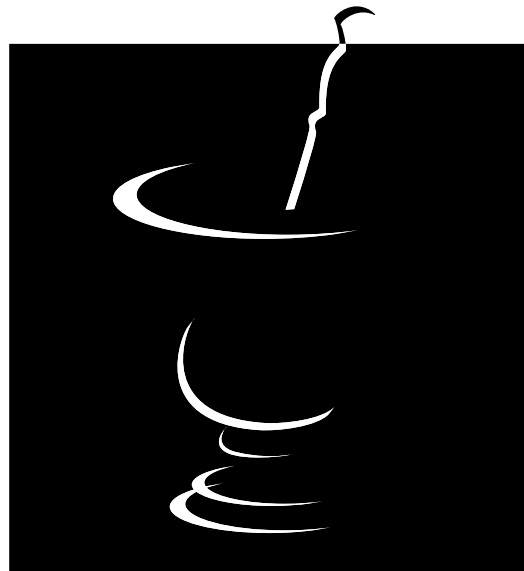


# UNIVERSITY of HOUSTON

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COLLEGE OF PHARMACY



PHARM.D. STUDENT HANDBOOK  
2012-13 ACADEMIC YEAR

## STUDENT HANDBOOK PURPOSE

The College of Pharmacy Student Handbook is intended to provide a single source of information on academic policies, exam dates, services of the College, student organizations, and activities and events.

All students are responsible for knowledge of and compliance with the contents of this handbook.

## IMPORTANT NOTICE TO STUDENTS

The College of Pharmacy Student Handbook is an informational guide only and does not represent a contractual agreement. The faculty and administration within the College of Pharmacy reserve the right to make changes at any time and to make those changes applicable to enrolled students so long as such changes are consistent with current University policies as outlined in the University catalog. The Student Handbook is not a substitute for nor does it supercede the University of Houston's Undergraduate or Graduate and Professional Studies Catalog and the information contained therein. Students should refer to the University catalog for specific information regarding academic and administrative requirements for admission, registration, retention, financial aid, student life, and graduation. Catalogs can be found on-line at <http://www.uh.edu/academics/courses-enrollment/>.

## THE PROFESSION

The UH College of Pharmacy, established in 1946, prepares students to enter into the practice of pharmacy and to function as professionals and informed citizens in a changing health-care system and to assume important roles as drug information specialists and primary care providers.

Upon graduation, the new professional utilizes a foundation of skills in administrative, clinical and pharmaceutical sciences to take an active role in contemporary pharmacy practice. Career options in pharmacy are virtually unlimited. From community to hospital practice, from home care to nuclear pharmacy, from clinical practice to basic science research in the pharmaceutical industry, pharmacists participate in areas that provide patient care and unravel the mysteries of human health.

Pharmacists are responsible for supervising the drug distribution process, selecting appropriate drug therapies, determining drug dosages and routes of administration and monitoring therapeutic outcomes. Working with other health care providers — physicians, nurses, veterinarians and dentists — pharmacists complement the health care system by providing pharmaceutical care.

## ACKNOWLEDGEMENT

The 2012-13 Pharmacy Student Handbook is published by the University of Houston College of Pharmacy, August 2012.

*Thanks to all the students, faculty and staff who contributed!*

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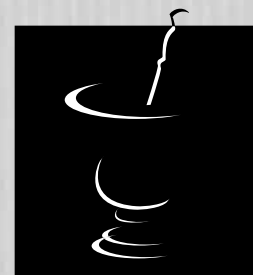
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The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

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## STUDENT HINTS

Inside these gray columns, you will find student hints, FAQs, highlights from the section, and general information that we, your fellow students, feel you should know.

We used this column to add the hints and suggestions you might quickly need or find useful.

Think of this column as your fellow students' interpretation of the contents of each page.

# Introduction

## PLEDGE OF PROFESSIONALISM

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. The development of a professional identity will ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service.

To accomplish this goal of professional development, I as a student of pharmacy should:

**DEVELOP** a sense of loyalty and duty to the profession of pharmacy by being a builder of community, one able and willing to contribute to the well-being of others and one who enthusiastically accepts and welcomes the responsibility and accountability for membership in the profession.

**FOSTER** professional competency through life-long learning. I must strive for high ideals, teamwork and unity within the profession and with other health professionals in order to provide optimal patient care.

**SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of Maimonides and a Code of Ethics as set forth by the profession.

**INCORPORATE** into my life and practice, dedication to excellence. This will require an ongoing reassessment of personal and professional values and ideals.

**MAINTAIN** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of rigid ethical standards. These high ideals are necessary to insure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I must strive to uphold these standards as I advance toward full membership in the profession of pharmacy.

## OATH OF A PHARMACIST

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

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

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

## COLLEGE VISION STATEMENT

A Vision of the Future: "Caring for Texans through health and discovery"

The college will be a leader in education, research, service and pharmacist-delivered patient care in a diverse society to develop life-long learners, to improve health outcomes and significantly advance scientific discovery.

## COLLEGE MISSION STATEMENT

The Mission of the University of Houston College of Pharmacy is to:

Provide comprehensive education that prepares students for pharmacist delivered patient care in a diverse healthcare environment.

Prepare students to be innovative practitioners who exhibit the ideals of professionalism, leadership, critical thinking, life-long learning and ethical behavior.

Prepare graduate students and post doctoral trainees to be excellent innovative researchers who become leaders in significantly advancing scientific discovery.

Discover and disseminate knowledge by conducting basic and applied research and scholarly activities leading to the discovery of novel therapeutic entities.

Assess, evaluate and improve efforts in education, research and delivery of patient care.

Raise awareness of the value of pharmacy among consumers, patients, policy-makers, the media, all healthcare partners and stakeholders.

Contribute to the worldwide systematic improvement of health care delivery and the health of our communities.



F. Lamar Pritchard, Ph.D.

## DEAN'S MESSAGE

On behalf of the faculty, staff and administration, I would like to welcome you to the University of Houston College of Pharmacy.

You have chosen to pursue the Doctor of Pharmacy degree which will allow you to become a member of a time-honored and respected profession. You will soon become a very valuable member of the multidisciplinary health care team. Your unique skills will be highly sought.

You have successfully completed a challenging pre-pharmacy curriculum and have been identified as a student who possesses the various abilities, attributes and aspirations necessary to successfully complete an extremely rigorous professional curriculum.

Our faculty members have developed a cutting-edge curriculum, which when coupled with life-long learning, will provide you with the requisite professional foundation to practice the profession of pharmacy at an extremely high level for many decades to come.

The faculty, staff and administration are also committed to helping you to ensure your success. You will find that the amount of time and effort necessary to successfully complete the very rigorous quality curriculum developed by our nationally recognized faculty will be significantly greater than the majority of your previous college coursework.

You are expected to exhibit a professional demeanor, as well as to embody the highest levels of ethical and moral behavior. Professional Pharmacists have also long been recognized for possessing a high level of caring for their patients and communities. You will be expected to exhibit this commendable quality as well.

Upon your successful completion of our professional program of study, you will become an alumnus of a College of Pharmacy with a very laudable heritage and one which has been long recognized for producing some of the very best pharmacists in the nation.

I would like to welcome you once again to the University of Houston College of Pharmacy. I wish you the very best in your future studies and aspirations.

Take care,

*Dean Pritchard*

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## PHARMACY COUNCIL PRESIDENT'S MESSAGE

Welcome Class of 2016!

I would like to congratulate and welcome each of you to the University of Houston College of Pharmacy!

We are one of the best colleges of pharmacy in the nation. With a pool of talented professors and endless opportunities with the largest medical center in the world, the college has been producing quality pharmacists for over sixty years. As most of you can already tell we are one big family here. We support each other everyday in and outside of the classroom. The goal is no longer to have the highest GPA but rather to make sure everyone graduates in 2016.

Here at UHCOP, we pride ourselves in having the best student organizations in the nation. We have over 15 organizations for you to join, covering all spectrums and interests in pharmacy. At regional and national conventions, our organizations consistently take home many awards. Many of our student leaders also hold offices within many national organizations.

Pharmacy is a small world. No matter where or what field of pharmacy you go into, we are all connected in more ways than one. As a student, you represent not only our college but also our profession itself. You have to hold yourself and your classmates to the highest standards of professionalism, integrity, and high ideals at all times.

Four years will fly by very quickly. I hope each of you will take advantage of all the opportunities our college has to offer; study hard, stay involved, and enjoy your time here. Embrace this experience and create memories as you grow to become future pharmacists together.

On behalf of the faculty, staff, students, and alumni, we welcome you into the UHCOP family. Best of luck to you these next four years!

*Van Hoang*  
**Pharmacy Council President**

## FALL 2012

### Convocations TBA

<b>Aug. 13-Sept. 21</b>	<b>APPE III - Class of 2013</b>
<b>August 21-24</b>	<b>P1 Orientation - Class of 2016</b>
<b>August 27</b>	<b>First Day of Classes</b>
<b>August 29-30</b>	<b>Milemarkers I and II</b>
August 30	Pharmacy Jam
September 3	Labor Day Holiday - No Classes/UH Offices Closed
September 10	Rho Chi (Boblitt) Lecture
September 23-25	ACCP Annual Meeting (San Diego, CA)
<b>Sept. 24-Nov. 2</b>	<b>APPE IV - Class of 2013</b>
<b>September 30</b>	<b>Last Day to File for December 2012 Graduation</b>
October TBA	Patient Counseling Preliminary Competition
October/ November 2	International Day
October TBA	Humble Health Fair
October 13-17	NCPA Annual Convention (San Diego, CA)
October 21-27	National Pharmacy Week
October 31	Fall Career Recruitment Event (P1 Summer Internships)
November TBA	Patient Counseling Final Competition
<b>November TBA</b>	<b>Spring 2013 Registration begins</b>
November 1	Fall Career Recruitment Event (P4 Placement)
November 2	Fall Career Recruitment Event (Residency Showcase)
November 10	Homecoming - UH vs. Tulsa
November 9-11	ASP Mid-Year Region 6 (Wichita, KS)
<b>Nov. 5-Dec. 14</b>	<b>APPE V - Class of 2013</b>
November 22-25	Thanksgiving Holiday - No Classes/UH Offices Closed Nov. 22-23
<b>December 8</b>	<b>Last Day of Classes</b>
December 4-8	ASHP Mid-year Meeting (Las Vegas, NV)
<b>December 11-19</b>	<b>Final Examinations</b>
<b>December 20</b>	<b>Official Closing of Semester</b>

## SPRING 2013

### Convocations TBA

<b>January TBA</b>	<b>Last Day to Register for Spring 2013 Classes</b>
January TBA	Patient Counseling Reception
<b>Jan. 7-Feb. 15</b>	<b>APPE VI - Class of 2013</b>
January 21	Martin Luther King Jr. Holiday - No Classes/UH Offices Closed
<b>January 14</b>	<b>First Day of Class</b>
February 8	P1 Interview Day
<b>February TBA</b>	<b>Last Day to File Application for May 2013 Graduation</b>
<b>Feb. 18-Mar. 29</b>	<b>APPE VII - Class of 2012</b>
March 29	Frontier Fiesta
March TBA	Deadline to Apply for College Scholarships
March TBA	Summer/Fall 2013 Registration Begins

March 1-4	APhA Annual Meeting & Expo (Los Angeles, CA)
March 11-16	Spring Break
April 1	Priority Deadline for submitting Financial Aid applications - Fall 2013/Spring 2014 academic year.
<b>April 5</b>	<b>Last On Campus Day - Class of 2013</b>
April 26-28	TSHP Annual Seminar (Austin, TX)
<b>April 29</b>	<b>Last Day of Classes</b>
<b>May 1-May 9</b>	<b>Final Examinations</b>
<b>May 10</b>	<b>UH College of Pharmacy Graduation</b>

## SUMMER 2013

<b>May 13-14</b>	<b>Orientation for ALL IPPEs Class of 2015 Tentative. Exact dates to be determined</b>
<b>May 15-16</b>	<b>Orientation for ALL APPEs Class of 2014 Tentative. Exact dates to be determined</b>
<b>May 20-June 14</b>	<b>IPPE Block A- Class of 2015</b>
<b>May 20-June 28</b>	<b>APPE I- Class of 2014</b>
June 1-15	ASHP Summer Meeting (Minneapolis, MN)
June TBA	UH College of Pharmacy Golf Tournament
<b>June 17-July 12</b>	<b>IPPE Block B- Class of 2015</b>
<b>June TBA</b>	<b>Last Day to File Application for August 2013 Graduation</b>
July 4	Independence Day - No Classes/UH Offices Closed
<b>July 1-Aug. 9</b>	<b>APPE II - Class of 2014</b>
<b>July 15-Aug. 9</b>	<b>IPPE Block C - Class of 2015</b>
July TBA	Annual TPA Conference & Expo (Frisco, TX)
August 1	Fall Registration Deadline

## FALL 2013

August TBA	First Day of Classes
<b>Convocations TBA</b>	
<b>Aug. 12-Sept. 20</b>	<b>APPE III - Class of 2014</b>
<b>Sept. 23-Nov. 1</b>	<b>APPE IV - Class of 2014</b>
<b>Nov. 4-Dec. 13</b>	<b>APPE V - Class of 2014</b>

## SPRING 2014

August TBA	First Day of Classes
<b>Convocations TBA</b>	
<b>Jan. 6-Feb. 14</b>	<b>APPE VI - Class of 2014</b>
<b>Feb. 17-March 28</b>	<b>APPE VII - Class of 2014</b>
<b>April 4</b>	<b>Last On Campus Day - Class of 2014</b>

## ENTRY-LEVEL DOCTOR OF PHARMACY DEGREE REQUIREMENTS

The curriculum for the Doctor of Pharmacy (Pharm.D.) degree includes a minimum of 212 semester hours of college work, 139 semester hours of which must be pharmacy courses or the equivalent. Students with course credit for non-pharmacy courses or pharmacy courses from another college/school of pharmacy similar to those courses in the professional program may be petitioned for equivalency credit.

The degree plan for the entry-level Pharm.D. program is shown on pages 6-8.

## GENERAL REQUIREMENTS

Pharm.D. students must complete a minimum of three elective courses and a total of six pharmacy elective courses. Two of the

six pharmacy elective hours may be satisfied by completion of a selected topics course (PHAR 5297); refer to page 8 for procedures.

Pharmacy students are required to comply with all changes in the curriculum made subsequent to the year in which they matriculated. Deletions and additions of courses will be of approximately equal credit, so that no student will have an overall appreciable increase of total credits required for graduation.

The College requires at least three years in residence in the professional program at the College of Pharmacy for graduation. Students transferring from another school or college of pharmacy are required to complete at least the last 25 percent of semester hours of pharmacy and related work in residence at the University of Houston. If 25 percent includes a fraction of a semester hour, the requirement must be rounded up to the nearest whole number of semester hours.

## TECHNICAL STANDARDS FOR PHARMACY SCHOOL ADMISSION

The practice of pharmacy requires manual dexterity, physical coordination and stamina, adequate vision, hearing, and communication ability. Specific technical standards are required of students entering and graduating from the University of Houston College of Pharmacy, including:

1. Possess sensory and motor skills necessary to perform dispensing tasks and have the ability to perform physical lifting, standing and day to day routine activities.
2. Possess adequate visual acuity associated with medication identification and promotion of accuracy in dispensing.
3. Possess manual dexterity required in the handling of medications.
4. Possess the necessary behavioral and social attributes for professional study and practice;
5. Communicate effectively and efficiently with patients and medical personnel.

## NOTICE OF NONDISCRIMINATION

The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.

## SOCIAL SECURITY NUMBER

A social security number (SSN) is required by the Texas State Board of Pharmacy. The Texas State Board of Pharmacy is the agency responsible for the licensure and discipline of Texas pharmacists and pharmacies. Your SSN is important for the purposes of identification of your application, grade transcript and test scores and for financial aid consideration if you plan to apply for financial aid or work while enrolled. Students will be asked to verify their SSN upon admission into the college and a social security number must be obtained prior to the end of the first professional year. If you do not have a social security card, you are **strongly encouraged** to obtain your official Social Security card as soon as possible.



## STUDENT HINTS

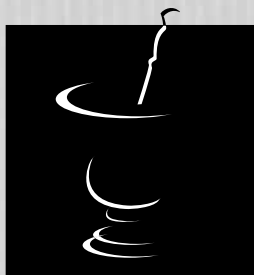
**Q.** Is it necessary to purchase required textbooks?

**A.** *It is strongly recommended that required textbooks be purchased each semester. Other options include buying used texts from upperclassmen or using reserve texts from the M.D. Anderson Library on campus.*

*"If you fail to prepare, then you should prepare to fail"*

-John Wooden

# Pharmacy Course of Study



## STUDENT HINTS

**Q.** How can I keep up with what is going on in the College?

**A.** Make sure your email alias is updated in MyUH. The College primarily communicates with students via emails distributed through the College listservs. These listservs contain your email alias as listed in MyUH.

## PROFESSIONAL PROGRAM LEADING TO AN ENTRY-LEVEL PHARM.D. DEGREE

### FIRST YEAR

Fall Semester	Hours	Grade
PHAR 4172 Pharmacy Calculations	1	___
PHAR 4270 Pharmacy Practice I	2	___
PHAR 4320 Organ Systems Life Sciences I	3	___
PHAR 4330 Pharmaceutics I	3	___
PHAR 4400 Cellular Life Sciences I	4	___
<b>Total</b>	<b>13</b>	

### Spring Semester

Spring Semester	Hours	Grade
PHAR 4134 Medicinal Functional Group Analysis	1	___
PHAR 4251 Pharmacy Skills Program II	2	___
PHAR 4260 Pharmacy Management I	2	___
PHAR 4271 Pharmacy Practice II	2	___
PHAR 4301 Cellular Life Sciences II	3	___
PHAR 4331 Pharmaceutics II	3	___
PHAR 4421 Organ Systems Life Sciences II	4	___
<b>Total</b>	<b>17</b>	

### SECOND YEAR

Fall Semester	Hours	Grade
PHAR 5254 IPPE* I and Professional Development	2	___
PHAR 5261 Pharmacy Management II	2	___
PHAR 5302 Medicinal Chemistry I	3	___
PHAR 5332 Pharmacokinetics	3	___
PHAR 5402 Pharmacology I	4	___
<b>Total</b>	<b>14</b>	

### Spring Semester

Spring Semester	Hours	Grade
PHAR 5155 Pharmacy Skills Program IV	1	___
PHAR 5203 Medicinal Chemistry II	2	___
PHAR 5222 Toxicology I	2	___
PHAR 5280 Therapeutics I	2	___
PHAR 5373 Pharmacy Practice IV	3	___
PHAR 5403 Pharmacology II	4	___
<b>Total</b>	<b>14</b>	

### Summer Semester - Required Electives (a minimum of 3)

Summer Semester - Required Electives (a minimum of 3)	Hours	Grade
Student selects $\geq 6$ credit hours of approved elective pharmacy courses <sup>4</sup> .	6	___
PHAR 5493. Introductory Community Pharmacy	4	___
<b>Total</b>	<b>10</b>	

\*IPPE - Introductory Pharmacy Practice Experience



# Pharmacy Course of Study

## THIRD YEAR

Fall Semester	Hours	Grade
PHAR 5256 Pharmacy Skills Program V	2	___
PHAR 5274 Pharmacy Practice V	2	___
PHAR 5480 Physical Assessment/Anatomy	4	___
PHAR 5581 Therapeutics II	5	___
<b>Total</b>	<b>13</b>	

Spring Semester	Hours	Grade
PHAR 5257 IPPE II and Professional Development	2	___
PHAR 5275 Pharmacy Practice VI	2	___
PHAR 5362 Management III	3	___
PHAR 5374 Pharmacy Law and Ethics	3	___
PHAR 5582 Therapeutics III	5	___
PHAR 5222 Toxicology II	2	___
<b>Total</b>	<b>17</b>	

Summer Semester*	Hours	Grade
PHAR 5692 Advanced Hospital Pharmacy	6	___
PHAR 5693 Advanced Community Pharmacy	6	___
<b>Total</b>	<b>12</b>	

## FOURTH YEAR

Fall Semester*	Hours	Grade
PHAR 5690 INTERNAL MEDICINE	6	___
PHAR 56__ APPE IV	6	___
PHAR 56__ APPE V	6	___
PHAR 5181 Clinical Seminar** (taken only one semester)	1	___
<b>Total</b>	<b>18 or 19</b>	

Spring Semester*	Hours	Grade
PHAR 56__ APPE VI	6	___
PHAR 56__ APPE VII	6	___
PHAR 5181 Clinical Seminar** (taken only one semester)	1	___
<b>Total</b>	<b>12 or 13</b>	

Required Pharmacy Practice Experiences <sup>1,2,3</sup>	Hours
PHAR 5493 Introductory Community Pharmacy	4
PHAR 5692 Advanced Hospital Pharmacy	6
PHAR 5693 Advanced Community Pharmacy	6
PHAR 5690 Internal Medicine	6
PHAR 56__ Ambulatory-based APPE (one from the following)	6
PHAR 5675 Disease State Management or	
PHAR 5684 Family Medicine or	
PHAR 5696 Primary Care	
PHAR 56__ Clinical Specialty Electives	12
PHAR 56__ Elective (Clinical Specialty or Other)	6

\*Advanced Pharmacy Practice Experience

\*\*Seminar offered in fall and spring semesters. Students are required to complete one semester.



## STUDENT HINTS

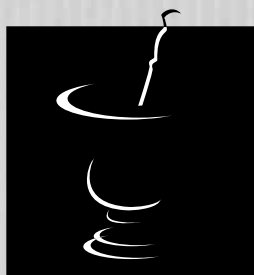
**Q.** What if I have a problem with the professor?

**A.** Discuss the problem with the professor. If the problem still persists, your next steps are Course Coordinator, Department Chair, Dean. A trip to the college adviser or classmeister also is recommended.

*"I am not the smartest or most talented person in the world, but I succeeded because I keep going and going and going."*

-Sylvester Stallone

# Pharmacy Course of Study



## STUDENT HINTS

**Q.** What are Selected Topics courses<sup>4</sup>?

**A.** *These are individual projects arranged through the professors that allow students to explore and develop special interests for academic credit.*

**Q.** Who offers Selected Topics courses?

**A.** *Most faculty members offer a special topics course(s) in their area of specialty.*

**Q.** How can I do a Selected Topics course?

**A.** *Contact the professor who specializes in the area(s) in which you are interested. He or she will work out the details with you.*

### Selected Topics Courses

3 credit hours = 135 hours

2 credit hours = 90 hours

1 credit hour = 45 hours

### Elective Clinical Specialty APPEs<sup>1,2,3</sup> (Two from the following list) — Each 6 Hours

PHAR 5642. Emergency Medicine

PHAR 5644. Ambulatory Care

PHAR 5669. Renal Therapeutics

PHAR 5675. Disease State Management

PHAR 5677. Pharmacokinetics

PHAR 5679. Women's Health Therapeutics

PHAR 5681. Infectious Diseases

PHAR 5683. Cardiology

PHAR 5685. Critical Care

PHAR 5691. Drug Information

PHAR 5695. Geriatrics

PHAR 5643. Neurology

PHAR 5645. Pharmacy Informatics

PHAR 5674. Nutritional Support

PHAR 5676. Cell and Gene Therapeutics

PHAR 5678. Transplant Therapeutics

PHAR 5680. Oncology

PHAR 5682. Surgery

PHAR 5684. Family Medicine

PHAR 5686. Psychiatry

PHAR 5694. Pediatrics

PHAR 5696. Primary Care

### Other Elective APPEs (Non-Clinical)<sup>1,2,3</sup> (One additional APPE from any 5600 offered) — Each 6 Hours

PHAR 5660. Pharmaceutical Industry

PHAR 5662. Academic Scholarship

PHAR 5664. Legal and Regulatory Affairs

PHAR 5666. Hospice Care

PHAR 5668. Managed Care Pharmacy

PHAR 5671. Hospital Pharmaceutical Care

PHAR 5673. Veterinary Pharmaceutical Care

PHAR 5661. Pharmacoeconomics

PHAR 5663. Pharmacy Management

PHAR 5665. Alternative Medicine

PHAR 5667. Government Pharmacy

PHAR 5670. Community Pharmaceutical Care

PHAR 5672. Clinical Pharmaceutical Research

PHAR 5687. Nuclear Pharmacy

<sup>1</sup> The Pharm.D. professional program culminates in the full-time APPEs. UH has APPE & IPPE sites located throughout the State of Texas and nation, with a large number of sites in the Houston metropolitan area. Although the College of Pharmacy seeks to assign student interns to the geographical area of their choice, all students admitted to the College must be prepared to accept assignments at any one of the UH APPE or IPPE sites designated by the college.

<sup>2</sup> Prior to beginning IPPEs/APPEs, a student must apply for and receive a current intern card from the Texas State Board of Pharmacy. If the TSBP does not issue an internship card, the student may not perform student internship duties during an APPE or IPPE. It is the student's responsibility to notify the TSBP of any address or name change.

