



Univeristy of Wyoming  
School of Pharmacy

2025-2026

# Student Handbook

Wyoming Trained  
*World Ready*



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### About this Handbook

The purpose of this handbook is to provide professional pharmacy students with a resource for the professional curriculum, and the policies and procedures of the University of Wyoming School of Pharmacy (UWSOP). Students will be held responsible for complying with all requirements published in this handbook. While every attempt is made to include the most current information, this is a living document and updating information is an ongoing process. Students are responsible for keeping abreast of current information.

The School of Pharmacy seeks to provide excellence in instruction, to motivate students to become critical thinkers, problem-solvers, decision-makers, excellent communicators, and self-motivated learners capable of adapting to changes in society, health care delivery and professional practice.

The University of Wyoming's University Catalog reflects program and course information as of June, it is updated on a yearly basis. [http://www.uwyo.edu/registrar/university\\_catalog/](http://www.uwyo.edu/registrar/university_catalog/).

### Accreditation

A University of Wyoming Doctor of Pharmacy (PharmD) degree meets the educational requirements for registration as a pharmacist in Wyoming, all other states, and in the District of Columbia.

In Wyoming, as in most other states, one requirement for examination and registration as a pharmacist is graduation from an accredited entry-level professional program at a school or college of pharmacy. The Accreditation Council for Pharmacy Education (ACPE), the national accrediting agency for pharmacy, accredits pharmacy degree programs. The Doctor of Pharmacy program at UW was most recently accredited in 2020 following an on-site evaluation by ACPE in October 2020. Verification of current accreditation status may be made by:

- Contacting the UWSOP Dean's Office, School of Pharmacy.
- Connecting to [www.uwyo.edu/pharmacy/](http://www.uwyo.edu/pharmacy/).
- Contacting the Accreditation Council for Pharmacy Education (190 S LaSalle Street Suite 3000, Chicago IL 60603, (312) 664-3575; <https://www.acpe-accredit.org/pharmd-program-accreditation/>) or
- By checking the latest Annual Directory of Accredited Professional Programs published by ACPE <https://www.acpe-accredit.org/faq-item/University-of-Wyoming-School-of-Pharmacy-PharmD/>

The school is a member of the American Association of Colleges of Pharmacy (AACP) and adheres to its educational standards.

### University of Wyoming Non-Discrimination Statement

The University is committed to equal opportunity for all persons in all facets of the University's operations and is an Equal Opportunity/Affirmative Action Employer. The University will provide all applications for admissions, employment and all University employees with equal opportunity without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category or participation in any protected activity. The University ensures non-discriminatory practices in all matters relating to its education programs and activities and extends the same non-discriminatory practices to recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment.

The University is also committed to complying with all applicable state and federal statutes, regulations, and Executive Orders related to equal opportunity and has an audit and reporting system to facilitate compliance.

It is the continuing, active, individual responsibility of each principal Administrative Officer, Dean, Department and Division Head or Supervisor to assure that the University's Equal Employment Opportunity policy is followed when making decisions relating to education, recruiting, hiring, training, or promoting qualified persons.



Retaliating against any individual for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and University policy. Persons who violate this policy may be subject to disciplinary action and/or sanctions. Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct.

For more information, please see UW Regulation 4-1 (Equal Education and Employment Opportunity).

### **General Information**

#### **School of Pharmacy Main Office Hours and Schedule:**

The School of Pharmacy offices are open from 8am-5pm, Monday through Friday during the fall and spring semesters. Summer hours are 7:30am-4:30pm, Monday through Friday. The school follows the University's holiday schedule. Students enrolled in Introductory or Advanced Pharmacy Practice Experiences (i.e. rotations) will follow a separate schedule and will observe holidays as they are observed by their preceptors.

#### **Notary:**

The Experiential office has a notary on staff. This is a free service for students in the School of Pharmacy.



### **About the School**

#### **Vision**

The University of Wyoming School of Pharmacy (UWSOP) is nationally recognized for its distinguished and collaborative teaching, research, pharmacy practice, and its entrepreneurial spirit.

Our graduates are highly skilled health professionals and leaders.

#### **Mission Statement**

The University of Wyoming School of Pharmacy (UWSOP) advances the holistic development of our learners, preparing them to embrace change and positively impact the health and well-being of the communities that they serve.

We engage in interdisciplinary teaching, research, practice, and service that results in meaningful innovations in healthcare, and improves the health and wellness of Wyoming, national, and global communities.

## Statement of Values

The University of Wyoming School of Pharmacy (UWSOP) community is committed to supporting and promoting individual and collective excellence in teaching, research, service, and pharmacy practice.

## Programs

### Doctor of Pharmacy Program

The School of Pharmacy offers a four-year curriculum leading to the Doctor of Pharmacy (PharmD) degree. Students are admitted to the professional program following a preprofessional program of not less than two years in length with a total of at least 66 semester credit hours.

### Dual Degree Programs

The School of Pharmacy offers three Dual Degree programs to optimize your future career path.

#### The BS Physiology/PharmD Program

The School of Pharmacy and the Department of Zoology and Physiology of the College of Agriculture, Life Sciences and Natural Resources offer a dual degree. A student who meets admission qualifications of both programs may simultaneously pursue a combined program of study leading to both the Bachelor of Science degree in Physiology and the Doctor of Pharmacy degree. Students will typically spend years one to three (1-3) in the Department of Zoology and Physiology and years four through seven (4-7) in the School of Pharmacy. Students who wish to declare the dual Physiology BS-PharmD degree path, begin their freshman year as Physiology or Pre-pharmacy majors and declare as sophomores, provided they are on-track to meet PharmD admissions standards. Students who are enrolled in this program will be required to complete the University Studies Program.

#### The MBA/PharmD Program

The School of Pharmacy and the College of Business offer a dual degree. The Master of Business Administration (MBA)/Doctor of Pharmacy takes five years to complete. Four years of Pharmacy studies and one year of MBA core courses are completed to successfully achieve this dual degree. Students spend their first year (fall, spring, and summer semesters) in the MBA program, taking core courses and completing a summer consulting project (35 credits). The following four years, students complete the traditional PharmD curriculum, with the addition of the MBA Capstone course (3 credits) in the second year (P1). Students completing this program will earn a Doctor of Pharmacy degree and a Master of Business Administration degree.

#### The MSHSA/PharmD program

The School of Pharmacy offers an online Master of Science in Health Services Administration (MSHSA) degree/ PharmD dual degree path. Students may apply to the MSHSA upon enrollment to the PharmD program and earn their MSHSA degree without having to add additional years of education. The applicant must notify both programs that they are applying for the dual degree and must be admitted by each program separately in order to participate. To remain enrolled in the dual degree program, the student must comply with the minimum performance standards of both programs as outlined by the School of Pharmacy.

## Curriculum

### PharmD Curriculum

In order to keep abreast with changes in pharmaceutical education, the following curriculum is subject to change or modification as required by the accrediting agency. Students should be aware that changes must be expected and will be included in their academic program. The School of Pharmacy does not plan to change graduation requirements inadvertently but does reserve the right to change any provisions or requirements deemed necessary at any time within the student's term of residence. Students should note that classes are usually scheduled Monday through Friday but may include some evening and weekend coursework.

*Students will be required to live in locations other than Laramie when enrolled in experiential rotations. Responsibility for living costs (expenses) and travel arrangements associated with experiential rotations rests with the student.*

Course Sequence (subject to change)	Hours
-------------------------------------	-------

146 Hours

**FIRST YEAR [P<sub>1</sub>]: FALL**

ZOO 4125 Integrative Physiology	5
PHCY 6102 Biopharmaceutics/Pharmacokinetics	4
PHCY 6106 Pharmaceutical Calculations	2
PHCY 6151 Pharmacy Practice Lecture	2
PHCY 6140 Intro to Social Admin Pharmacy	3
PHCY 6160 Pharmacy Skills Lab I	1

**FIRST YEAR [P<sub>1</sub>]: SPRING**

PHCY 6100 Dose Form Design	4
PHCY 6110 Medicinal/Natural Products Chemistry I	4
PHCY 6120 Advanced Pathophysiology	4
PHCY 6152 Therapeutics I	3
PHCY 6161 Pharmacy Skills Lab II	1
PHCY 6170 Introductory Pharmacy Practice Experience	1

**SECOND YEAR [P<sub>2</sub>]: SUMMER**

PHCY 6480 Introduction to Community Pharmacy	4
PHCY 6482 Introduction to Hospital Pharmacy	4

**SECOND YEAR [P<sub>2</sub>]: FALL**

PHCY 6214 Medicinal/Natural Products Chemistry II	4
PHCY 6230 Pharmacology I and Discussion	4
PHCY 6240 Research and Evaluation Methods in Pharmacy	3
PHCY 6245 Patient/Professional Interactions	3
PHCY 6260 Pharmacy Skills Laboratory III	1
Electives	2

**SECOND YEAR [P<sub>2</sub>]: SPRING**

PHCY 6231 Pharmacology II and Discussion	4
PHCY 6246 Pharmacy Mgmt. Marketing and Finance	3
PHCY 6251 Therapeutics II	3
PHCY 6261 Pharmacy Skills Laboratory IV	2
PHCY 6270 Intermediate Pharmacy Practicum	1
Electives	3

**THIRD YEAR [P<sub>3</sub>]: FALL**

PHCY 6312 Clinical Toxicology	3
PHCY 6341 Pharmacy Law	3
PHCY 6344 Pharmacy Ethics	1
PHCY 6350 Therapeutics III	4
PHCY 6357 Clinical Pharmacokinetics	2
PHCY 6360 Pharmacy Skills Laboratory V	1
Electives	3

**THIRD YEAR [P3]: SPRING**

PHCY 6300 Sterile Products	2
PHCY 6301 Sterile Products Laboratory	1
PHCY 6340 Health Policy/Advocacy	2
PHCY 6351 Therapeutics IV	4
PHCY 6353 Drug Lit Application	2
PHCY 6361 Pharmacy Skills VI	2
PHCY 6370 Advanced Pharmacy Experience Orientation	2

**FOURTH YEAR [P4]:**

Nine experiential rotations, four credit hours each and three reflective learning weeks.

Rotations are considered full-time. Students may not enroll in any other coursework concurrent with rotations.

Consequently, all other coursework (107 credits) must be satisfactorily completed before enrollment in P4 coursework.

The fourth-year course sequence varies. Note: Students will be required to live in locations other than Laramie when enrolled in experiential rotations. Responsibility for living costs (expenses) and travel arrangements associated with experiential rotations rests with the student.

**FOURTH YEAR [P4]: SUMMER, FALL AND SPRING**

	<b>Hours</b>
Experiential Rotation 1	4
Experiential Rotation 2	4
Experiential Rotation 3	4
PHCY 6485 Reflective Learning in Pharmacy	1
Experiential Rotation 4	4
Experiential Rotation 5	4
Experiential Rotation 6	4
PHCY 6485 Reflective Learning in Pharmacy	1
Experiential Rotation 7	4
Experiential Rotation 8	4
Experiential Rotation 9	4
PHCY 6485 Reflective Learning in Pharmacy	1

Students must complete the following “Core” or “Required” Experiential Rotations:

PHCY 6470 - Internal Medicine Pharmaceutical Care I

And/or PHCY 6471 - Internal Medicine Pharmaceutical Care II

PHCY 6473 - Ambulatory Care I

And/or PHCY 6474 - Ambulatory Care II

PHCY 6481 - Advanced Community Pharmacy

PHCY 6483 - Advanced Institutional Pharmacy

Plus 4 Elective Rotations (PHCY 6465)

**BS Physiology/PharmD Curriculum**

See Website: <https://www.uwyo.edu/pharmacy/doctor-of-pharmacy-program/program-curriculum.html>

**MBA/PharmD Curriculum**

The Doctor of Pharmacy/Master of Business Administration dual degree takes five years to complete - four years of Pharmacy studies and one year of MBA core courses. Students spend their first year (fall, spring, and summer semesters) in the MBA program. The next four years will encompass the traditional PharmD curriculum.

### MSHSA/PharmD Curriculum

Students will follow the traditional PharmD curriculum and work with their MSHSA Advisor to add the MSHSA curriculum.

### PharmD Elective Course Descriptions

**PHCY 4170 Drug Information Responses 1cr:** Many times, in healthcare, the first interaction you have with a fellow health care professional is through your writing; a chart note, recommendation, or response. It is vital to have your written responses demonstrate your confidence and competency. A poorly written note can ruin a solid recommendation. This course will build off the knowledge students gained during Drug Information Resources, to teach students how to write a complete yet concise drug information response for a variety of audiences, including providers such as pharmacists, nurses and doctors, as well as patients.

**PHCY 5210 Regulating Dangerous Drug Use 2cr:** Regulatory theory and practice is used to study the authority/responsibilities of three federal agencies that are entrusted to ensure the safe, effective, and efficient medication use in the United States. The practices and procedures of the FDA, DEA, and CMS are reviewed, describing why healthcare providers should comply with regulatory principles. Prerequisite: Graduate standing.

**PHCY 5240 Pharmaceutical Homicide 3cr:** Legal pharmaceutical products are sometimes used by healthcare professional criminals to kill people. This course focuses on identifying the zone of risk for people who could be harmed by pharmaceuticals, and the development of best practices to protect patients and others from the harm. Prerequisite: Graduate standing.

**PHCY 5920 Agents for Diagnostic Imaging 2cr:** This course is intended to deliver to the student an understanding of the physical-chemical, biochemical, and basic pharmacological properties of substances of natural, synthetic and semi-synthetic origin that are used as diagnostic agents.

**PHCY 6052-01 Geriatric Pharmacotherapy 1cr:** Designed to develop the student's knowledge and understanding of geriatric pharmacotherapy through discussion of medical literature, case discussion, and providing patient care under supervision of the faculty member. Emphasis of the course is on class discussion and case-based learning. Prerequisite: enrollment in professional PharmD program, P3 status.

