have been granted approved leave (e.g., military leave, medical leave). Students who earn a D, or U(prior to remediation) in five or more didactic and/or experiential courses in the entire curriculum (P1-P4) are subject to dismissal. If the student is academically dismissed, they have the right to appeal. (see “Appeal of Dismissal”).

### **Dismissal for Reasons of Misconduct**

Students failing to abide by the SoP Professionalism Expectations Contract and/or UTEP Student Standards of Conduct may be dismissed from the program. **Each step in the mediation process of misconduct will be documented and placed in the student’s file.** If the student is dismissed due to misconduct, they have the right to appeal. See “Appeal of Dismissal.”

### **Appeal of Dismissal**

A student who has been dismissed from the program can appeal the decision.

#### **Appeal for Dismissal for Academic Reasons**

A student has the right to appear for a hearing before the Progression Committee to appeal the dismissal. Following the appeal hearing, the Committee will make its decision. If the decision of the Progression Committee is to uphold the dismissal of the student, the student may then appeal directly to the Dean. **Appeals must be made within ten (10) business days of the date of the notification letter from the Progression Committee and should be submitted in writing to the SoP Dean via email.** If the Dean upholds the decision to dismiss the student, an appeal can be submitted via email to the Office of the Provost. The decision of the Provost is final. .

#### **Appeal for Dismissal for Reasons of Misconduct (SoP policy)**

A student has the right to appear for a hearing before the Progression Committee to appeal the dismissal. Following the appeal hearing, the Committee will make its decision. If the decision of the Progression Committee is to uphold the dismissal of the student, the student may then appeal directly to the Dean. **Appeals must be made within ten (10) business days of the date of the notification letter and should be submitted in writing to the SoP Dean via email.** If the Dean upholds the decision to dismiss the student, the student is dismissed. The decision of the Dean is final.

#### **Appeal for Dismissal for Reasons of Misconduct of UTEP policy**

The process is outlined in the [UTEP Handbook of Operating Procedures, Sec. II, Chapter 1.](#)

## Withdrawing from the School of Pharmacy

Students who choose to withdraw from the UTEP SoP **must** (1) send an email of “Notification of Withdrawal” to the Director of Student Affairs, (2) contact the Registration and Records Office, and (3) clear through the Financial Aid Office if receiving financial aid and/or student loans. Students who cannot drop in person may send an e-mail using their UTEP e-mail account to [records@utep.edu](mailto:records@utep.edu). International students with F or J visas must receive permission from the Office of International Programs before dropping all classes.

For specific policies regarding withdrawing due to **medical reasons, medical conditions of a family member, death of a family member, or death of a student**, please see the [UTEP Catalog](#).

Request for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will be accepted only if received within 90 days after the end of term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

## Leave of Absence

### Leave of Absence Policy

The UTEP SoP Leave of Absence Policy is as follows:

- A student is **required** to submit a SoP Leave of Absence form to the SoP OSA **at least ten (10) business days prior to the start of the next semester**. Emergency requests may be considered on a case-by-case basis.
- The OSA approves or denies the request in collaboration with the Associate Dean for Academic Affairs.
- Maximum leave granted is one year (except for military service, see below) however, in exceptional circumstances students may request an extension of 30 days before the end of their approved leave.
- Students returning from an approved Leave of Absence must report with the SoP so that records can be reactivated and formal reinstatement occurs.
- Students who request a leave of absence must be in good standing.

Required information in the leave of absence form includes type of leave, anticipated date of return, and approval. The form provides the student information regarding their leave, informs the UTEP SoP of the leave, and provides a plan for a student to re-enter the program successfully. Due to the integrated nature of the PharmD program, a student who is on leave for a semester may be required to retake a full academic year. Students are still required to finish the program within six years of matriculation (exceptions to this rule are described in the following two subsections and relate to extended Military or Medical leave.)

### Military Leave

Students who have to withdraw because they have been called to active military service must provide a copy of their military orders covering the affected semester to the Student Business Services Office. Grades will be assigned as described below.

Military personnel can select one of the withdrawal options below according to the Texas Education Code, Chapter 54, Subchapter A, Sec. 54.006:

1. Receive a refund of the tuition and fees paid for the withdrawn semester (see NOTE below);
2. If eligible, receive grades of Incomplete (I) from instructors, with the notation Withdrawn – Military appearing on the academic transcript.
3. Receive an appropriate final grade or credit if the instructor determines that a substantial amount of coursework has been satisfactorily completed and sufficient mastery of the course material has been demonstrated. With this option, the student will not be eligible for a full refund of tuition and fees.