<sup>3</sup> All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health-care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/introductory pharmacy practice experience (IPPE) and/or advanced clinical pharmacy practice experience (APPE) assignments at these sites. As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking clinical APPEs that are required to complete the pharmacy program at the University of Houston. (See Criminal Background Check and Drug Screening Policy, page 24-25). Students whose criminal background is determined as unacceptable by a hospital/health care organization may be unable to complete the curriculum (pharmacy practice experiences) required for graduation by the College of Pharmacy.

<sup>4</sup> **SELECTED TOPICS COURSE:** Three of the minimum six credit hours can be satisfied by completion of Selected Topics courses. A student has the option of engaging in a one-hour (PHAR 5197) or two-hour (PHAR 5297); and/or three-hour (PHAR 5397) Selected Topics course. This allows the student opportunity to obtain experience in multiple areas of research. Any student may participate in a Selected Topics course if they are in good academic standing in the College and have approval of a University of Houston faculty member who will supervise their work.

The transcript cannot reflect the same course number such as duplicate PHAR 5297 and PHAR 5297 courses, unless the course title is different. Therefore, all electives will have the actual course titles even though the courses may have the same course number i.e Herbal Medicine, Infectious Disease Research, etc. The professor will provide a course name to Ms. Lewis on the general petition form in order to satisfy the above criteria.

To register for a Selected Topics course, the student must:

1. The student will meet with the professor and prepare a general petition form and a one page Word document which will contain the course topic; course description, goals, and objectives; and guidelines, etc. for the course. The professor/student must provide the number of hours (i.e. 5197, 5297 or 5397) and a course name on the general petition form. Petition forms can be obtained from Ms. Lewis or Dr. Smesny or download a copy at <http://www.uh.edu/academics/forms/> . The general petition form must be approved and signed by the professor and department chair.
  2. The student will submit the completed general petition form and Word document to Dr. Smesny for approval. The student will also sign the general petition form.
  3. Once approved, Dr. Smesny will secure a registration section number and register the student. The student must have already registered for all other courses for the intended semester.
  4. The student is required to submit a typewritten report to the professor at the end of the course. The report consists of the daily time log, outcome study results, experiment results, business plan and other information, which verifies completion or mastery of the course. The time log must include all activities done for each day and be signed by the student and faculty member. A copy of this information MUST be submitted on completion of the course to receive full credit.
  5. Faculty members will submit the grade "S" or "U" for the course the student was registered for in MyUH at the end of the semester. If a grade of "I" or incomplete is earned the student must complete the work within one calendar year and submit substantiating documentation with the change of grade form. Selected Topics courses must be completed PRIOR to BEGINNING the six-credit APPEs.
  6. A copy of the report will be placed in the student's permanent academic file.
- The number of hours required to receive credit for three hours of Selected Topics is 135 hours, for two hours of special topics is 90 hours and for one hour of special topics is 45 hours.

## Certificate in Spanish for the Professions in the Global World

The Certificate in Spanish for the Professions in the Global World is designed for students who anticipate careers in which they will need to interact with Hispanic communities in the U.S. or abroad and who wish to continue the study of Spanish language and culture for specific professional purposes: business, social work, medical, journalism and mass communications, education, hotel and restaurant management or law. This certificate program is made up of two, 3-credit hour Spanish courses being offered by the Hispanic Studies Department. These two courses will be accepted as transfer credit for two of the three pharmacy electives required for the Doctor of Pharmacy degree plan. These courses must be taken in order, as listed.

### SPAN 3394: Spanish Language and Culture for the Professions (3 credits)

All-skills course geared toward the language of various professions including social and community work, business, journalism/mass communications, medicine, education, law, hotel & restaurant management. This course emphasizes cultural knowledge to enhance professional work in the U.S. Hispanic community. It focuses on the importance of bilingualism in the U.S, strategies for lifelong learning, and culture considerations; it includes a review of relevant language. Students communicate in Spanish while learning about bilingualism and bilingual professionals in a US context. It focuses on helping students to develop communication strategies that will allow them to continue learning about language and cultures long after they graduate and embark on their careers. Prerequisite: SPAN 2302/2308.

### SPAN 3398: Spanish for the Health Professions (3 credits).

All-skills course with review of vocabulary on the health professions, grammar, extensive writing and speaking practice. Readings and activities geared toward the language and culture of medical and health care professions within the context of the U.S. Hispanic community. This course will provide the students with the vocabulary health professionals need to communicate effectively with Spanish speaking patients, clients and their families. The class is targeted to students in the health professions who seek to learn the phrases and vocabulary they need to cover everything from routine office visits, treatments, prescriptions among others. The aim of this course is to bridge the communication gap between physicians, pharmacists, nurses, clinic workers, aid agencies, and emergency responders and their Spanish-speaking clientele. Pre-requisite: SPAN 3394.

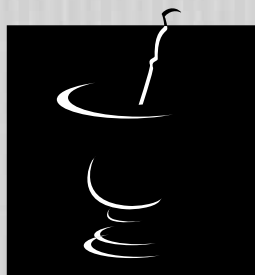
### Prerequisite Requirements to Enroll in the Program:

To enroll in and complete this two course certificate program a student must be at the intermediate to high level of mastery of the Spanish language. This means that the student should a) have had two years of college level Spanish or AP Spanish in High school OR b) have mastered the language as a heritage or native speaker.

The student will need to take the computerized Spanish placement examination at University Testing Services prior to enrolling in the SPAN 3394 course. Information about the placement test and online registration can be found at <http://www.uh.edu/class/spanish/language-programs/placement-exam-information/index.php>. It may be possible to take an oral exam to place out of SPAN 2301 and 2302 and consequently be allowed to enroll in the first of the two certificate program courses, SPAN 3394.

If you have questions or would like further information about this program, please feel free to contact Dr. Smesny at [smesny@uh.edu](mailto:smesny@uh.edu).

# Academic Standing



## STUDENT HINTS

**Q.** What if I have a problem understanding course material?

**A.** *First, never be afraid to ask questions in class. It's unlikely that you're the only person who doesn't understand. If you are still unclear, talk to the professor after class or during a break. Tutoring can be arranged through Ms. Lewis if you need additional help. Whatever you do, don't let test after test go by in hopes that you'll eventually "get the hang of it." Take action early to avoid bigger problems down the road.*

**Q.** What should I do if I am still underperforming in a certain class?

**A.** *If you've taken the steps outlined on page 9 in the Student Hints section and still find yourself in academic "hotwater," schedule an appointment with the professor or course coordinator to discuss your situation. After that and BEFORE the end of the semester, you may also wish to schedule an appointment with Ms. Lewis or Dr. Smesny. After final grades are submitted, the Progression Committee will evaluate each individual based on UH and College of Pharmacy progression guidelines to determine how your situation will be handled.*

## GRADES

The grade point average in professional pharmacy courses is used as a basis for determining progression, probation, and suspension in the college (see #1 below on requirements for progression guidelines and the probation and suspension guidelines). For any professional courses repeated at the university, both grades will be used in the computation of the grade point average. Grades earned on courses transferred from another college or university will not be used in the computation of the grade point average. Only course credit will be accepted in transfer from another college or university.

## ACADEMIC STANDING REQUIREMENTS FOR PROGRESSION

**1.** Students must satisfactorily complete all required courses during the first three professional years with a 2.00 minimum grade point average to progress to the final professional year. At the end of each semester, the Admissions and Progression Committee will review the academic records of all students with a cumulative grade point average below 2.00, or with one or more grades below a C, or with one or more grades of U (unsatisfactory) in required courses.

**2.** Professional coursework attempted during summer sessions I, II, III and/or IV counts as a semester.

**3.** A grade of C or better must be earned in all pharmacy courses and pharmacy practice experiences to apply toward progression or graduation.

**4.** A student must successfully pass Milemarker III in order to progress to the final year of the curriculum. Students who pass MileMarker I and II receive credit toward Milemarker III and students who are unsuccessful are required to remediate areas of weakness.

**5.** A Grade of S (satisfactory) must be earned in the Introductory Community Pharmacy course (PHAR 5493), and a grade of C or better must be earned in Advanced Pharmacy Practice Experiences (PHAR 5600s) to apply toward progression or graduation.

**6.** Students must have prior permission to register for less than a full load as published in the university catalog. In addition, a student wishing to drop a course or courses during the semester may do so in accordance with college policy (See *Withdrawal Policy*, pages 12-13). Students will also need permission from the Assistant Dean for Student and Professional Affairs and approval of the Associate Dean for Academic Affairs.

**7.** The college will not grant credit for any course taken without the proper prerequisites.

**8.** Students will not be permitted to register for any course in the professional program more than two times. The student who fails a course twice or whose grade fails to meet minimum grade requirements, as described in rule 1 of this section or as specified by the Admissions and Progression Committee, is ineligible to continue in the professional program.

**9.** Students must satisfactorily complete all required second-year courses with a grade of S or C or better, excluding electives, to be eligible for Introductory Community Pharmacy, PHAR 5493.

## 10. Criminal Background Checks and Drug Screenings

All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/introductory pharmacy practice experience (IPPE) and/or advanced clinical pharmacy practice experience (APPE) assignments at these sites. As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking clinical APPEs that are required to complete the pharmacy program at the University of Houston.

*(See Criminal Background Check and Drug Screening Policy, pages 25-26)*

Students who cannot pass the background check and/or drug screening tests will not be admitted and/or unable to complete the required curriculum (pharmacy practice experiences) for graduation, and will therefore be withdrawn from the Doctor of Pharmacy program by the University of Houston College of Pharmacy.

**11.** All students must complete the professional course work for the Doctor of Pharmacy program within a period of six years from the time of admission, including remediation, withdrawals, and progression problems. The Associate Dean for Academic Affairs will withdraw the student from the professional program when appropriate. Exceptions to this policy will be considered by the Dean of the college on a case-by-case basis.

12. The University of Houston College of Pharmacy (UHCOP) requires all pharmacy students admitted to the Doctor of Pharmacy Program to carry out and maintain health insurance coverage while enrolled in the program. The UHCOP does not endorse any specific carrier and students can either purchase health insurance through the University of Houston or provide proof of a comparable insurance through an outside provider. Students must maintain health insurance coverage by a policy that meets or exceeds the coverage provided by the student health insurance offered through the University of Houston.

The university health insurance program offers students coverage through Macori, Inc. For more information on the schedule of benefits associated with the policy, please go to <http://www.macori.com/States/TX/UHMain.asp>.

Students must submit a copy of the front and back of their insurance card to the UHCOP Student Services Office prior to the first day of each fall semester. Students who do not submit proof of health insurance coverage by the deadline will not be allowed to register and/or attend classes and ultimately may be prevented from undertaking early/introductory pharmacy practice experiences (IPPEs) and/or advanced clinical pharmacy practice experiences (APPEs) that are required for completion of the Doctor of Pharmacy degree.

## PROBATION & SUSPENSION

The following guidelines apply to students in the professional program:

### Academic Probation:

Doctor of Pharmacy students are placed on academic probation at the close of the semester if they earn any of the following:

- 1) Less than 2.00 semester grade point average;
- 2) A grade of D or F or U in any professional courses;
- 3) Less than 2.00 cumulative grade point average

These students may be required to repeat a course or courses specified by the Admissions and Progression Committee prior to progression into the next professional semester, or the student may be suspended at that time (according to the suspension rules). If the student earns a grade of D or F or U after repeating the designated course or courses, the student may be suspended from the pharmacy program. If after repeating the designated courses the student's cumulative grade point average in required courses is below 2.00, the student may be suspended from the pharmacy program. A student normally will not be allowed to repeat courses in which they have made a grade of C or better.

### Academic Suspension:

Doctor of Pharmacy students are considered ineligible to progress in the professional program and placed on academic suspension under any of the following conditions:

- 1) Receipt of a grade of D or F or U in any course in a semester while on academic probation;
- 2) Receipt of less than 2.00 semester grade point average while on

academic probation;

- 3) Receipt of less than 2.00 semester grade point average for more than one semester whether consecutive or non-consecutive semester;
- 4) Placement on academic probation more than once;
- 5) Receipt of a grade of D or F or U after repeating a course; or
- 6) Receipt of 1.00 semester grade point average (all digits significant) or less.

All such cases of academic probation and academic suspension will be reviewed carefully by the College's Admissions and Progression Committee. The college dean may place on probation, or suspend any deficient student. Similarly, the college dean may remove from academic probation or suspension any student whose academic progress warrants such action.

Any student placed on suspension must apply to the Admissions and Progression Committee for re-admission to the college. Suspension lasts for a period of at least one semester. A student may be denied re-admission to the college but may petition another college or department for re-admission to the University.

## UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY RELIGIOUS HOLY DAYS POLICY

The college will make every effort to work with a student seeking to observe religious days and accommodate where possible. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

Students are encouraged to inform instructors about upcoming religious holy days early in the semester to enable better planning and coordination of work assignments (and examinations). The student will provide written notice, at the earliest possible date prior to the absence.

Instructors will inform the student of reasonable time periods for make-up work (and exams) in the course syllabus and make clear the consequences of a student's failure to meet such time requirements.

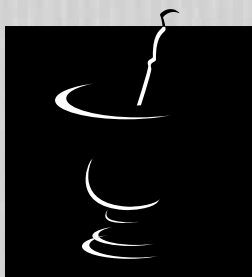
A student who is excused under this provision may not be penalized for the absence. The instructor may appropriately respond if the student fails to satisfactorily complete the missed school work within the agreed upon time.

See the Graduate and Professional Catalog:  
[www.uh.edu/gp/current-students/files/Undergraduate\\_Religious\\_Holy\\_Days\\_Policy.pdf](http://www.uh.edu/gp/current-students/files/Undergraduate_Religious_Holy_Days_Policy.pdf)

## WITHDRAWALS

Should a student decide to leave the program for personal or medical reasons, an appointment should be made with the College's Assistant Dean for Student and Professional Affairs to address options and review college and university policies and requirements.

# Academic Standing



## STUDENT HINTS

**Q.** Who is on the Progression Committee?

**A.** *The committee is chaired by a faculty member. Additional committee members consist of faculty members and UHCOP alumni, and are appointed by the dean of the college. The committee can be contacted through Ms. Barbara Lewis, Assistant Dean for Student and Professional Affairs.*

**Q.** Can I appeal a Progression Committee decision?

**A.** *Yes. You may petition the committee in writing and they will review the facts again. If you still disagree with the committee's decision, only then may you appeal to the dean of the college.*

*"It is the greatest of all mistakes to do nothing because you can do only a little.*

*Do what you can."*

-Sydney Smith

See page 9 under Requirements for Progression, rule 6.

## UNIVERSITY OF HOUSTON COLLEGE OF PHARMACY WITHDRAWAL POLICY

### Leaves of Absence

Leaves of absence are not allowed by the College of Pharmacy. The College of Pharmacy will accept requests for medical and administrative withdrawals.

### General Withdrawal

Should a student wish to drop a course or courses, an appointment should be made with the College's Assistant Dean for Student and Professional Affairs and the Associate Dean for Academic Affairs to address options and review the College's and the University of Houston's policy and requirements.

The College does not adhere to the University's drop policy. The professional student cannot drop courses during the semester as advised in the University drop policy. The professional student is expected to be in full time status as published in the College's student handbook. A student on reduced load for the semester must have prior permission to register for less than a full load as published in the College's student handbook.

The College does not adhere to drop dates as noted in the University calendar. The professional student course schedule is such that the time of request and reason for withdrawal will be reviewed by the Admissions and Progression Committee and addressed on an individual basis.

In addition to following the procedure for withdrawals, students must return all library books and laboratory equipment and other college property to have their University of Houston record clear in every respect.

### Financial Withdrawal

Students who make payment on their account with checks which are returned to the University for insufficient funds or who fail to pay by designated deadlines may be withdrawn from the University without refund. Students who are financially withdrawn after the last day to drop or withdraw without a grade will receive, "W" or "F" grades only for the semester.

Non-payment of fees may result in courses being dropped. The student will not be allowed to attend classes and this will result in delay in graduation.

Students with two or more returned checks must make payment on their account by cash, cashier's check, money order, or credit card. No checks—personal or otherwise—will be accepted.

### University Withdrawal

In addition to suspension for academic or disciplinary causes, students may be withdrawn by the University for medical or financial reasons.

### Medical and Administrative Withdrawal Policy for the Professional Student

**Medical Withdrawal:** A student may request withdrawals from all courses in which the student is enrolled in cases where the student experiences a medical situation that impedes academic progress.

**Administrative Withdrawal:** A student may request withdrawals from all courses in which the student is enrolled in cases when the student experiences an extenuating personal or family situation, beyond the control of the student, which impedes academic progress.

1. The student will meet with the Assistant Dean for Student and Professional Affairs and Associate Dean for Academic Affairs.
2. The student (or their appointed representatives if they are unable to act for themselves) who seeks to withdraw for medical or administrative reasons from all courses for which they are registered shall request such withdrawals in written form to the Admissions and Progression Committee. The student shall submit all appropriate documentation including a statement from a licensed physician or licensed psychologist, and other appropriate individuals with their written requests.
3. The Committee shall
  - a. review each request and its accompanying documentation,
  - b. decide whether to make inquiries and seek recommendations from appropriate sources of information,
  - c. decide whether to approve or deny the request,
  - d. inform both the student and the instructors of record of the decision in writing.
4. Students who are approved to receive medical or administrative withdrawals shall receive an 'I' or a 'W', in each course for which they were registered.
5. The student who receives a medical or administrative withdrawal understands there is no guarantee of readmission into the program and must submit a written request for readmission to the Admissions and Progression Committee. The student shall submit a written request, including a statement from their licensed physician or licensed psychologist, or other appropriate individuals to the Admissions and Progression Committee justifying their readiness to resume studies.

6. The Admissions and Progression committee shall
  - a. review each request to resume study in the College,
  - b. decide whether to make inquiries and seek recommendations as appropriate,
  - c. decide whether to approve or deny the request,
  - d. inform both the student and others, as appropriate, of the decision in writing.

7. Under extenuating circumstances, this policy may be applied retroactively. The deadline for submitting medical or administrative requests will be 90 days after the last day of the requested semester.

## COLLEGE REMEDIATION PROCESS

### Eligibility

1. A student will be allowed only one opportunity to remediate during the first three professional years. Repeating a course the next time it is offered is not considered remediation. None of the IPPEs and APPEs (two credit hours, four credit hours and six credit hours) will be remediated.

2. To request remediation in a single, specified course, the student must have a C or higher in all of the course requirements with the exception of only one grade requirement below a C. *For example, if a course has three grading requirements (two examinations and a paper/project), the student must have a "C" or higher in two of the three requirements in order to request remediation.*

3. A student is permitted to petition for remediation of a single D. A student with multiple Ds is not eligible.

4. A grade of F cannot be remediated.

### Process

1. To initiate the remediation request, a student must complete a University General Petition form and submit it to the Admissions and Progression Committee. The general petition must be signed/ approved by the professor of record AND the department chair. A recommendation to allow remediation must come from the course coordinator/faculty in the course in which a D was earned. The coordinator/faculty member may seek input from the Associate Dean for Academic Affairs solely for the purpose of determining student eligibility. The department chair will be consulted and must agree to provide remediation. **There is no guarantee that remediation will be offered and provided.**

2. If a coordinator/faculty member and department chair recommend remediation, a packet containing information regarding the process must be submitted to the Admissions and Progression Committee by the faculty member involved in the remediation.

The process must be initiated within 7 days of the closing of the semester as defined by the University schedule. The packet should include objectives, content, schedule, syllabus and standards for grade determination. The remediation evaluation instruments must be of academically equivalent rigor as the course in which the student earned a D. A specific time line for remediation will be developed by the professor/ course coordinator/department chair and approved by the Admissions and Progression Committee.

Remediation will be self-paced, active learning; the responsibility lies on the student to successfully remediate material. A student may appeal decisions of the faculty/chair to the Admissions and Progression Committee. A final appeal can be made to the college

dean or his designee in his absence.

3. The Admissions and Progression Committee will oversee the approval process. The Admissions and Progression Committee will consider the overall performance of the student with input from the professor/course coordinator and/ or department chair and approve/deny the remediation request.

4. Students will register for a Selected Topics course of equal credit hours that is tagged with a specific title of the course to be remediated. The entire course must be remediated.

5. A letter grade (A,B,C,D, or F) will be assigned to the Selected Topics course. A grade of satisfactory (S) or unsatisfactory (U) is only available for courses normally assigning S or U grades.

6. Remediation is considered a second attempt at completing the course; failure to earn a C or higher will result in suspension from the college.

7. The original grade of D will remain on the student's permanent record (i.e. transcript) with or without remediation.

## TRANSFER OF PROFESSIONAL COLLEGE CREDITS

A student will be allowed only one opportunity to transfer a course for pharmacy college credit. To evaluate a professional pharmacy course from another college/school of pharmacy for college credit:

1. Contact the department chair in which the UH course is taught to receive departmental procedures for transfer equivalency.

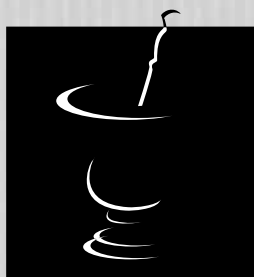
2. Contact the Associate Dean for Academic Affairs or the Assistant Dean for Student and Professional Affairs for additional information and guidelines.

## SCHOLASTIC HONORS

**Dean's List:** The Dean's List is determined at the end of each semester. The dean's office will award and publish a list of those students in each class whose grade point average during the preceding semesters was 3.50 or above (the grade of S is not counted). To qualify for this recognition, the student must complete nine or more semester hours during the semester. Students who earn a grade of I, D, F, W, or U during the semester are excluded from consideration for the Dean's List.

**Graduation with Honors:** Students in the Doctor of Pharmacy (Pharm.D.) degree program will qualify for Graduation with Honors if upon completion of the academic program they have the following cumulative grade point average in all courses taken in the professional program at the University of Houston:

- |              |  |
|--------------|--|
| 3.90 to 4.0  | <b>Summa Cum Laude</b> (with highest honors) |
| 3.70 to 3.89 | <b>Magna Cum Laude</b> (with high honors)    |
| 3.50 to 3.69 | <b>Cum Laude</b> (with honors)               |



## STUDENT HINTS

**Q.** What should I do if I have a concern or suggestion regarding the Pharmacy Skills Program?

**A.** Contact Dr. Simpson ([lynn@ub.edu](mailto:lynn@ub.edu)), who actively seeks student input on an ongoing basis. The Pharmacy Skills Program has and will continue to evolve based on student and faculty recommendations.

**Q.** Can I pass Pharmacy Skills if I fail only one section?

**A.** You must pass ALL sections in order to pass the skills program. If a grade of "I" (Incomplete) is earned, it must be removed within one year. If a "U" (Unsatisfactory) is earned, the student must repeat the entire Skills Program and earn an "S" (Satisfactory) to progress. Attendance for all portions of the Skills Program is mandatory. Absences and/or tardiness are not tolerated.

## FIRST-YEAR COURSE OUTCOME STATEMENTS

**PHAR 4134: Medicinal Functional Group Analysis.** The student will participate in laboratories/demonstrations/discussions of medicinal chemistry and the analysis of functional groups.

**PHAR 4172: Pharmacy Calculations.** The student will participate in pharmacy laboratory/demonstrations in basic pharmaceutical calculations with application to drug delivery and patient care.

**PHAR 4251: Pharmacy Skills Program II.** The Pharmacy Skills Program II consists of laboratories and small group discussions in the basic pharmaceutical sciences, drug information and compounding at Professional Compounding Centers of America (PCCA). Additionally, a computer module will develop student competencies in the use of a variety of computer software packages, including accessing and retrieving data from the World Wide Web.

**PHAR 4260: Pharmacy Management I.** The student will be able to describe the U.S. healthcare system and evaluate the role of the pharmacist in healthcare system.

**PHAR 4270: Pharmacy Practice I.** The student will be able to utilize numerous communication and informational skills that will allow them to effectively counsel future patients and improve therapeutic outcomes.

**PHAR 4271: Pharmacy Practice II.** The student will be able to select and interpret pharmaceutical and medical literature, analyze and record drug information requests, and prepare responses.

**PHAR 4301: Cellular Life Sciences II.** The student will be able to discuss the fundamentals of human immunology and relate them to normal body functions, disease states and drug actions.

**PHAR 4320: Organ Systems Life Sciences I.** The student will be able to describe and differentiate structures and functions of various parts of the nervous system as they relate to normal function and disease states.

**PHAR 4330: Pharmaceutics I.** The student will be able to list the dosage forms and routes of administration of drugs and correlate them with their physicochemical properties.

**PHAR 4331: Pharmaceutics II.** The student will be able to utilize physicochemical and biopharmaceutical properties of drugs to design novel delivery systems suitable for human pathophysiological conditions.