**PHCY 6055 Drug Information Resources 1cr:** Pharmacists need to be able to locate reliable information rapidly. Drug Information Resources (DIR) provides an in-depth discussion of many of the pharmacy databases that the University offers to enhance students' ability to efficiently and appropriately use the resources. By taking this course, students will gain effective database research skills. An added bonus is practice writing formal drug information responses using these specific resources. DIR is a one credit class and meets once weekly throughout the semester.

**PHCY 6056 Pharmacogenomics: Clinical Patient-Case Application 1cr:** Using case-based learning, this course explores the expanding role of pharmacogenomics in clinical practice, and how this field will impact the pharmacy profession into the future. Prerequisite: Open to students in the UW Doctor of Pharmacy program, MS in Health Services Administration program, Biomedical Sciences PhD program, and Doctor of Nursing Practice Program.

### Experiential Education Program

The experiential education program at the University of Wyoming School of Pharmacy consists of a series of directed pharmacy practice experiences or rotations that occur outside of the traditional classroom setting. These important experiences provide students with an opportunity to apply and practice the knowledge, skills, attitudes, and behaviors developed from previous and concurrent coursework in a variety of pharmacy practice environments. One-third of the school's curriculum is devoted to experiential learning opportunities.



The experiential education program consists of two components: 1) Introductory Pharmacy Practice Experiences (IPPEs) and 2) Advanced Pharmacy Practice Experiences (APPEs). IPPE courses occur during the first, second and third year of the curriculum as well as during the summer between the P1 and P2 year. First year students shadow fourth year pharmacy students at their respective rotation sites during PHCY 6170. Students then complete their first rotation sequence during the summer between the P1 and P2 year. This introductory rotation sequence consists of active participation in two four-week rotations, community pharmacy practice [PHCY 6480] and hospital/institutional pharmacy practice [PHCY 6482]. Second- and third-year students are exposed to additional practice sites, patient care opportunities and clinical skill building activities in PHCY 6270 (P2 year) and PHCY 6370 (P3 year).

APPE courses consist of a series of required and elective rotations occurring during the fourth and final year of the curriculum, which serve as a capstone to the University of Wyoming School of Pharmacy's PharmD program. The educational objective of the fourth year is to assure that each student develops the technical and clinical skills, professional judgment and competency necessary to provide patient care and successfully enter the pharmacy profession. Each rotation is 4 weeks in length and students participate in a minimum of 1440 APPE contact hours. Required rotations include ambulatory care, internal medicine, advanced community practice, advanced institutional practice as well as elective experiences.

These rotations involve extensive patient care responsibilities under the guidance of preceptors. Full-time faculty teach internal medicine and ambulatory care rotations, while adjunct faculty/preceptors typically teach intro/advanced community, intro/advanced institutional and most elective rotations.

Fourth-year students return to the Laramie campus three times during their final year for participation in Reflective Weeks. During this time, students reconvene to present final seminars, participate in group discussions and attend pertinent lectures and activities. Students receive academic credit for all experiential courses and therefore cannot receive remuneration from the associated activities. Students must keep their Wyoming internship license, internship licenses for other states in which rotations occur, immunizations and various certifications/trainings updated annually and will be required to complete multiple background checks and drug screens over the course of the program. Failure to complete and submit required documentation in a timely fashion may result in rotation or, ultimately, graduation delays. Students will be required to hold both health insurance and professional liability insurance while enrolled in IPPE and APPE rotations.

Students will also be responsible for maintaining a portfolio for applicable components of the experiential program detailing examples of their work, patient care activities and reflective writing assignments. Each spring, students in the P1 and P3 classes make preferences for rotations using a list of sites/ rotations approved by the school (i.e., students are not responsible for identifying their own rotation sites). Most approved rotation sites are in Wyoming and Colorado and students should plan on completing most rotations in this geographic region.

Students' preferences, input from UWSOP approved sites, are considered when making rotation schedules; however, specific site and location placement cannot be guaranteed as availability and demand varies from year to year. Students should be aware that they typically cannot be placed at pharmacies where they have previously worked or where a family member is employed.

Most rotation sites/experiential learning activities are located outside of Laramie and students will be required to travel and/or live outside of Laramie to complete these portions of the curriculum. Students will be required to travel for experiential activities during all years of the curriculum; therefore, students must have access to a vehicle throughout the entire program, since most experiences occur outside of Laramie.

## Co-Curricular Learning

### Purpose

To inform University of Wyoming Doctor of Pharmacy students and School of Pharmacy faculty about co-curricular learning activities required for graduation from the Doctor of Pharmacy program.

### Definition of co-curricular learning:

Co-curricular learning refers to activities that complement and advance the learning and development that occurs within the formal didactic and experiential curriculum. These learning experiences are conducted outside the classroom and are an extension of, or integrated with, the formal curriculum, offering a wide range of opportunities to enhance development of key skills and attitudes. Approved activities will promote collaboration with a wide range of people and disciplines and promote growth in multiple domains including problem solving, creative thinking, communication, professionalism, leadership, teamwork, innovation, and self-awareness.

### Why are co-curricular activities important?

Co-curricular learning experiences allow for exposure and collaboration with a wide range of people and disciplines to help refine patient care skills and provide opportunities for professional development. These important skills are necessary to be a well-rounded and competent practitioner upon graduation. In addition, the ACPE Standards 2025 describe the importance for Schools of Pharmacy to offer co-curricular activities and experiences that complement the formal curriculum in effort to enhance professional skills and attitudes.

### Co-Curricular Requirements

Students will be required to participate in one co-curricular activity each semester (fall and spring) in the P1 through P3 years (six activities over 6 semesters). To allow for some flexibility, students may opt to submit two activities in one semester for the year rather than spread across two semesters, however they cannot submit more than two activities in one academic year for co-curricular credit. Note that any activity in which a student is paid will NOT count as a co-curricular activity. In addition, any activity required as a part of another course within the University of Wyoming will NOT be counted as co-curricular.

The co-curricular activity must relate to one of the following 6 co-curricular categories:

*Clinical Skills Development:* Enhances ability to practice pharmacy at an advanced level

*Professional Development:* Optimizes employability or enhances skills in advancing one's career

*Health-related Community Engagement:* Provides a healthcare-related service to the community

*Non-medical Community Engagement:* Provides service to the community unrelated to healthcare

*Leadership:* Advances student's skills to lead effectively

*Research or Advocacy:* Allows the student to actively participate in some part of the research or publication process.

Involvement in an activity that is designed to advocate for the profession or educates the public about the profession.

Note: For this category, activities that are educational regarding research or advocacy concepts (CITI training, etc.) can also be considered (at the discretion of the student's advisor).

### **Students must complete one activity in each of these categories prior to the start of the P4 year.**

A student will not be allowed to begin P4 Advanced Pharmacy Practice Experience (APPE) rotations until they have completed all six activities and their accompanying reflective writing assignments. Once a student completes their co-curricular activity, they must complete the Co-Curricular Activity Reflection. In addition, they must provide documentation of participation in, or completion of, the activity. If it is a live volunteer activity, the student should complete the Co-Curricular Activity Documentation Form, and then have a supervisor or preceptor sign the form. Other approved methods of documentation include a photo of the student involved in the activity, certificate of completion, etc.

If a student has questions about the most appropriate method of documentation, they should contact their Academic or Clinical Advisor.

### Co-Curricular Activities

For full list of pre-approved co-curricular activities, please see the Co-Curricular Activities document (located on SharePoint). Students who wish to participate in another activity (not on the pre-approved list) and receive co-curricular

credit for the activity, the following criteria must be met:

The activity must fit within one of the six required categories (Clinical Skills Development, Professional Development, Health-related Community Engagement, Non-medical Community Engagement, Leadership, or Research/Advocacy)

The student must be able to describe how the activity helped you to advance in one of 9 domains:

Innovative Thinking

Patient and Profession Advocacy

Inter-professional Collaboration

Social Awareness

Communication

Self-Awareness and Personal Growth

Leadership

Innovation

Civic Engagement

While approval of the activity before participation is advised, it is not required assuming the student can adequately complete the reflective writing assignment. However, if the activity is not deemed to be appropriate by advisors, the student will not receive credit for the activity, and they will have to repeat another approved activity instead. It is recommended that students get approval for the activity from the advisors prior to completing the activity.

### Interprofessional Education (IPE) Statement

Students at the University of Wyoming SOP are immersed in interprofessional education opportunities during all years of the professional program. Interprofessional education provides experiences for PharmD students to collaborate and share knowledge with learners in other health sciences disciplines, which fosters readiness for working in team-based care environments in their future careers.

### Drug Information Center (DIC)

The UWSOP maintains the Drug Information Center to provide accurate and complete drug information to health care professionals and residents within the state of Wyoming and to UW alumni. The Drug Information Center serves as a rotation site for PharmD students from the UW School of Pharmacy and as a resource for all UW students, especially those in the health sciences. All drug information questions are reviewed by a registered pharmacist who specializes in drug information. Students are encouraged to use books and resources available in the Drug Information Center and learn how to use the databases that the School of Pharmacy provides.

### Curriculum Outcomes and Entrustable Professional Activities (COEPA)

The UWSOP curriculum is a traditional four-year program organized in a progressive manner, allowing new and more complex content to build upon prior coursework. The structure allows students to receive a sound, high-quality foundational, social and clinical science background. Students learn to apply these concepts in an evidence-based approach to optimize pharmacotherapy and patient outcomes. A variety of professional experiential learning opportunities are integrated within the curriculum allowing for development of a well-rounded professional. The UWSOP curriculum is assessed by evaluating educational outcomes (EOs) that continue to be updated, based on new models and strategies describing the pharmacist's role. Since the early 1990's, the Center for the Advancement of Pharmacy Education (CAPE) has utilized EOs to describe what a learner should be able to do by the end of their program. Entrustable Professional Activities (EPAs) were initially incorporated into this assessment in 2016 to better translate EOs into practice activities. In 2022, this blend of CAPE and EPAs was revised to ensure relevance and consistency with emerging scientific and clinical developments and practitioner roles, resulting in COEPA. Current COEPA, as shown in the table below, consist of three domains (Knowledge, Skills, and Attitudes). Within the three domains, twelve sub-domains are included which are then associated with one-word descriptors and accompanying outcome descriptions. Courses in the curriculum are mapped to sub domains to assess practice-readiness and team-readiness upon graduation.

## 2022 Curriculum Outcomes and Entrustable Professional Activities (COEPA)

Domain	Sub-Domain #	Sub-Domain	OneWord Descriptor	Outcome Description
1 Knowledge	1.1	Scientific Thinking	Learner	Seek, analyze, integrate, and apply foundational knowledge of medications and pharmacy practice (biomedical; pharmaceutical; social, behavioral, administrative; and clinical sciences; drug classes; and digital health). <sup>16,20</sup>
2 Skills	2.1	Problem-solving Process	Problem-solver	Use problemsolving <sup>21</sup> and critical thinking skills <sup>22-23</sup> , along with an innovative mindset <sup>24</sup> , to address challenges and to promote positive change.
	2.2	Communication	Communicator	Actively engage, listen, and communicate <sup>25</sup> verbally, nonverbally, and in writing when interacting with or educating <sup>26</sup> an individual, group, or organization.
	2.3	Cultural and Structural Humility <sup>27,28</sup>	Ally	Mitigate health disparities <sup>29</sup> by considering, recognizing, and navigating <sup>30</sup> cultural and structural factors <sup>28,31</sup> (e.g. social determinants of health <sup>32</sup> , diversity, equity, inclusion, and accessibility) to improve access and health outcomes.
	2.4	Person-centered Care <sup>33,34</sup>	Provider	Provide whole person care <sup>35</sup> to individuals as the medication specialist <sup>37</sup> using the Pharmacists' Patient Care Process <sup>8</sup>
	2.5	Advocacy <sup>38-40</sup>	Advocate	Promote the best interests of patients and/or the pharmacy profession within healthcare settings and at the community, state, or national level.
	2.6	Medication-use Process Stewardship	Steward	Optimize <sup>41-43</sup> patient healthcare outcomes using human, financial, technological, and physical resources to improve the safety, efficacy, and environmental impact of medication use systems. <sup>44</sup>
	2.7	Interprofessional Collaboration	Collaborator	Actively engage and contribute as a healthcare team member by demonstrating core interprofessional competencies. <sup>11</sup>
	2.8	Population Health and Wellness	Promoter	Assess factors that influence the health and wellness of a population and develop strategies to address those factors. <sup>45</sup>
	2.9	Leadership <sup>46,47</sup>	Leader	Demonstrate the ability to influence and support the achievement of shared goals on a team, regardless of one's role.
3 Attitudes	3.1	Self-awareness	Self-aware	Examine, reflect on, and address personal and professional attributes (e.g., knowledge, metacognition, <sup>48,49</sup> skills, abilities, beliefs, biases, motivation, help-seeking strategies, <sup>50</sup> and emotional intelligence <sup>51</sup> that could enhance or limit growth, development, & professional identity formation. <sup>12-14</sup>
	3.2	Professionalism <sup>52</sup>	Professional	Exhibit attitudes and behaviors that embody a commitment to building and maintaining trust with patients, colleagues, other health care professionals, and society. <sup>9</sup>

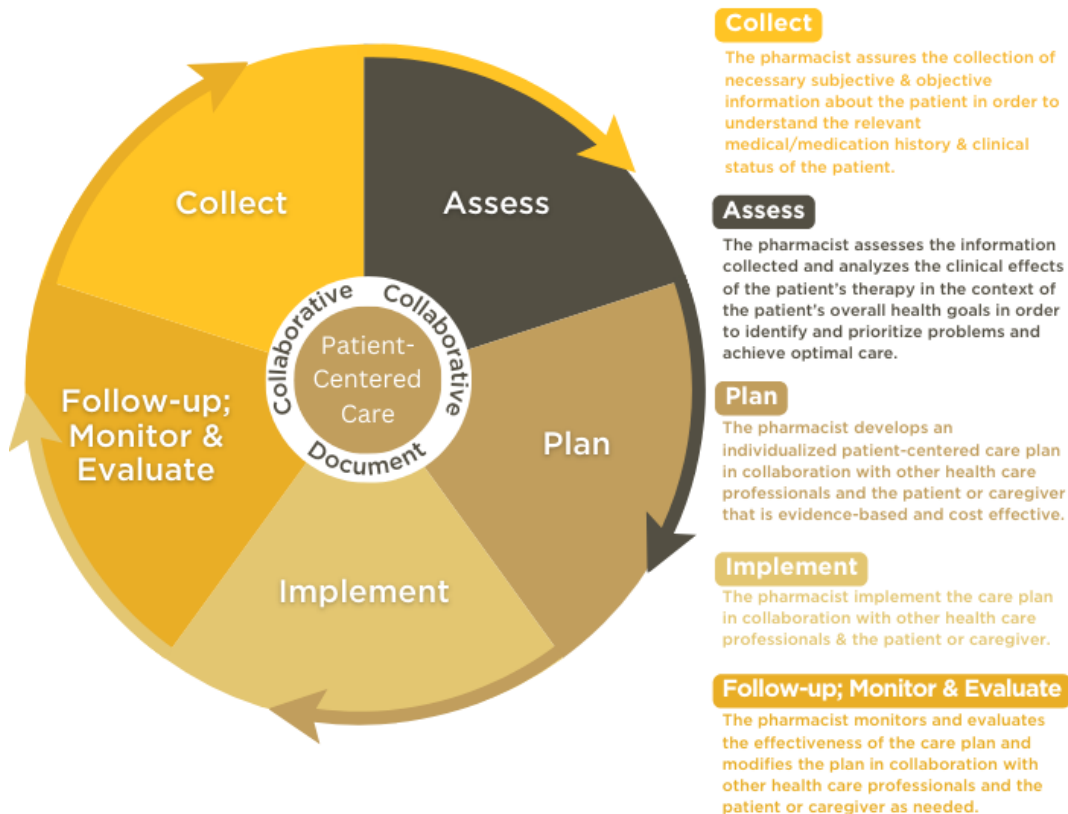
Reference: <https://www.aacp.org/sites/default/files/2022-11/coepa-document-final.pdf>



## Pharmacists' Patient Care Process

The UWYO School of Pharmacy utilizes the pharmacy patient care process throughout the four-year curriculum. This enables us to follow a practice ready curriculum.