This section applies only to a student who withdraws from an institution of higher education to perform active military service as a member of the United States armed forces or the Texas National Guard. This section does not apply to a student who withdraws from an institution solely to perform one or more training exercises as a member of the Texas National Guard.

For any academic term that begins after the date a student described by Subsection (a) is released from active military service but not later than the first anniversary of that date, the institution of higher education from which the student withdrew shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes at the institution. On readmission of the student under this subsection, the institution shall:

1. Provide to the student any financial assistance previously provided by the institution to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar timing requirement; and
2. Allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the institution.

An institution of higher education can adopt rules requiring reasonable proof from a student of the fact and duration of the student's active military service.

## **Medical Leave**

A student who must withdraw completely due to medical reasons must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the attending physician, clinical psychologist, or licensed clinical practitioner on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. Supporting documentation must be submitted within the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative can do this for the student.

## Readmission

A student who has left the program for reasons other than dismissal or approved leave of absence, may apply for readmission within one academic year. The student **must** submit a written statement identifying the reason for leaving the program and what steps they are taking to address the underlying issue(s). The Progression Committee and the Associate Dean for Academic Affairs will review the portfolio of the student applying for readmission and decide if the student is eligible for readmission and identify whether the student will need to retake courses. Students are still required to finish the program within six years of their initial matriculation.

A student who has left the program due to dismissal may apply for readmission via PharmCAS and must follow the admission process. The Admissions Committee and the Associate Dean for Academic Affairs will review the student's PharmCAS application and previous SoP records.

## Curriculum & Classroom Policies

### Attendance

It is expected that the student submit the [Student Absence Form](#) within two (2) business days after the absence. The Office of Student Affairs (OSA) will contact the instructors and the Office of Experiential Education only after a decision has been made. Since OSA will not contact the instructor(s) until a decision has been made, it is the student's responsibility to contact their instructor(s) by email on the day of the absence. Students will be notified of the decision within three (3) business days of sending a request.

The following are considered excused absences with proper documentation, but may require make up hours:

- Illness (personal or dependent)
- Urgent medical evaluation
- Religious observance
- Death of a family member
- Jury duty or legal matter
- Participation at a regional or national meeting
- Emergency (e.g., accident)

Unexcused absences for graded activities and/or laboratory courses will result in loss of points and/or grade penalty. This could lead to failure of the course.

### Didactic Attendance

**Attendance in all didactic courses may be mandatory and will be outlined in the course syllabus.** student is responsible to obtain and complete any work, readings, lab work, or exams required. It is not the responsibility of the instructor to inform the student of any make-up work requirements. Often labs cannot be made up and it is at the discretion

of the course instructor how the student will be evaluated, including but not limited to “no credit,” regardless if the absence was excused or not.

It is the student’s responsibility, and not the course instructor/coordinator/preceptor, to make sure that the required assignments missed due to illness are completed and submitted in a timely manner. Decisions on how to make-up assignments, hours, exams, labs in the event excused or unexcused absence is at the discretion of individual course instructor/coordinator/preceptor as outlined in course syllabus.

## Experiential Attendance

Attendance is required for all scheduled IPPEs and APPEs. To secure an excused absence involving Experiential Education, students are required to complete the Student Absence Form as outlined in the Student Handbook Attendance Policy.

Additionally, students are required to contact their preceptor and notify the appropriate Clinical Coordinator (i.e., phone call AND send follow up email with carbon copy to the Clinical Coordinator; text messages may only be considered under extenuating circumstances with preceptor discretion). If a student is granted an excused absence, the student must work with their preceptor to make-up the hours missed due to the absence. . Absences that are unexcused may result in failure of an IPPE or APPE. For Experiential Education absences, documentation may be required for **any** absences, regardless of length. For additional information on absences impacting IPPE/APPEs, please consult the OEE Handbook.

## Attending Regional/National Professional Meetings

The UTEP SoP supports and encourages student participation in professional pharmacy activities such as regional and national professional meetings. Students are required to follow the stated policy to ensure no negative consequences.