**PHAR 4400: Cellular Life Sciences I.** The student will be able to explain basic biochemistry as it relates to normal functions, disease states and drug therapy.

**PHAR 4421: Organ Systems Life Sciences II.** The student will be able to describe and differentiate the structure and function of non-nervous organ systems as they relate to normal and abnormal conditions and disease states.

## FUTURE PHARMACY SKILLS PROGRAMS

**PHAR 5155 and PHAR 5256:** Future pharmacy skills programs (IV and V) will be similar in nature except that the later programs will involve more case studies and problem-solving sessions, and ambulatory as well as hospital based laboratory experiences. For all of the Skills Programs, each hour of course credit involves 3-4 hours of "lab" time each week with additional outside time often necessary to complete problem sets and homework. The skills program augments the didactic nature of the in class learning and allow application based learning to take place within the confines of a smaller group environment.

## INTRODUCTORY PHARMACY PRACTICE EXPERIENCES (IPPEs)

Introductory Pharmacy Practice Experiences (IPPEs) offer pharmacy students an opportunity to apply classroom knowledge in real world situations prior to fourth year APPEs. Students are assigned to various practice settings in their P2 and P3 years. They are given structured objectives during each practice experience and reflection time to process their experiences. Students will work collaboratively with classmates and faculty to achieve these goals.



## PHARMACY INTERDEPARTMENTAL (PHAR)

**4134: Medicinal Functional Group Analysis** Cr. 1 (0-3). Prerequisites: First year standing in the College of Pharmacy. Laboratories/demonstrations in medicinal chemistry and functional groups.

**4251: Pharmacy Skills Program II.** Cr. 2. (0-6). Prerequisite: PHAR 4250, Pharmacy Skills Program I. Laboratories/demonstrations in the basic pharmaceutical sciences, patient counseling skills, basic statistics and pharmaceutical calculations.

**4172: Pharmacy Calculations Cr. 1. (0-3).** Prerequisites: First year standing in the College of Pharmacy. Pharmacy laboratory/demonstrations in basic pharmaceutical calculations with application to drug delivery and patient care.

**4260: Pharmacy Management I** Cr.2. (2-0). Prerequisite: First-year standing in the College of Pharmacy. This course examines the contemporary health care delivery system and pharmacy practitioners' role within the system.

**4270: Pharmacy Practice I** Cr.2. (2-0). Prerequisite: First-year standing in the College of Pharmacy, and COMM 1332, Fundamentals of Public Speaking. Instruction in problem solving and basic communications, interpersonal relationships, drug information, medical terminology, introduction to pharmacy and history of pharmacy and its professional organizations.

**4271: Pharmacy Practice II** Cr.2. (2-0). Prerequisite: MATH 2311, Introduction to Statistical Analysis, PHAR 4270 and First-year standing in the College of Pharmacy. Identifying, evaluating and selecting appropriate drug information sources.

**4301: Cellular Life Sciences II** Cr.3. (3-0). Prerequisite: PHAR 4400, Cellular Life Sciences I. The study of human immunology and genetics as it relates to normal body function, disease states, and drug therapy.

**4320: Organ Systems Life Sciences I** Cr.3. (3-0). Prerequisite: First-year standing in the College of Pharmacy and BIOL 1361/1161 and 1362/1162, Introduction to Biological Science with labs. Principles of human anatomy, physiology, and pathophysiology of the body including fetal physiology; an introduction to neuroanatomy, neurophysiology, and pathophysiology of the human central nervous system.

**4330: Pharmaceutics I** Cr.3. (3-0). Prerequisite: First-year standing in the College of Pharmacy. Physicochemical properties of drugs and their dosage forms with emphasis on drug delivery systems.

**4331: Pharmaceutics II** Cr.3. (3-0). Prerequisite: PHAR 4330, Pharmaceutics I. Design of novel drug delivery systems including physicochemical and biopharmaceutical properties of drugs and their dosage forms.

**4400: Cellular Life Sciences I** Cr.4. (4-0). Prerequisite: First-year standing in the College of Pharmacy, CHEM 3331-3332, Fundamentals of Organic Chemistry, CHEM 3221-3222, Fundamentals of Organic Chemistry Laboratory. An introduction to the chemistry and metabolism of biological molecules including: carbohydrates, lipids, amino acids, proteins, and nucleic acids; and coverage

of vitamins and their components, with emphasis on their relationship to disease states and drug therapy.

**4421: Organ Systems Life Sciences II** Cr.4. (4-0). Prerequisite: PHAR 4320, Organ Systems Life Sciences I. Human physiology and pathophysiology of cardiovascular, respiratory, renal, gastrointestinal, reproductive, and endocrine systems.

**5155: Pharmacy Skills Program IV** Cr.2. (0-6). Prerequisite: PHAR 5254 Introductory Pharmacy Practice Experience I and Professional Development. Exercises in specialized dosage form compounding, dispensing functions to optimize patient care, patient counseling and drug information retrieval/literature evaluation; problem solving integrating clinical physical assessment with clinical basic pharmaceutical sciences.

**5181 Clinical Seminar** Cr.1. (1-0). Prerequisite: Fourth-year standing in the College. Drug information literature review, analysis of clinical studies, formal presentation, and submission of a publishable quality written manuscript.

**5197;5297;5397; 5497: Selected Topics** Cr. 1-4 per semester or more by concurrent enrollment. Prerequisite: Approval of dean. It should be noted that these courses are graded as S/U (Satisfactory/Unsatisfactory).

**5203: Medicinal Chemistry II** Cr.2 (2-0) Prerequisites: PHAR 5302, Medicinal Chemistry I. The chemistry of drugs used to simulate or antagonize endogenous hormones, and for the treatment of infections, anxiety, convulsion, psychosis, depression, ADHD, obesity, and degenerative diseases.

**5206: Pharmacy and Geriatrics** Cr.2. (2-0) Third year standing or consent of instructor. Social, psychological and therapeutic factors involved in geriatric pharmacy practice; the role of the pharmacist in counseling and monitoring the geriatric patient.

**5207: Herbal Medicine** Cr.2. (2-0) Third-year standing in the College of Pharmacy or consent of the instructor. Plants used to treat disease states or to improve and maintain health.

**5208: Infectious Disease Pharmacotherapy** Cr.2. (2-0) Third-year standing in the College of Pharmacy or consent of the instructor. Integration of clinical pharmacological, pharmacokinetic, toxicological and pharmacoeconomic principles as they relate to the selection and clinical use of drugs in the treatment of infectious diseases.

**5209: Advanced Topics in Infectious Diseases** Cr.2. (2-0) Third-year standing in College of Pharmacy or consent of instructor. Taking infectious disease pharmacotherapeutics is strongly encouraged but not required. Integration of advanced concepts using clinical, pharmacological, pharmacokinetic, toxicological, therapeutic and pharmacoeconomic principles as they relate to the selection and clinical use of drugs in the compromised host.

**5210: Research and Drug Design** Cr.2. (2-0) Third-year standing in the College of Pharmacy or consent of the instructor. Describe the decision making process in drug discovery, the stages of drug development and the utility of clinical pharmacology. Describe the struc-

ture of a research protocol including statistical, response and toxicity criteria. Explain ICH guidelines and the essential regulatory and ethical issues of clinical research.

**5211: Advanced Research and Drug Design** Cr.2. (2-0). Prerequisite: PHAR 5210, Research and Drug Design and third-year standing in the College of Pharmacy or consent of the instructor. Prerequisite to this course is Research and Drug Design. Prepare a preclinical project for grant submission determining the hypothesis, rationale, budget, laboratory experiments and submit the proposal for mock IRB approval.

**5212: Literature Evaluation** Cr.2. (2-0) Third-year standing in the College of Pharmacy or consent of the instructor. To provide students with a better understanding of the medical literature by instilling the essential skills to critically evaluate article findings. The fundamental principles covered include: characteristics of different study designs and interpretation of articles (measurements, variability, statistical significances, risk).

**5213: Pharmacy Based Immunization Delivery** Cr.2. (2-0) Third-year standing in the College of Pharmacy or consent of the instructor. Pharmacy based immunization delivery is an interactive training program that teaches pharmacy students the skills necessary to become a primary source for vaccine information and administration. Students learn the basics of immunology and the vaccine administration and focus on practice implementation and legal/regulatory issues.

**5214: Oncology Pharmacotherapy** Cr. 2. (2-0). Prerequisite: Third-year standing in the College of Pharmacy or consent of the instructor. This course details the pharmacology and therapeutics of antineoplastic agents, mechanisms of action, toxicities, mechanisms of resistance and general principles that guide the monitoring of patients receiving chemotherapy.

**5215: Introduction to Community Health Cr.2. (2-0).** Prerequisites: Second year standing in the College of Pharmacy or consent of instructor. Exposes the student to public health concepts, history, current context, and techniques. The latest trends and statistics in the United States' efforts to effectively address the health issues facing the country's communities will be discussed.

**5216: Medical Spanish for Pharmacists** Cr. 2. (2-0). Prerequisites: Second year standing in the College of Pharmacy or consent of instructor. Focuses on oral Spanish communication needs of clinical and patient education faculty, professionals, and staff. Training is built around the healthcare provider/patient relationship, giving directions during clinical procedures, and collecting basic medical information.

**5217: Pediatric Therapeutics.** Cr. 2. (2-0). Prerequisites: Second year standing in the College of Pharmacy. Introduction to pharmacotherapy issues as related to pediatric patients and to the provision of pharmaceutical care to this special population.

**5218: Critical Care Therapeutics.** Cr. 2. (2-0). Prerequisites: Third year standing in the College of Pharmacy. Introduction to the delivery of pharmaceutical care to patients who are critically ill. Disease states and pharmacothera-

peutic management will be presented with an emphasis on the role of pharmacists initiating, monitoring, and altering drug therapy to achieve optimal clinical outcomes.

**5219: Clinical Epidemiology and Evidence Based Medicine.** Cr. 2. (2-0). Prerequisite: Third year standing in the College of Pharmacy. Evaluation of statistics, epidemiology, drug information and literature to expand students' ability to find, appraise, and apply clinical evidence to improve the care of patients and populations.

**5222: Toxicology** Cr. 2. (2-0). Prerequisite: Co-requisite PHAR 5403, Pharmacology II. Basic toxicology of therapeutic agents, environmental agents, and drug and substance abuse.

**5254: Introductory Pharmacy Practice Experience I and Professional Development** Cr.2. (0-6). Prerequisite: Second-year standing within the College of Pharmacy. A structured practice experience introducing basic pharmacy clinical skills in a healthcare setting and professional development. Seminars.

**5256: Pharmacy Skills Program V** Cr.2. (0-6). Prerequisite: PHAR 5155, Pharmacy Skills Program IV. Therapeutic case studies, journal literature evaluation, and clinical pharmacy practice site experiences.

**5257: Introductory Pharmacy Practice Experience II and Professional Development** Cr.2. (0-6). Prerequisite: Third-year standing within the College of Pharmacy. A structured practice experience introducing basic pharmacy clinical skills in a healthcare setting and professional development seminars.

**5261: Pharmacy Management II** Cr.2. (2-0). Prerequisite: PHAR 4260, Pharmacy Management I and second-year standing in the College of Pharmacy. Accounting principles, financial management, and investment related to community pharmacy practice.

**5274: Pharmacy Practice V** Cr.2. (2-0). Prerequisite: PHAR 5373, Pharmacy Practice IV. Knowledge, description, and counseling information concerning durable medical supplies, diagnostic agents, nutritional supplements, and sterile products.

**5275: Pharmacy Practice VI** Cr.2. (2-0). Prerequisite: Third-year standing in the Professional Program. Development of counseling skills associated with non-prescription drug dispensing and drug information retrieval.

**5280: Therapeutics I** Cr.2 (2-0). Prerequisites: Second-year standing in the College of Pharmacy. Co-requisites PHAR 5203 Medicinal Chemistry I and PHAR 5403 Pharmacology II. Requires integration and application of pharmacological and biopharmaceutical principals to the treatment of specific disease states through clinical pharmacy practice and therapeutics.

**5302: Medicinal Chemistry I** Cr.3. (3-0). Prerequisite: PHAR 4301, Cellular Life Sciences II, and PHAR 4421, Organ Systems Life Sciences II. The chemistry of drugs used to modulate the autonomic nervous system, and for the treatment of diseases, including allergic disorders, asthma, heart disease, cancer and pain.

**5332: Pharmacokinetics** Cr.3. (3-0). Prerequisites: PHAR 4401, Cellular Life Sciences II, PHAR 4421, Organ Systems Life

Sciences II, and PHAR 4331 Pharmaceutics II. Concurrent enrollment in: PHAR 5402, Pharmacology I and PHAR 5302, Medicinal Chemistry I. Application of the principles of pharmacokinetics to drug absorption, distribution, metabolism, and excretion. Effect of disease on drug response and pharmacokinetics.

**5362: Pharmacy Management III** Cr.3. (3-0). Prerequisite: PHAR 4261, Pharmacy Management II. Principles of personnel management, managed health care, ownership/ franchise issues and government regulations.

**5373: Pharmacy Practice IV** Cr.3. (3-0). Integration of the scientific principles of pharmaceutics and a practical knowledge of pharmacy applied to preparation, compounding, and dispensing of medications. Drug therapy counseling of prescription and nonprescription medication.

**5374: Pharmacy Law & Ethics.** Cr. 3 (3-0). Prerequisite: Third-year standing in the College of Pharmacy or consent of the instructor. The study of federal and state laws, regulations, and case law which govern and control the practice of pharmacy. The course will also cover the ethical implications of modern pharmacy practice.

**5402: Pharmacology I** Cr.4. (4-0). Prerequisite: PHAR 4301, Cellular Life Sciences II, and PHAR 4421, Organ Systems Life Sciences II. Study of the mechanism of action of drugs used to modulate the endocrine and autonomic nervous system, and for the treatment of diseases, including allergic disorders, asthma and heart disease.

**5403: Pharmacology II** Cr.4. (4-0). Prerequisite: PHAR 5402, Pharmacology I. The mechanism of action of chemotherapeutic drugs used to treat infection and cancer and for the treatment of diseases, including anxiety, convulsions, psychosis, depression, ADHD, obesity, and degenerative diseases.

**5480: Physical Assessment/Anatomy** Cr.4. (4-0). Prerequisite: Third-year standing in the College of Pharmacy. Co-requisite: PHAR 5581. An in-depth study of human anatomy with applications to the physical diagnostic examinations and gross pathological states as they relate to rational drug prescribing.

**5493: Introductory Community Pharmacy.** Cr. 4. (0-12). Second-year standing in the College of Pharmacy or consent of the instructor. An experiential course emphasizing the distribution, dispensing and technical aspects of community pharmacy.

**5581: Therapeutics II** Cr.5. (5-0). Prerequisites: PHAR 5280 Therapeutics I. Continuation of Therapeutics I. Requires integration and application of pharmacological and biopharmaceutical principals to the treatment of specific disease states through clinical pharmacy practice and therapeutics.

**5582: Therapeutics III** Cr.5. (5-0). Prerequisite: PHAR 5581, Therapeutics II. A continuation of Therapeutics II. Requires integration and application of pharmacological and biopharmaceutical principles to the treatment of specific disease states through clinical pharmacy practice and therapeutics.

**5642: Emergency Medicine.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience where the student masters skills needed

to recommend, initiate or modify therapy in the emergency room, or monitor outcomes for effectiveness and absence of adverse effects.

**5643: Neurology.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience where the student masters skills needed to recommend, initiate or modify therapy for neurological problems, or monitor outcomes for effectiveness and absence of adverse effects.

**5644: Ambulatory Care – Medication Therapy Management** Cr.6. (0-18). Prerequisites: Fourth Year Standing in the College of Pharmacy. To provide experience in collaborative practice provision of direct patient care. May be repeated up to two times.

**5645: Pharmacy Informatics** Cr.6. (0-18). Prerequisites: Fourth Year Standing in the College of Pharmacy. To provide experience in pharmacy practice that deals with the integration of information technology and its applications into pharmaceutical practice. May be repeated up to two times.

**5659: Specialized/Unique Pharmacy Practice Experience.** Cr. 6 (0-18). Fourth year standing in the College of Pharmacy. A structured pharmacy experience involving problem solving abilities and mastering skills in unique and specialized areas such as compounding, long term care settings, durable medical equipment, mail order pharmacy, or infusion pharmacy.

**5660: Pharmaceutical Industry.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an industrial pharmacy setting or with an industry medicine liaison.

**5661: Pharmacoeconomics.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in a practice setting stressing pharmacoeconomic and cost-benefit issues.

**5662: Academic Scholarship.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an academic setting dealing with course development and teaching techniques.

**5663: Pharmacy Management.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience dealing with management issues in pharmacy administration.

**5664: Legal & Regulatory Affairs.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in a non-profit, for-profit, or governmental setting dealing with legal and regulatory issues related to pharmacy practice..

**5665: Alternative Medicine.** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. To provide experience in advising health-care professionals and patients in the relative effectiveness and safety of herbal and other alternative remedies for the treatment of various diseases.

**5666: Hospice Care** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. To provide experience in providing pharmaceutical care for patients and support for caregivers of patients with cancer or other terminal illnesses.

**5667: Government Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College

of Pharmacy. To provide experience in pharmacy practice in government facilities such as the hospitals and clinics of the Dept of Veterans Affairs and Public Health Service facilities.

**5668: Managed Care Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. To provide experience in pharmacy practice in a managed care environment.

**5669: Renal Therapeutics:** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. To provide experience in the pharmacotherapy of patients with compromised renal function.

**5670: Community Pharmaceutical Care** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Advanced clinical pharmacy health care experience in a community pharmacy setting.

**5671: Hospital Pharmaceutical Care** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Advanced clinical pharmacy health care experience in a hospital pharmacy setting.

**5672: Clinical Pharmaceutical Research** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. An experiential introduction to clinical pharmaceutical research.

**5673: Veterinary Pharmaceutical Care** Cr.6. (0-18). Prerequisite: Fourth year standing in the College of Pharmacy. A structured pharmacy experience in a veterinary health care setting dealing with both dispensing and clinical functions.

**5674: Nutritional Support.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in a practice setting stressing clinical and dispensing functions related to the provision of nutritional support services.

**5675: Disease State Management.** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in a practice setting targeting a specific disease, its complications and therapeutic management.

**5676: Cell and Gene Therapeutics:** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. To provide experience in cell and gene therapy in patients who have diseases that can be treated with this modality.

**5677: Pharmacokinetics:** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College

of Pharmacy. To provide experience in determining initial drug dosage and subsequent change based on individualized pharmacokinetic parameters for drugs with a narrow therapeutic index.

**5678: Transplant Therapeutics** Cr. 6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience where the students masters the skills necessary to optimize drug therapy outcomes for patients with transplanted organs.

**5679: Women's Health Therapeutics** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience where the student masters the skills necessary to optimize drug therapy outcomes for obstetric/gynecology patients.

**5680: Oncology** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with oncology patients.

**5681: Infectious Diseases** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with patients with infectious diseases.

**5682: Surgery** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with surgery patients.

**5683: Cardiology** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with cardiology patients.

**5684: Ambulatory Care-Family Medicine** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience in a family practice setting.

**5685: Critical Care** Cr.6. (0-18). Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience with patients in a critical care unit.

**5686: Psychiatry** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience with psychiatric patients.

**5687: Nuclear Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience with patients undergoing nuclear pharmacy treatments.

**5688: Home Care** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience in a

home care setting.

**5689: Consulting Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmacy health care experience with a consultant pharmacist.

**5690: Internal Medicine** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional practice setting dealing with internal medicine.

**5691: Drug Information** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional practice setting dealing with drug information retrieval, analysis, and subsequent recommendations.

**5692: Advanced Hospital Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured preceptored experience in hospital pharmacy practice.

**5693: Advanced Community Pharmacy** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in community and ambulatory practice stressing management, prescription dispensing functions, patient counseling, over-the-counter medication and monitoring of patients' response to drug therapy.

**5694: Pediatrics** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with a pediatric population.

**5695: Geriatrics** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. A structured pharmacy experience in an institutional setting dealing with a geriatric population.

**5696: Ambulatory Care-Primary Care:** Cr.6. (0-18). To provide experience in collaborative practice provision of direct patient care.

**5698: Medicine-Special Problems** Cr.6. (0-18). Prerequisite: Fourth-year standing in the College of Pharmacy. Clinical pharmaceutical care experience with patients in a particular medical subspecialty category.

# Honor Code

## DID YOU KNOW?

The honor and trust of our profession must start in professional school.

In order for the honor code to work, there must be full cooperation between faculty and students.

- Not reporting Honor Code violations is a violation in itself.
- Putting your name on a team report without contributing is a violation.
- Using someone else's lab results or making up lab results are violations.
- Threatening a student for bringing up charges is a violation.

NOTE: The Honor Code is subject to revision and students are responsible for knowing and understanding their rights and responsibilities under the most current version of the Honor Code.

*"Honor is easier kept than recovered."*

-Anonymous

## CHAPTER 1

### Purpose, Scope & Definitions

Section 1-101: Students at the College of Pharmacy of the University of Houston live under an honor system. Under this system students and faculty share responsibility for maintaining and enforcing student discipline. The purpose of the Honor Code is to define academic, professional and personal misconduct, decide appropriate penalties, create boards, define their procedures and provide for limited faculty review of Honor Board proceeding. The Board will also try cases on grade discrepancy on written request by both the instructor and student, but in these cases the findings of the Board are not binding.

Section 1-102: The full cooperation of students and faculty members in reporting all violations of the Honor Code is imperative in order to accomplish the goals of the Honor Code. Not only do students share responsibility for the administration of student discipline, but because of the intimate knowledge students have of violations occurring within the class, students are also responsible for reporting and enforcing the Honor Code. As in any profession, members of that profession are the first line of defense against unethical behaviors of peers. Likewise, students in training to become members of the profession of pharmacy are responsible for maintaining the highest of professional ethics and honesty within their ranks.

Section 1-103: The Associate Dean for Academic Affairs shall remind the students of the functioning of the Honor Code and the Honor Board once a semester or once a year. The Associate Dean shall also publish a summary of the results of amicable decisions and Honor Board decisions in *The Script*.

## CHAPTER 2

### Types of Dishonesty or Misconduct & Resulting Penalties

Section 2-101: The Honor Board may impose one or more of the following penalties for violations of the Honor Code. The categories of penalties range from Category 1 (least severe)

to Category 3 (most severe). Any student found guilty of a dishonesty or misconduct in any category may be punished according to the penalty defined in that category, or of a lesser charge which shall be left to the discretion of the Board. Any student found to be guilty of a dishonesty or misconduct more than once will be dismissed from the College of Pharmacy; repeat offenders will not be tolerated. Failure of a student to comply with the final order of the Honor Board or the highest level to which the decision is appealed may result in the suspension of the student by the Dean.

Section 2-102: Category 1 dishonesty or misconduct, defined as:

- Not reporting acts of dishonesty committed by peers.
- Not complying with the instructions given by the person or persons administering an examination or quiz.
- Taking, keeping, misplacing, or damaging the property of the University of Houston, of a faculty member or of another student and, by such conduct, obtaining an unfair academic advantage. This section includes, but is not limited to, property within the Pharmacy Library, the Computer Resource Center and off-campus course-related sites, including clinical IPPE & APPE sites.

Section 2-103: Penalties for Category 1 violations are:

- Admonition.
- Replacement of damaged or stolen property.
- Suspension of eligibility of official extra-curricular activities.
- Suspension of eligibility to hold any student office or to receive any award or honor.
- No penalty shall be assessed on a student found not guilty.

Section 2-104: Category 2 dishonesty or misconduct, defined as:

- Signing one's name to a team report without contributing to the preparation of the report.
- Misrepresenting facts about oneself or

NOTE: The current Honor Code on pages 18-22 applies to all pharmacy students entering the professional program in 2010 or earlier. This policy is under review. The new policy will be posted on the student website and in the 2012-13 Student Handbook and will be effective for the entering class of fall 2012 and those pharmacy students progressing with the entering class of fall 2012.

another in regard to matters of health, personal, financial or academic considerations to the faculty or administrative staff of the University of Houston for the purpose of obtaining an unfair academic or financial benefit.

(c) Misrepresenting facts as in (b) above for the purpose of injuring another student academically or financially.

(d) Failing to appear when summoned (other than a defendant) to give testimony before the Honor Board or the Honor Appeals Board without a reasonable excuse.

Section 2-105: Penalties for Category 2 violations are:

(a) Cancellation of credit for scholastic work done or reduction of the grade assigned in a course.

(b) And/or any penalty from Category 1.

(c) No penalty shall be assessed on a student found not guilty.

Section 2-106: Category 3 dishonesty or misconduct, defined as:

(a) After a test has been returned to the student, changing answers or grades on a test or quiz and attempting to claim computer or instructor's error in order to improve one's grades.

(b) Plagiarism, which includes but is not limited to incorporating into work offered for credit any passages taken word for word from any work of another unless the original author is credited and the original author's work identified with quotation marks and footnotes or other appropriate written explanation.