# The Pharmacists' Patient Care Process



## AACP Curriculum Outcomes and Entrustable Professional Activities (COEPA) 2022

<https://www.aacp.org/sites/default/files/2022-11/coepa-document-final.pdf>

## Technical Standards for Admission, Curricular Progression and Graduation

### Purpose of Technical Standards

The University of Wyoming School of Pharmacy (UWSOP) professional education program, leading to the Doctor of Pharmacy degree and eligibility for licensure as a pharmacist, requires students to possess certain intellectual, behavioral, emotional, physical and technical abilities. These abilities are deemed essential to ensure safe and effective patient care and to function competently as a pharmacist upon graduation and licensure, regardless of practice site. Therefore, these abilities must be demonstrated to fulfill the requirements of a general pharmacy education and are prerequisites for *admission, progression, retention, and graduation* from the pharmacy program.

All students are expected to successfully and independently complete the same core educational requirements. Students need to possess the skills and abilities, if necessary, with reasonable accommodation, which allow fulfillment of all curricular requirements necessary for program completion. Students who graduate from the program are eligible to become pharmacists without restrictions on their practice; therefore, students must complete all aspects of the curriculum and cannot take part in only a limited number of required curricular activities. In summary, students must not only gain scholastic achievement, but must also possess certain intellectual, behavioral, and physical abilities to meet the requirements of the UWSOP curriculum.

## Use of Technical Standards

### Admission

The University of Wyoming School of Pharmacy will consider any applicant for admission who meets the school's admission requirements and demonstrates the aptitude to perform the abilities and skills outlined below.

Applicants or potential applicants who have questions or feel that they do not meet the technical standards are strongly encouraged to communicate with the UWSOP Associate Dean of Students.

### Request for Accommodation

All students are held to the same academic and technical standards. Applicants/students with disabilities seeking accommodation must discuss their disability and accommodation needs with the University Disability Support Services ([udss@uwyo.edu](mailto:udss@uwyo.edu) or 307-766-3073 TTY: 307-766-3073). If appropriate, and upon request and registration of the applicant, a reasonable accommodation will be made consistent with University of Wyoming guidelines.

### Maintaining Technical Standards and Progression

Students are expected to maintain the technical standards throughout the curriculum and must demonstrate them through their coursework, interaction with peers and faculty, and in their pharmacy practice experiences. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, dismissal) will be taken. This expectation is separate from academic achievement; therefore, simply maintaining a passing GPA is not adequate.

### Technical Standards

Candidates for the Doctor of Pharmacy degree program must be able to perform the essential functions in each of the following categories: Observation, Communication, Sensory and Psychomotor Skills, Intellect, Behavioral and Social Attributes and Logistical Accommodations. Essential functions for each category are described in detail below. It is recognized that degrees of ability vary among individuals. The School of Pharmacy will monitor maintenance of these standards. Any student who is at risk of not complying with the standards is encouraged to seek out the support and assistance needed to meet program expectations.

Students not able to comply with these standards may be at risk of academic notice or termination from the program. Likewise, certain chronic or recurrent illnesses and problems that interfere with patient care or safety may not be compatible with pharmacy practice or training. Deficiencies in knowledge base, judgment, integrity, character or professional behavior/demeanor may be grounds for course/rotation failure and possible dismissal, particularly if it may jeopardize patient care.

#### Observation

The following characteristics of observation are necessary:

- To be able to properly observe, a student must have proper vision (accurately read 6-point font type with accommodation).
- The student must be able to participate in demonstrations, experiments, and teaching methods in the basic and clinical sciences.
- The student must be able to observe a patient, customer, or healthcare provider accurately at a distance and up close. The student must possess the ability to get information from written references, oral presentations, and physical examination of the patient.

#### Communication

The following characteristics of communication are necessary:

- A student must be able to communicate effectively and efficiently in English with faculty, staff, patients and all members of the healthcare team.
- In addition to verbal communication, a student must be able to effectively use nonverbal communication skills.
- Students must be able to ask questions, understand answers, record information, and advise others.

#### Sensory and Psychomotor Skills

The following sensory and psychomotor skills are necessary:

- Students must have sufficient sensory and psychomotor function to undertake the preparation of all routine forms of medication orders, the use of diagnostic equipment for patient assessment, and the direct delivery of patient therapies.

- Students must be able to engage in safe and aseptic handling of sterile preparations.
- Students should be able to execute motor movements reasonably required to participate in the general care and emergency treatment of patients.
- Students must be able to respond promptly to urgencies within the practice setting and, must not hinder the ability of their co-workers to provide prompt care.

### Intellect

As appropriate for each stage of professional education, pharmacy students must demonstrate a fundamental and continuing ability to use analytical reasoning to independently and collaboratively synthesize knowledge, identify and solve problems and explain health care situations. Necessary abilities include measurement, calculation, reasoning, analysis, judgment, numerical recognition and synthesis. In particular, students must be able to:

- Perform rapid and accurate pharmaceutical calculations including medication dosage in varied situations and appropriate dilution or reconstitution of electrolytes and drug products.
- Identify medication related problems using significant findings from history, physical findings and laboratory data; provide a reasonable explanation and analysis of the problem; determine when additional information is necessary; suggest appropriate pharmacotherapy, develop monitoring and treatment plans, and communicate effectively with patients and health care providers to solve problems; function efficiently and quickly, especially in emergent situations.
- Retain and recall information in an efficient and timely manner.
- Locate and evaluate information from literature and other resources in a timely manner and use appropriately to make assessments and develop pharmaceutical care plans for disease management.
- Identify and communicate limits of knowledge to others when appropriate; recognize when further study or investigation is necessary prior to participating in decision making.
- Interpret graphs, charts or records describing biologic, economic or outcome relationships.

### Behavioral and Social Attributes:

The following behavioral and social attributes are necessary:

- Possess the physical and emotional health required for effective professional judgment and the prompt, safe completion of all responsibilities.
- Adapt to change and display the flexibility to learn and function in the face of uncertainty, amid distraction, and in both professional and personally stressful situations of both physical and emotional nature, as changes may occur rapidly and without warning.
- Possess compassion, integrity, interpersonal skills, empathy, motivation, and concern for others.
- Demonstrate professional behavior established by the law and by the ethical standards of the pharmacy profession, regardless of environment.
- Function within the regulatory and institutional limits.
- Demonstrate accountability and personal responsibility for one's own actions and success.
- Accept appropriate constructive criticism, either formal or informal, and respond quickly and cooperatively by modification of behavior as necessary.
- Possess the ability to develop mature, sensitive, and effective professional relationships with classmates, faculty, administration, staff, patients, caregivers, and partners.
- Work effectively as a team member.
- Be aware of one's own immediate emotional responses and environment, perceptions, and stereotypes and appropriately react avoiding negative impacts on professional relationships.
- Protect patient confidentiality.
- Recognize multiple points of view and appropriately integrate them into clinical decision making.
- Respect diversity and be culturally sensitive.
- Commit to self-awareness and life-long learning.
- Provide useful, constructive feedback regarding activities, tasks, courses, rotations, and teaching throughout the curriculum.

## Logistical Accommodations

Students must be able to:

- Have access to or arrange transportation to sites off campus for experiential experiences. Have access to or resources for housing during the experiential experiences.

## Graduation Information

### Graduation Requirements

The degree of Doctor of Pharmacy (PharmD) is granted upon satisfactory completion of the professional curriculum, 146 total hours and the fulfillment of the general university requirements.

### Commencement

The University of Wyoming holds commencement exercises in May. Participation in the exercise does not automatically confer degrees. Confirmation of graduation will occur after a review of final course work. Commencement exercises are a historical academic custom involving participation by all segments of the university and attendance by members of the graduates' families and friends as well as the general public. Those students who participate in commencement exercises are expected to wear appropriate traditional academic regalia.

### Convocation

The School of Pharmacy holds convocation the afternoon prior to commencement. The purpose of convocation is to celebrate the graduation of our P4 class and celebrate with friends and family. Convocation includes graduation honors, awards, cords and stoles.

### Graduation Portraits

All P4 students will have a required sitting for a portrait photograph during the fourth year, usually during the first reflective week. This sitting is paid for by the school, and the student's portrait will become part of the class composite to be displayed at the School of Pharmacy. Copies will be made available to students.

### Graduation with Honors Policy

The University of Wyoming School of Pharmacy is authorized to grant honors for academic excellence. A Doctor of Pharmacy with honors designation is awarded by the University of Wyoming to students who graduate with exceptional scholarship in Pharmacy.

Exceptional scholarship in pharmacy is defined as a student who is on track to graduate with their class from the University of Wyoming School of Pharmacy. Students who are in the top 5% of their class based on their pharmacy GPA as assessed in the fall semester of their P4 year are considered. The Pharmacy GPA is calculated based on required professional pharmacy curriculum coursework and excludes required or selected elective hours. The honors distinction must be approved by a School of Pharmacy faculty vote.



## Course Policy

### Course Ownership/Recording of Lectures

Courses belong to the individual instructors or group of instructors who teach them. All material covered, the manner in which the course is taught, grading scale, course rules or procedures are the purview of the instructor.

Students who are interested in recording/taping a lecture in any format must first have permission from the course instructor. Students who intend to share or post the recording must first get permission from the course instructor before doing so. Failure to do so is considered a violation of the UWSOP's Honor Code.

### Cell Phones/Laptops/Tablets

While it is generally expected that students will have their cell phones turned off and out of site during class, students will check and follow instructor's individual class rules on cell phone usage during class times.



Students should also check with instructors on the usage of laptops/tablets during class. Some professors do not allow laptops in the classroom. **It is considered inappropriate and a potential violation of the Honor Code to do anything on your laptop but coursework while in class.** No emailing, gaming, social networking, instant messaging, web surfing will be tolerated.

#### Course Syllabi Requirements

[https://www.uwyo.edu/regs-policies/\\_files/docs/policies/course-syllabus-requirement-sap-approved1-26-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/policies/course-syllabus-requirement-sap-approved1-26-23.pdf)

#### Student Attendance Policy

[https://www.uwyo.edu/regs-policies/\\_files/docs/policies/student-attendance-sap-approved1-26-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/policies/student-attendance-sap-approved1-26-23.pdf)

#### Reporting of Student Grades

Final grades are available on WyoWeb as soon as possible (usually five working days) after the close of the semester or term. Instructors will handle the reporting of grades directly to students as they see fit and in accordance with FERPA privacy laws. Students will not be mailed paper copies of their grades. The manner in which grades will be reported is available in the course syllabus.

### Student Services

#### Advising

The overarching purpose of undergraduate academic advising in the College of Health Sciences (CHS) is to deliver consistent and student-centric advising that improves retention, timely degree completion, graduation rates, and motivates students to set and achieve high expectations. Underpinning the CHS undergraduate advising plan are the principles of:

- 1) evidence-based and informed professional advising.
- 2) consistent and tailored advising that meets students where they are in their program of study and attends to student strengths and barriers.
- 3) relational advising focused on student success, provision of support services as needed, equity and inclusivity.

Quality advising is a foundational component of academic success that prepares and inspires CHS students to be future health and health care workforce leaders.

Each student is assigned an advising team comprised of one academic advisor and one practice advisor. Each advisor is required to meet with their assigned students at least once each semester. Advising teams can work together and meet students during advising week as a team or can meet separately. Academic advisors are required to meet with students during advising week in accordance with university policy; practice advisors are required to meet with students during the semester. Advisors will make their office hours and contact information available to students for meetings outside normal advising times. Both advising meetings must be documented for assessment and reporting purposes per university advising guidelines.