- A student who wishes to attend a national and/or regional meeting must:
  - Be in academic and professional good standing
  - Have no behavioral sanctions
  - Have a grade of C or above in each course during the semester of the planned meeting to attend
- Students who do not meet the following criteria are expected not to attend any national and/or regional meeting until they do meet the criteria. They also are not eligible for any travel funds via UTEP or UTEP SoP.
- Students who wish to attend must submit the Student Absence Form within thirty (30) business days of the planned absence to the SoP Office of Student Affairs. **Failure to do so may impact a student’s course grade(s).**
- Students must also inform their course instructors within two (2) weeks of the planned absence via email. If a student is planning to miss class during finals week, instructors must be notified at least six (6) weeks in advance. **Failure to do so may impact a student’s course grade(s).**

## Dead Day

This specific day will be scheduled one day after the last day of classes only during the fall and spring semesters. The following policy will be observed:

1. No classes will be held on this day, except classes which meet once a week on that day.

2. Makeup exams should be left to the discretion of each individual instructor.
3. All student work (i.e., research papers, lab reports, term paper, experiential education etc.) should be due prior to this day or as indicated in Course Syllabus and Calendar.
4. If a comprehensive final is given, no new material, quizzes, or exams should be given two calendar days prior to Dead Day, and attention should be given to reviewing of semester material. Implementation of this recommendation is to be left to the discretion of the individual instructor.

## **Course, Experiential, and Professional Evaluations**

The SoP greatly values student evaluation of courses, instructors, experiential and professional activities to obtain information to improve the program and its curriculum. All students are expected to complete course, experiential, and professional evaluations. Constructive feedback is taken seriously and is utilized for the SoP's continued improvement. Students should refrain from inflammatory remarks as they only diminish the credibility of the evaluation and provide no actionable response. Students are encouraged to provide positive feedback to aid in identifying programmatic strengths.

## **Emergency Evacuation**

In the event of an emergency evacuation, the UTEP SoP and the Campbell Building Manager have designated Gonzalos G & R Restaurant 401 E Nevada Ave, El Paso, TX 79902, on the corner of Nevada and Kansas, as our meeting location.

## **Computer and Mobile Requirements**

A mobile computer or device with wireless internet access, word processing capabilities, and ability to access UTEP course management system, UTEP Blackboard®, and the School of Pharmacy examination software (ExamSoft)® is required. (See "Mobile Electronic Device Requirements").

SoP students are also required to have a cellular phone, with or without smartphone capabilities, but with texting/SMS capabilities. SoP administration, faculty, and staff need to have immediate contact with students in case of emergencies and short-notice changes.

## **Student Information**

Each SoP student is required to maintain a Student Information Form on file in the Office of Student Affairs. The form is housed on the SoP website. This form must be kept current and it is the duty of each student to inform the Office of Student Affairs of all subsequent changes or additions. Change of name, address, telephone number(s) or emergency contact is extremely important and should be reported immediately.

## **Student Transportation**

Each SoP student is responsible for arranging their own transportation for required course activities including travel to offsite experiential education sites.

# Graduation

To successfully graduate from the UTEP SoP PharmD program, all candidates must have:

- Successfully completed all curricular requirements including:
  - All specified didactic and experiential coursework and requirements
  - Study Away component
  - Complete all required benchmark exams
- Successfully completed all co-curricular requirements
- 
- Earn a cumulative GPA of a 2.5 or higher
- Be in Good Standing (Professional and Academic)
- Submit a graduation application to the Graduate School by specified deadline
- Pay any required or outstanding debts to The University of Texas at El Paso.

**A student who fails to meet any of these requirements WILL NOT graduate.**

## University Policies & Procedures

### FERPA Policy Statement

It is the policy of The University of Texas at El Paso to protect the privacy and records access rights that apply to records maintained by or for the University about its current and former students of its institutions by complying with the Family Educational Rights and Privacy Act (FERPA) at all times. For more information regarding your rights under FERPA, please see [UTEP Handbook of Operating Procedures Section II, Chapter 6 Educational Records](#).

### Non-Discrimination Policy Statement

The University is committed to providing equal opportunity to all employees and individuals seeking employment or access to its programs, facilities or services, and will not discriminate against these persons on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran's status, sexual orientation, or gender identity. The full policy can be viewed at the [UTEP Handbook of Operating Procedures Section VI Chapter 1 Equal Opportunity/Affirmative Action/Non-Discrimination Policy](#). To file a complaint, please follow the procedure outlined in [Section VI, Chapter 1.4 of the Handbook of Operating Procedures](#). Please contact the School of Pharmacy Director of Student Affairs for more information.

### Accommodations for Students with Disabilities Policy Statement

The University of Texas at El Paso is committed to providing reasonable accommodations and auxiliary services to students with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. The full



policy can be viewed via the [UTEP Handbook of Operating Procedures Section VI, Chapter 2 Accommodations for Individuals with Disabilities Policy](#). Students and Applicants for Admission Students and applicants for admission requesting eligibility for accommodation and services can initiate a request for accommodation(s) by contacting the Director of the [Center for Accommodations and Support Services](#).