(c) Falsifying results of laboratory experiments that were not carried out by the student.

(d) Using another's laboratory results as one's own, with or without the permission of the owner.

(e) Stealing, as theft of tests or grade books from faculty offices or elsewhere; unauthorized removal of materials from University facilities and off-campus course related sites, including clinical IPPE & APPE sites.

(f) Using "crib notes" or unauthorized use of notes or the like to aid in answering questions during an examination or quiz.

(g) Student in a course securing another to take a test for the student; student taking a test for a student registered in a course.

(h) Giving or receiving unauthorized aid during an examination or prior to a make-up examination.

(i) Openly cheating in an examination or quiz, as copying from another's paper.

(j) Registering for and attending a course or courses for which the student does not have prerequisite credit or has been suspended from the College.

(k) Knowingly maintaining registration in and attending a course or courses in fifth or sixth semester if the student's cumulative GPA in required pharmacy courses after the fourth semester is below 2.00.

(l) Threatening a student for bringing complaints of Honor Code violations against the student or for testifying against the student in Honor Board proceedings.

(m) Knowingly misrepresenting material facts before the Honor Board, the Honor Appeals Board, the Dean, the Associate Dean for Academic Affairs, or to anyone else to whom the case may be appealed.

Section 2-107: Penalties for Category 3 violations are :

(a) Probation.

(b) Suspension from the College of Pharmacy.

(c) Expulsion from the College of Pharmacy.

(d) Any other penalty as deemed reasonable by the Honor Board; includes penalties from categories 1 and 2.

(e) No penalty shall be assessed on a student found not guilty.

## General Provisions

Section 2-201: The College of Pharmacy will discuss and make copies of the Honor Code available to all students during orientation. The Honor Code will be posted at both campuses and be held in reserve in the Pharmacy Library. Each student will be held responsible for reading it and being familiar with it and will sign an affidavit to that effect.

Section 2-202: A faculty member who suspects, or has proof of a violation of the Honor Code, shall inform the student in writing. The student and the faculty member shall meet with the chair of the department responsible for the course to attempt to reach an amicable agreement instead of having the student appear before the Honor Board. If an amicable agreement is reached, a statement of agreement, signed by the faculty member, student and Associate Dean for Academic Affairs shall be placed in the student's files in the dean's office, the (College) Student Service Center and the Office of the Dean of Students.



## STUDENT HINTS

**Q.** Are students represented on the Honor Board?

**A.** *Yes. Four students, one from each class, will be elected by their classmates and four students, one from each class, will be appointed by the Associate Dean for Academic Affairs, for a total of eight students.*

**Q.** Can a student suggest a change to the Honor Code?

**A.** *Yes. Any student or faculty member may suggest changes to the Honor Code. Suggestions for change should go to the Pharmacy Council or the Student Affairs Committee.*

If no such agreement can be reached within 10 school days after the student has been informed, the faculty member must submit a written complaint to the Honor Board.

## CHAPTER 3

### Functions of Pharmacy Council

Section 3-101: To ensure that a copy of the Honor Code is posted in a conspicuous place in the College of Pharmacy and that copies of the Honor Code are available to all students.

## CHAPTER 4

### Membership of the Board

Section 4-101: The Honor Board has ten members, each serving a one-year term. Members may serve more than one term. The members are:

- (a) Four students, one each elected from each class at the beginning of the fall semester.
- (b) One student from each class appointed by the Associate Dean for Academic Affairs.
- (c) Two non-voting faculty members selected by the dean; both shall serve a one-year term. One shall act as the judge and administer the proceedings in an orderly manner.

Section 4-102: Six voting student members and one faculty member constitute a quorum; a quorum being present, five votes are required to make a decision.

### Board Functions

Section 4-201: Function of the Board is as follows:

- (a) The Board receives written complaints from any student or faculty member containing allegations of violations of the Code. The violation must be reported as soon as possible, no later than 60 days, after it was alleged to occur.
- (b) Sets the date, time and place for a hearing and notifies in writing by registered mail the student defendant of the date, time and place, and the nature of the charge at least 15 working days prior to that date. If the letter is not received, or is undeliverable, the hearing will be set for 15 working days from the time of communication with the student.
- (c) Summons witnesses and requires the production of documentary and other evidence requested by the student defendant or the Board.
- (d) Hears testimony and arguments and evaluates evidence in cases charging violations of the Code.
- (e) Adjudicates guilt or innocence.
- (f) Imposes penalties for violations of the Code.
- (g) Informs the Dean of the College of Pharmacy of the decision regarding the student's guilt or innocence and the penalty assessed within seven days of the completion of the hearing. The Board will post the outcome of the hearing with care to maintain confidentiality.

### Board Procedures

Section 4-301: The Board meets in closed session unless the student charged with violating the Code requests an open hearing. The members keep in confidence the contents and nature of the meetings unless another adjudicative body compels disclosure.

Section 4-302: Members of the Board shall decide for themselves, either on their own initiative or in response to challenge by an accused student, if they can judge the case before them with fairness and objectivity. If any Board member cannot judge the case with fairness and objectivity, an alternate will be appointed by the Associate Dean for Academic Affairs.

Section 4-303: The Board holds its initial hearing on any formal written complaint within no more than 15 working days of its receipt by the Judge unless reasonable cause for delay is shown by the accused in writing.

Section 4-304: In conducting a hearing, the Board:

- (a) Proceeds informally and provides reasonable opportunities consistent with the requirements of Section 4-301 for witnesses to be heard, including interested persons appearing without the request of the Board or of the student defendant.
- (b) Receives oral, documentary and real evidence that possesses probative value without regard to the legal rule of evidence, except that the Board excludes irrelevant, and immaterial and unduly repetitious evidence.
- (c) Presumes a student defendant innocent of the alleged violation until guilt is determined by clear and convincing evidence.
- (d) Decides the issue of guilt or innocence and an appropriate penalty solely on the basis of admitted evidence.
- (e) Decides the issue of guilt before determining an appropriate penalty and offers the student defendant, at a separate hearing immediately after the conclusion of the initial hearing or at another time convenient to the parties, an opportunity to offer evidence or argument regarding an appropriate penalty.
- (f) States in writing, signed by each convening member of the Board each finding of guilt or innocence and any penalty determined.
- (g) Informs the student by a written notice which contains the student name, the date of the decision and any action taken.

### The Hearing Before the Tribunal

Section 4-401: The student defendant and the Board:

- (a) May present oral, documentary or real evidence.
- (b) May examine and cross examine witnesses.
- (c) May request that the Board exclude witnesses from the hearing when not testifying.
- (d) May require that the Board issue summonses for witnesses and documents, except that a student defendant cannot be compelled to testify.
- (e) May select a pharmacy student or faculty member as counselor.

Section 4-402: In cases where a student after receiving reasonable notice of a hearing of the charges against that student fails to appear, the Board may proceed with the hearing as if the student were present.

## Appeals Process

Section 4-501: A student defendant may appeal the decision of the Honor Board.

Section 4-502: An appeal is made by giving written notice to the Judge on or before the third day after the Board announces the decision. The student's appeal shall be in writing and shall specifically address the issues to be reviewed.

Section 4-503: Valid notice of appeal suspends the imposition of penalty until the appeal is finally decided.

Section 4-504: The Honor Appeals Board shall meet within one week of the receipt of the notice of appeal by the Judge.

## CHAPTER 5

### The Honor Appeals Board

Section 5-101: The purpose of the Honor Appeals Board is to hear appeals on decisions made by the Honor Board. The Honor Appeals Board does not examine the legitimacy of the evidence presented or the decisions of the Honor Board; it does review the proceedings of the hearing to determine that it was held in accordance with the regulations of the Honor Code.

Section 5-102: The Honor Appeals Board shall be an ad hoc committee appointed by the standing faculty Student Affairs Committee.

The members are:

- (a) Four faculty members (not on the Honor Board).
- (b) One non-voting student member from the Honor Board for information, selected by the Honor Board.

Section 5-103: Three voting members and the non-voting student member of the Appeals Board constitutes a quorum; a quorum being present, three votes are required to make a decision.

## CHAPTER 6

### Guilt and Disciplinary Penalties

Section 6-101: The nature of disciplinary penalties is such that:

(a) Admonition consists of a warning by the Dean or Associate Dean for Academic Affairs.

(b) Disciplinary probation is for a definite period of time and indicates that further violations will result in suspension.

(c) Cancellation of credit for scholastic work done and reduction of a grade assigned in a course are imposed only for courses in which the defendant was found guilty of academic dishonesty.

(d) Replacement of damages is assessed in cases such as those involving misappropriation of the University property, use of University property without authorization, abuse or destruction of University property, faculty property or a student's property.

(e) Suspension from the College of Pharmacy means that a suspended student may not receive credit at the College of Pharmacy for work done in residence at the College during the period of suspension except when allowed by the Board.

(f) Expulsion is defined as permanent severance from the College.

(g) Other penalties may include the assignment of duties that will be performed to contribute to the improvement of the College of Pharmacy.

Section 6-102: Upon a decision of guilt:

(a) A letter will be submitted to a student found guilty of one of the offenses defined. Letters will also be submitted to the file of the student in the dean's office, to the (College) Student Service Center, and to the Office of the Dean of Students.

(b) When a student is brought before the Board the non-voting faculty member of the Board may check for any letter submitted to that student's file, but only after the verdict has been determined.

(c) All letters will be removed from the student files prior to graduation and will not be part of his permanent record.

(d) If the student is penalized by expulsion or suspension, it will be recorded on his the permanent record.



## STUDENT HINTS

**Q.** When must a violation be reported?

**A.** *A violation must be reported as soon as possible and no later than 60 days after the alleged event.*

**Q.** How soon must appeals be made?

**A.** *Appeals must be made in writing within three days after the decision.*

## CHAPTER 7

### Appeals Past the Honor Appeals Board

Section 7-101: A student defendant may appeal the decision of the Honor Appeals Board to the Dean of the College of Pharmacy.

Section 7-102: An appeal is made by giving written notice to the chair of the faculty members of the Honor Appeals Board on or before the third day after the Appeals Board announces the decision appealed.

Section 7-103: Valid notice of appeal suspends the imposition of penalty until the appeal is finally decided.

Section 7-104: An appointment with the Dean of the College of Pharmacy, at a time that is convenient to the student, will be made by the faculty member receiving the notice of appeal. If the Dean is not available, his designate will hear appeals from the Honor Appeals Board.

Section 7-105: Appeals past the Dean of the College of Pharmacy may be made to the UH Dean of Students.

## CHAPTER 8

### Honor Code Revision

Section 8-101: The (faculty's) Student Affairs Committee of the College shall be responsible for the periodic review and revision, as necessary, of the Honor Code. Changes or additions to the Honor Code may be suggested by any pharmacy student or faculty member.

Section 8-102: Revisions to the Honor Code shall be considered approved after they receive affirmative votes by:

- (a) Two-thirds of the voting members of the Student Affairs Committee (four faculty, two students), and
- (b) Two-thirds of the voting members of the Pharmacy Council.

### Student Alcohol Policy for the UH College of Pharmacy

In an effort to discourage irresponsible drinking, the University of Houston College of Pharmacy will no longer allow free alcoholic beverages to be served during any UH-sponsored pharmacy student event. This would include Frontier Fiesta, End of Year Picnic, Homecoming/ football events, the KE volleyball tournament and any other events that meet this criteria. Professional conduct is expected of all College of Pharmacy students. A student is not to engage in unprofessional conduct or gross immorality as defined by the Texas State Board of Pharmacy.

### Professional Conduct

The University of Houston College of Pharmacy student is expected to conduct him/herself in a manner becoming of a professional student at college-related functions, professional meetings and other related activities. This includes written correspondence.

### Penalties

Penalties will be determined according to the degree of inappropriateness of the behavior as defined by Chapter 2, Section 2.10.

First offense: To be determined by the Honor Board.

Second offense: To be determined by the Honor Board.

Third offense: To be determined by the Honor Board, according to Sect. 2-103, 2-105, 2-107.

### Copyright Infringements

Students are reminded that it is an Honor Board offense to make copies of any copyrighted software or written material without permission.

### E-Mail Policy

E-mail is convenient and time-saving. Its use is encouraged by the college; however, certain guidelines will apply. The Honor Board members will be responsible for monitoring the college listserv (main campus and TMC building) in regards to the following policies:

While any student may contact another student directly, these guidelines are specific to the use of the UHCOP listserv:

1. All university computer use guidelines and policies apply. (For a complete copy of these guidelines, see the University of Houston Computing Facilities User Guidelines (7/96) and the Texas Computer Crimes Statute-Section 1, Title 7, Chapter 33, Texas Penal Code.)
2. There are to be no anonymous e-mails.
3. No faculty, staff or student e-mail address may be used or provided to another source or person without permission. All e-mail sent to staff, faculty or student body of UHCOP is subject to monitoring and review for appropriateness.
4. Professional and appropriate language and communication is required.
5. Violations or rude, crude, threatening or profane language (direct or indirect) will not be tolerated.
6. Students are encouraged to be tactful and sensitive to the diversity of the UHCOP.
7. The listserv is not to be used for marketing or solicitation.

### Penalties

First offense: Verbal warning, unless the severity of inappropriateness demands more severe penalty.

Second offense: Removal from listserv and computer lab usage.

Third offense: To be determined by the Honor Board.

### University of Houston Computing Facilities User Guidelines

The University of Houston Information Technology Department exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. All students are responsible for reviewing and following the UH Computing Facilities User Guidelines, which can be found at [www.uh.edu/infotech/php/template.php?nonsvc\\_id=285](http://www.uh.edu/infotech/php/template.php?nonsvc_id=285).



## ACPE Student Complaints Policy

The Accreditation Council for Pharmacy Education (ACPE) has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. 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. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

The Executive Director shall, based upon the complaint, the response, and information from such further investigation deemed necessary, promptly determine the facts surrounding the issue, determine the validity of the complaint, and resolve the issue; provided, however, where the Executive Director deems it necessary or appropriate, the matter shall be considered at the next regular meeting of the Council. The time frame for resolution is generally within six months. A record of complaints regarding a specific college or school of pharmacy, including student complaints received or made available, is kept for consideration on file at the Council office. Such record of complaints are considered during scheduled evaluations, or a special evaluation, as the case may require.

The procedure shall provide for treatment of complaints in a timely manner that is fair and equitable to all parties. The complainant shall be advised of the decision or action as soon as possible. When ACPE has cause to believe that any institution with which it is concerned is acting in an unethical manner or is deliberately misrepresenting itself to students or the public, it will investigate the matter and provide the institution an opportunity to respond to the allegations. If, on the basis of such investigation, after notice to the institution and opportunity for institutional response, ACPE finds an institution has engaged in unethical conduct or that its integrity has been seriously undermined, ACPE will either:

- a. request that the institution show cause, within a stated time period, why adverse action should not be taken, or
- b. in extreme cases, immediately discontinue its relationship with the institution by denying or withdrawing preaccreditation or accreditation status.

A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved.

Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat

on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

If the Executive Director finds a complaint to be extremely serious in nature charging egregious conduct that may warrant adverse action by the Council, or involves an interpretation which the Executive Director believes should be made by the Council, the complaint will be submitted to the Council for determination at the next regular meeting. Extraordinary remedies available for complaints covering extreme cases are set forth in paragraphs (a) and (b) above.

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

### **If you wish to file a complaint, please e-mail:**

- a. [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program)
- b. [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) (regarding a continuing education provider)

Refer to ACPE Complaints Policy at [www.acpe-accredit.org/complaints/default.asp](http://www.acpe-accredit.org/complaints/default.asp).

# Grievance Policy and Procedure

## POLICY GUIDELINES

The Grievance Policy and Procedure will be published in the Student Handbook, which is distributed each fall and placed on the main college website, as well as the student website. Under ACPE guidelines, this policy is to provide a format for grievances and record of their outcomes.

A student must file grievance within 30 days of a situation causing grievance.

Grievance must be in writing and have names of all parties involved. Anonymous grievances will not be addressed and will be discarded.

The Student Affairs Committee will review grievances. The grievance must be submitted on the official grievance form provided by committee. The chairperson of the committee will receive all written grievances.

The Committee consists of:

- Chairperson, Appointed Faculty Member
- Four faculty members (one at-large member from each department and one member appointed by each department chair)
- Two students in good standing and appointed by the Dean
- One alumnus appointed by the Dean
- Three Ex officio (Director of Development, Financial Aid Advisor, Assistant Dean for Student and Professional Affairs)

A file of all grievances will be kept in the Student Services Office. The grievances will be filed in chronological order.

The Classmeister and Assistant Dean for Student and Professional Affairs are always able to be a part of the process to assist the student, faculty or staff in addressing the matter as an outside third party and to listen and advise.

**This policy and procedure is not to be confused or combined with the Honor Code process.**

**This policy and procedure applies to the management of grievances concerning academic and instructional matters that are within the college.**

## GRIEVANCE TIMELINE

The Student Affairs Committee, upon receipt of the grievance, will contact all parties and request information, arrange meetings, or assist in other methods of resolution. The response will be made within seven (7) working days from date of receipt of grievance, for all parties involved.

The chairperson or appointed committee member shall ensure that all relevant facts have been gathered and presented to the

Committee and parties involved. As this is a grievance, a vote is not likely. The resolution and satisfaction of all parties is of utmost importance. Resolution will be sought in no more than 30 working days.

Written documentation showing resolution will be placed in file. The resolution will be dated and a copy sent to all parties involved.

## PROCEDURE

1. The individual person whom the grievance concerns should be spoken to directly prior to grievance filing.

2. If a positive outcome is not achieved, the person who has the grievance is to speak to the person who supervises that individual.

### **Student against faculty member the chain of command is:**

Course Coordinator- Department Chair- Associate Dean for Academic Affairs, when appropriate

### **Student against staff member the chain of command is:**

Supervisor - College Business Administrator

### **Student against student the chain of command is:**

Any Faculty Involved - Assistant Dean for Student and Professional Affairs

3. Grievance steps begin the date the grievance is filed with the Student Affairs Committee chairperson.

## APPEAL PROCESS

If either party does not accept the grievance resolution, appeals may be directed to the College Dean by filing a formal written complaint within seven (7) working days from date of receipt of grievance resolution. The Dean will respond in writing to the grievance appeal in 14 working days from date of receipt of the appeal.

If resolution is not reached at the Dean level of appeal, either party may petition for a university level review by the Graduate and Professional Studies Grievance Committee (GPSGC), which is under the purview of the Associate Vice President of Graduate and Professional Studies. This petition must be in writing and filed with the Associate Vice President of Graduate and Professional Studies within 30 calendar days of the final disposition at the college level. This procedure is posted at: [www.uh.edu/graduate-catalog/policies/grievance-policy/index.php](http://www.uh.edu/graduate-catalog/policies/grievance-policy/index.php).

*Policy Implemented: Fall 2002*

*Revised: Summer 2004*

*Revised: Summer 2006*

*Revised: Summer 2010*

*Revised: Summer 2011*

## RATIONALE

All students admitted into the University of Houston College of Pharmacy Doctor of Pharmacy program are required to participate in pharmacy practice experiences for graduation. Many hospitals and other health care organizations operating under the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) are requiring criminal background checks and/or drug screenings for all individuals who have direct contact with patients, including pharmacy students placed in early/introductory pharmacy practice experience (IPPE) and/or advanced clinical pharmacy practice experience (APPE) assignments at these sites. As a result of these requirements, a student with disqualifying criminal conviction(s) and/or drug screening results may be prevented from undertaking clinical IPPEs & APPEs that are required to complete the pharmacy program at the University of Houston.

## CRIMINAL BACKGROUND CHECK POLICY

**Accepted applicants.** All applicants accepted to the College of Pharmacy (hereinafter referred to as “College of Pharmacy” or “College”) must satisfactorily complete (submit to and pay for) a criminal background check from a vendor approved by the College of Pharmacy. Adverse information that is found in a criminal history background check may result in the withdrawal of the applicant’s offer of admission or dismissal from the program.

Generally, applicants will receive notice of this policy at the time of acceptance into the professional program. An accepted applicant is responsible for contacting the approved vendor and complying with the vendor’s and/or hospital/health care facility’s instructions concerning completing a criminal background check within fourteen (14) calendar days of receiving the notice of this policy. Failure to request a criminal background check in a timely manner and by the timeline specified in this policy is grounds for withdrawal of the offer of admission.

After acceptance the applicant shall provide written self-disclosure to the Associate Dean for Academic Affairs of any new criminal history record information no later than five (5) business days following the charge of any crime. Failure to disclose information that is subsequently found on a background check may result in withdrawal of the offer of admission from the College or dismissal from the program.

### Criminal Background Check

The criminal background check will include a review of the student’s or accepted applicant’s criminal history for at least the seven (7) years prior to the date the student applies for admission into the program.

The following criteria for suitability will be considered:

- o Social Security Number validation
- o Criminal history search, including
- o Misdemeanors or felony convictions, or deferred adjudications
- o Pending criminal charges/convictions
- o National Sexual Offender Registry
- o Office of the Inspector General (OIG) List of Excluded Individuals/Entities

- o General Services Administration (GSA) List of Parties Excluded from Federal Programs
- o Employee Misconduct Registry
- o U.S. Treasury, Office of Foreign Assets (OFAC), and List of Specially Designated Nationals (SDN) search
- o Nationwide Healthcare Fraud and Abuse scan
- o Applicable State Exclusion list

### Currently Enrolled Students

Currently enrolled students in the College of Pharmacy professional program must annually (and at other times as requested in writing by a hospital or health care organization) satisfactorily complete (submit to and pay for) a criminal background check from an approved vendor prior to participating in IPPE and/or APPE assignments at these sites. Students must contact the designated vendor and comply with its instructions in authorizing and obtaining a background check within the prescribed timeframe. Students successfully completing the first year and progressing to the second year and students successfully completing the second year and progressing to the third year must request and satisfactorily complete an additional criminal background check review no earlier than July 1st, and no later than August 1st, prior to beginning the fall semester of the second and third year. Students successfully completing the third year and progressing to the fourth year must request another criminal background check review no earlier than April 1st, and no later than May 1st during the spring semester of their third year. An additional background check may be required if there is a break in enrollment in the professional program. A break in enrollment is defined as non-attendance of one long-term semester (Fall or Spring) or more and will be verified by the Associate Dean for Academic Affairs.

Some criminal offenses preclude students from participating in on-site professional experiences. In addition, some professional licensure boards include specific offenses that constitute those crimes for which licensure is prohibited. Thus students in these situations are subject to the statutory or regulatory requirements independently imposed by law, or as required by affiliating entities.

If an affiliated practice facility requires detailed criminal background check information regarding an individual student assigned to an IPPE or APPE at the facility as a condition for placement, the College will notify the student of such a requirement when notified by the facility. Results of the background check(s) may be submitted directly to the hospital/health care facility or to the College by the vendor. Upon receipt of criminal history information by the College, the College will pass on the results to the requesting hospitals or health care organizations. The hospital or health care organization will be responsible for determining whether an enrolled student is eligible to participate in the clinical practice experience assignment at the site, and will notify the student and the College of its decision. Students whose criminal background is determined as unacceptable by a hospital/health care organization may be unable to complete the curriculum (pharmacy practice experiences) required for graduation by the College of Pharmacy.

Failure to request a criminal background check in a timely manner may delay the student’s matriculation into the second, third, and/

or fourth year and delay the start of his/her IPPEs and/or APPEs. A student may not be allowed to start a specific IPPE/APPE late due to a delay in criminal background check information being received by the site.

Students enrolled in the College of Pharmacy shall self-disclose to the Associate Dean for Academic Affairs any new criminal history record information as outlined in the criminal background check criteria no later than five (5) business days following the charge of any crime. Failure to disclose information that is subsequently found on a background check may result in dismissal from the College. Criminal activity that occurs while a student is in attendance at the College may result in disciplinary action, including dismissal, and will be addressed according to the College of Pharmacy Honor Code.

## **Rights**

Accepted applicants and currently enrolled students have the right to review the results of the criminal background check performed by the designated vendor and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that may adversely affect the applicant or student, the Associate Dean for Academic Affairs will notify the student or applicant, in writing, of his/her right to review and correct inaccurate information in the report, the process for contacting the designated vendor to challenge the accuracy of the report and the affect an adverse criminal history report may have on his/her continued enrollment in the pharmacy program.

If an adverse criminal history is returned on an applicant or student, the Admissions and Progression Committee will review the report and may request that the applicant or student submit additional information related to the finding (such as court documents and police records), at the applicant's expense. The applicant or student shall be given a reasonable time, generally not less than five (5) business days, to provide documentation establishing that the report is inaccurate, that a reported felony conviction is a lesser violation under the laws of the charging jurisdiction, that a disposition was the subject of a subsequent expungement or sealing order by a competent court, or that the report is otherwise unreliable. The Committee will review all information available to it to determine whether the offer of admission should be withdrawn from the accepted applicant or if dismissal from the program is warranted.