#### Advisor Responsibility:

##### Academic Advisors:

- Will monitor academic progress towards the Doctor of Pharmacy degree and completion of University Studies requirements, when appropriate
- Will assist answering questions regarding policy and procedure of the School of Pharmacy
- Will assist and advise students on petitions regarding School of Pharmacy Policy
- Will provide the student's PERC number during Advising Week
- Will share responsibility for grading co-curricular reflections and approving new co-curricular experiences
- Will informally monitor student well-being and be able to direct students to appropriate services and resources on, and off, campus, as needed

##### Practice Advisors:

- Will provide career mentoring to students, help students understand post-graduate options including residency and graduate programs

- Will advise on professional skills development, such as curriculum vitae or resume review, shadowing opportunities at advisor sites, interview skills, etc.
- Will understand progression to a Doctor of Pharmacy degree
- Will share responsibility in grading co-curricular reflections and approving new co-curricular experiences
- Will informally monitor student well-being and be able to direct students to appropriate services and resources on, and off, campus, as needed

Although advisors are a valuable resource, it is important for students to realize that the **ultimate responsibility for knowing and complying with the academic requirements and regulations of the school as well as those of the University of Wyoming is their own**. Students must also meet basic standards of performance established for each course.

The School of Pharmacy sets aside a week every semester for students to meet with their advisors called Advising Week. One week before advising week students are expected to sign up for an appointment with their advisors. In some cases, advising appointments will be with the academic advisor and the practice advisor. Students should come to their advising appointment prepared with a completed proposed class schedule worksheet and any questions they may have regarding the professional program or future career goals. Practice advisors who cannot meet during Advising Week will schedule separate appointments while they are in Laramie for other teaching or utilize appropriate technology.

Students will have an advising hold placed on their account each advising season. Students will need to meet with their advisor in order to have their hold cleared for registration. The hold can only be cleared by the student's advisor.



If a student has questions anytime during the year, they should feel free to contact either of their advisors during that advisor's office hours. Students may also contact the Director of Pharmacy Student Services who serves as a general advisor for professional students.

Since the relationship between advisor and advisee is important, if for any reason the student or the advisor does not feel comfortable, a change can be made. If students/advisors need to have changes made, they should contact the Director of Pharmacy Student Services.

All communications with the academic advisor will be handled confidentially. While academic advising is generally handled by the student's advisor, students with specific academic questions or needs will be referred to appropriate faculty members.

### Petitions

Students may petition the Student Affairs Committee for exceptions to any student policy of the School of Pharmacy. Petition forms are available on SharePoint, from the academic advisor, and in the Student Services office. Any questions about petitions should be directed to the advisor or the Director of Pharmacy Student Services.

Petitions need to be handled in a timely manner and should be turned in within a week of a student obtaining the petition form. Students are required to have their advisor review their petition and sign it prior to submitting the petition to the Student Affairs Committee. Petitions are to be submitted to the Director of Pharmacy Student Services for review by the Student Affairs Committee.

### Exception Request Form-University Level

Exceptions to University requirements and policy must be petitioned through an Exception Request from the Office of

the Registrar. Forms can be found online at the following link: [https://www.uwyo.edu/registrar/undergraduate-students/Forms\\_and\\_Petitions.html](https://www.uwyo.edu/registrar/undergraduate-students/Forms_and_Petitions.html)

### Degree Evaluation

The Degree Evaluation is a web-based planning tool to help students and advisors monitor student progress toward degree completion. It also allows for advising notes and provides a place to create semester plans. The Degree Evaluation provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. The Degree Evaluation is not a substitution for consultation with an academic advisor. Students will still need to see an academic advisor to receive access to register for classes. All requirements indicated on the Degree Evaluation must be met prior to a student being cleared for graduation.

### Navigate

Navigate is a student success tool used at the University of Wyoming and is available to students, advisors, faculty and staff members. Navigate increases access to support services, keeping students on track towards achieving their goals. Stay connected to your advisors and fellow students with the Navigate Student app. Use the app to make appointments, connect with campus resources, view your class schedule, among many more features. <https://www.uwyo.edu/navigate/students.html>

### Class Standing

When students register in the School of Pharmacy, they are classified according to the year they are in the program. Thus, a student in the first professional year will be a P1 and the second, third, and fourth professional years will be referred to as the P2, P3 and P4 respectively. Students who fall behind and join another class will be required to adhere to that class's standing, academic standards, and rules.

### Course Load

The average course load for professional students is 12-18 hours; students enrolling for more than 20 hours in a semester will need permission from the Associate Dean of Students. Students are not allowed to register for less than 12 hours without permission.

### Student Records

All current student and alumni files are kept in the Student Services Office. Students are allowed to review their files. In compliance with FERPA a request to review a file must be made in writing to the Director of Pharmacy Student Services and files are reviewed in the presence of a student affairs personnel. Students may not remove anything from their file.

### E-mail

All pharmacy students will need to use the University of Wyoming e-mail system. Students should note that the school will use the official UW email address only. Please refer to the IT website for further information.

<http://www.uwyo.edu/infotech/>

The school maintains several mail lists for the convenience of faculty, staff and students. All are welcome to use the mail lists.

- [pharmacy-faculty@uwyo.edu](mailto:pharmacy-faculty@uwyo.edu): all faculty
- [pharmacy-staff@uwyo.edu](mailto:pharmacy-staff@uwyo.edu): all staff
- [pharmacy-allstudents@uwyo.edu](mailto:pharmacy-allstudents@uwyo.edu): all students
- [pharmacy-classof2026@uwyo.edu](mailto:pharmacy-classof2026@uwyo.edu): P4 Class
- [pharmacy-classof2027@uwyo.edu](mailto:pharmacy-classof2027@uwyo.edu): P3 Class
- [pharmacy-classof2028@uwyo.edu](mailto:pharmacy-classof2028@uwyo.edu): P2 Class
- [pharmacy-classof2029@uwyo.edu](mailto:pharmacy-classof2029@uwyo.edu): P1 Class

### Student Travel

Students must fill out the Student Travel Authorization form prior to travel. [Student Travel Authorization form](#)  
Students must fill out a request for funding form in order to request funding. [Student Funding Request](#).

### Verification of Enrollment and Graduation/Dean's Letter

Verification of enrollment, graduation, internship licenses etc. is done in the Student Services Office. Forms requiring the Dean's signature must also be submitted to the Director of Student Services. Letters of verification need to be requested in writing from the Director of Pharmacy Student Services (via email) with all relevant information, including a mailing address, what specifically needs to be verified and the deadline the information is needed by. Forms can be dropped off in the Student Services Office or in the Director's mailbox in the main office. Student's name is required on all forms.

### Internship Requirements for the State of Wyoming and the Wyoming State Board of Pharmacy

Please check with the Wyoming State Board of Pharmacy for internship requirements for the State of Wyoming. The Board of Pharmacy is the state agency charged with the responsibility of protecting the health and welfare of residents of Wyoming with regard to pharmaceutical services.

Wyoming State Board of Pharmacy

<https://pharmacyboard.wyo.gov/>

1712 Carey Ave, STE 200

Cheyenne, WY 82002

Phone: (307) 634-9636

Fax: (307) 634-6335

[bop@wyo.gov](mailto:bop@wyo.gov)

### Internship Licenses in other states

Eligibility for licensure as a pharmacy intern and license renewal dates are different in every state. Check with each state's Board of Pharmacy for information on licensure as an intern. Verification of enrollment for licensure is obtained from the Director of Pharmacy Student Services.

### Immunization Requirements

For admissions purposes, students are required to provide copies of **actual** immunization records and submit proof of:

- MMR (2 shots or a **POSITIVE** Titer)
- HEP B (3 shots or a **POSITIVE** Titer),
- Varicella (2 shots or a **POSITIVE** Titer) **PLEASE NOTE:** comment stating "History of Disease" is **not acceptable** for Varicella;
- Current **TDap** shot - **NOT** Tetanus;
- Current **2-step** (NOT A 1-STEP) **NEGATIVE** TB skin test (PPD). **PLEASE NOTE:** The 2-step TB test involves receiving the 1<sup>st</sup> TB Skin Test and obtaining a result in 2 days. The 2<sup>nd</sup> TB Skin Test **MUST** be received **1 week after** the 1<sup>st</sup> TB Skin Test and obtain result in 2 days. If a student has ever had a POSITIVE TB Skin Test, previous blood tests, received BCG or a chest x-ray, they **MUST** provide this documentation as well.
- A yearly flu shot; the shot must be received prior to October 15.
- Covid-19 Vaccine : up to date in series

Students should be prepared to show proof of these immunizations at any time. Students are required to keep their PPD immunization up to date yearly and provide copies of all immunizations to the professional experience office associate. The school reserves the right to require all necessary immunizations and certifications deemed necessary beyond the immunizations listed here. Students will be expected to comply with these requirements.



## CPR

Students are required to maintain American Heart CPR certification while enrolled at the UWSOP.

## Background Checks

In addition to the background check students complete as an admissions requirement, students should expect to repeat the process while enrolled at the UWSOP. In order to be placed in some experiential practice sites, students will need to obtain an additional background check. Procedures on how to obtain this background check and the criteria for passing the background check will be determined by the site. The Experiential Education Office will provide more information as needed.

## Linda Wells Student Learning Center

Hours for the Linda Wells Student Learning Center are 8am-5pm Monday through Friday. Student computers are available for PharmD students during this time. Student folders are located in the reading room and serve as a “mail box” for professional students. Student organization mailboxes are in the mail room of the main office. The Linda Wells Student Learning Center will be closed for special events from time to time. Do not have personal mail delivered to the School of Pharmacy, it will be returned to sender. Students are expected to keep all student common areas tidy.

## Scholarships and Financial Aid

The School of Pharmacy offers many departmental scholarships, primarily based on academic success in the professional program. To apply for scholarships, students will need to complete and submit the university’s general scholarship application and the school of pharmacy scholarship application on the Financial Aid’s Scholarship Website Academic Works: <http://www.uwyo.edu/sfa/scholarships/index.html>. Scholarships are awarded by the Student Affairs Committee with approval from the Dean.

## Awards

The School of Pharmacy awards several student recognition awards to P3 and P4 students. They are awarded based on nominations from the entire faculty and donor criteria.

## Student Organizations

### Election of Class Officers

During the first full week of April each year, the chair of Presidents Council will coordinate an election, decided by majority vote, to determine the next academic year’s president and vice president. In the event that no one runs against the incumbent, the current president and vice president will retain said positions for the next academic year. Voting is anonymous. The P1 Class will nominate and vote on a class president and vice president in January. Phi Lambda Sigma will mentor P1 students interested in the presidency during the first semester of the program.

### Phi Lambda Sigma Pharmacy Leadership Society

The University of Wyoming chapter of Phi Lambda Sigma was established in 1991. The objective of Phi Lambda Sigma is to recognize and promote leadership qualities in pharmacy students, faculty and alumni. To be eligible for membership, a student shall have completed their first year of pharmacy school, shall be of high moral and ethical character, and shall have a minimum grade point average of 2.5. Prospective members are nominated based on their demonstration of dedication, service and leadership in the advancement of pharmacy.

### ASHP American Society of Health-System Pharmacy

The mission of the Wyoming student society is to make students aware of pharmacy practice in health systems; provide information to students about career directions in and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation.



### APhA-ASP Academy of Student Pharmacists

The mission of the American Pharmacists Association Academy of Student Pharmacists is to be the collective voice of student pharmacists, to provide opportunities for professional growth, and to envision and actively promote the future of pharmacy. APhA-ASP has played a key role in helping students navigate through pharmacy school, explore careers in pharmacy, and connect with others in the profession. Membership in APhA-ASP includes an opportunity to participate in a variety of patient care projects that enable students to better prepare for the fourth year of pharmacy school in addition to furthering their leadership skills. APhA-ASP is the student branch of the American Pharmacist Association, the largest association of pharmacists in the United States.

### NCPA National Community Pharmacy Association

NCPA Student Chapters offer pharmacy students a wide array of opportunities to broaden and enrich their educational experience, gain valuable, real-world skills,

and have some fun in the process.

### Rho Chi Pharmacy Honorary

Rho Chi is a national pharmacy honor society whose fundamental objective is to promote the advancement of the pharmaceutical sciences through the encouragement and recognition of intellectual scholarship. The University of Wyoming chapter was established in 1961. Charters for chapters of this organization are granted only to groups in schools or colleges of pharmacy who are members in good standing of the American Association of Colleges of Pharmacy. To be eligible for membership, students must be in the highest 20 percent of their class, have attained at least a 3.0 scholastic average, and have completed at least 116 semester hours applicable to the degree, of which at least 45 semester hours must have been completed in residency after enrollment in the School of Pharmacy. They must also demonstrate capacity for achievement in the art and science of pharmacy and the allied sciences as evidenced by strength of character, personality, and leadership. Finally, eligible students must be approved by the Dean of the School of Pharmacy.

### Phi Delta Chi

Phi Delta Chi is the national professional pharmaceutical fraternity for pharmacy students whose objectives are to promote the science and profession of pharmacy as well as its allied interests and to foster a fraternal spirit among its members. To be eligible for membership, a cumulative scholastic average of 2.1 must be maintained. Qualities such as character, personality and leadership are also considered in the selection for membership. Meetings are held on a regular basis and a reception is held each semester for prospective members. An activity is held each term to honor the new pledges and members participate in volunteer community work.



### Dean's President's Council

The Presidents Council represents the student body and its organizations. Its membership is comprised of representatives from each of the four classes, and the presidents of all pharmacy student organizations. The Council acts as a liaison between the students and the faculty. It assists in maintaining a mutually respectful and beneficial relationship among the University, the School of Pharmacy and its students.

### Wyoming Pharmacy Association

The mission of the Wyoming Pharmacy Association is to advance and promote the practice and profession of pharmacy. Pharmacists and technicians in Wyoming will be recognized as caring and competent individuals who improve the use of medications, assure the safety of drug therapy, and enhance health-related quality of life. All students are eligible for membership to the Wyoming Pharmacy Association, dues are \$10.00.

## School of Pharmacy Policy

### Professionalism Policy

The School of Pharmacy, as a community, values and supports the success of all its members. The profession of pharmacy is among those most highly regarded by the public. It is incumbent, therefore, on those parties involved in the education and training of future pharmacists to provide an environment and culture that encourages and demands professional behavior, including integrity and ethical standards, among administrators, faculty, staff, and students. In order to facilitate and promote professional behavior and harmonious relationships, the following behaviors are expected from all parties, indeed and intent:

Uphold the highest standards of the profession, including personal responsibility, dignity and altruism;

Demonstrate social awareness, respect, compassion, empathy and an appreciation for cultural diversity;

Maintain appropriate and professional relationships while maintaining collegiality and respecting confidentiality of student, faculty, staff and patient information; and

Promote an atmosphere of excellence through participating participation in, facilitation of relevant discussion, inquiry and expression.

