# DIRECTORY OF ADMINISTRATION & FACULTY

## COLLEGE OF PHARMACY

### Administration

**Anthony Wutoh, R.Ph., Ph.D.**  
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**Daphne Bernard, PharmD.**  
Assistant Dean  
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Chairman, Department of Clinical and Administrative Pharmacy Sciences  
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**Muhammad J. Habib, Ph.D.**  
Chairman, Department of Pharmaceutical Sciences  
CCH-311  
806-6529  
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### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>Simeon Adesina, Ph.D.</td>
<td>CCH-309</td>
<td>806-6529</td>
<td><a href="mailto:simeon.adesina@howard.edu">simeon.adesina@howard.edu</a></td>
</tr>
<tr>
<td>Emmanuel Akala, R.Ph., Ph.D.</td>
<td>CCH-308</td>
<td>806-6538</td>
<td><a href="mailto:eakala@howard.edu">eakala@howard.edu</a></td>
</tr>
<tr>
<td>Oluwaranti Akiyode, R. Ph., Pharm.D.</td>
<td>AN3-122</td>
<td>806-4207</td>
<td><a href="mailto:oakiyode@howard.edu">oakiyode@howard.edu</a></td>
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<tr>
<td>Wendell Bunyan, R.Ph., M.H.A.</td>
<td>AN3-213A</td>
<td>806-6551</td>
<td><a href="mailto:wbunyan@howard.edu">wbunyan@howard.edu</a></td>
</tr>
<tr>
<td>Clarence Curry, Jr., R.Ph., Pharm.D.</td>
<td>AN3-120</td>
<td>806-4208</td>
<td><a href="mailto:cecurry@howard.edu">cecurry@howard.edu</a></td>
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<tr>
<td>Monica Daftary, R.Ph., Pharm.D.</td>
<td>AN3-123</td>
<td>806-4206</td>
<td><a href="mailto:mdaftary@howard.edu">mdaftary@howard.edu</a></td>
</tr>
<tr>
<td>Earl Etienne, R.Ph., BS</td>
<td>AN3-119</td>
<td>806-4209</td>
<td><a href="mailto:earl.etienne@howard.edu">earl.etienne@howard.edu</a></td>
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<tr>
<td>Joseph M. Fortunak, Ph.D.*</td>
<td>CHB-104</td>
<td>806-6880</td>
<td><a href="mailto:jfortunak@howard.edu">jfortunak@howard.edu</a></td>
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<tr>
<td>Bisrat Hailemeskel, R.Ph., Pharm.D.</td>
<td>AN3-113</td>
<td>806-4214</td>
<td><a href="mailto:bhailemeskel@howard.edu">bhailemeskel@howard.edu</a></td>
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<tr>
<td>Pradeep Karla, Ph.D.</td>
<td>CCH-318</td>
<td>806-4493</td>
<td><a href="mailto:pkarla@howard.edu">pkarla@howard.edu</a></td>
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<tr>
<td>Youness Karodeh, R. Ph. Pharm.D.</td>
<td>CCH-110</td>
<td>806-9076</td>
<td><a href="mailto:ykarodeh@howard.edu">ykarodeh@howard.edu</a></td>
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<tr>
<td>Amol Kulkarni</td>
<td>CCH-318</td>
<td>806-4493</td>
<td><a href="mailto:amol.kulkarni@howard.edu">amol.kulkarni@howard.edu</a></td>
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<tr>
<td>Krishna Kumar, Ph.D.</td>
<td>CCH-307</td>
<td>806-6540</td>
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<tr>
<td>Euni Lee, Pharm.D., Ph.D.</td>
<td>AN3-126</td>
<td>806-4919</td>
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<tr>
<td>Fredric Lombardo, R.Ph., Pharm.D.</td>
<td>AN3-129</td>
<td>806-4205</td>
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<tr>
<td>Mary Maneneo, Ph.D.</td>
<td>AN3-125</td>
<td>805-4204</td>
<td><a href="mailto:mary.maneno@howard.edu">mary.maneno@howard.edu</a></td>
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<tr>
<td>Yolanda Mckoy-Beach, R.Ph., Pharm.D.</td>
<td>AN3-128</td>
<td>806-6062</td>
<td><a href="mailto:ymckoy@howard.edu">ymckoy@howard.edu</a></td>
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<tr>
<td>Beverly Mims, R.Ph., Pharm.D.</td>
<td>AN3-110</td>
<td>806-7232</td>
<td><a href="mailto:bmims@howard.edu">bmims@howard.edu</a></td>
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<tr>
<td>Aaron Moore, Pharm.D., J.D.*</td>
<td>CCH-107</td>
<td>410-783-4000</td>
<td><a href="mailto:amoore@gdldlaw.com">amoore@gdldlaw.com</a></td>
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<tr>
<td>Gloria J. Nichols-English, R.Ph., M.Ed., Ph.D. AN3 114</td>
<td>AN3-124</td>
<td>806-4213</td>
<td><a href="mailto:gnichols-english@howard.edu">gnichols-english@howard.edu</a></td>
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<tr>
<td>Patricia Noumedem, R.Ph., Pharm.D.</td>
<td>AN3-112</td>
<td>806-6063</td>
<td><a href="mailto:payuk@howard.edu">payuk@howard.edu</a></td>
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<tr>
<td>Valeria Oji, R.Ph., Pharm.D.</td>
<td>AN3-109</td>
<td>806-7231</td>
<td><a href="mailto:voji@howard.edu">voji@howard.edu</a></td>
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<tr>
<td>Soon Park, R.Ph., Pharm.D.</td>
<td>CCH-112</td>
<td>806-5090</td>
<td><a href="mailto:spark@howard.edu">spark@howard.edu</a></td>
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<tr>
<td>Jerome Pittman, R.Ph., Pharm.D.</td>
<td>AN3-216</td>
<td>806-5895</td>
<td><a href="mailto:jpitman@howard.edu">jpitman@howard.edu</a></td>
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<tr>
<td>Xiang Wang, Ph.D.</td>
<td>CCH-310</td>
<td>806-6547</td>
<td><a href="mailto:xiang.wang@howard.edu">xiang.wang@howard.edu</a></td>
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<tr>
<td>Salome Weaver, R.Ph., Pharm.D.</td>
<td>AN3-121</td>
<td>806-7262</td>
<td><a href="mailto:skbwayo@howard.edu">skbwayo@howard.edu</a></td>
</tr>
</tbody>
</table>
### Emeritus Faculty