Applicants who are denied enrollment or students who are dismissed from the program may appeal the decision of the Admissions and Progression Committee to the Dean of College of Pharmacy within 15 business days of the date the student received notice of his/her dismissal from the program. The decision of the Dean of the College of Pharmacy will be final and may not be appealed.

If the background check uncovers a question which can be cleared by the applicant or student, matriculation can be deferred up to one year while the matter is being resolved. However, a student may be granted permission to re-enroll in (IPPE/APPE) after the background check has been cleared if space is available and any applicable tuition and fees are paid.

## **DRUG SCREENING POLICY**

The University of Houston College of Pharmacy will not require students to participate in a drug screen. However, the College will inform students that they may be asked by the facility to submit and comply with a drug screen before participating in clinical experiences at certain facilities. If an affiliated practice facility requires drug screening of an individual student assigned to rotate there as a condition for placement in that facility, the College will notify the student of such a requirement in advance. The student will be responsible for contacting an approved vendor, paying for expenses for the drug screen, and insuring that the results of the drug screen are forwarded directly to the facility.

Any students with questions concerning impairment issues while in the professional program should review The University of Houston College of Pharmacy's Student Pharmacist Recovery Program (UHSPRN) in the College of Pharmacy Student Handbook.

## **CONFIDENTIALITY OF RECORDS**

Background check reports and all records pertaining to the results of these processes are considered confidential with restricted access. The results and collateral information are considered educational records and are subject to the Family Educational Rights and Privacy Act.

Access to records and reports outside of the Associate Dean for Academic Affairs and any employee designated as backup must be approved by the Dean of the College of Pharmacy or his designee, prior to granting access. Requests for criminal history and drug screening information must be made in writing on a form approved by the Office of General Counsel. Information contained in the reports/records will not be shared with facilities participating in the clinical IPPEs & APPEs unless a legitimate need is demonstrated and approved by the Dean or his designee.

## **RECORDKEEPING**

Any background check reports that are retained by the College of Pharmacy shall be placed in a secure location determined by the Associate Dean for Academic and Students Affairs. These records shall be maintained for the duration of the student's enrollment or until the applicant is removed from the accepted student list or as provided by the UH records retention policy, whichever is the greater length of time. The reports and records shall be physically destroyed thereafter.

## **FALSIFICATION OF INFORMATION**

Falsification of information will result in immediate removal of an applicant from the accepted applicant pool or an enrolled student from the degree program.

Officially Adopted: 2/16/2008

Revised: Summer 2009

The following statement will be placed on all exams:

*By signing your name to this exam you are agreeing to abide by the Honor Code as set forth by the University of Houston College of Pharmacy. Any infraction will be dealt with severely as outlined in the UHCOP Student Handbook.*

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

*All students will receive the UH Academic Dishonesty Policy (section 3.02 below) at the beginning of each academic year and they will sign that they have read and understand it.*

**3.02 Academic Dishonesty Prohibited.** (From the academic dishonesty policy of the UH student handbook at website: (<http://www.uh.edu/dos/publications/handbook.php>))

"Academic dishonesty" means employing a method or technique or engaging in conduct in an academic endeavor that the student knows or should know is not permitted by the university or a course instructor to fulfill academic requirements. Academic dishonesty includes, but is not limited to, the following:

- a. Stealing, as theft of tests or grade books, from faculty offices or elsewhere; this includes the removal of items posted for use by the students.
- b. Using "crib notes," as unauthorized use of notes or the like to aid in answering questions during an examination;
- c. Securing another to take a test in the student's place; both the student taking the test for another and the student registered in the course are at fault;
- d. Representing as one's own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor.
- e. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;
- f. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information.
- g. Openly cheating in an examination, as copying from another's paper;

h. Using another's laboratory results as one's own, whether with or without the permission of the owner;

i. Falsifying results in laboratory experiments;

j. Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;

k. A student's failing to report to the instructor or department chair an incident which the student believes to be a violation of the academic honesty policy; and

l. Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible.

m. Possessing wireless electronic devices capable of transmitting and/or receiving wireless signals in an exam room unless expressly permitted by the instructor. Students seen with such devices will be charged with academic dishonesty.

n. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

## EXAM PROCEDURES:

1. Exam Materials: All backpacks, caps or hats, personal articles, food and drink, cell phones, programmable calculators are to be left in backpacks at the front of the classroom. The student may only have pencils/pen, scantron and exam materials at desk area. All other items must be approved by the professor. A student jeopardizes an exam grade if any non-approved articles are found at their desk, without permission.

2. Student seating: Seating charts showing the location of all numbered desks within the relevant College of Pharmacy rooms will be generated. This template will be used for all exams that occur within that classroom. These blank classroom maps will be made available to the departmental business managers and course coordinators. A TA, staff or designee will assist the instructor in random assignment of students. Randomization will be performed for each exam by the instructor, TA, staff, or designee.

If the seats are not numbered, a color code mechanism will be implemented with the assistance of the Student Affairs Committee and course coordinator. The Student Affairs Committee will be responsible for implementing permanent numbering of the seats in the Science and Research II classroom and the newly renovated TMC classroom(s).

# Exam Administration Policy

## CLASS OFFICERS

Each class forms an organization to provide service to its members and to the college. The class officer election will be held at the beginning of the school year.

President:

\_\_\_\_\_

Vice President:

\_\_\_\_\_

Secretary:

\_\_\_\_\_

Treasurer:

\_\_\_\_\_

Pharmacy Council Reps:

\_\_\_\_\_

Social Chairs:

\_\_\_\_\_

Honor Board Reps:

\_\_\_\_\_

Pharmacy Alumni Reps:

\_\_\_\_\_

International Day Coordinators:

\_\_\_\_\_

Historian:

\_\_\_\_\_

### Classmeister

Dr. Lynn Simpson  
713-735-8381  
lynn@uh.edu

3. Late arrivals: Late arrivals are disruptive and will be discouraged but the faculty acknowledges that certain circumstances may result in a late arrival. The course coordinator reserves the right to refuse a repetitively late student the opportunity to take the quiz or exam. Time will not be extended for late comers. If any student has completed the quiz or exam prior to the latecomer's arrival, the latecomer cannot enter the exam room. In emergencies or other extenuating circumstances, the student is to notify(call) the instructor(s) or Assistant Dean for Student and Professional Affairs within 24 hours and the situation will be considered.

4. Breaks: Restroom breaks will be discouraged. No personal articles, unless approved by the instructor, should be taken with the student to the restroom. One student at a time will be allowed to leave the room.

5. Turning in completed exams: Student must hand in their exam, scantron, with test data and any accompanying scratch paper, structure pages, etc. before picking up personal articles. Once the student has left the room after handing in exam, they may not re-enter for any reason until all students have turned in exams.

6. Make-up exams: If the student is too ill or extenuating circumstances arise, the student should contact the instructor(s) or Assistant Dean for Student and Professional Affairs as soon as this situation becomes apparent. The student must subsequently contact the professor as soon as possible to discuss the options for the missed exam.

The student will bring a doctor's excuse for any illness causing an exam absence, at the request of the professor. For other circumstances that require a student to miss a scheduled exam, appropriate documentation may be requested. Make-up exams may not be the same format as the scheduled exam and the make-up format will be at the discretion of the instructor.

7. Exam return: The return of exams to the student will be at the discretion of the instructor.

The UHCOP Exam Administration Policy will be posted on the student website.

Policy Implemented: Fall, 2006

The Student Recovery Program is provided to inform students of the College of Pharmacy's desire to promote responsible use of alcohol by students. This policy will be discussed in detail during the first professional year.

## OBJECTIVES

The UH College of Pharmacy recognizes the need to establish procedures to encourage students who may experience impairments that are due to inappropriate chemical use, and/or physical, and mental issues.

The College encourages students to seek and obtain the needed treatment in order to complete their professional education and become productive members of society. Alcoholism and drug dependency affect society in general and is especially prevalent in the health care professions. The College recognizes that drug dependency and alcoholism have the potential to affect society and require treatment. The College desires to assist impaired students and their immediate families, as well as students adversely affected by other chemically dependent individuals.

The College advocates the referral of impaired students to the Assistant Dean for Student and Professional Affairs for initial assessment and to the Professional Recovery Network of the Texas Pharmacy Association for initial evaluation and possible treatment. With this in mind, the UH College of Pharmacy establishes a Student Pharmacist Recovery Network in association with the Texas Pharmacy Association Professional Recovery Program (TPA-PRN).

## INTRODUCTION

The procedures described herein follow ethical and legal guidelines in order to maintain the confidentiality of the student. In order for referred students to participate in the UHSPRN he/she will be required to agree and adhere to recommendations and procedures of the TPA-PRN. Failure to comply with the terms of this program may result in referral for disciplinary action and/or expulsion of the student.

## GOALS

1. To provide compassionate assistance for impaired students in a manner that protects the rights of the impaired individual to receive treatment in strict confidence.
2. To allow recovering students to continue their education without stigma or penalty provided they are not legally restricted and are no longer impaired as determined by a mental health practitioner.

## DEFINITIONS

1. Board of Examiners or Boards: The Texas State Board of Pharmacy.
2. Chemical dependence or chemical impairment: An acute or chronic condition involving the use of drugs and/or alcohol to an extent that interferes with the functioning of an individual as

evidenced by health, family, academic, job, legal, financial, and/or emotional problems.

3. Chemical impaired student: An individual whose ability to function as a student and/or intern has been compromised by the use of drugs and/or alcohol to a degree that there is a potential to jeopardize the public health, safety, or welfare and/or that threatens the well being and normal academic progression of the student.
4. Support Team: TPA-PRN staff, the Assistant Dean for Student and Professional Affairs or other faculty members selected by the Dean of the College of Pharmacy. Team members shall receive training and regular continuing education from the Texas Pharmacy Association or other appropriate sources.
5. Drug: A chemical substance alone, or in combination, including alcohol.
6. License, licensing, or licensure: Permission to engage in a health profession in accordance with the laws of the State of Texas, or other states, pertaining to that profession.
7. University of Houston Student Pharmacist Recovery Program (UHSPRN): The Assistant Dean for Student and Professional Affairs, a group of students and other faculty designated by the Dean of the College of Pharmacy at the University of Houston to serve as a resource within the College to encourage the referral of students with suspected impairment problems to the Pharmacists Recovery Program of the (TPA-PRN) for further evaluation and treatment if needed.
8. Referral Source: Any concerned individual with knowledge of a student suspected of being impaired, and who submits the name of the student to the Assistant Dean for Student and Professional Affairs or TPA-PRN. Though confidentiality of the caller will be maintained, the caller must identify him/herself and cannot be anonymous.
9. Referral: Any student who is referred for assistance.
10. Treatment Provider: Any licensed and/or certified medical or mental health provider working in the area of impairments.

## APPOINTMENT AND RESPONSIBILITY

The University of Houston College of Pharmacy Dean shall have the authority to approve the initiation, policies and procedures of the UHSPRN and appoint its members. The activities of the UHSPRN shall be limited to those defined in these policies and procedures.

## AUTHORITY

Members of the UHSPRN who have been designated as student peer contacts shall be authorized under these policies and procedures to receive information concerning suspected

# Student Pharmacist Recovery Program

## SIGNS OF ADDICTION/ALCOHOLISM/DEPENDENCE

\*Takes substance more often than intended.

\*Tries to cut back, but can't.

\*Spends time getting and taking substance and recovering from use.

\*Intoxicated or withdrawing when expected to work, go to school, or fulfill obligations.

\*Gives up other activities for use.

\*Uses despite negative consequences (job loss, DWI, PI, divorce, bad health, failing classes).

\*Needs more and more to get same effect.

\*Has withdrawal symptoms when not using (craving, anxiety, jitters, sweats, N/V).

\*Uses to avoid withdrawal, not to get high.

impairment of students enrolled in the UH College of Pharmacy, and be available to confer with those students suspected of being impaired, or available to such other persons who may be knowledgeable of the facts pertinent to the student's condition, for the sole purpose of encouraging referral to the support team and TPA for assistance.

## STRUCTURE

The UHSPRN shall consist of the following:

1. Faculty Liaison (Assistant Dean for Student and Professional Affairs): An interested faculty member who shall act as an advisor to students involved in the UHSPRN; as a liaison to the College administration, as a member of the Support Team, and as the coordinator of the UHSPRN. The faculty liaison will be expected to attend appropriate meetings in order to maintain current knowledge necessary to serve in the capacity of liaison. These meetings shall include attendance at two (2) "12 Step" group meetings/year and the University of Utah School on Alcohol and other Drug Dependencies every five years. In addition, six hours of Continuing Education in a drug abuse topic must be earned each year.

2. Support Team: A group consisting of the Faculty liaison, and the Texas Pharmacy interveners. The Support Team shall have the primary responsibility for initiating the formal recovery process of a suspected impaired student who is required to participate in the UHSPRN. These duties include, but are not limited to, intervention, referral for evaluation and treatment and monitoring compliance.

3. Student Peer Contacts: Students who volunteer to serve as peer contacts and provide information and referral within the College of Pharmacy for suspected impaired students. These students must agree to observe the following terms of procedures of the participation:

a. abide by these policies and procedures, especially those concerning strict confidentiality of information;

b. attendance and participation at the Utah School on Alcoholism and other Drug Dependencies or one other yearly educational program on medical and psychological aspects of substance

dependency or other impairments as approved by the Assistant Dean for Student and Professional Affairs;

c. commit to the non-use of illegal substances, responsible use of alcohol, and abstinence if currently a recovering chemically dependent person.

d. attendance at two (2) Alcoholics Anonymous or similar twelve step support group meetings annually.

## PROCEDURES

### 1. REFERRAL STATUS

Due to the proactive nature of the program self referral will be encouraged. Workshops presented each semester will allow further assessment of those individuals who may be exhibiting symptoms which indicate impairment. Students in the later stages may be identified for participation in this program due to poor academic performance, disciplinary problems, criminal acts or any other act which may indicate or be related to chemical dependency or impairment. The suspected impaired student will be given the opportunity to accept a referral to TPA-PRN for initial professional evaluation and recommendations for appropriate treatment if necessary. The student may participate in this procedure in lieu of expulsion. The student will be given the opportunity to engage in evaluation, treatment, and recovery agreements as conditions of his/her academic probation. Students who fail to comply with the terms of the agreements may face disciplinary action, which may include dismissal from the College of Pharmacy, and a report to the Texas State Board of Pharmacy.

### 2. REFERRAL PROCESS

Any qualified member of the UHSPRN may receive referrals of suspected impaired students. UHSPRN members will be available to advise the referred student of the specific process by which they will receive assistance. Qualified UHSPRN members shall work toward the following goals:

a. Assessment of the seriousness of the situation. In the event of life threatening conditions, qualified UHSPRN members will IMMEDIATELY contact emergency assistance resources, the TPA-PRN and other Support Team members, as appropriate.



- b. Motivation of the student to accept assistance.
- c. Referral of the student to the Support Team for professional intervention.

#### MEMBERS SHALL NOT:

- a. Engage in counseling relationships in lieu of formal intervention and treatment.
- b. Attempt to make definitive diagnoses. The responsibility for diagnosis shall reside with a licensed evaluator selected or approved by the UHSPRN.

### 3. EVALUATION AND TREATMENT

In order to avoid further disciplinary action, referred students **MUST** agree to the following:

- a. To agree to assessment by the Assistant Dean for Student and Professional Affairs or other appropriate licensed professional.
- b. To accept referral to the Pharmacist Recovery Network of the Texas Pharmacy Professional Association (TPA-PRN).
- c. To participate in a formal evaluation as recommended by the TPA-PRN.
- d. To agree to comply with the recommendations of the TPA-PRN
- e. To agree to comply with the recommendations of the Texas State Board of Pharmacy, if applicable.

### 4. COMPLIANCE

Students participating in the UHSPRN shall be informed that refusal to accept the recommendations of the program will result in referral to the UH College of Pharmacy administration for appropriate action. In the event that a student is non-compliant with the terms of agreement, UHSPRN support for the student may be terminated, and the Associate Dean for Academic Affairs notified for possible disciplinary proceedings.

### 5. RESPONSIBILITY FOR TREATMENT COST

Students shall be informed that he/she will be responsible for all costs of participation in evaluation, treatment and/or recovery programs beyond that covered by their health insurance. The TPA Pharmacy Recovery Network may provide funds to cover the cost of evaluation if available.

### 6. ACADEMIC PROGRESS/LEAVES OF ABSENCE

Every effort will be made to continue the student's academic progress. If the student's condition allows, outpatient treatment may be recommended. Inpatient treatment will be arranged when appropriate. If the student's impairment presents immediate danger to self or others, he/she will be referred to the TPA-PRN without delay. When immediate intervention is required, and evaluation and/or treatment must take place during the academic year, the Assistant Dean for Student and Professional Affairs, or designee of the Dean, shall grant a medical leave of absence for an appropriate period of time. The Assistant Dean for Student and Professional Affairs shall assist the student in making the necessary arrangements with appropriate University services (e.g., Academic Records, Financial Aid) in confidence and with approval of the student.

### 7. RE-ENTRY

If academic progress is interrupted by treatment for students who are impaired, re-entry into the UH College of Pharmacy shall depend on compliance with the terms of the treatment and recovery agreements, the recommendation of the treatment provider(s), and compliance with all prerequisites for participation in the academic program. Students participating in practicum experiences must be registered pharmacy interns.

### 8. EMPLOYMENT/IPPEs/APPEs

If the student is employed or on site with a preceptor, the TPA-PRN will discuss the necessity, if any, of the student informing his/her employer or preceptor of the need for a leave of absence.

### 9. CRIMINAL LIABILITY

Participation in the UHSPRN **DOES NOT** confer immunity from criminal prosecution, or immunity from legal action taken against one's professional license or registration, or internship/ externship cards.

### 10. RECORDS

All records will be maintained in confidential files in the office of the Assistant Dean for Student and Professional Affairs and the TPA-PRN in full compliance with their procedures. In the event that a student is non-compliant with the terms of agreement, UHSPRN



## STUDENT HINTS

There is no shame in getting help. There is shame in ignoring your problem and hurting others.

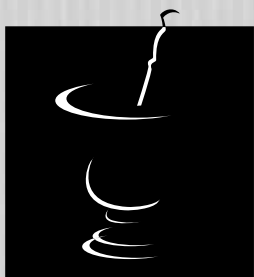
Letting a friend suffer from a drug addiction is not really being a friend. If you know someone who is in trouble, get them help.

Some internship sites may require drug screening prior to the start of an IPPE/APPE.

*"The greatest discovery of my generation is that a human being can alter his life by altering his attitude."*

- William James

# Student Pharmacist Recovery Program



## THE C.A.G.E. QUESTIONNAIRE

Have you ever felt you should **C**ut down on your drinking?

Have people **A**nnoyed you by criticizing your drinking?

Have you ever felt bad or **G**uilty about your drinking?

Have you ever had a drink first thing in the morning to steady your nerves or get rid of a hang-over (**E**ye-opener)?

*A "yes" response to two questions constitutes a positive screening test. The respondent should seek assistance.*

*"Whether it's the coursework you must do, the organizations you choose to be in, or the friendships you acquire here, you can't go wrong with giving it all you have."*

-Alex C. Varkey,  
Class of 2005

recovery support for the student may be terminated, and the Dean notified for possible disciplinary proceedings.

### 11. CONFIDENTIALITY

Members of the UHSPRN shall hold all information disclosed to them in strictest confidence. Knowledge of student impairment or suspected impairment shall be disclosed to other UHSPRN members only for the sole purpose of securing intervention, treatment and support services. Any member of the UHSPRN who violates confidentiality shall be terminated as an active participant, and may be subject to academic discipline or potential litigation for violation of the student's rights.

### 12. OUTSIDE ASSISTANCE

These UHSPRN policies and procedures do not prohibit any UH College of Pharmacy student from seeking assistance directly from the Counseling and Psychological Services, Student Health Center, other assistance programs or private medical and mental health professionals unless the student is facing disciplinary sanction within the College of Pharmacy which would require expulsion in the absence of participation in the UHSPRN. When a student does seek help outside the UHSPRN, the student is encouraged to authorize a release of information, limited to reports of therapeutic progress to the Assistant Dean for Student and Professional Affairs or designee of the Dean, as the treatment providers deem appropriate.

### INDEMNIFICATION OF UHPRN MEMBERS

Student, faculty members and employees appointed to serve as members of the UHSPRN may request that the University provide legal defense if a civil action is brought against a member of the UHSPRN.

### DRUG SCREENING

Random screening for substances prohibited by agreements may be a routine component of rehabilitation for students participating in the UHSPRN. Such screenings are an important means of verifying compliance, and represent substantial proof that the individual is not using prohibited substances at the time of testing. These tests may be requested as indicated in the agreements on a case-by-case basis as determined by guidelines of the TPA-PRN or treatment provider.

### COMPLIANCE

Students participating in the UHPSRP shall be informed that refusal to accept the recommendation of the program will result in referral to the UH College of Pharmacy administration for disciplinary action. In the event that a student is non-compliant with the terms of the agreement, UHPSRP recovery support for the student may be terminated, and the Associate Dean for Academic Affairs notified for possible disciplinary proceedings.

### NONCOMPLIANCE/RELAPSES

The Support Team working with the recovering individual, at their discretion and based on the facts known to them, shall be authorized to vigorously confront noncompliance without requiring a report to the Dean or the Texas State Board of Pharmacy for individuals who are participating in the UHSPRN. Return to treatment may be necessary in some cases. If the individual then fails to comply or is repetitively noncompliant, participation in the UHSPRN is terminated and a comprehensive report is made to the Associate Dean for Academic Affairs, the Texas State Board of Pharmacy, preceptor, and the sponsor within the 12-step program, or any combination thereof.

### PARTICIPATION IN ONGOING PROGRAMS

An essential aspect of maintaining recovery from chemical dependency is continued participation in support groups. Recovering students participating in the UHSPRN will be required to attend a designated number of program maintenance sessions and participate in ongoing counseling according to recommendations of the TPA-PRN and/or the UHSPRN.

### HELPFUL PHONE NUMBERS:

Barbara Lewis, Assistant Dean for Student and Professional Affairs  
UH College of Pharmacy  
713-743-1264

Professional Recovery Network (PRN)  
Texas Pharmacy Association Helpline  
1-800-727-5152

UH Counseling and Psychological Services  
713-743-5454

## LIBRARY RESOURCES

**Location:** M.D. Anderson Library Building, 713-743-1050

### Library Hours for Fall 2012/Spring 2013:

Monday - Thursday: 7 am - 12:45 am

Friday: 7 am - 9:45 pm

Saturday: 8 am- 7:45 pm

Sunday: 12 pm - 12:45 am

**Website for Library - <http://info.lib.uh.edu/>**

**Website for Pharmacy Resources - <http://guides.lib.uh.edu/content.php?pid=115996>**

**Library Services:** Library Collections of books, electronic books, databases, journals, and electronic journals in the areas of pharmacy, pharmacology, pharmaceuticals, applied therapeutics, medicinal chemistry, and toxicology. Many textbooks are on reserve for library use, older editions are in the circulating collection, and electronic versions are accessible from databases. The circulating collection is continually updated and reflects the latest scholarship in a range of fields. More than 100 electronic books address pharmacy-related topics.

**Journals:** Access is available to more than 600 pharmacy-related, full-text electronic journals through the UH Libraries. A print collection of 92 journals is also maintained by the Library. Access to an additional 2,500 full-text medical journals is available when students apply for access to the HAM-TMC Library.

**CONTACT: Derral Parkin**, Pharmacy/Biology/Biochemistry Library  
For additional information: [dparkin@uh.edu](mailto:dparkin@uh.edu), 713-743-9772

## HOUSTON ACADEMY OF MEDICINE - TEXAS MEDICAL CENTER (HAM-TMC) LIBRARY

**Location:** 1133 John Freeman Blvd., 713-795-4200 [www.library.tmc.edu](http://www.library.tmc.edu)

### Library Hours:

Monday-Thursday: 7 a.m. to 10 p.m.

Friday: 7 a.m. to 9 p.m.

Saturday: 9 a.m. to 5 p.m.

Sunday: 1 p.m. to 8 p.m.

**Services:** Online connections are available at <http://www.library.tmc.edu/resourceaccess>; online resource list at <http://www.library.tmc.edu/findlibrarymaterials/major.html>

Short-term parking (20 minutes) is available in front of the building; a parking garage is located under the building.

**Contact: Jesse Gonzalez** 713-799-7148  
Assistant Director, Circulation

## LEARNING RESOURCE CENTER (LRC)

**Location:** SR 2 Bldg., Room 133

**LRC Hours:** Monday-Friday, 8 a.m to 5 p.m. Closed Saturday/Sunday and University holidays. Additional hours TBA during finals weeks.

**Services:** Group study area, individual study carrels, and computer/printers available for College of Pharmacy students/faculty/staff.