These behaviors are encouraged and supported by policies contained in course syllabi, the University of Wyoming Code of Conduct, the School of Pharmacy Student Honor Code and University Regulations.

## Pharmacy Student Policy

### Academic Standards for Progression and Graduation

The course of study in the School of Pharmacy (SOP) is four academic years leading to a Doctor of Pharmacy degree (PharmD). The required professional coursework is organized in a prescribed, non- negotiable, sequential manner. All students have a P-designation identifying their year in the program (P1, P2, P3, P4). Required professional courses (PHCY courses) from any national or international pharmacy programs will not be applied to the University of Wyoming School of Pharmacy PharmD degree. Students may petition previous required coursework or coursework from other programs be applied to the degree program. If the petition is approved, an equal number of credit hours must be taken as replacement during the given semester e.g. elective courses. Auditing courses for the PharmD degree is not allowed. Only specific experiential courses can be taken as Satisfactory/Unsatisfactory (S/U). All other courses, including electives, are completed for a letter grade.

The academic standards herein described are expected to be followed by all students admitted to the professional program. Any violation will constitute grounds for probation or termination from the professional program and will delay progression towards advanced coursework. Probation is defined as a period of time in which the student is allowed to continue in the program under supervision.

Students that do not meet academic standards and are placed on probation are required to submit a petition that includes a detailed, individualized plan of study for the next semester. This plan must be developed by the student, in agreement with and signed by the academic advisor. The petition is reviewed by the Student Affairs Committee (SAC), and a recommendation is sent to the Dean for approval or denial. Students who violate academic standards during fourth year experiential coursework will not be subject to the petition process. Instead, they undergo remediation as prescribed by the Experiential Education department and are required to repeat the rotation, which may lead to a delay in their graduation date. A leave of absence may be necessary in cases where poor academic performance is due to a medical or personal hardship. Students may appeal sanctions related to violations of the academic standards and decisions that result in probation and termination in the program. Appeals start at the School level, followed by College and University levels, according to policy.

### Academic Standards

1. A grade of D or lower, or course withdrawal, in any required course of the professional program constitutes failure to progress toward the PharmD degree and results in probation.
2. A grade of D or lower in any elective course of the professional program constitutes failure to progress

toward the PharmD degree and results in probation.

3. Students must earn a GPA of 2.0 or better in both University coursework and professional program courses each semester and cumulatively.
4. Students must be considered full time with coursework applicable to the pharmacy degree *during each semester while in good standing*.
5. Incomplete coursework must be completed prior to progression into the next academic semester and will halt progression in experiential coursework.
6. A course taken in the professional pharmacy program course can be repeated only once.
7. A maximum of three required courses are allowed to be repeated during the degree program.
8. Failure to meet any academic standards for two semesters (not necessarily consecutive) in didactic and/or experiential coursework results in automatic termination from the professional program.

#### **Experiential Program**

9. Students who earn a U in fourth year experiential coursework will have their rotation sequence halted while the rotation is rescheduled and remediation, if required, is conducted.
10. Failure of two experiential courses, not necessarily consecutive, results in termination from the professional program.

#### **Elective Credits Policy**

The purpose of electives at the School of Pharmacy (SOP) is to complement the pharmacy curriculum, expand knowledge within a specific pharmacy discipline and to ensure completion of the general liberal arts education of the University of Wyoming. Students are encouraged to elect courses that contribute to their interprofessional education. Therefore, the following policies have been approved by the faculty for the Doctor of Pharmacy professional program (thereafter, Program).

As published in the University Bulletin and SOP handbook students are required to complete a minimum number of electives, specific for the student's year of matriculation into the Program. This number may vary and may be modified as adjustments are made to the professional curriculum to comply with accreditation standards. Students will be made aware of this number during initial orientation into the Program and kept informed of any changes during their stay in the academic program.

Students must take elective courses to satisfy first the requirements of the University Studies Program (thereafter, USP) and then complete the remaining required elective credits as general elective coursework (Program-approved required number of elective hours).

- Students are required to complete all USP requirements even if they exceed the minimum number of elective hours initially defined in their Program in order to graduate from UW.
- Transfer or online courses from other accredited institutions may be honored as elective credits toward the Program. Students are solely responsible to have all transcripts from other schools sent to the University and make sure that the Director of Pharmacy Student Services and advisors are aware of any transfer work in the professional program.
- All required hours (including electives) must be completed by students before progressing into the P4 rotation year. Students will not be allowed to progress toward the 4<sup>th</sup> year rotations if university studies requirements were not fulfilled.
- Students shall not take electives as Satisfactory/Unsatisfactory (S/U) credit.
- All courses taken in the preprofessional program or to fulfill requirements in a previous degree cannot be retaken to count as elective hours in the Program. In addition, students cannot use previously taken credit (prior to the professional program) as elective credit in the professional program.
- Credit by exam through the Foreign Languages Dept. will not be accepted as fulfillment of elective requirements in the Program. However, it is a student's right to test out for Wyoming History and Government, lecture while receiving elective credits toward the Program and fulfilling USP requirements.
- For procedures and handling of all exceptions to these policies, the students should consult the student



handbook, the pharmacy student Share Point site, the SOP website, or check with the Director of Pharmacy Student Services or the Associate Dean of Students.

## Examination Day Procedures

### Purpose

To establish a standard set of expectations, for students taking exams within the School of Pharmacy, in an effort to secure an honest academic environment; one that prevents cheating and the appearance of cheating. In accordance with the Honor Code of the University of Wyoming, School of Pharmacy (UWSOP), and University Regulation 2-114 [https://www.uwyo.edu/regs-policies/\\_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/regulations-2023/uwreg2-114approved7-14-23.pdf) Students who are in violation of this procedure will be given a zero on their exam and the infraction reported using the Student Conduct Report Form. (Student Affairs-Honor System-Version 6-March 2014)

### Examination Procedures and Expectations

Student pharmacists are required to comply with any and all instruction given by the examination proctor in order for proper conduct of the examination.

### Personal Belongings and Electronic Devices

#### Not Permitted:

Students will be asked to leave personal belongings in a designated area; mindful of fire escapes, exits, etc. These items include, but are not limited to:

Backpacks, purses, heavy jackets, etc.

Electronic devices including cell phones, PDAs, cameras, calculators, etc.

Hats or headgear worn for purposes other than religious expression.

Wristwatches, analog or digital, or any other wearable technology.

Water bottles or any other container (i.e. food, beverages, etc.)

Cell phones and other electronics must be turned off such that no noise can be emitted. Cell phones must be placed on top of student's backpack. If a student is concerned, they may need to be contacted in case of emergency during the scheduled examination time, they can provide daycare provider, family member, etc. with the school contact and the message will be delivered to the exam room. School of Pharmacy Main number: 307-766-6120.

Study sheets or other reference/aids are prohibited. Scratch paper will be given to all students if deemed necessary by the instructor/proctor. All students must write their first and last names on the top of scratch paper and return the entire sheet of paper to an instructor/proctor before exiting the exam room.

#### Permitted:

Personal writing utensil(s). Calculators:

TI-36X pro calculator will be utilized for all courses within the school of pharmacy and must be purchased by each student to have on day 1 of the P1 year of class. No other electronic devices may be utilized during examinations.

### Entering/Exiting the examination Room

Students should arrive with sufficient time to get settled, prior to the administration of the exam. For electronic exams, students are recommended to arrive 10 minutes prior to the examination time to ensure the computer is set up properly.

If the exam requires the use of a personal electronic device, it is the student's responsibility to come with a charged device that can last the duration of the exam. If the device needs to be plugged in, it is the student's responsibility to arrive early and ensure a location that allows their device to be plugged in.

No student is allowed to leave the examination room within the first 10 minutes of the start of the exam. In the event a student arrives late for an exam, they will only be allotted the remainder of the exam time (no additional time will be granted).

Should a student arrive late for any examination after another student has already submitted a completed exam to the proctor, they will not be permitted to take it. The student will have 72 hours to provide an excused absence to the course coordinator; otherwise, an absence from the examination that is not authorized will result in a loss of all points for the exam resulting in a grade F, unless other arrangements are made with the course coordinator.

All students shall place their personal belongings (i.e. bags, purses, coats, hats, etc.) at the designated area in the

examination room where they are readily visible and retrievable.

Backpacks, etc. are not retrievable until the exam is handed to the proctor and the student is ready to exit the room.

### Behavior

Talking is prohibited during the examination. Once a student has completed the exam, they shall refrain from discussing the exam in the immediate vicinity of the testing room.

At no time is it acceptable to look at other students' examination.

Students shall raise their hands if assistance is required during the examination for any reason. No content or content clarifying questions are allowed.

Students will not attempt to receive information or aid others in receiving information during examinations.

Students will not disclose or make available, any information regarding the exam, to others who have yet to complete said exam, by any means.

Once a student has completed and turned in the exam to the proctor, they must leave the examination room. Students will only be allowed to re-enter the examination room once all exams have been submitted to the proctor.

If a student has a medical urgency/emergency during the exam, they will be permitted to leave the exam room to address the issue. The examination proctor may leave the room to assist the student. If able, the student will be allowed to return and complete their exam. If unable to return, the student shall be allowed to make up the exam.

Assigned seating may be utilized during examinations at the instructor's discretion (i.e. exam number correlates with a seat number).

### Dress and Attire during Examination

Refer to "Article I: "Professional Integrity" in the UWSOP Honor Code.

### Students with Disabilities

Pursuant to federal and state law, it is the policy of the School of Pharmacy to accommodate students with a learning disability. If you have a physical, learning, sensory or psychological disability and require accommodations, please let the course coordinator know as soon as possible. You will need to register with, and possibly provide documentation of your disability to University Disability Support Services (UDSS) in SEO, room 109 Knight Hall. You may also contact UDSS at (307)766-3073 or [udss@uwyo.edu](mailto:udss@uwyo.edu). Visit their website for more information: [www.uwyo.edu/udss](http://www.uwyo.edu/udss).

### Faculty

Instructors/proctors should make every attempt to create examinations that mitigate opportunities for academic misconduct. Each instructor has the right to create an exam that will best assess his/her students (electronic vs. paper, multiple choice vs. essay, etc.). The instructor or exam proctors must take an active role in proctoring the exam.

Examination proctors will be assigned as needed.

Closed-circuit monitoring may be used in the testing environment.

Exam proctors will announce the time throughout the exam and/or a wall or projected clock will be made available in the room.

Faculty proctors are responsible for implementing and enforcing this procedure and are authorized to recognize and manage inappropriate examination behavior in accordance.

### Leave of Absence Policy

The academic requirements in the professional pharmacy program must be completed in a maximum of 6 years. This time period includes 4 years of coursework and professional experiences and takes into account any approved leave of absence. Students shall be terminated from the program if graduation is not achieved at the end of the **6th year** from their initial admission date to the professional program.

Leaves of absence will be reviewed by the School of Pharmacy (SOP) Student Affairs Committee (SAC) and acted upon following deliberation on a case-by-case basis. Appropriate documentation is determined by the Associate Dean of Students based on consultation with the Dean of the School of Pharmacy, if necessary. The consent or denial of a leave petition is finalized by the Dean of the SOP and communicated to the student via a signed letter.

Definition: A leave of absence grants a student time away from the program and allows them to return to the program into the semester of the curriculum in which they were last enrolled. The student must withdraw from all coursework.

As a student on a leave of absence is not considered an active student of the SOP during this time, no University of Wyoming (UW) or SOP business may be conducted, and the student should not represent UW or the SOP in any capacity.

Two types of leaves of absence are recognized: medical leaves and personal leaves. A medical leave is a serious issue that results from either psychological or physical trauma that makes it impossible for the student to continue successfully. A personal leave can be the result of extenuating personal circumstances that make it difficult for the student to successfully continue in the program.

**Process and Documentation:** The student submits the completed University of Wyoming School of Pharmacy Leave of Absence Petition directly to the Director of Pharmacy Student Services. To complete the form, the student consults with their academic advisor. The form must be completed in its entirety, including proper validating documentation. A medical leave of absence will require that students provide a letter of support from a certified health professional by the end of the academic semester, at the latest. For personal leaves of absence, supporting documentation to establish the need for the leave will also be necessary. Additional information may be requested by the Associate Dean of Students or the SAC.

The submitted petition should include a written plan that describes how the time off will be used to enhance the student's ability to be successful upon returning to the program. Additionally, the student should designate a preliminary plan for return to program, which will be reviewed with their academic advisor prior to the student's return to the program.

A leave of absence requested due to academic failures past the withdrawal periods for courses will not be considered by the committee.

Students who are granted a leave of absence must not have concurrent incompletes "I" granted during this period. If a situation arises where a leave is granted following an independent faculty granting of an "I", the student is responsible for ensuring that the "I" is removed either by completion of the course or withdrawal before the leave can begin. Any student requesting a leave of absence AFTER the designated time to last withdraw from classes MUST withdraw via an administrative withdrawal as outlined by the Dean of Students Office.

**Status:** The student will follow the curriculum and policies in effect at the time of re-entering the program, including all curricular changes that may have happened during the absence.

**Matriculation:** The student must have been matriculated during at least one semester of the professional program prior to requesting a leave of absence. If a student is accepted into the program and finds themselves in a position where they cannot attend, they may petition to have their admittance deferred to the next academic year. This deferral must be approved by the Dean of the SOP and communicated to the entering student in the form of a written letter.

**Duration and Number of Leaves:** A leave of absence may be approved for a maximum of two consecutive spring and fall semesters.

No more than two SOP leaves of absence will be approved by the SAC.