## **Sexual Harassment & Sexual Misconduct Policy Statement**

The University of Texas at El Paso is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. As stated in the definition, sexual misconduct includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence. Individuals who engage in sexual misconduct and other inappropriate sexual conduct will be subject to disciplinary action. For a full description of the policy please see the UTEP Handbook of Operating Procedures Section VI, Chapter 3 Sexual Harassment and Sexual Misconduct. To file a complaint or report a violation, please follow the outlined procedures in [Section VI, Chapter 3.3](#). Please contact the School of Pharmacy Director of Student Affairs for more information.

## **Alcohol, Drug, & Smoking Policy Statements**

The University of Texas at El Paso enforces all state and federal laws or regulations which regulate and control the sale or use of alcohol on campus, including those pertaining to the possession of alcohol by minors. For full policy, see the [UTEP Handbook of Operating Procedures Section IX, Chapter 9.2](#). Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic is subject to discipline. The University of Texas at El Paso are now a smoke and tobacco-free campus. The use of tobacco products (including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) as well as smoking or use of any smoking device, by students, faculty, staff, and visitors is prohibited at all times on University Property including all grounds, sidewalks, parking areas, structures, and buildings, whether or not signs are posted. For the full policy, please see the [UTEP Handbook of Operating Procedures, Section IX, Chapter 8 Smoke and Tobacco Free Policy](#).

## **Concealed Handguns & Weapons Policy**

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the State to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University Campus beginning August 1, 2016. The use, possession, display or storage of all other weapons, simulated weapons, explosives, or fireworks on the University Campus is prohibited and subject to appropriate disciplinary and/or criminal sanctions. Individuals who observe a violation of this policy are required to report the incident immediately to the University Police Department (UTEPPD) at 915-747-5611 or 911. UTEPPD will investigate the incident and when applicable forward potential violations to the University's Office of Human Resources or Office of Student Conduct and Conflict Resolution (OSCCR). For the full policy, please see the [UTEP Handbook of Operating Procedures, Section IX, Chapter 10 Concealed](#).

# Complaint Procedures

## Accreditation Council for Pharmacy Education (ACPE) Student Complaint Process

Complaints regarding the School of Pharmacy, as it relates to the Accreditation Council for Pharmacy Education (ACPE) standards, policies, or procedures, may be reported to ACPE. The procedure to submit complaints is available on the [ACPE website](#).

## UTEP School of Pharmacy Complaint Procedure

For complaints unrelated to the ACPE standards, policies, or procedures, the UTEP School of Pharmacy's administration encourages students to contact the appropriate SoP member to resolve the issue.

If the concern involves a pharmacy course, the student is encouraged to discuss the concern and/or resolve the issue with the following individuals, in order:

1. Instructor
2. Course Coordinator
3. Chair member associated with that course or Director for Experiential Education (IPPE or APPE)
4. Associate Dean for Academic Affairs

If the issue is in regards to a grade (see "Course Grade Review & Course Grade Grievance")

If the concern does not involve a course, the student is encouraged to bring concerns to the appropriate individual:

- Associate Dean for Academic Affairs
- Assistant Dean [Associate Dean for Community and Clinical Programs](#)
- Director of Student Affairs

The School of Pharmacy students are also encouraged to seek guidance from their faculty advisor regarding concerns and for questions regarding the complaint process.

If the above communications do not resolve the student's concern, the student may contact the Dean.

If anonymity is desired, students can submit a [SoP Student Feedback Form](#).

## Student Communication Policy

### Email

The SoP community is expected to utilize electronic communication among students, faculty, staff, and administration because of its convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Email is the official means for communication within the UTEP SoP. This includes communication from instructors, coordinators, preceptors, other faculty, staff, and administrators. UTEP Information Technology Services (ITS) assigns all enrolled students an official University e-mail address. It is to this official address that the SoP will send e-mail communications. It is the responsibility of the student to check their email regularly: every 24 hours during the semester, including weekends, once a week at minimum during academic breaks.

A student may have email electronically redirected to another email address. If a student wishes to have email redirected from their official address to another email address, they may do so, but at the student's own risk. The SoP is not responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to the student's official email address. Faculty determine how email will be used in their classes. Faculty expect that students' official email addresses are being accessed, and faculty may use email for their courses accordingly.

#### Microsoft TEAMS

It is expected that students have access and regularly check their UTEP TEAMS account. This is a supplementary mode of communication that is used by the SoP. It is the responsibility of the student to check their TEAMS account regularly: every 24 hours during the semester, including weekends, once a week at minimum during academic breaks.