**Contact:** Shara Zatopek 713-743-1262

## COMPUTER LABS

**Locations:** SR2 Rm 134, TMC Rms 220/221.

**Hours:** 8 a.m. - 5 p.m. Monday through Friday. Closed Saturday/Sunday and University holidays.

**Computers/Equipment:** Pentium IV with Windows 7, DVD/CD-RW drives and 19-inch monitors

**Available software:** Office 2010, Adobe reader, Clinical Pharmacology, Micromedex, Facts and Comparison, Lexi-Comp Online, Internet Explorer, Firefox.

**Printing Services:** Printing in the computer labs is provided to professional students, graduate students, staff, and faculty members affiliated with the College of Pharmacy through a quota based managed printing solution. Each semester the quota amounts for users along with printing prices will be posted in the College computer labs and on the College website. Quotas are reset each semester and balances are not carried forward to future semesters. Persons exceeding the amount of printing provided by the College may pay for additional printing by adding funds to their CougarCard.

### Office of Information Technology Staff:

**Dr. David Wallace** 713-795-8304

[dwallace@uh.edu](mailto:dwallace@uh.edu), Asst. Director of IT

**Robert Ekrot** 713-743-9897 [rekrot@uh.edu](mailto:rekrot@uh.edu)  
User Services Specialist 2 (SR2)

**Steve Boss** 713-795-8394 [sboss@uh.edu](mailto:sboss@uh.edu)  
User Services Specialist (TMC)

**Shari Mauthner** 713-743-4252  
[smauthner@uh.edu](mailto:smauthner@uh.edu) Instructional Designer 2

## STUDENT SERVICES CENTER

**Location:** SR2 Rm 122, 713-743-1239

### Office Hours:

Monday - Friday: 8 a.m. - 5 p.m.

Saturday - Sunday: closed

**Services:** Admissions Information, Student Records/Documentation, Financial Aid Information, Graduation Records, Orientations, Counseling, Academic Advising, Career Counseling, Tutoring, Career/Pathway Program, Student Workshops and Progression/Retention, Faculty and Alumni Mentoring Programs.

### Staff:

**Barbara Lewis** 713-743-1264 [tatum@uh.edu](mailto:tatum@uh.edu)

Assistant Dean for Student and Professional Affairs

**Morgan Ely** 713-743-1291 [morgan@uh.edu](mailto:morgan@uh.edu)

Director of Admissions

**Nekesa Berkley** 713-743-1261 [nberkley@uh.edu](mailto:nberkley@uh.edu)

Director of Recruiting

**Shauna Owens** 713-743-1292 [sowens2@uh.edu](mailto:sowens2@uh.edu)

Academic Advisor II

**Natasha Hindocha** 713-743-0692

[nhindoc@central.uh.edu](mailto:nhindoc@central.uh.edu) Academic Advisor I

**Scott Parker** 832-799-2513 [sparke2@uh.edu](mailto:sparke2@uh.edu)

Financial Aid Advisor

**Betty Hassell** 713-743-1651 [ehassell@uh.edu](mailto:ehassell@uh.edu)

Student Events Coordinator



## STUDENT HINTS

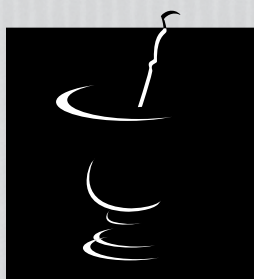
**Q.** What if I need to use the computer lab outside of posted hours?

**A.** *You may use computers in the LRC or the M. D. Anderson Library after posted lab hours.*

**Q.** Are photocopiers available?

**A.** *Not at this time.*

# Student Responsibilities



## STUDENT HINTS

**Q.** When do I register, and how will I know which courses to take?

**A.** You will receive an e-mail from the College of Pharmacy Academic Affairs Office each semester advising you when to register and when to pay your tuition and fees. Make sure to register and pay at the appropriate times to avoid enrollment problems. You will find the course of study for each semester on the college website at <http://www.uh.edu/pharmacy/current-students/pharmd/curriculum/index.php>

**Q.** What if I change my e-mail address?

**A.** E-mail is the primary form of communication for many important announcements from Student Services, the Dean's Office, and most faculty members. For this reason, it is extremely important that you send your new email address to [pharmdupdates@uh.edu](mailto:pharmdupdates@uh.edu) and check your e-mail daily. You also need to update e-mail changes with the university through myUH.

*"Knowledge is of two kinds: we know a subject ourselves, or we know where we can find information upon it."*

-Samuel Johnson

## REGISTRATION GUIDELINES

The University uses myUH for all registration and student services needs. The College Academic Affairs Office will remind all students via e-mail of the time of registration and other registration matters.

The four-year degree plan is provided in the student handbook. Each new student will be provided a hard copy of the handbook in the fall semester and an electronic copy will be posted on the official college website. The student is to register for the courses listed for the appropriate semester, unless otherwise notified by the Admissions and Progression Committee. If changes are made by the committee due to academic issues, it is the responsibility of the student to alter the schedule through the drop and add procedure. Students on IPPE/APPE receive the registration information from the Experiential Programs Office and are responsible for registering correctly. The Academic Affairs Office will assist in registration for course overload and changes made by the college after registration deadlines.

Refer to [www.uh.edu/infotech/php/template.php?email\\_id=9](http://www.uh.edu/infotech/php/template.php?email_id=9) to discover how to obtain your UH e-mail alias. If this is your first time using myUH, you will be asked for a password. See: [www.uh.edu/academics/courses-enrollment/enrollment-faq/index.php#myUH](http://www.uh.edu/academics/courses-enrollment/enrollment-faq/index.php#myUH)

Your "myUH ID" is your official student ID.

How to register for pharmacy courses:

1. The student must have a myUH ID.
2. [https://myUH.uh.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=MyUH\\_GUEST](https://myUH.uh.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=MyUH_GUEST) will take you to the login page.
3. The student will enter the institution (UH) and the appropriate academic term, (i.e., fall 2012)
4. Once in the Class Search area, the student will enter the course subject: PHAR; the course career: Pharmacy and search for all classes.
5. The student will find the curriculum course of study in the student handbook and register accordingly. The student will locate the course ID (i.e. PHAR 4270) and the correct course name (i.e. Pharmacy Practice I) and will select the course in myUH. Fourth year students: If there are numerous course coordinators for each class, the student will select the professor name they have been provided for that specific course.
6. The student will be able to view courses for which they are enrolled after saving and finalizing the registration information. Make sure you proceed to the completion of your registration for the courses. The student is to make sure they are enrolled for the correct number of semester hours.
7. DO NOT allow your courses to be dropped due to non-payment. Please refer to the Registration

and Payment of Tuition and Fees Policy in your acceptance notification e-mail. Non-payment of fees will result in the student being dropped from courses by the university.

8. The student will be informed of the dates allowed for adding and dropping courses. These dates will be specific to the college of pharmacy and may not be the same as the university add and drop dates.
9. The myUH system will indicate times it will be unavailable due to maintenance.
10. Contact Dr. Smesny immediately if registration problems occur. Contact Mr. Parker for financial aid matters.

Andrea Smesny 713-743-1298 or [smesny@uh.edu](mailto:smesny@uh.edu)  
 Barbara Lewis 713-743-1264 or [tatum@uh.edu](mailto:tatum@uh.edu)  
 Scott Parker 713-743-8477 or [sparked@Central.uh.edu](mailto:sparked@Central.uh.edu)

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The college would like to help students with disabilities achieve their highest potential. In order to receive accommodation on exams or assignments, student must make arrangements prior to the exam or assignments. Students should contact the Justin Dart Jr. Center for Students with DisABILITIES in the CSD Building #568, Room #110 or see [www.uh.edu/csd/](http://www.uh.edu/csd/) for assistance in making accommodations. Ms. Lewis will then coordinate the accommodations with the professors.

## STATE BOARD

Under the Texas State Board of Pharmacy Rules and Regulations, a student is required to register as a student pharmacist-intern prior to performing student internship duties and after completing the first professional year with a minimum of 30 credit hours of work toward a professional degree in pharmacy. The agreement for registration requires a student to reveal personal history (i.e. conviction of a felony or any misdemeanor other than a minor traffic violation) and to be fingerprinted. A Social Security number is mandatory and required to be issued an intern card.

### Contact:

Texas State Board of Pharmacy  
 William P. Hobby Building, Tower 3, Suite 600  
 333 Guadalupe St.  
 Austin, Texas 78701-3942  
 512-305-8000

## STUDENT DRESS CODE

The following dress code applies to all students enrolled in the University of Houston College of Pharmacy.

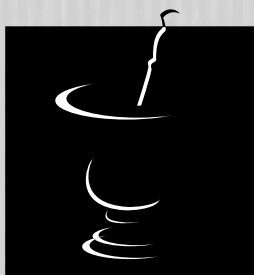
1. The following attire is to be worn during normal class hours.
  1. Approved men's attire includes polo style shirts, collared shirts, slacks/khakis and denim pants.
  2. Approved women's attire includes blouses, polo style shirts, slacks/khakis, skirts/dresses, denim pants, capris and leggings (under other attire).
  3. Organization t-shirts may be worn which reflect the organizational meeting of that day.
  4. Attire that positively promotes UHCOP may also be worn.
    - i. Example: UHCOP Logo Shirts (Phi Lambda Sigma)
2. Professional dress must be followed for all Internship/ Job Interviews, Regional/National Meetings, IPPE and APPE. Additional requirements for individual rotation practice sites will supersede this policy.
  1. Female students may wear skirts, dresses, or dress slacks with appropriate close-toed shoes. Leggings are not permitted.
  2. Male students must wear a tie, collared shirt, dress slacks, socks and appropriate shoes.
  3. Nametags will be worn in the TMC building at all times.
  4. White coats will be worn for all internship activities and seminars in the TMC building.
  5. Students not complying with the dress code will be sent home.
3. On lab days, students should follow dress codes specified by instructor/syllabus.
4. Organizations that wish to have a dress day dedicated to a certain event must notify Pharmacy Council ahead of time. Ex: National Wear Red Day, Fraternity Pledging Activities
5. The following dress code regulations should be followed at all times.
  1. All clothing is expected to be clean and ironed.
  2. All students should have a neat and well groomed hairstyle.
  3. Women's sleeveless shirts must have 3 inches of material covering each shoulder.
  4. Denim shall be free of holes and not frayed or faded.
  5. All pants are to be worn at the waist and not sagging below the hips.
  6. Skirts/dress lengths should be no shorter than 3 inches above the knee.
  7. Appropriate footwear includes: tennis shoes, dress shoes, and sandals with backs.
  8. Dress that is not acceptable at any time includes

- hats, bandanas, baggy or sagging bottoms, shorts, mini-skirts, mid-drifts or low cut tops, backless clothing, tank tops and spaghetti strap tops, cut-off shirts, pajamas, slippers, and flip-flop sandals.
9. All students at the TMC building must wear a visible University of Houston College of Pharmacy nametag at all times.
10. Nails should be well trimmed to a short or medium length so that they do not interfere with patient care activities. Any restrictions on nail color set by IPPE sites should be followed.
11. Facial piercings (other than those that are required for religious affiliations) are not allowed at any UHCOP class or event.
12. Tattoos should be covered at all times.

### Enforcement Standards:

- 1) Standards of Attire are intended to be self-regulated.
- 2) Students inappropriately dressed or groomed will be requested to comply with the standards set forth in this document.
- 3) Other policies may be implemented as warranted to ensure adherence to these standards.

*Policy Implemented: Spring 2011*



## STUDENT HINTS

**Q.** When should I apply for financial aid?

**A.** *Deadlines vary based on the type of aid for which you are applying, but for federal financial aid, January 1st of each year is the first day the FAFSA application can be completed. The University's financial aid priority deadline is April 1st. Students in the College of Pharmacy should have a completed financial aid filed by April 1st to maximize the financial aid award package.*

**Q.** What about expenses during my IPPEs and/or APPEs?

**A.** *Each student is responsible for arranging and paying for their own transportation, parking and housing while on IPPEs or APPEs. There are no guarantees as to where you will be assigned for IPPEs or APPEs, so be sure to plan ahead for these expenses.*

## TUITION & FEES

The University of Houston is a state-assisted institution. Doctor of Pharmacy student tuition and fees for the 2012-13 school year are \$530/semester hour for Texas residents and \$881/semester hour for nonresidents. The course load for the first year of pharmacy school is 30 semester hours for full-time students. In addition to tuition and college fees, the University charges approximately \$900 in fees per year for the full-time student.

Tuition and fees are set by the Texas Legislature and the University of Houston System Board of Regents and are subject to change without notice. Tuition and fee payment can be made in full or in three installments, with either cash, check, money order or credit card (MasterCard or Discover Card). See the Student Financial Services page at the UH website.

## FINANCIAL ASSISTANCE

### Financial Aid Advisor

The College's financial aid advisor (FAA) is available to answer questions and assist students in acquiring aid. All financial aid forms, applications and information are available and returned to the FAA's office (Welcome Center). Students that require further assistance or have a special circumstance may contact Scott Parker at [sparker2@central.uh.edu](mailto:sparker2@central.uh.edu) to schedule an appointment.

### College Scholarships

General scholarships are available from the College of Pharmacy each year. They are based primarily on cumulative pharmacy GPA, with secondary consideration on financial need. Extracurricular activities, future goals, and a professional attitude may also be considered for some scholarships. All College of Pharmacy students are highly encouraged to apply. The award amount varies.

*Deadline for Fall/Spring:* Late March

### Other Resources

Searches for additional scholarships may be available through the Office of Scholarships and Financial Aid in The Welcome Center, Room 120, the M.D. Anderson library, the scholarships web site [www.uh.edu/financial/undergraduate/types-aid/scholarships/](http://www.uh.edu/financial/undergraduate/types-aid/scholarships/) and searches on the World Wide Web. Information

on other sources of financial aid for education, including programs from government, private donors and pharmacy organizations, is available on the following websites:

<http://finaid.org>  
[www.nih.gov](http://www.nih.gov)  
[www.nsf.gov](http://www.nsf.gov)  
[www.tgslc.org](http://www.tgslc.org)  
[www.platoloan.com](http://www.platoloan.com)  
[www.fastweb.com](http://www.fastweb.com)

## LOANS

### Emergency Loans & Book Loans

UH offers emergency tuition loans, short-term loans and book loans to assist students with school expenses. Students may apply for these loans by logging onto myUH Self Service by visiting <https://my.uh.edu>. For more information, visit Student Financial Services at [www.uh.edu/sfs](http://www.uh.edu/sfs).

### Direct Student Loans

Direct Loans are a Federal loan that have a variable interest rate that will not exceed 8.25%. Pharm.D. students may receive up to a maximum of \$37,167 in Stafford Loans per academic year depending upon factors such as enrollment status and housing plans. Of the \$37,167, no more than \$8,500 may be subsidized (the federal government pays the interest while the student is in school and through the 6 month grace period after graduation and prior to repayment). Students must begin repaying these loans no later than 6 months after the student is no longer in school at least half time.

### Perkins Loans

Perkins Loans are subsidized Federal loans and have a fixed interest rate of 5%. This is a loan based on exceptional need as defined per institution. Maximum loan amount varies. There is a nine-month grace period for repayment of Perkins Loans.

## COLLEGES WITHIN THE COLLEGE

The purpose of the Colleges Within the College is to provide an atmosphere of a smaller class with a greater sense of belonging and to create a greater opportunity for student-student and student-faculty interaction.

Four colleges will be formed with the same student assignment as used in the Skills Program. The students will interact with the same students that they meet with throughout the semester and they will be able to schedule meetings of their college without time conflicts with Skills Program scheduling.

Each college will be assigned at the beginning of the semester. Each college will elect a representative who will be available to meet with the dean or classmeister to discuss concerns, suggestions for improvements, student needs, curriculum, etc.

The intention of the Colleges Within the College is to increase communication between students and the administration of the college. The colleges are encouraged to develop study groups, support groups, possibly one social event each semester, etc. within the college and possibly between the colleges.

## CLASSMEISTER

The classmeister, or class advocate, is a faculty representative that will meet with the class and/or its representatives to insure effective communications on important issues as they arise within the class as well as issues that arise with faculty. This position will deal with global class issues and will not replace individual services offered through the Student Services Center nor is it meant to discourage students from approaching individual faculty or staff members. Your classmeister is Dr. Lynn Simpson phone: 713-735-8381 office: TMC room 323 email: lynn@uh.edu

## FACULTY/STUDENT MENTORING PROGRAM

All first year pharmacy students are matched with a College of Pharmacy faculty member by the Assistant Dean for Student and Professional Affairs and the Associate Dean for Academic Affairs. New first year students meet their faculty mentors for the first time at the mentor/mentee lunch held during the fall semester. Students retain their faculty mentor through all four years of the professional program. This is a voluntary mentoring program.

## MILEMARKER ASSESSMENT

The MileMarker assessments are intended to be tools whereby data can be collected which indicates to both the students and faculty the extent to which the student has been successful in learning and retaining the knowledge, skills and attitudes associated with their pharmacy education. A successful professional education occurs when a student masters the expected outcomes for a course and then maintains that level of expertise through a program of continuous review.

The MileMarkers are meant to encourage students to review course material in preparation for the assessment with the assumption that a review is a

method of reinforcement and thus better learning. In addition, preparation for the MileMarkers is expected to better prepare students for upcoming courses in the curriculum. Furthermore, ACPE currently recommends the use of MileMarker-like assessments as an objective measure of student learning and retention.

The MileMarker assessments are designed around the stated outcomes/abilities for each course. These assessments will be given in the form of a timed exam with an expectation of a specific score for passing the exam. Students must successfully complete all courses in each year of the curriculum to be eligible to sit for the MileMarker Assessments. MileMarker I will be administered during the first week of the fall semester to all third semester pharmacy students. MileMarker II will be administered during the first week of the fall semester to all fifth semester pharmacy students while MileMarker III is expected to be administered near the end of the third professional year of the curriculum.

While MileMarker I and II will not directly affect the student's standing in the College, the MileMarkers are expected to identify strengths and weaknesses in the student's education. Students passing MileMarkers I and II will be awarded bonus points toward MileMarker III. However, students who do not pass Milemarker I or II will require successful remediation in identified areas of weakness for progression as determined by the Assessment Committee. MileMarker III will require that the student pass this assessment in order to progress into the last year of the curriculum.

For more information about the MileMarker remediation process, contact Dr. Jessica Cottreau, Director of Assessment, at jmcottreau@uh.edu.

## IMMUNIZATIONS

Students must present proof of adequate immunization against bacterial meningitis, rubeola (common measles), rubella (German measles), mumps, chicken pox (varicella) and tetanus. The Hepatitis B immunization series must be initiated prior to the Fall of 2012 and completed by January 2012. The influenza vaccine must be kept current annually. A negative TB skin test or chest clearance must be documented no sooner than three months prior to beginning the Fall 2012 semester and during the spring semester of your first, second, and third years of pharmacy school.

Texas State law mandates that all newly admitted and readmitted students under the age of 30 and all returning students under the age of 30 who have been out for one fall or spring semester must provide a certificate signed by a health care provider or an official immunization record verifying that they have been vaccinated against bacterial meningitis or have received a booster during the five years prior to registration.

Students who are required to comply with this new law will not be eligible to register for the Fall 2013 classes until the necessary proof of immunization or an approved exemption form has been received. Students who need the vaccination must receive it at least 10 days prior to the first class day to be eligible to enroll for the semester. See: <http://www.uh.edu/academics/courses-enrollment/policies/immunization/index.php>



## STUDENT HINTS

**Q.** What exactly is a classmeister?

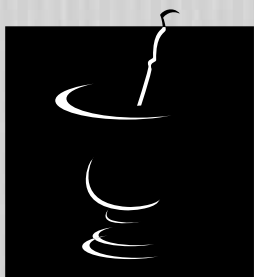
**A.** *Your classmeister is a liaison between students and faculty/administration, serving to facilitate communication between these groups. He or she may also serve as a source of advice and/or encouragement, when called upon.*

**Q.** Are previous years' exams helpful when studying for tests?

**A.** *Old tests are sometimes useful in determining a given professor's style of questioning, but they should not be used as a primary reference source. There is absolutely no guarantee that your test will contain similar questions, and professors have been known to change their questioning style dramatically from one year to the next. Be cautious in your use of old tests, and even advice from upperclassmen, when preparing for exams.*

*"Knowledge comes, but wisdom lingers."*

-Alfred Tennyson



## STUDENT HINTS

**Q.** What is an average starting salary for a pharmacist?

**A.** *Beginning salaries currently range from approximately \$82,000 - \$138,000, depending upon location and area of specialty.*

**Q.** How are job prospects for entering pharmacists?

**A.** *Excellent. As with all careers, opportunities vary by location, but any licensed pharmacist desiring work should have little difficulty securing a position.*

**Q.** How important is my GPA when applying for a job?

**A.** *Professionalism, personality, and personal contacts usually have far more impact on a successful job application than GPA. If you intend to apply for graduate school, a fellowship or residency, GPA becomes more important, due to the highly competitive nature of these programs.*

## FALL CAREER RECRUITMENT EVENT

### Internship Job Fair/Networking Social and Interview Day

Each fall during the first week of November, the College of Pharmacy hosts a Networking Social for the P1 students and a Career Placement Conference and Residency Showcase for the graduating seniors.

This three-day event provides the opportunity for P1 students to meet and interact with future recruiters and colleagues who offer summer job internships to students who have completed the first 30 hours of the professional program. This event also allows students and recruiter to get to know each other in preparation for the spring semester Interview Day.

In addition, it is an excellent avenue for graduating seniors to discuss career opportunities with interviewers/recruiters from all areas of pharmacy practice and begin to solidify their intent and focus of residency. Many interviewers/recruiters register for the event each year and they represent pharmacy organizations involved in community practice, hospital practice, home care pharmacy, long-term care practice, nuclear pharmacy, managed care, consulting pharmacy and pharmaceutical industry.

## GRADUATION

To be considered as a candidate for graduation, students must submit an application for graduation via the Web at <http://my.uh.edu/>. The application fee is \$25.00. Deadlines for filing for graduation can be found in the academic calendar at [www.uh.edu/academics/catalog/academic-calendar/](http://www.uh.edu/academics/catalog/academic-calendar/)

Students are responsible for ordering and paying for caps and gowns at the University Bookstore for commencement exercises. Please specify that an "olive green" hood is required.

## STATE EXAM/LICENSING

Students graduating with the Doctor of Pharmacy degree are eligible to sit for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate

Pharmacy Jurisprudence Examination (MPJE). Contact the Board of Pharmacy of the state for which you are applying for licensure. The address and phone number to the Texas State Board of Pharmacy is William P. Hobby Building, Tower 3, Suite 600, 333 Guadalupe St., Austin, Texas 78701-3942, 512-305-8000. [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us)

To download the NAPLEX/MPJE Candidates Review Guide, go to [www.nabp.net](http://www.nabp.net)

Representatives from the Texas State Board of Pharmacy meet with graduating seniors every spring in order to give them information on the process for licensure.

## RESIDENCIES

Residencies are designed to give the participants additional experience after graduation while under the guidance of a residency director or residency preceptor. These programs generally last a year, and the resident receives a salary stipend for a year (which is less than beginning salary). PGY1 or postgraduate year one residencies are designed to provide experience in patient care areas, management, and leadership in a generalized pharmacy practice setting while PGY2 or postgraduate year 2 residencies provide focused training in a specialty area such as cardiology, infectious disease, internal medicine, or psychiatry for example.

The competition for the limited number of accredited residencies is increasing, and applicants are expected to go through a matching process. Most accreditation of residency programs is overseen by the American Society of Health-System Pharmacists. Faculty members, SSHP and professional meetings are also good sources of information regarding residencies. A Residency Showcase is hosted by the College of Pharmacy each fall.



## FELLOWSHIPS

After completing a residency, fellowships are individualized programs designed to provide funding for research. The focus is to help participants become independent researchers by developing their abilities to conduct research in areas of specialization. Fellowships are not as standardized as residencies and are recommended for students who are interested in research more than practice.

## GRADUATE DEGREES

The College of Pharmacy also offers the Doctor of Philosophy and Master of Science degrees in pharmacy administration; the Doctor of Philosophy degree in pharmaceuticals and pharmacology; and the Pharm.D./Ph.D. and Pharm.D./M.S. combined degrees.

### Pharm.D./M.S. in Pharmacy Administration

The combined Pharm.D./M.S. program is designed for highly motivated and qualified students who are seeking a career in Pharmaceutical Administration and Management. Students will be trained on a year-round basis to complete the requirements of both the Doctor of Pharmacy and the Master of Science degree programs.

### Pharm.D./Ph.D. in Pharmacology or Pharmaceutics

The Pharm.D./Ph.D. program at the University of Houston is designed for the highly motivated and qualified individuals who are seeking an integrated program in the clinical and basic sciences preparing them for a career in academics or research. By carefully structuring the combined degree program on a year-round basis, it is possible to complete the requirements of both the Doctor of Pharmacy and Doctor of Philosophy degrees in seven years. Only a select few students will be able to meet the rigors and demands of such an academic endeavor. The degree program complements and not supplants the existing Ph.D. and Pharm.D. programs.