An extension of a leave of absence may be approved by the SAC on a case-by-case basis. Appropriate documentation supporting the extension must be presented. However, the maximum of 6 years to complete the Doctor of Pharmacy academic requirements will still be upheld. Exception will only be made in very extenuating circumstances. Accordingly, based on the 6-year rule, a student could have a total of two (2) one-year leaves of absence and not violate the 6-year rule since the normal expected time to complete the Doctor of Pharmacy program is 4 years. Reasonable consideration on a case-by-case basis based on the academic record shall be utilized in making this determination if a petition is received that extends past the 6-year rule.

Other University Policies: This leave of absence policy is consistent with the College of Health Sciences policy and does not alter absences that are granted pursuant to the Student Attendance Policy: [https://www.uwyo.edu/regs-policies/\\_files/docs/policies/student-attendance-sap-approved1-26-23.pdf](https://www.uwyo.edu/regs-policies/_files/docs/policies/student-attendance-sap-approved1-26-23.pdf).

### **The Honor System**

The University of Wyoming Student Code of Conduct: <https://www.uwyo.edu/dos/conduct/>.

### **The Honor Code**

We, the students at the University of Wyoming School of Pharmacy (SOP), acknowledge that pharmacy is among the most highly regarded professions. We also recognize that the profession of pharmacy demands of its members the utmost degree of professional competence, ethical behavior, and integrity. This Honor Code challenges pharmacy students to adopt principles of professional behavior and responsibility within the context of academic honesty, respect, and community standards.

The SOP honor system is designed to be student driven and administered to provide rules and procedures to address the unique needs and management of the professional pharmacy program and is intended to be complementary but subordinate to the University of Wyoming Regulations (UW Regulations) and the Student Code of Conduct. The principles defined in this code will apply to all students enrolled in the professional program. We, therefore, accept this Honor Code to set forth minimum standards of scholarship and conduct at the SOP.

As students we challenge our faculty and staff to model the principles stated above so that we can have the best opportunity to develop them ourselves.

#### **Article I. Professional Integrity**

The University of Wyoming SOP believes that within the educational setting, professionalism and integrity can be fostered. Just as we are expected to gain the knowledge that is needed for our profession at the University of Wyoming, we are also expected to obtain the personal attributes that are essential to our future success.

The development of professional integrity is an important goal to the students of the SOP. Not only does it allow us to maintain the purity of the profession, but it obligates us to enhance the profession in a way that will benefit the community.

We will behave in a manner consistent with the following principles of professionalism as we foster and maintain a culture that facilitates professionalism:

#### **Honesty and Integrity**

- Contribute to a positive image of the pharmacy profession.
- Respect the rights of patients, staff, faculty, peers, and other health professionals.
- Safeguard patient confidences and privacy within the constraints of the law.
- Understand the general principles of ethical behavior and their application to performance expectations of any course of study, examination, or other evaluations.
- Treat those with whom we interact with respect, trust, and dignity.
- Refrain from engaging in unwanted, inappropriate, or unprofessional behaviors.
- Respect rights such as privacy, confidentiality, informed consent, and others.
- Communicate in a professional manner and do not discriminate on the basis of age, gender, intelligence, medical condition, nationality or ethnic origin, physical or mental disability, race, religion, sexual orientation, or socioeconomic status.
- Refrain from abusing authority.

#### **Service**

- Participate in and contribute to the betterment of the public health community in a productive manner.
- Serve the patient and the community needs above our own self-interest and welfare.

#### **Excellence and Scholarship**

- Strive to improve ourselves in the integration and transmission of knowledge.
- Collaborate with and assist peers, colleagues, and other health professionals appropriately for the advancement of scientific knowledge and skills.
- Commit to self-directed and lifelong learning.

### **Responsibility and Accountability**

Foster a culture of responsibility and accountability.

Maintain patient care and service as our highest priority.

Be accountable for deadlines and complete assignments/responsibilities in a timely fashion.

Identify our own limitations and developmental needs and seek approaches for improvement.

Present ourselves in a professional manner with respect to dress, hygiene, body language, composure, and gestures.

### **Article II: Academic Integrity**

We aspire to maintain high academic integrity. This validates our education and allows us to achieve maximum development while in school. Students of the SOP take pride in submitting their own work as well as obtaining the grades that they truly earned.

### **Article III. The Honor Code Pledge**

This pledge shall be signed annually by students as a reminder to the students of their obligations to uphold the Honor Code. After the signing of this pledge, it must be turned into the Director of Pharmacy Student Services at the SOP within one week of receipt to be placed in the student's file.

"I \_\_\_\_\_ (print name) have read, understand, and will uphold the standards of the University of Wyoming School of Pharmacy Honor Code."

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Year in Program (please circle):          P1          P2          P3          P4

### **Article IV. The Honor Board**

#### **Section A: Role of the Honor Board**

The role of the Honor Board is to:

- Promote awareness of the spirit and intent of the Honor Code among the members of the SOP community.
- Apply, maintain, and improve the Honor Code, suggesting modifications for review and approval by members of the SOP community.
- Serve as the initial deliberative body for allegations of Honor Code violations within the SOP.
- Administer an Honor Code orientation for all incoming students shortly after matriculation in the SOP. Current students will review the Honor Code during the spring of each year along the same time as student elections.

#### **Section B: Composition and Election of the Honor Board**

##### **Part 1. Composition**

The Honor Board shall be composed of the following members:

Two (one primary and one alternate) Pharm.D. Fourth-year students

Two (one primary and one alternate) Pharm.D. Third-year students

Two (one primary and one alternate) Pharm.D. Second-year students

Two (one primary and one alternate) Pharm.D. First-year students

Three faculty members; voting

Director of Pharmacy Student Services; non-voting

Associate Dean of Students; non-voting

*Honor Board Chair:* One Board member shall be elected by a majority of the other members of the Honor Board during



the spring to serve as Honor Board Chair with preference being granted to a student with previous tenure on the Honor Board. The Chair will not have a vote, unless a member is absent or in the case of a tie. The Chair will call and preside at all Honor Board meetings. The Chair will submit the final report and recommendation of the Honor Board to the Dean of the SOP. The Chair of the Honor Board will serve as the student representative of the Student Affairs Committee (SAC).

*Secretary:* At the beginning of each semester, a member of the board will be appointed as secretary and will take minutes at meetings. The secretary will still serve as a voting member of the board.

*The Associate Dean of Students* serves as the case liaison and meets with the accused, gathers relevant information, and presents the case to Honor Board.

*The Director of Pharmacy Student Services* shall act as the Honor Code Advisor. The Advisor shall provide support to the Honor Board by facilitating Honor Board activities and ensuring continuity. The Director of Pharmacy Student Services may attend meetings during which the Honor Board discusses case reports with the “accuser” or the “accused.”

## Part 2. Election of the Honor Board Members

All student members of the Honor Board shall be duly elected by their classmates. Each Pharm.D. class will hold an election in the spring semester to decide members for the following year; the Pharm.D. first-year class will hold their election in December. Honor Board members who desire to continue serving on the Honor Board must run for re-election by their classmates annually. Elections to fill vacancies shall be held in a timely manner.

### **Section C:** Requirements and Replacement of Honor Board Members

Honor Board members shall be in “good academic standing” as defined by the SOP.

*The rule of absolute confidentiality:* Honor Board members (as well as other parties and witnesses involved in allegations or Honor Code cases) are required to refrain from discussion of any information they may become aware of relative to Honor Code allegations and cases with other students, faculty, staff, family members, friends etc. This includes, but is not limited to, discussion of:

- The nature of specific details about, or disposition of allegations and cases.
- The identity of any parties involved in allegation and cases.

Any Honor Board member who fails to abide by the rule of absolute confidentiality will be subject to dismissal from the Honor Board as well as charged with an Honor Code violation. Any violation of confidentiality will result in the member’s termination from the Honor Board.

At the first meeting of each semester, the board will decide on 1 or 2 times per week when all members can meet. These times will be a priority for all members, even though meetings of the board will not occur weekly. Should a case arise, members are expected to have those times available. This will ensure an efficient and reliable timeline for the case.

- If the case occurs during a holiday, deliberation will be delayed until after the holiday or the following semester. If the case is of extreme importance (for example, if delaying the case may affect a student’s ability to graduate or to move forward in classes), then an exception may be made and the deliberation may take place over the holiday.

## **Article V. Honor Board Procedures**

Reports of alleged violations of the Honor Code are made to the Associate Dean of Students, who then forwards all necessary materials to the Honor Board.

- The Honor Board reviews the case.
- The Honor Board may recommend the following:
  - “no basis” for the allegations exists; if no basis is found, the report is dropped.
  - “formal review” by the Honor Board. Formal review of cases by the Honor Board involves separate meetings with:
    - the accuser and his or her witnesses
    - the accused and his or her witnesses. The student may choose to bring an advocate with them when they meet with the board. This advocate must be a faculty member within the School of Pharmacy. This advocate will be present for support only and will not act as a legal counselor or attempt to speak for the student in any way.

After formal review of cases, the Honor Board has two ways to conclude a case:

- “Dismissal”: the majority of voting Honor Board members feel that the evidence and testimony did not meet the standard of “more likely than not” that a violation did occur.
  - In the event of a “dismiss” decision, a report will be made by the Honor Board and shall be filed and maintained by the Director of Pharmacy Student Services.
- “Violation”: the majority of voting Honor Board members feel that the evidence and testimony did meet the standard of “more likely than not” that a violation did occur.
  - In the event of a “violation” decision, the Honor Board shall propose a recommended sanction to the Dean of the SOP. A student may appeal the Dean’s final decision to the College of Health Science Student Affairs Committee. See Appendix A for recommended sanctions.

From the time a case is brought to the board, a review of the evidence must be completed within 5 business days. If a formal review is required, it must be completed within another 5 business days. A completed recommendation (dismissal or sanction) should be sent to the Dean of Students no later than 48 hours after a decision is made.

## **Article VI. Procedures for Reporting a Violation**

### **Suspected Violation**

Members of the University Wyoming SOP community who suspect they have observed a violation of the Honor Code are encouraged to speak directly to the student(s) involved in order to provide an opportunity to explain the behavior. If a sufficient answer is not given, the witness is obligated to report the violation to the Honor Board.

### **Reporting a Violation**

- Violations should be reported to the Associate Dean of Students. The reporter should identify himself or herself as a student, a faculty/staff member, or preceptor before explaining necessary information about the witnessed event so that an inquiry may be initiated.
- The confidentiality of the accuser will be maintained through all stages of the process, but charges will not move forward without the accuser identifying him or herself. All complaints related to student professional misconduct or failure to fulfill obligations must be written and signed by the accuser.
- Teachers’ discretion on Honor Code violations may be more specifically outlined in class syllabi.
- Conduct violating the University of Wyoming Code of Conduct that is not specifically mentioned still may be subject to disciplinary action.

### **Formal Review Procedures**

- The Board will conduct the hearing and all of its deliberations in a closed and confidential session arranged through the Office of Student Services.
- The hearing will be called to order by the Chairperson who will then identify by name members of the Board Hearing who are present for the record.
- The Chairperson will then identify by name the student charged with the alleged violation of the Code and his/her witnesses and the charging party and his/her witnesses. The Board will meet with each party separately.
- In the event the student charged with the alleged violation of the Code or any of his/her witnesses or the charging party or any of his/her witnesses fail to appear, the Board Hearing shall determine whether or not to proceed based on the witnesses and evidence available.
- The Chairperson will read the charge and poll each member of the Board Hearing to determine if any member has a prior opinion of guilt or innocence.
- Any member of the Board Hearing who has a prior opinion of guilt or innocence will be excused and the alternate member will hear the charge and a prior opinion of guilt or innocence will be determined.
- The presentation of all evidence and witnesses to the Board Hearing and questioning by the members of the Board Hearing will proceed generally as described by the following:
  - The charging party will present his/her evidence and witnesses.
  - The student charged with an alleged violation of the Code will present his/her evidence and witnesses.
  - The members of the Board Hearing Committee will ask questions of all parties to the Board’s satisfaction.

- The Chairperson may recognize others present to speak if the Chairperson believes that the information provided is needed for the Board Hearing to discharge their duties.
- Following the presentation of all evidence and witnesses to the Board Hearing and questioning by the members of the Board Hearing Committee, all parties will be excused while the Board Hearing deliberates.
- The parties will remain available in the event that they are recalled as described below:
- The Chairperson may recall the parties for further questioning if it is deemed necessary for the Board Hearing to discharge their duty. All parties have the right to be present during further questioning.
- The Chairperson may grant a recess at the request of members of the Board Hearing or the parties involved to allow time for further preparation.
- The Chairperson and members of the Board Hearing shall not discuss the evidence or testimony in the presence of the parties.

### **Article VII. Modification and/or Retirement of the Honor Code**

The Honor Code of the SOP is designed to challenge the students to live to a certain standard as future pharmacists. Changes in the Honor Code may arise for a number of reasons: If pharmacy students do not believe that the Honor Code challenges them sufficiently, if they believe that parts are excessive and unnecessary, or feel that there is a need to change the Honor Code, revisions can be proposed.

All suggested changes to the Honor Code must be submitted to the Honor Board for review. If the Honor Board believes that the proposed revision fits the needs of the student body, then the Honor Board will begin the revision process.

#### **Revision Process**

- Proposed change of Honor Code submitted to Honor Code Board.
- All proposed changes to the Honor Code must be submitted in writing to an active member of the Honor Board.
- The Honor Board in its entirety will meet to review the change and conduct a vote regarding the necessity of the change.
- The decision made by the Honor Board may be one of the following:
- Denial
- Acceptance--changes accepted by the Honor Board must be approved by Faculty prior to final implementation.
- The Honor Board will announce their decision to the individual or group that suggested the change.
- The amended Honor Code will be approved by students and faculty before the change is finalized.
- The Dean of the SOP will sign off on all changes.

### **Appendix A. Honor Code Sanctions:**

The following sanctions, alone or in combination, may be imposed for violation of the Code by the Dean of the UW SOP upon recommendation by the Honor Board:

- Reprimand with inclusion of a letter of reprimand that will remain in the student's file permanently. The student may request removal of the letter of reprimand from his/her file by submitting a request in writing to the Dean of UWSOP.
- Assignment of a grade of "F" in the course in which the violation(s) occurred.
- Assignment of a grade of "F" in the course in which the violation(s) occurred and a notation of "assigned for academic dishonesty" placed in the students file for a designated period of time. It will be the responsibility of the student to request removal of the notation of sanction associated with the assignment of a grade of "F" after the designated time period. Such requests must be submitted in writing to the Dean of UWSOP.
- Disciplinary academic notice for a stated period of time which will include loss of privilege to represent UWSOP, hold an elected office or appointment to any UWSOP committee or participation in UWSOP's extracurricular activities. A notation of the conditions of academic notice will be included in the student's record.
- A student who fails to abide by the conditions of his or her academic notice will be subject to further disciplinary action, including suspension or expulsion. It will be the responsibility of the student to request removal of the

notation of academic notice after this sanction has expired. Such requests must be submitted in writing to the Dean of UWSOP.

- Suspension from UWSOP for a stated period of time during which the student will not be allowed to take any courses in UWSOP. Furthermore, UWSOP will not accept credit for any coursework that was completed by the student at the University of Wyoming or any other institution while he/she was suspended from UWSOP. The appropriate notation of “suspension for academic dishonesty” or “suspension for violation of the UWSOP Honor Code” will be placed in the student’s file. It will be the responsibility of the student to request removal of the notation of suspension after this sanction has expired. Such requests must be submitted in writing to the Dean of UWSOP.
- Expulsion from UWSOP. Expulsion for violation of the UWSOP Honor Code will be noted permanently on the student’s transcript.
- If a student has been subjected to sanctions for violation of the Code previously, the minimum sanction for the current violation will be suspension.
- Sanctions that result in an F in the course in questions will then lead to violations of academic standards. Students will then need to follow the petition process to address those violations. Sanctions including academic notice, suspension and expulsion will apply only to UWSOP and its academic programs.

Cases will be documented and stored in an official Honor Board file located in the Office of the Director of Pharmacy Student Services. Direct access to these files will be limited to the Associate Dean of Students and appointed faculty. Past cases will be reviewed in the event of similar, impending cases. They will serve as a potential resource in determining appropriate sanctions.

*-Adapted from the Ohio State Medical School Honor Code, Auburn Code of Professional and Ethical Conduct and the University of Minnesota College of Pharmacy Honor System.*

### **Policy and Procedure for Student Grievances**

The University of Wyoming (UW) School of Pharmacy (SOP) recognizes the right of students to express differences of opinion in academic status and/or progression and to seek fair and timely resolution of disputes. It has always been the policy of the SOP that disputes shall be settled informally if possible and that all persons have the obligation to participate in good faith in the informal dispute resolution process before resorting to formal grievance procedures. The SOP encourages open communication through the informal processes discussed in this document as well as prompt and efficient review and resolution of disputes.

#### **Definition of Student Dispute**

A claim may occur when a student considers that any action or inaction by others that affects their academic status and/or progression is unjust, inequitable, contrary to UW Regulations or policies, or is an impediment to effective student performance and learning.

#### **University and College of Health Science Policies**

The SOP grievance policy complements the existing UW and College of Health Science (CHS) policies and regulations.

#### **The Student’s Responsibility and Timeline**

- The student must initiate all dispute processes. The student(s) may choose to seek initial guidance from respective academic advisors.
- For all levels of an appeal, processes will only progress on business days.

#### **For disputes not involving grades:**

The process must be initiated at the SOP level no later than 5 business days after the incident occurs. In a situation where the student and instructor are not on speaking terms due to the incident, the process should involve the student, the instructor, and the Associate Dean of Students, as appropriate.

#### **For disputes that are related to grades:**

For grade grievances reported during the course, the process must be initiated at the SOP level no later than 5 business days after official reporting of the grade(s) by the instructor. Official reporting of grades is defined as grades reported

by e-mail communication, or the instructor posting grades either by hardcopy, via the online course platform or by returning of a graded assignment or exam. All initial verbal/email discussions at the instructor and course coordinator levels must have been exhausted before the initiation of the formal process.

*For final grades:*

The process must be initiated at the school level no later than five business days after the grades are due at the Registrar's office, or, in the case of experiential rotations, no later than five business days after the completion of the rotation or posting of the grade in E\*Value. Depending on the timing of the end of the semester, the dispute process may not be resolved until the following semester; however, the process must be initiated by the student within 5 business days.

*Rotations:*

The dispute will be finalized before the student is to enter these rotations. If the process is not resolved by the beginning of the rotation sequence, the student will be assigned to an "off" month in Rotation #1. In the event that there is no resolution by Rotation #2, the SOP will attempt to make all possible accommodations in scheduling the student's rotations, however, the student should be aware that they may be delayed in their future rotation schedule, as the SOP does not control some scheduling.

Regarding grade-related disputes during rotations: the nature of grade assignment in the experiential environment is different from the didactic (classroom) environment. Grades assigned by preceptors are based on daily performance and observations in a practice environment, professional behavior and, in some cases, written assignments; therefore, mechanisms to regrade daily performance/observations are unnecessary.

**Procedures**

**Instructor Level:**

The instructor should listen to the student(s) complaint(s) and provide a timely response. If the dispute is resolved based on discussion and response, no further action is necessary.

**SOP Associate Dean of Students Level:** If the outcome of the previous step does not resolve the dispute, the Grievance Form must be submitted to the Director of Pharmacy Student Services. The Director of Pharmacy Student Services will forward the form to the Associate Dean of Students for review. The student(s) will be notified by e-mail that the form has been received, and that the appeal will be handled per the Grievance Policy.

If the Associate Dean has a conflict of interest, the Associate Dean should be excused, and the appeal moved directly to the Dean of the School of Pharmacy.

The Associate Dean shall meet with the student and the course instructor (and other parties if necessary) to gather information necessary to make a recommendation on the appeal.

The Associate Dean shall send a written recommendation to the student(s) within 5 business days after meeting with all involved parties and reviewing the appeal. A copy of the written recommendation will be placed in the student's file.

**SOP Dean Level:** If the outcome of the previous step does not resolve the dispute, the Associate Dean will forward the appeal letter and previous documented responses to the Dean of the School of Pharmacy.

The decision at this level represents the last decision at the School of Pharmacy level.

If the Dean has a conflict of interest, the Dean should be excused, and the appeal moved directly to the College of Health Science Level.

A written decision shall be sent to the student no later than 5 business days of receipt of documentation from previous step. A copy of the written decision will be placed in the student's file. If the Dean is unavailable, the person designated to fulfill the responsibilities of the Dean during his/her absences shall assume this role in the decision process.

**CHS Level:** Unsatisfactory resolution of the dispute at the School level will necessitate forwarding copies of all the documentation to the Associate Dean of Student Affairs of the College of Health Sciences for further procedural handling of the dispute



## Social Media Policy

### Guiding Statement

The UW School of Pharmacy realizes the value and importance of social media for program promotion and to maintain a vibrant yet geographically dispersed community of stakeholders. The School of Pharmacy has implemented the following social media policy to help our employees and students understand and adhere to responsible social media practices, put in place to protect the employees, students, and UW School of Pharmacy as a whole.

Any employee or student of UW School of Pharmacy may choose to create a blog, contribute online, or participate in online social networks. For employees, the same guidelines which can be found in the University of Wyoming [Employee Handbook](#), including policies regarding employee activity and conduct, apply to employee activities on social media or other forms of online publishing. For students, the same guidelines which can be found in the [School of Pharmacy Student Honor Code](#), including policies regarding student activity and conduct, apply to student activities on social media or other forms of online publishing. In addition, students who are completing clinical rotations are expected to adhere to the social media policy implemented by their practice site. For employees and students, the guidelines that can be found in the [University of Wyoming Social Media Guidelines](#) apply to any online social network activity.

### School of Pharmacy Guidelines for Social Media

- Any time you participate in social media, you are posting on your own behalf unless expressly requested by UW School of Pharmacy to post on the school's behalf.
- If you identify yourself as a UW School of Pharmacy employee or student via social media, your opinions and viewpoint must reflect the responsibilities of your position.
- Always adhere to copyright standards and respect the intellectual property of others when utilizing social media platforms or other online publishing forms.
- Do not, under any circumstances, disclose any personal information about the school or its students, clients, and employees unless you have received written authorization to do so.
- Do not disclose confidential information about UW School of Pharmacy, its practices, or any information meant to be shared only with fellow employees.
- Rumors or slander shared via social media may have a significant negative impact on the school and its reputation. Employees and students should always consider the implications of materials or statements prior to posting them.
- Remember that as an employee or student you are an ambassador for the school, and your manner in all situations should reflect that in a positive way.

### Best Practices

Always respect your audience. In every situation, use social media as a respectful tool to share ideas and information. Be especially mindful when dealing with sensitive subjects such as politics and religion.

Share content intelligently. If you publish an item professionally, you may help to strengthen the community of the UW School of Pharmacy. Make sure what you publish is helpful, valuable, and promotes the principles of the University of Wyoming and the School of Pharmacy. In addition, be thoughtful about the values inherent in the pharmacy profession and strive to reflect these values in any content you share.

Protect your privacy. Always think twice before posting and remember that what you share may remain in the public domain for a long time afterwards. Make sure you are protecting your own privacy and that of the School of Pharmacy. Faculty, staff, and students are responsible for ensuring that their personal online activities do not interfere with their ability to perform their job, fully engage in their studies, or to fulfill commitments to their co-workers or clients.

### Acceptance

I attest that I have read this Social Media Policy in its entirety and that I understand all policies contained herein. I will uphold the standards set forth in this document and will maintain appropriate and professional conduct when accessing social media.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Repeating of Courses by Students Re-admitted to the Pharmacy Program**

### **Policy**

Students re-admitted to the professional pharmacy program must repeat all coursework. Process for petition for waiver of courses is available through the Student Affairs Committee.

### **Guidelines and Procedure**

The student will develop and submit through the academic advisor an initial plan of study for the first 3 years of the pharmacy program, identifying the following:

The course(s) to be considered for waiver, accompanied by a complete justification for each course.

Note: Courses with previous grades of C, D, or F must be repeated. The final decision will take into account changes to the course contents over time, modifications of course structure, alteration of number of credits, and other pertinent information during the deliberations.

Specific electives (course number and title) to replace the credit hours of waived courses (according to the School of Pharmacy Electives Policy).

Applicable semesters and years of the School of Pharmacy curriculum that may be affected.

It is the advisor's responsibility to forward the documentation to the Student Services Office, which will bring them to the attention of the Student Affairs Committee.

The student's academic advisor and the Student Affairs Committee will review the proposed plan of study, and a recommendation from the advisor will be provided to the committee, as the first step of the petition process.

The Student Affairs Committee will contact each individual faculty member and/or course coordinator(s) for consultation about the waiver of the requirement to repeat a course.

The instructor/course coordinator must complete the "Authorization to Waive Pharmacy Coursework Form" (attached), indicate if the petition is accepted or denied, provide a brief statement justifying the decision, sign it, and return it to the committee.

Students are not allowed to petition individual faculty members or the Dean of the school for waiver of courses. Faculty members and/or course coordinator will not discuss the petition directly with the student.

The plan of study will be reviewed, and waiver of courses will be approved on a semester-by-semester basis.

It is the student's responsibility to submit a revised plan of study every semester for approval, prior to the end of the previous semester, and any time the previously submitted plan becomes inaccurate or obsolete.

Should the student receive a grade of D or F during any course taken while in the pharmacy program, the approved plan of study becomes null and void, and the student loses the right to petition for further coursework waiver (all courses must be repeated).

The Student Affairs Committee will make a recommendation to the Associate Dean of Students, who sends a letter to the student informing of the decision.

If the student follows the pharmacy curriculum successfully, he/she earns the right to petition the Student Affairs Committee for any further coursework not waived through the initial plan of study submitted at the time of re-admission to the program.

## **Student Complaints (ACPE Standards)**

The Accreditation Council on Pharmaceutical Education (ACPE) is required to demonstrate to the U.S. Secretary of Education its expectations regarding a program's recording and handling of student complaints. In addition, ACPE must

demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process.

#### ACPE Standard 15.2. Complaints policy

The college or school develops, implements, and makes available to students a complaints policy that includes procedures for how students may file complaints within the college or school and also directly to ACPE regarding their college or school's adherence to ACPE standards. The college or school maintains a chronological record of such student complaints, including how each complaint was resolved.

#### University of Wyoming School of Pharmacy Student Access, Posting and Communication of Policy

A copy of ACPE standards, policies and procedures and a copy of the School of Pharmacy policy on student complaints are available in the student handbook, Student SharePoint site and in the Director of Pharmacy Student Services Office. It is available for review by any student enrolled in the School of Pharmacy. A discussion on this policy takes place during the orientation process for first professional year students.

The ACPE standards, policies and procedures are also available through the ACPE web site ([www.acpe-accredit.org](http://www.acpe-accredit.org)) and UW School of Pharmacy website ([www.uwyo.edu/Pharmacy/](http://www.uwyo.edu/Pharmacy/)).

#### Procedure for Student Complaints

The grievance procedure for students requires a formal written complaint directed to the Associate Dean of Students describing the specific violation of ACPE standards, policies or procedures, grounds for appeal, a summary of the case, and supporting documentation.

All documentation shall be delivered to the Student Services Office. Upon receipt of a written complaint the Associate Dean of Students the Student Affairs Committee and its student representative (when appropriate) will convene to review the complaint. If necessary, faculty may be consulted or an ad-hoc committee may be appointed by the Associate Dean to re-evaluate the complaint, contact parties involved, clear issues, etc. Upon consensus, a recommendation by the Student Affairs Committee will be issued to the Associate Dean of Students, who will send a formal written reply to the student(s), including an evaluation of the complaint, a description of violation(s), and a proposal for necessary corrective action(s). This process shall usually take no longer than 30 school days during an academic semester, depending on when the grievance is submitted. Grievances shall not be handled during official holidays and summer session. Decisions that are unacceptable to the student(s), who perceive them as arbitrary, capricious, and/or unfair, may be appealed to the Dean of the School of Pharmacy, then to the College of Health Sciences and, as a final step, to the University Dean of Students Office. This process is the sole avenue for students' complaints regarding ACPE standards, policies and procedures in the School of Pharmacy at the University of Wyoming.