*All application materials and admissions inquiries for the Ph.D. programs in Pharmacology or Pharmaceutics should be addressed to:*

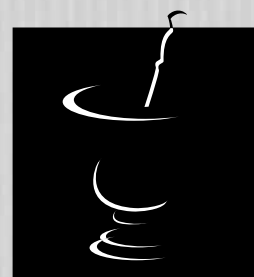
Dept. of Pharmacological &  
Pharmaceutical Sciences  
Graduate Programs Office Manager  
University of Houston College of  
Pharmacy  
521 Science and Research 2  
Houston, TX 77204-5000  
713-743-1222  
gradpps@uh.edu

*All application materials and admissions inquiries for the Pharm.D./Ph.D. program should be addressed to:*

Dr. Brian Knoll  
University of Houston College of  
Pharmacy  
521D Science and Research 2  
Houston, TX 77204-5000  
bknoll@uh.edu

*All application materials and admissions inquiries for the Pharmacy Administration programs, which include M.S., Ph.D., Pharm.D./M.S. and M.S./Residency, should be addressed to:*

Dr. Michael Johnson  
University of Houston College of  
Pharmacy  
1441 Moursund St., TMC  
Houston, TX 77030  
713-795-8353; mikejohnson@uh.edu



## STUDENT HINTS

**Q.** What are some specialties for pharmacists?

**A.** *Compounding pharmacist, oncology pharmacist, veterinary pharmacist, clinical pathologist pharmacist, nuclear pharmacist, and etc.*

**Q.** How can pharmacists become certified in specialty practice areas?

**A.** *By passing an examination administered by their respected credentialing boards. For example, The Board of Pharmaceutical Specialties, the American Board of Applied Toxicology, or the Commission for Certification in Geriatric Pharmacy*

**Q.** How many more years of schooling are needed to become a specialty pharmacist?

**A.** *It will vary depending on your specialty areas. The average time it takes after earning your PharmD is 2-4 years.*

## CONTENT AND CRITERIA OF GRADUATION AWARDS

### Dean's Awards

#### *Dean Joseph P. Buckley Pharmacy Leadership Award*

**Criteria:** Given to the graduating student with academic achievement and leadership potential.

#### *The Joseph P. Buckley Award for the Most Scholastic Improvement*

**Criteria:** Honors a graduating student with academic achievement and leadership potential.

#### *Eli Lilly Achievement Award for Highest Scholastic Achievement*

**Criteria:** Graduating student with high academic achievement.

#### *Merck Award for Scholastic Achievement*

**Criteria:** Graduating students with strong academic achievement in pharmacy studies.

#### *Teva Pharmaceutical USA Outstanding Student Award*

**Criteria:** A graduating student who excelled in the study of pharmacy.

### Clinical Sciences and Administration/ Pharmacy Administration Awards

#### *Masters in Pharmacy Administration Graduate Student Excellence Award*

**Criteria:** Given to a graduating student in the Master's program in Pharmacy Administration who has been outstanding in scholarship and leadership.

### Clinical Sciences and Administration/ Pharmacy Practice Programs Awards

#### *APHA-ASP Service Recognition Award*

**Criteria:** Recognizes a student who showcases an exemplary leadership skill in their contributions to the success of the APhA-ASP Chapter of the University of Houston College of Pharmacy and excellence in all aspects of their academic pharmacy career.

#### *ASHP Health System Pharmacy Award*

**Criteria:** Students with an interest in pharmacy practice in health systems who have demonstrated academic excellence and leadership ability.

#### *Facts and Comparisons Award of Excellence in Clinical Communication*

**Criteria:** High academic achievement (top 25% of

class) and superior verbal and writing clinical communication skills.

#### *James McCarty Community Pharmacy Internship Award*

**Criteria:** Demonstrates outstanding performance in community pharmacy externship rotation and excellent communication skills.

#### *Most Spirited Volunteer Award*

**Criteria:** Presented to a student who exemplifies a spirit of volunteerism by going above and beyond service participating in university, community, and college events and projects an attitude of enthusiasm in all of their participation.

#### *Mylan Pharmaceutical Excellence in Pharmacy Award*

**Criteria:** High academic achievement and strong professional motivation. Superior proficiency in drug information services and ability to provide excellent patient care.

#### *Natural Medicines Comprehensive Database Recognition Award*

**Criteria:** Graduating senior who has exhibited an interest in the use of natural medicine and exhibits promise in the delivery of patient care related to the use of natural medicines and products.

#### *PLS Faculty Leadership Award*

**Criteria:** For the faculty member who most exemplifies leadership and models leadership in Pharmacy at the local, state, and national level and acts as a mentor to pharmacy students throughout their tenure at the University of Houston College of Pharmacy.

#### *PLS Student Leadership Award*

**Criteria:** For the graduating member who most exemplifies and models leadership in Pharmacy at the local, state, and national level and who mentors other pharmacy students to engage in leadership activities.

#### *RX Cougar Leadership Award*

**Criteria:** Presented to a student who displayed outstanding leadership skills while in pharmacy school and shows the promise of continuing leadership in the profession.

#### *UH Ambulatory Care Award*

**Criteria:** Presented to a graduating senior that shows evidence of excellent disease state management skills and patient care activities during their internships and throughout their academic career.

#### *UH Award of Excellence in Non-prescription Medications and Self Care*

**Criteria:** Outstanding knowledge of non-prescription drugs and the capability to provide patient education regarding their use.

#### *UH Clinical Preceptor of the Year Award*

**Criteria:** Excellence in mentoring pharmacy students in their clinical rotations

#### *University of Houston Community Preceptor Award*

**Criteria:** Excellence in providing students with hands-on experience in patient care in the community or ambulatory practice setting

#### *University of Houston CSA Research Excellence Award*

**Criteria:** Student demonstrates outstanding performance in areas of research and scholarly activity in the areas of clinical science and pharmacy administration.

#### *UH Faculty Preceptor of the Year Award*

**Criteria:** Exhibits excellence in mentoring students in their pharmacy rotations.

#### *UH Health Systems Pharmacy Internship Award*

**Criteria:** Demonstrates outstanding performance in the Hospital Pharmacy rotation and excellent communication skills

#### *UH Health Systems Pharmacy of the Year Award*

**Criteria:** Excellence in mentoring pharmacy students in their hospital pharmacy rotations.

#### *UH Pharmacy Communication and Counseling Award*

**Criteria:** Outstanding patient counseling communication skills illustrated by performance in patient counseling and patient care activities.

#### *UH Special Recognition Award for Excellence in Clinical Skills*

**Criteria:** Graduating senior that shows evidence of excellent clinical and patient care skills during the internships or during their residency

## PROFESSIONAL ORGANIZATIONS

The College of Pharmacy offers opportunities for participation in activities outside the formal classroom. The faculty encourages participation in student professional organizations, but reserves the right to advise students upon the extent of participation when their scholastic performance is deficient. The college recognizes the following professional organizations:

**Pharmacy Council:** This organization is comprised of an elected representative and alternate from each pharmacy student organization and from each class, who then elect a president, vice president, treasurer, secretary, and script editor. The council coordinates pharmacy student organizational activities and acts as a liaison with the administration and faculty of the college. Activities include hosting the annual school picnic, organizing Texas Pharmacy Week, and holding a canned goods drive at Thanksgiving. <http://uhpharmacycouncil.weebly.com/>

**Academy of Students Pharmacists (APhA-ASP):** The APhA Academy of Student Pharmacists is the student section of the American Pharmacists Association (APhA), representing over 18,000 student pharmacists at all colleges of pharmacy in the United States and Puerto Rico. Student pharmacists and pre-pharmacy students enrolled at any ACPE-accredited pharmacy school or college are eligible for membership in APhA-ASP. The organization's mission is to be the collective voice of student pharmacists, and to prepare student pharmacists to be professionals who provide and promote pharmaceutical care. Founded in 1852, APhA is the first established and largest professional association of pharmacists in the U.S. APhA-ASP sponsors three main projects in which students from chapters across the U.S. go into their communities and provide direct patient care and education on topics, such as immunization, diabetes, and heartburn awareness. The UH Chapter of APhA-ASP offers a great outlet for students who wish to become directly involved in promoting the pharmacy profession. There is an annual membership fee. <http://uhaphaasp.org/>

**Christian Pharmacist Fellowship International (CPFI):** CPFI is a worldwide, interdenominational ministry of individuals working in all areas of pharmaceutical service and practice. The mission of CPFI is to help pharmacy professionals grow spiritually and to promote fellowship among pharmacists. There is an annual membership fee. <http://www.uh.edu/cpfi/>

**Student National Community Pharmacists Association (NCPA):** NCPA is a national organization that represents the interests of independent and private-practice pharmacists. This representation includes specialties within pharmacy, such as home health, veterinary, disease-state management and many others. Scholarships and loans are available to student members. The membership fee includes a monthly journal, quarterly student newsletters, and NIPCO module discounts. <http://www.uhncpa.org/>

**Mexican-American Pharmacy Students Association (MAPSA):** The purpose of MAPSA is to promote unity

among pharmacy students with common interest, values, and backgrounds. Members participate in a variety of activities including peer tutoring and counseling, fundraising for MAPSA projects, and educational programs regarding contemporary issues affecting the practice of pharmacy and healthcare systems. MAPSA serves to promote the academic excellence and public relations of the College of Pharmacy.

**Student Industrial Pharmacy Society (SIPS):** SIPS is designed for students interested in possible careers in the pharmaceutical industry. The mission of SIPS is to provide a growth environment for pharmacy students to explore opportunities, prepare for challenges, and be groomed for successful careers in the pharmaceutical industry. Some of the activities available to SIPS members include research projects, professional presentations, workshops, guest speakers and on-site visits to pharmaceutical companies. In addition, members will also gain valuable exposure to successful pharmaceutical companies. There is an annual membership fee. Meetings are held twice a month.

**Student National Pharmaceutical Association (SNPhA):** SNPhA was founded in 1972 as an affiliate of the National Pharmaceutical Association (NPhA). SNPhA is an educational and service association of students who are concerned about pharmacy issues, professional development, and the lack of minority representation in pharmacy and other health-related professions. Members reach out to the community by working with high school students and sharing with them the art of compounding in pharmacy labs in addition to participating in health awareness activities. Members host an annual reception for alumni and pre-pharmacy students and participate in the recruiting of minority students to the college during the fall semester. The organization attends regional meetings during the spring and national conventions during the summer. There is an annual membership fee. <http://uhsnpha.org/>

**Student Society of Health-System Pharmacists (SSHP):** SSHP focuses on the interests of hospital and allied health professionals. It is affiliated with GCSHP (Gulf Coast), TSHP (Texas), and ASHP (American). The society hosts bimonthly meetings with guest speakers from many different areas of the profession such as ambulatory care, consulting, hospital, and many more. In addition, SSHP supports the CE and organizational meetings of GCSHP. SSHP is involved in Poison Prevention Week and hosts an annual social event known as the mentoring social as well as an annual event called the career forum. The society also supports the national clinical skills competition and holds a school competition each September. The membership fee includes a subscription to the bimonthly American Journal of Health-System Pharmacists, TSHP monthly newsletter, ASHP newsletter, GCSAHP newsletter, and first-hand access to residency information. Scholarships also are available. <http://www.uhsshp.org/>

**Vietnamese American Pharmacy Student Society (VAPSS):** The mission of VAPAT-VAPSS is to encourage all Vietnamese-American pharmacy students to participate and become well-informed



## STUDENT HINTS

**Q.** Should I be involved in extra-curricular activities my first semester?

**A.** *This is a personal decision. Student organizations provide opportunities to make contacts with upperclassmen as well as students from other pharmacy schools. Participation in an organization(s) can allow you to explore specialized interests and enhance your "classroom" education. However, this involvement does create additional demands on your "free" time.*

**Q.** How much time should I spend on the organizations?

**A.** *Each individual must learn to balance his or her own time. Don't let your grades suffer as a result of your involvement in extracurricular activities. Try getting involved in incremental steps -- a little at a time.*

# Student Organizations

## CONTACTS

### Pharmacy Council

**Advisor:** Barbara Lewis and Andrea Smesny  
**Contact:** Van Hoang vahoang2@uh.edu

### APhA-ASP

**Advisors:** Lynn Simpson and David Wallace  
**Contact:** Rachel Havey reharvey@uh.edu

### CPFI

**Advisor:** Barbara Lewis  
**Contact:** Nancy Johnson najohnson3@uh.edu

### NCPA

**Advisors:** Lynn Simpson and Catherine Hatfield  
**Contact:** Tam Nguyen tknguy23@mail.uh.edu

### SIPS

**Advisor:** Sujit Sangsiry  
**Contact:** Rachel Stehm restehm@uh.edu

### SNPhA

**Advisor:** Louis Williams  
**Contact:** Ashley Tran altran7@uh.edu

### SSHPh

**Advisor:** Jessica Cottreau and Paige Pitman  
**Contact:** Amy Lehnert alvalanstyne@uh.edu

### VAPSS

**Advisor:** Kamalasanthi Masilamani  
**Contact:** Christine Pham chpham2@uh.edu

### MAPSA

**Advisors:** Louis Williams  
**Contact:** Gia Castorina gncastorina@uh.edu

### KE

**Advisor:** Catherine Hatfield and Elizabeth Coyle  
**Contact:** Sean Garcia ssgarcia2@uh.edu

### KY

**Advisor:** Louis Williams  
**Contact:** Andrew Morris ammorris4@uh.edu

### PDC

**Advisors:** Anne Tucker  
**Contact:** Harin Kalyanji hbkalyanji@uh.edu

### PLS

**Advisors:** Lynn Simpson  
**Contact:** Anthony Dima-ala ajdima-ala@uh.edu

### Rho Chi

**Advisors:** Sujit Sangsiry and Jeff Sherer  
**Contact:** Saroosh Lodhi slodhi1@gmail.com

### H.O.M.E.S. Clinic

**Advisor:** David Wallace  
**Contact:** Kim Anh Pham ktpham8@uh.edu

in all aspects of the pharmacy profession. This is accomplished by providing opportunities to implement projects and participate in the decision-making process by way of chapter meetings, VAPAT and other activities. It is also the goal of the chapter to encourage the development of all pharmacy students into knowledgeable, competent healthcare professionals, by providing leadership and participatory opportunities that encourage new ideas and uphold professionalism in pharmacy practice.

## FRATERNITIES

**Kappa Epsilon (KE):** KE is a co-ed professional pharmacy fraternity, whose mission is to empower its members to achieve personal and professional fulfillment. The fraternity was founded in 1921 and the UH chapter, Upsilon, was formed in 1953. KE supports breast cancer awareness through various events such as Awareness Week, and the Susan G. Komen Fun Run. KE also serves the community through activities at the Ronald McDonald House and Texas Children's Hospital. Active members meet twice monthly and plan at least one activity per month. There is a relaxed pledge period. First year membership fee, which includes a pin and subscription to the Bond magazine. <http://keupsilon.weebly.com/>

**Kappa Psi (KY):** Kappa Psi is a co-ed pharmaceutical fraternity. It is the world's oldest and largest pharmaceutical fraternity, founded in 1879. The Delta Delta chapter at UH was chartered in 1963. The goals of the fraternity are to develop fellowship, industry, and sobriety and to foster high ideals, scholarship, and pharmaceutical research. Members are instilled with a strong sense of brotherhood and help each other out with both studies and fun. Past activities include helping with Habitat for Humanity, Star of Hope, and the Children's Museum. Social activities include Regional and National conventions, a Spring Formal, Senior Banquet, pool-side BBQs, and more. Pledging is a 10-week process and has a membership fee per semester. This includes your initiation fees, T-shirt, and a subscription to the MASK magazine. Pledge meetings are held weekly, and Active meetings are held bi-monthly. <http://uhkappapsi.weebly.com/>

**Phi Delta Chi (PDC):** Phi Delta Chi was chartered in 1883. UH obtained its charter in 1953. The PDC Alpha Tau Chapter at UH is a co-ed fraternity of professional men and women who are striving for success as future pharmacists by becoming involved in national, state, and local activities. PDC offers its members a strong brotherhood of friendship and support as well as instilling values of leadership and community involvement. In addition to professional and academic support, PDC also organizes social events on weekends to help relieve the stress and pressures of pharmacy school. It takes one semester to pledge and meetings are held once a week for about an hour. There is an annual membership fee, which includes a subscription to Communicator magazine, pledge shirt and pin. <http://uhcoppdc.weebly.com/>

## HONOR SOCIETIES

**Phi Lambda Sigma (PLS):** The Upsilon Chapter of Phi Lambda Sigma at the University of Houston was chartered in 1988. The purpose of Phi Lambda Sigma is to promote the development of leadership qualities in pharmacy, especially amongst pharmacy students. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations. Rather, Phi Lambda Sigma recognizes and promotes leadership. At the Upsilon Chapter, we strive to improve the quality of our leaders in pharmacy school so that they may acquire the skills needed to be an effective pharmacist and an active future leader in the profession of pharmacy. Eligible students for membership must submit an application demonstrating their dedication, service, and leadership in the profession of pharmacy. There is a one time initiation fee and an annual membership fee. <http://sites.google.com/site/uhcoppls/>

**Rho Chi:** The Rho Chi Society is the honorary organization for the profession of pharmacy. The Beta Omicron chapter of UH was established in 1956. Membership is by invitation and is based on high academic achievement in the professional curriculum. Eligible members are invited to join after their fourth semester. Additional members may be added in the sixth and eighth semesters. Up to 20 percent of each graduating class may be invited to join. Members sponsor an initiation banquet for new members as well as the Teaching Excellence Award to recognize and honor outstanding pharmacy instructors. Society members also help recruit academic merit scholars. There is a one-time initiation fee. <http://www.rhochi.org>

## STUDENT-RUN CLINIC

**HOMES:** Houston Outreach Medicine, Education, and Social Services (H.O.M.E.S.) is a multi-institutional, multi-discipline student-run free clinic program for Houston's homeless. HOMES is an innovative and exciting new program in which the major higher educational institutions of Houston collaborate with community organizations to provide quality, accessible health care and social services to the homeless, as well as provide a unique learning experience for students from a variety of different disciplines. More than 200 students from Baylor College of Medicine, The University of Texas Health Science Center at Houston, as well as from the UH College of Pharmacy work together. HOMES is also an integral part of the groundbreaking community organization – Healthcare for the Homeless-Houston, a unique, strategic alliance of healthcare providers and community-based agencies dedicated to improving the health of Houston-area homeless people. <http://homes-clinic.com/default.aspx>

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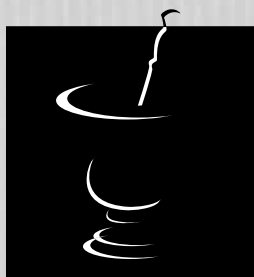
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## STUDENT HINTS

**Q.** What is the best way to contact faculty members?

**A.** *Each professor will generally post office hours, but you may want to try e-mailing first if you want a quick answer that does not require an appointment or office visit.*

*You may also telephone professors. All have voice mail that is available 24 hours a day. Remember to leave your name, which class you are in, a return phone number, time to call, and the reason for the call.*

**Q.** Are there any suggestions for e-mailing your professor?

**A.** *Yes, when you e-mail a professor, remember there is appropriate behavior and language for e-mail. Your messages are just like sending paper memos.*

*"Every step is THE learning place."*

- Unknown

## COLLEGE OF PHARMACY FACULTY PROFESSIONAL RESPONSIBILITIES

The Mission of the University of Houston College of Pharmacy is to:

Provide comprehensive education that prepares students for pharmacist delivered patient care in a diverse healthcare environment.

Prepare students to be innovative practitioners who exhibit the ideals of professionalism, leadership, critical thinking, life-long learning and ethical behavior.

Prepare graduate students and post doctoral trainees to be excellent innovative researchers who become leaders in significantly advancing scientific discovery.

Discover and disseminate knowledge by conducting basic and applied research and scholarly activities leading to the discovery of novel therapeutic entities.

Assess, evaluate and improve efforts in education, research and delivery of patient care.

Raise awareness of the value of pharmacy among consumers, patients, policymakers, the media, all healthcare partners and stakeholders.

Contribute to the worldwide systematic improvement of health care delivery and the health of our communities.

General areas of consideration:

### EDUCATION:

1. Each faculty member is expected to be knowledgeable, current and accurate in the subject they teach. Furthermore, s/he should effectively communicate this information in a manner suitable for the course and students.

2. Faculty are expected to be accessible to students whenever possible. Faculty shall maintain and display fixed office hours and be available via telephone or e-mail.

3. Each faculty member is expected to respect the students and work to enhance their development and education. Faculty are encouraged to provide positive, constructive criticism to students while avoiding deriding or humiliating the students.

4. Faculty shall address sensitive student issues objectively and without rendering judgment. Faculty are expected to knowledgeable of available resources and refer students appropriately if necessary (e.g., Student Services).

5. Faculty are expected to use appropriate and fair methods of student assessment that have been explicitly explained at the beginning of the semester. Students should be encouraged to express concerns without fear of faculty retaliation.

### GENERAL:

1. Faculty are expected to behave in an ethical and professional manner at all times and dress appropriately for teaching and professional activities.

2. Faculty shall be respectful of colleagues, administration and the institution.

3. Faculty members are role models and shall not jeopardize student learning, development or respect for the faculty and institution by behaving otherwise.

4. Faculty shall maintain confidentiality concerning student and faculty matters.

5. Faculty are expected work together to develop a clear

and distinctly positive climate and supportive attitude towards students, colleagues, the institution and the profession. Faculty shall be accessible to colleagues by maintaining regular office hours and open lines of communication.

6. Faculty are expected to be accountable to their colleagues and shall actively collaborate in obtaining individual and College of Pharmacy goals.

7. Faculty shall embrace changes when necessary to maintain quality and to strive for excellence. Faculty are expected to question injustice or misdirection when necessary in order to maintain quality and excellence in all aspects of College of Pharmacy activities.

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**Lawson G. Kloesel** Adjunct Clinical Assistant Professor. B.S., University of Texas **Dimitrios Kontoyiannis**. Adjunct Associate Professor. M.Sc., Harvard Medical School; D.Sc., University of Crete, Greece.

**Barbara Lewis** Assistant Dean for Student and Professional Affairs and Clinical Assistant Professor. Licensed Professional Counselor. B.S., University of Houston; M.A.R.E., M.A.M.F.C., Southwestern Baptist Theological Seminary.

**James T. McCarty** Adjunct Clinical Assistant Professor. B.S., Univ. of Houston.

**Claire Mach** Assistant Professor. B.S., Texas A&M, PharmD, Univ. of Houston

**Kamalasanthi Masilamani** Director of Ambulatory Based APPEs and Clinical Assistant Professor. PharmD, Univ of Oklahoma.

**Angela Meshack** Adjunct Clinical Professor. B.S., University of Houston, M.P.H., Dr.P.H., University of Texas Health Science Center School of Public Health.

**Lisa Miller** Adjunct Clinical Assistant Professor. B.S., University of the Sciences in Philadelphia; Pharm.D., Medical University of South Carolina.

**Nancy Ordonez** Assistant Dean for Experiential Programs and Clinical Assistant Professor. B.S., Houston Baptist University; Pharm.D., Univ. of Houston

**Paige Pitman** Director of Institutional Based APPEs and Clinical Assistant Professor; B.S., MBA, Univ. of Houston; PharmD, Univ. of Florida

**Randall A. Prince** Professor. B.S., Pharm.D., Philadelphia College of Pharmacy and Sciences.

**Curt William Quap** Adjunct Clinical Professor. B.S., M.S., Temple University School of Pharmacy.

**Kenneth Rolston** Adjunct Professor. B.S., University of Nagpur, India; M.S., B.S., Ludhiana Punjab University, India.

**Ryan Roux** Adjunct Clinical Assistant Professor. B.S., Stephen F. Austin State University; Pharm.D., University of Houston; M.S., Ohio State University.

**Miguel Salazar** Adjunct Clinical Assistant Professor. B.S., University of Texas, El Paso; M.S., University of Houston; Ph.D., University of Washington; Pharm.D., University of Houston.

**Sujit Sangsriy** Associate Professor. B.Pharm., University of Bombay; M.S., Ph.D., Idaho State University

**Jeffrey T. Sherer** Clinical Associate Professor. B.S., The Ohio State University College of Pharmacy; Pharm.D., Medical University of South Carolina College of Pharmacy; M.P.H., University of Texas School of Public Health.

**Lynn Simpson** Clinical Associate Professor and Asst. Dept. Chair of Clinical Therapeutics. B.S. Pharm.D., University of Houston.

**Andrea Smesny** Associate Dean for Academic Affairs and Clinical Assistant Professor. M.P.H., UT School of Public Health; B.S., Pharm.D., Univ. of Houston.