#### Documentation according to the American Council on Pharmaceutical Education

Documentation of students' complaints and written records of the procedures and outcomes related to each case shall be maintained in the Director of Pharmacy Student Services office in the School of Pharmacy and shall be available for review by ACPE or its representatives, upon written request or in the process of an on-site evaluation visit.

For complaints directly to ACPE: *"Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office."* See this website: [www.acpe-accredit.org/complaints/](http://www.acpe-accredit.org/complaints/)

#### Family Educational Rights and Privacy Act (FERPA, PL-380)

The University of Wyoming School of Pharmacy adhere to the FERPA Family Education Rights and Privacy Act. The full policy can be found here: <http://www.uwyo.edu/registrar/ferpa/>

## General Campus Resources

### Financial Aid

Follow this link: <http://www.uwyo.edu/sfa/>

Email: [finaid@uwyo.edu](mailto:finaid@uwyo.edu)

Phone: (307) 766-2116

### Disability Support Services (DSS)

DSS strives to ensure successful access and services for students with disabilities. DSS provides disability-related accommodations for UW students and visitors with disabilities as well as technical assistance, consultation and resource information for students, faculty, staff, campus visitors, and for university departments seeking to improve accessibility for individuals with disabilities. Follow this link: <http://www.uwyo.edu/udss/>

Phone: 307 766-3073

Email: [udss@uwyo.edu](mailto:udss@uwyo.edu)

### University Counseling Center

The UCC offers individual and group counseling, outreach programming, and consultation.

All full-time enrolled UW students are eligible for free counseling, regardless of age, ethnicity, gender, ability, race, religion, sexual orientation, veteran status, or political belief(s). UCC is a Safe Zone for all students seeking services, and we practice from a place of cultural humility. Their website is: <http://www.uwyo.edu/ucc/>

Phone: 307-766-2187

Email: [uccstaff@uwyo.edu](mailto:uccstaff@uwyo.edu)



### Student Health Service

For information and Services please follow this link: <http://www.uwyo.edu/shser/index.html>

For Appointments: 307-766-2130

E-mail: [studenthealth@uwyo.edu](mailto:studenthealth@uwyo.edu)

Pharmacy: (307) 766-6602

### Mission

to provide high quality health care that enables students to perform optimally physically, mentally, and emotionally, and thus achieve their academic goals while minimizing interruptions in their course of studies; and, to provide effective health education that motivate students to develop and maintain healthy lifestyles that enhance their intellectual and personal growth and development.

### Objectives

Maintain a nationally accredited comprehensive primary care medical clinic for eligible students.

Deliver cost effective services, including laboratory, pharmacy and specialty clinics.



Provide outreach activities on health related and prevention topics, in collaborate with other University departments. Deliver care in an appropriate cultural context without bias regarding race, ethnicity, nationality, sexual orientation, age, religion, or gender.

Offer opportunities for training to appropriate undergraduate and graduate students pursuing careers in health fields, and a clinical site for faculty practitioners.

Provide appropriate job-related services for university staff and faculty.

Monitor, advise, and respond to trends in local and worldwide health issues that may affect the campus community.

### How to Create a NABP Profile

**All students will need a NABP profile please follow this link for information and guidance.**

<https://nabp.pharmacy/help/how-do-i-create-a-new-e-profile/>

### How to sign up for Pharmacist Mutual Liability Insurance:

[https://member.phmic.com/?utm\\_source=MarketingCloud&utm\\_medium=email&utm\\_campaign=Discontinue+Group+Bill+Email+to+Schools&utm\\_content=https%3a%2f%2fmember.phmic.com%2f](https://member.phmic.com/?utm_source=MarketingCloud&utm_medium=email&utm_campaign=Discontinue+Group+Bill+Email+to+Schools&utm_content=https%3a%2f%2fmember.phmic.com%2f)

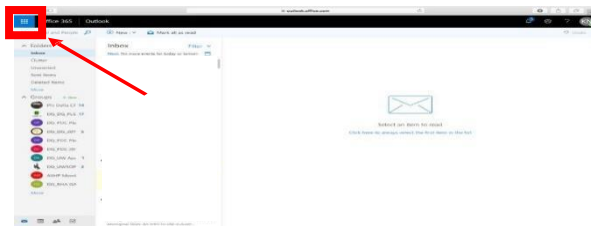
### SharePoint/Forms Tutorial

This document includes a short tutorial about how to access the Pharmacy Students SharePoint and how to utilize SharePoint to find important documents that the School and Student Organizations are using. In addition, this tutorial will go over how to use the Forms app.

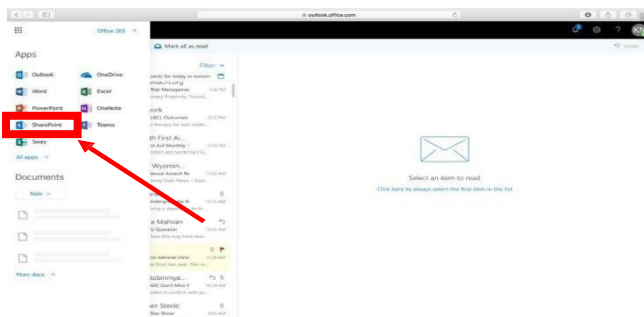
To access SharePoint, log in to your email account at [uwmail.uwyo.edu](mailto:uwmail.uwyo.edu).

Once you have logged in, you will see a page like that of the screenshot below.

Click on the grid in the upper left-hand corner.



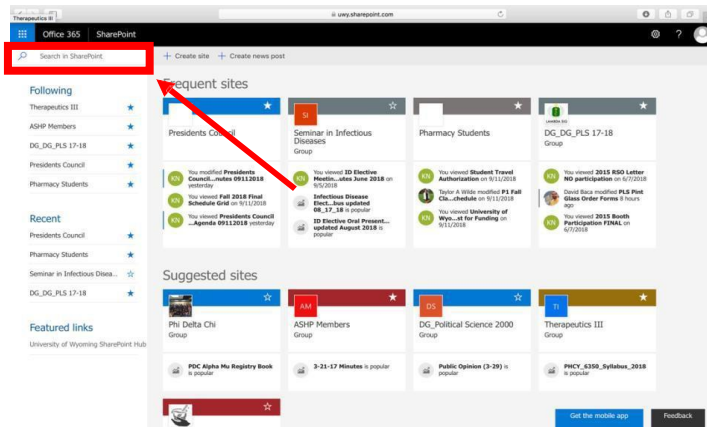
Once you have clicked on the grid, then click on the SharePoint icon.



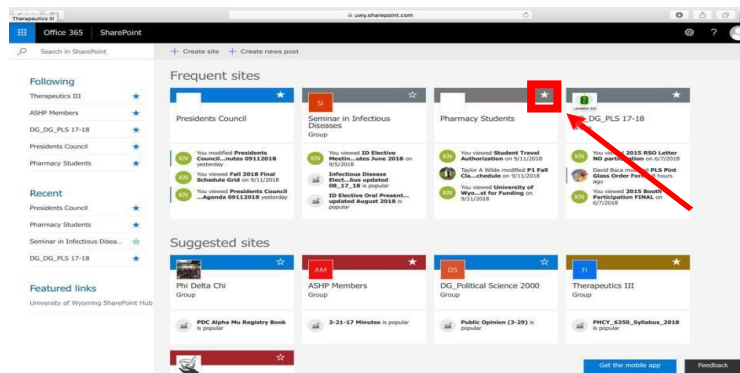
Once you've clicked on the SharePoint Icon, a new page should open with your SharePoint sites.

If you do not have any sites that you have subscribed to, this is where you can add them.





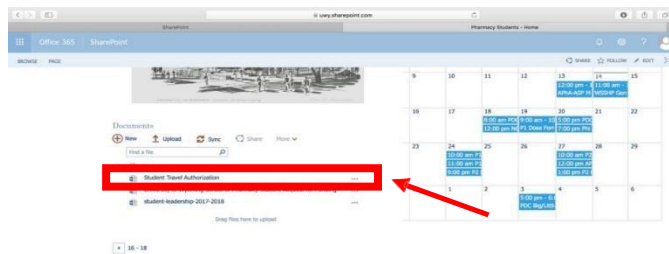
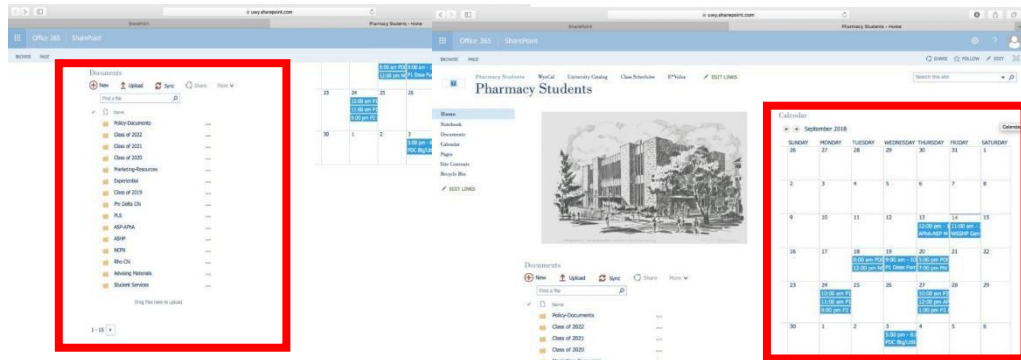
To search for the Pharmacy Students group, use the search bar in the left corner of the screen. To subscribe or “follow” a site, click the star in the right corner of the site tile.



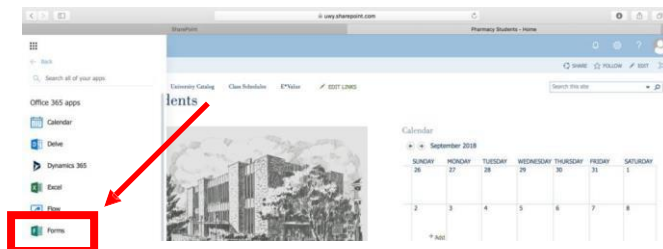
Once you have found and followed the Pharmacy Students site, you have access to plenty of useful resources.



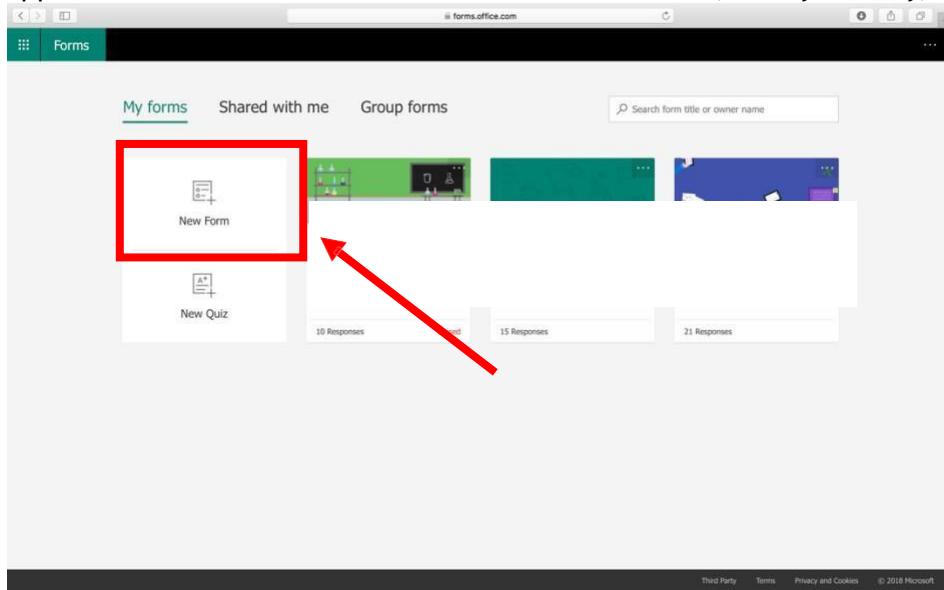
The calendar on the home page is updated regularly and has times for pharmacy organization meetings, exam schedules for all classes, and other events. ou can also access important documents on this page.



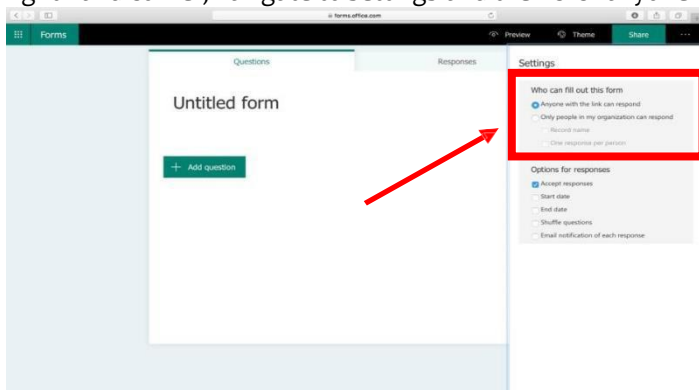
One app that may also be helpful is Forms, which can be used to create surveys that are anonymous or otherwise.



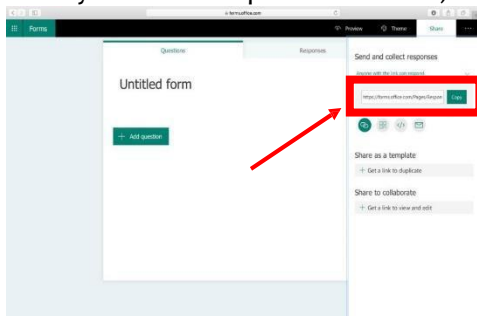
Once you've clicked on the Forms tile, it will take you to your Forms homepage where you can add a form (a survey). This app is more reliable to use than others such as Doodle Poll, Survey Monkey, and Google Forms.



There are countless options with which to customize your form. To make the survey anonymous, click on the three dots in the upper right-hand corner, navigate to settings and then click anyone with the link can respond.



Once you have completed the form, click the share button and copy the link to share!





UW

College of Health Sciences  
School of Pharmacy