**Judith Smith** Adjunct Clinical Assistant Professor. B.S. Pharm.D., Albany College of Pharmacy.

**Vincent H. Tam** Associate Professor. B.S., National University of Singapore; Pharm.D., Albany College of Pharmacy.

**Meghana Trivedi** Assistant Professor, PharmD, PhD, University of Houston.

**Anne Tucker** Clinical Associate Professor, BS, PharmD, University of Arkansas.

**David A. Wallace** Clinical Associate Professor. Pharm.D., University of Houston.

**Matthew Wanat** Clinical Assistant Professor. Pharm.D., Northeastern University Bouve College of Health Sciences.

**Jaye Weston** Adjunct Clinical Assistant Professor. B.S., M.S., Univ. of Houston.

**Rosa F. Yeh** Research Assistant Professor. B.S., University of North Carolina-Chapel Hill; Pharm.D., University of California-San Francisco

**Shara Zatopek** Associate Dean for Operations and Clinical Associate Professor. B.S., University of Houston; M.A., Houston Baptist University.

## COLLEGE COMMUNICATIONS

The UH College of Pharmacy will use your UH e-mail alias and Blackboard as the primary means of communicating college news, events and other information.

1. **College Web Site.** The College's Web site at [www.uh.edu/pharmacy](http://www.uh.edu/pharmacy) offers a directory of faculty and staff with phone numbers and e-mail addresses, news and pharmacy-related links.
2. **University Web Site.** Students can access the online portions of courses utilizing UH Blackboard Learn at [www.uh.edu/blackboard](http://www.uh.edu/blackboard).

## ADDRESS/NAME CHANGES

By keeping your information correct and updated, it will help ensure you do not miss important information, mailings or emails.

When your address, phone number or name changes, it is important to inform both your university and college. To notify the university, update your MyUH account at any time for most changes. To notify the college you may email [pharmupdates@uh.edu](mailto:pharmupdates@uh.edu) and submit changes through the college's E\*Value system. The college uses a student's UH.edu alias for email communications. Students may update the email account where their @UH.edu alias forwards messages through their MyUH account. For detailed instructions on how to do this, please visit [www.uh.edu/infotech/php/template.php?email\\_id=9](http://www.uh.edu/infotech/php/template.php?email_id=9)

To change your legal name, see <http://www.uh.edu/academics/forms/#changeofname/>. This form and documentation must be taken to room 128, UH Welcome Center, and the college Student Services Office, room 122, SR 2.

## E\*VALUE™ SYSTEM

E\*Value™ is a web-based evaluation system designed to help manage one's pharmacy education program. E\*Value™ was developed to help manage, collate, and analyze the volume of information associated with the pharmacy program. The University of Houston College of Pharmacy uses E\*Value™ to

- \* Help students and educators get organized and improve performance
- \* Monitor and assess institutional effectiveness & outcomes
- \* Prepare evidence for ACPE accreditation site visits
- \* Effectively manage sites and preceptors
- \* Create an online professional portfolio
- \* Develop necessary evidence and artifacts for student portfolios
- \* Immunizations & Certifications Tracker

E\*Value™ affords students the convenience to upload required immunizations and certifications from their place of work or home. E\*Value™ is designed to be easy for all to use, allow for a better rate of compliance with accrediting bodies, provide useful information to the program and the students, and save everyone time in the process.

## INTERACTIONS AND THE REFILL

The Interactions newsletter is the College of Pharmacy's official newsletter and is published twice per year. Also available for viewing on the College's Web site, the newsletter includes College,

faculty, student and alumni news, events and features. Students are encouraged to submit photos (with captions) and story ideas to [interactions@uh.edu](mailto:interactions@uh.edu) for possible inclusion in a future issue. *The Refill*, the College's electronic newsletter, is distributed through e-mail and posted to the College Web site. It contains college, faculty, student and alumni news and events.

## THE SCRIPT

The *Script* is a newsletter published by and for UH College of Pharmacy students. Each organization is responsible for submitting general news and information about their events or projects. Individual students are also encouraged to contribute. The *Script* is available on the student Web site under weblinks and distributed in SR2 and TMC.

## INTERNATIONAL DAY

Originating in 1992, International Day has been the main fundraiser for the incoming class. The first-year students plan and staff the event, which features traditional dress and cuisine (either donated by local restaurants or prepared by students) from around the world.

## HOMECOMING & ALUMNI EVENTS

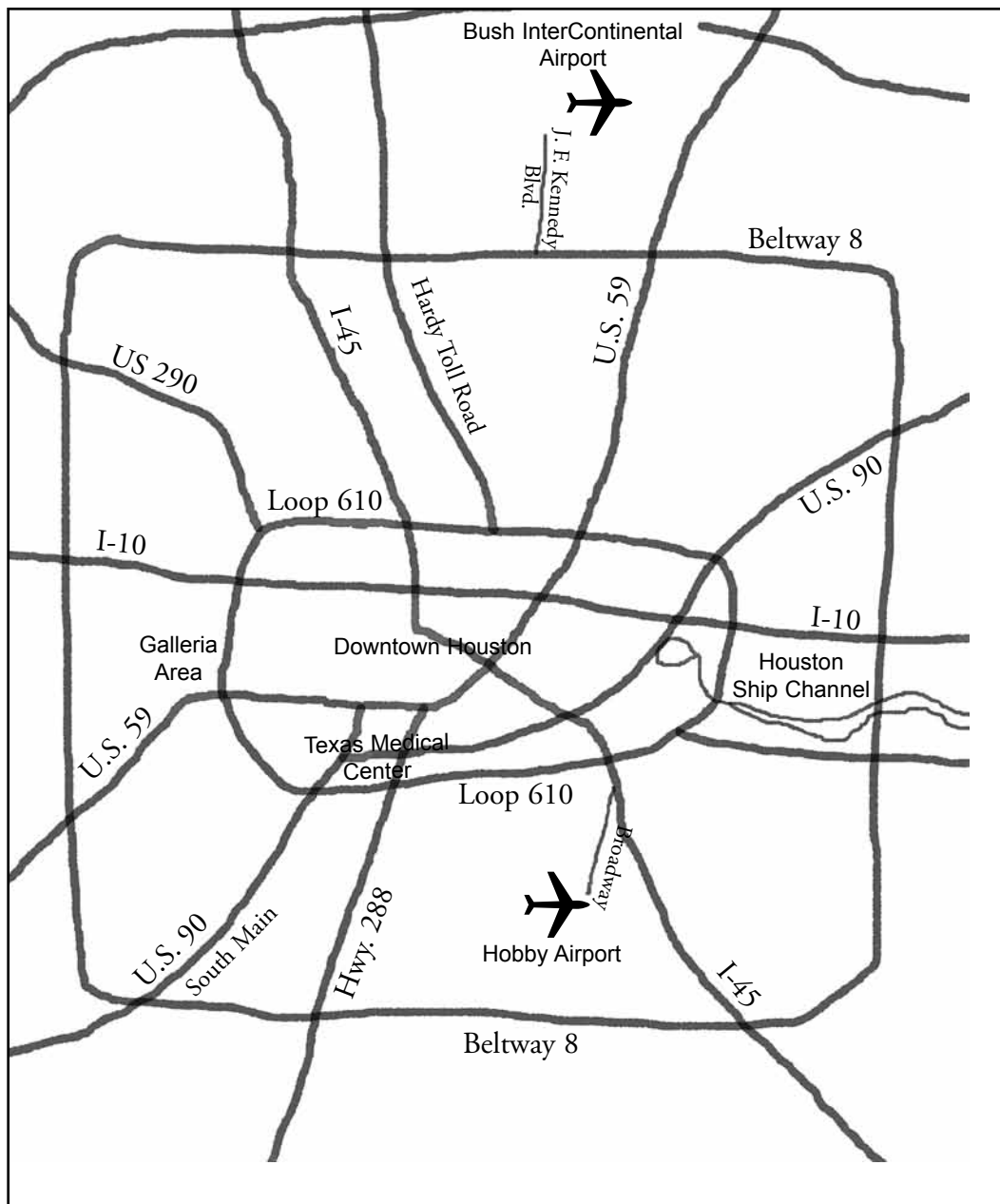
The College hosts many alumni and friends reunion events throughout the year with Homecoming (fall) and Alumni receptions (year round) being the most popular for student participation. Homecoming tailgate parties are held on campus at Robertson Stadium. For more information, contact Associate Dean Shara Zatopek at [szatopek@uh.edu](mailto:szatopek@uh.edu).

## GOLF TOURNAMENT

Held the first Monday in June each year, the UHCOP Golf Classic is hosted by the College of Pharmacy to raise funds for student scholarship awards and other areas of student need in the Pharm.D. program. Financial support for the tournament and any net proceeds for student support are generated from player/team registration, corporate and individual sponsorships, and donation of raffle and door prizes.

Abundant opportunities are available for students to volunteer and help ensure a successful event each year, as well as potentially be eligible to receive educational support and network with UHCOP alumni and friends. Volunteer opportunities include selling raffle tickets, soliciting sponsorships and door/raffle prizes, and working the event. For more information, contact Associate Dean Shara Zatopek at [szatopek@uh.edu](mailto:szatopek@uh.edu).





**FREEWAYS**

These are the official names of the existing freeways followed by their everyday names:

- |                                    |  |
|------------------------------------|--|
| I-610 — The Loop                   | I-45 & US 75 South — Gulf Freeway                |
| I-45 & US 75 North — North Freeway | US 59 South — Southwest Freeway                  |
| Texas 225 — Pasadena Highway       | US 59 North — Eastex Freeway                     |
| I-10 East — East Freeway           | I-10 West — Katy Freeway                         |
| Texas 288 — South Freeway          | Sam Houston Tollway — Beltway 8                  |
| US 90 East — Beaumont Highway      | US 290 — Northwest Freeway/<br>Hempstead Highway |
| Hardy Toll Road — Hardy Toll Road  |  |

**UH PARKING**

Walking Time To SR2 130

- Lot 16B - 4 minutes.
- Lot 16E - 6 minutes.
- Lot 16D - 6 minutes.
- Lot 15D - 5 minutes
- Lot 18A - 5 minutes.
- Stadium Parking** - 5 minutes

**NOTES:** Weekdays - Students with a valid UH Student Parking Permit may park in any nonrestricted parking space after 6 p.m. Restricted parking is identified as Reserved, Handicapped, and 20-Minute Loading. Weekends- Students may park in any nonrestricted parking space. Restricted parking is identified as Reserved, Handicapped, and 20-Minute Loading.

**Free UH Campus Shuttle Bus** - A FREE shuttle bus picks up and drops off at areas on campus, including parking lots.

**PARKING COSTS**

UH Parking: Visitor Daily - \$9  
 UH Parking Contract:  
 \$86-\$403/year  
 For more information, check:  
<http://www.uh.edu/pts/>

**TMC PARKING**

**Parking Contracts** - Price varies on Lot location, prices range from \$63.50 to \$250.50 per month

**Per Day Parking**

The "South Extension" Lot is the cheapest per day @ 0-4 hours \$1, 4-6 hours \$2, 6-8 hrs \$4, 8-24 hrs \$6.

**Free Shuttle Bus**

A FREE TMC "White" Shuttle Bus will pick up in front of the South Extension Lot and drop off at several spots in TMC, including in front of the College of Pharmacy.

**UH CAMPUS LIFE****Cougar Athletics:**

Football  
Men's Basketball  
Women's Basketball  
Women's Volleyball  
Baseball  
Tennis  
Track & Field  
713-743-9449

**Blaffer Gallery -**

Fine Arts Museum  
Tuesday-Friday, 10 a.m. - 5 p.m.  
713-743-9521

**Cullen Performance Hall**

713-743-5186

**Lyndall Finley  
Wortham Theater**

713-743-2929

**Moore's Opera House**

713-743-3313

**Dudley Recital Hall**

713-743-3009

**Intramurals -**

Campus Recreation and  
Wellness Center  
713-743-7529

**Campus Activities - UCU**

713-743-5180

**Games Room - UC**

713-743-5324

**Organ Recital Hall**

713-743-3009

*"Success is the result of perfection, hard work, learning from failure, loyalty, and persistence."*  
- Colin Powell

**TRANSPORTATION**

**METRO** (Bus and Light Rail service)  
713-635-6993

**Greyhound Bus Station**  
713-759-6581

**Hobby Airport**  
(I-45 South, south of Loop 610)  
713-640-3000

**Bush Intercontinental Airport**  
(Beltway, east of I-45 North)  
281-230-1800

**Yellow Cab**  
713-236-1111

**SPORTS**

**University of Houston Cougars**  
713-743-9444 Athletics Ticket Office

**Houston Aeros** (hockey)  
713-974-PUCK Toyota Center

**Houston Astros** (baseball)  
713-259-8500 Minute Maid Park

**Houston Texans** (football)  
713-629-3700 Reliant Stadium

**Houston Rockets** (men's basketball)  
713-627-3865 Toyota Center

**Houston Dynamo** (men's soccer)  
713-276-7500 BBVA Compass Stadium

**Gulf Greyhound Park** (dog track)  
1-800-ASK-2WIN

**Sam Houston Race Park** (horse track)  
281-807-8700

**MUSEUMS & THEATRES**

**Contemporary Arts Museum**  
Free admission  
713-284-8250 5216 Montrose

**Menil Collection** - Free Admission  
713-525-9400 1515 Sul Ross

**Moody Gardens Galveston**  
(Rainforest, Aquarium, IMAX)  
1-800-582-4673, 409-744-4673 x4325

**Museum of Fine Arts** -  
Thursdays free, 10 a.m. - 9 p.m.  
713-639-7300 1001 Bissonnet

**Museum of Health & Medical Sciences**  
Thursdays free, 4-7 p.m.  
713-942-7054 1515 Hermann Drive

**Museum of Natural Sciences**  
Tuesdays free, 2-8 p.m. (Cockrell Butterfly  
Center, IMAX, Planetarium)  
713-639-4600 1 Hermann Circle Drive

**The Alley Theatre**

Student discounts  
713-228-8421 615 Texas Ave.

**Miller Outdoor Theatre**

Free admission  
713-284-8350 Hermann Park

**Radio Music Theatre**

713-522-7722 2623 Colquitt

**Theatre Under the Stars**

Student discounts  
713-558-8887 2600 SW Freeway

**MUSIC & DANCE****Houston Ticket Center**

713-227-ARTS; 800-828-ARTS

**Houston Symphony Orchestra**

713-224-7575 Jones Hall

**Houston Grand Opera**

713-546-0246 510 Preston

**Houston Ballet**

713-523-6300 1921 W. Bell St.

**ENTERTAINMENT****City of Houston Parks & Recreation**

713-845-1000

**Houston Livestock Show and Rodeo**

832-667-1000 Reliant Center

**Houston Zoo**

9 a.m. - 6 p.m., \$10 adults

713-533-6500 1513 N. MacGregor

**Movie Listings**

[www.moviefone.com](http://www.moviefone.com) or 281-444-FILM

(Note: Theaters may give a student discount with ID)

**Space Center Houston** \$18.95 adults

281-244-2100 1601 Nasa Road 1

*For more information on Houston, visit the Houston Visitor's Center at 901 Bagby, by phone at 713-437-5200, or on the Web: [www.houston-guide.com](http://www.houston-guide.com).*

**RESTAURANTS****Cheap Eats**

<http://www.visithoustontexas.com/restaurants/cheap-eats/>

**Iconic Houston Meals**

<http://www.visithoustontexas.com/restaurants/15-iconic-houston-meals/>

# The Student Glossary

**Classmeister** - This faculty member is your class' designated liaison/advocate, available as necessary.

**Clinical Pharmacist** - The "new breed" of pharmacists; they are patient-oriented and provide services like recommending therapeutic substitutions, optimizing medication use, and patient counseling. Working with other health professionals, clinical pharmacists play an important role in reducing adverse drug events and improving patient outcomes.

**Advanced Pharmacy Practice Experience (APPE)** - These begin the summer after your third year. It is an opportunity for you to go on site, experience pharmacy first hand, and put your knowledge to work on real patients. It is also probably the only time in your life you will pay someone to let you work 40 hours week.

**Class Listserve** - This makes sending an email to the entire class easy. Simply email your class listserve and the entire class will receive it. Good for making announcements and asking questions.

**Continuing Education (CE)** - After being licensed as a pharmacist, you are required to complete a certain number of Continuing Education hours annually to maintain your license. CE credits are offered at professional conferences and through magazines. CE is an important part of the College's "lifelong learning" concept.

**Drug Cards** - You will become very familiar with this set of 300 teaching cards, used in Pharmacy Practice class. The cards list basic information on the most commonly prescribed drugs. They are a useful resource when answering patients' medication questions at Community Wellness Events.

**Frontier Fiesta** - A UH tradition, this fun event is held every April. Many UH alumni are big supporters of Frontier Fiesta, and it provides opportunities for non-academically based scholarships (requires student volunteers).

**International Day** - A fundraising project hosted by the first year class, International Day has become a popular annual event.

**Introductory Pharmacy Practice Experience (IPPE)** - Introductory pharmacy practice experiences offered in various pharmacy practice environments beginning in the second year of the professional program. These experiences are designed to provide transitional experiential activities and active learning that should instill the philosophy of pharmaceutical care, facilitate and enhance student professionalism, increase student motivation for learning in the professional pharmacy curriculum, as well as promote the self-learning process.

**Mile Marker Assessment** - Assessment exams given to determine how well students have met expected course outcomes. Mile Markers I and II are administered at the beginning of the third semester and fifth semester. Mile Marker III is given near the end of the sixth semester. These assessments do not directly affect grade point average, but may affect progression into the final year of the curriculum.

**Multistate Pharmacy Jurisprudence Exam (MPJE)** - This is the other "big one." A computer-based examination that combines federal and state-specific pharmacy law questions to serve as the state law examination in participating jurisdictions. The MPJE is based on a national blueprint of pharmacy jurisprudence competencies; however, the questions are tailored to the specific law in each state.

**North American Pharmacist Licensure Examination (NAPLEX)** - This is "the big one." A rigorous, computer based exam that Pharm.D. graduates must pass in order to become licensed to practice pharmacy. It is given on computers at Sylvan Learning Centers. Sometimes referred to as the State Board Exam.

**Pharmaceutical Care** - Practice model in which pharmacists use their clinical knowledge to optimize the use of medicines by patients, as well as other healthcare professionals, resulting in improved patient outcomes.

**Pharmacist Intern** - Upon successfully completing the first professional year with a minimum of 30 credit hours, pharmacy students may be eligible to serve as a pharmacist intern. The intern card is obtained from the Texas State Board of Pharmacy (TSBP), and allows the student to perform certain pharmacist duties, while working under the supervision of a Pharmacist Preceptor.

**Pharm.D. Candidate** - This term refers to a fourth year pharmacy student who has applied for graduation.

**Preceptor** - This is the pharmacist responsible for you during IPPEs or APPEs and while you are serving as an intern. He or she must be specially licensed as a pharmacist preceptor by the State Board of Pharmacy.

**Professional Attire** - This generally means a clean white pharmacy jacket; and, for men, a dress shirt, tie and slacks; and, for women, a blouse and slacks or skirt.

**Professionalism** - The demonstration of professional accountability for one's actions, commitment to self-improvement of skills and knowledge, conscience and trustworthiness, professional relationship with client (patient), creativity and innovation, ethically sound decision-making, knowledge and skills of a profession, leadership, pride in the profession, and being service oriented.

**Residency** - A post-graduate position providing additional experience, but at lower pay. Residencies allow Pharm.D. graduates to specialize in a certain practice area(s), but are highly competitive.

**Social Life** - A concept you have given up for the next four years. Your friends will talk about it; you will be jealous and remember when you used to have one. Rumor has it that it does return at some point after graduation.

**South Extension Lot** - This is the TMC parking lot used by most UHCOP students (aka the "Brown Lot").

**Student Organization Office (SOO)** - Room 101 of SR2, used as a workspace for student organization officers and used to house student organization file cabinets.

**Science and Research 2 (SR2)** - Building on the UH Main campus that houses many pharmacy faculty members, the pharmacy library, and computer lab. This building often is incorrectly referred to as the pharmacy building.

**Texas Medical Center (TMC)** - A notoriously vast area dominated by hospitals and health care facilities. The UH College of Pharmacy building is located in this area, at the corner of N. Braeswood Blvd. and Moursund St.



NOTE: These definitions are written by students and reflect how most students generally understand these terms. The university, college, faculty and staff are not responsible for the accuracy of these terms and no implied promises are intended from these definitions.

*"It is not the answer that enlightens, but the question."*

-Decouvertes

# The Source

## QUICK PHONE REFERENCE

### College Website

<http://www.uh.edu/pharmacy>

### Pharmacy Student Services Office

713-743-1239

### Severe Weather/ Campus Closing

713-743-1000 or  
713-743-2255

### Classmeister Dr. Lynn Simpson, 713-795-8381

### Counseling/Advising

713-743-1264

### Dean's Office

713-743-1252

### Financial Aid

832-799-2513

### Health Center

713-743-5151

### Houston Police (non-emergency)

713-884-3131

### Main Library (M.D. Anderson)

713-743-1050

### Parking/Transportation

713-743-1097

### Learning Resource Center

713-743-4252

### UH Police/Emergency

713-743-3333

### TMC Building

713-795-8387

### TMC Library

713-795-4200

### UH Bookstore

713-748-0923

### UH Computer Center

713-743-1411

### UH Health Center-Rx

713-743-5125

### University Eye Institute

713-743-2020

## CONCERN

**ATM** (Automated Teller Machine)

### Academic

### Computer Resources

### Counseling & Advising

### Financial Aid & Scholarships

### Graduation Application

### Cap and Gown

### Health Concerns

### ID Card

### Immunizations

### Jobs

### Libraries

### Name Change

### Notary Public

### Optometry Services

### Parking Permits & Regulations

### Pharmacy

### Police

### Police Escort Services

### Stamps, Postage

### Student Liaisons

### Student Listserves

### TB Testing

### Textbooks for Rx classes

### Traffic Violations

### Transcripts

### Voter Registration Cards

## GO TO

University Center, Moody Towers, Quadrangle, UC Satellite

### Individual Professor

Barbara Lewis (schedule appointment), 122 SR2, 713-743-1264  
Office of Ombudservices, 252 University Center, 713-743-5470

Pharmacy Computer Lab, 134 SR2; TMC 220/221

Central Computing Site, 110 Social Work, 713-743-1570

Barbara Lewis (schedule appointment), 122 SR2, 713-743-1239  
UH SSC 713-743-5454

Scott Parker, Financial Aid Officer, 832-842-9024

<http://my.uh.edu>

UC, Campus Bookstore

Health Center, 100 HC, 713-743-5151

Cougar1 Card, Welcome Center Parking Garage, Ste 101 or  
[www.uh.edu/cougarcard](http://www.uh.edu/cougarcard)

Health Center, 100 HC, 713-743-5151

University Career Services, UH SSC 106, 713-743-5100

M.D. Anderson (UH Main Campus), 102L, 713-743-1050  
Houston Academy of Medicine - TMC Library, 713-795-4200

[www.uh.edu/academics/forms/name\\_change.pdf](http://www.uh.edu/academics/forms/name_change.pdf)

Administration Office, 282 UC, 713-743-5280

University Eye Institute, 4901 Calhoun, 713-743-2020

<http://www.uh.edu/pts/#> or Parking and Transportation Services  
(Cashier Office) Room 112B, 713-743-5849

**TMC Parking**, [www.tmcparking.org](http://www.tmcparking.org) or 713-791-6161

Health Center, C100 HC, 713-743-5125

Police Department, UPD, 713-743-0600

Police Department (Cougar Patrol), UPD, 713-743-0600  
24-hour service

University of Houston - Main Campus, 4810 Calhoun, Suite 102,  
Houston TX 77004, 713-741-5200, Located in the University Welcome  
Center

Classmeister: Dr. Lynn Simpson, 713-795-8381, [lynn@uh.edu](mailto:lynn@uh.edu)

Dean of Students, 252 UC, 713-743-5470

[uhrx2013@listserv.uh.edu](mailto:uhrx2013@listserv.uh.edu)  
[uhrx2014@listserv.uh.edu](mailto:uhrx2014@listserv.uh.edu)  
[uhrx2015@listserv.uh.edu](mailto:uhrx2015@listserv.uh.edu)  
[uhrx2016@listserv.uh.edu](mailto:uhrx2016@listserv.uh.edu)

Health Center, 100 HC, 713-743-5151 (call for day/times)

Campus Bookstore 4800 Calhoun Blvd., 713-748-0923

<http://www.uh.edu/pts/parkrules.htm#enforcement>

Registration & Academic Records, 128 Welcome Center, 713-743-1010  
[www.uh.edu/enroll/rar/forms.html](http://www.uh.edu/enroll/rar/forms.html)

Student Information & Assistance Center, 125 UC, 713-743-5060