Govind Kapadia, Ph.D.
Kenneth Scott, Ph.D.
Manohar Sethi, Ph.D.
Vasant Telang, Ph.D.
James N. Tyson, R.Ph., M.S.

### DIRECTORY OF ADMINISTRATIVE SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Rhonda Davis</td>
<td>CCH-107</td>
<td>806-6531</td>
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<tr>
<td>Administrative Aide, Office of the Dean</td>
<td></td>
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<tr>
<td>Tamara Foreman, Pharm.D.</td>
<td>AN3- 107</td>
<td>806-3095</td>
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<tr>
<td>Co-Director Experiential Programs</td>
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<tr>
<td>Rodelyn Lirazan</td>
<td>CCH-124A</td>
<td>806-5963</td>
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<tr>
<td>Laboratory Technician, Department of Pharmaceutical Sciences</td>
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<tr>
<td>Evelyn Llamas, *</td>
<td>CCH-106</td>
<td>806-6530</td>
</tr>
<tr>
<td>Administrative Aide, NTDP Office</td>
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<tr>
<td>Ms. Terry Sconion - Morris</td>
<td>CCH-106B</td>
<td>806-5009</td>
</tr>
<tr>
<td>Records Specialist, Office of the Dean</td>
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<tr>
<td>Rajan Ninan</td>
<td>CCH-107</td>
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</tr>
<tr>
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<td>Marlon Prince</td>
<td>CCH-106B</td>
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<tr>
<td>Mrs. Debra Y. Tibbs</td>
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<tr>
<td>Office Manager, Office of the Dean</td>
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<tr>
<td>Ms. Leslie N. Washington</td>
<td>AN3-213</td>
<td>806-7960</td>
</tr>
<tr>
<td>Administrative Assistant, Department of Clinical &amp; Administrative Pharmacy Sciences</td>
<td></td>
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</tr>
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* Part-time Faculty & Staff
Center of Excellence (COE)

Anthony Wutoh, R.Ph., Ph.D.  
Principal Investigator  
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Jacqueise Unonu, PharmD  
Clinical Preceptor  
jacqueise.unonu@howard.edu

Building Abbreviations
AN2 Freedmen’s Annex II; AN3 Freedmen’s Annex III; CCH Chauncey I. Cooper Hall; CHB Chemistry Building; LSHSL Louis Stokes Health Sciences Library; HUH Howard University Hospital
## CLASS ADVISORS

**Class of 2012**  
Euni Lee, Pharm.D., Ph.D.  
AN3-126  
806-4919

**Class of 2013**  
Pradeep Karla, Ph.D.  
CCH-318  
806-4493

**Class of 2014**  
Valerii Oji  
AN3-109  
806 - 7231

**Class of 2015**  
Salome Weaver  
AN3-121  
806-7262
# TUITION AND FEES

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### Pharmacy Year IV

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### Non-Traditional Pharm D

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### Academic Yr (12 Months)

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### Fee Abbreviations
- HU  Howard university
- COP College of Pharmacy
- * Estimated Costs
It is the responsibility of each student to inform the College and the University of a change of name, address or telephone number as soon as possible by completing a “Change of Name, Address or Telephone Number” form available in the Student Affairs Office, Room-106-CCH. You must also complete a Student Personal Data Form in the University Office of Records and Articulation, Mordecai Johnson Building (‘A’ Building), 2400 6th Street, N.W., Washington, DC 20059

Change of Address Form
(Please print clearly)

Name __________________________________________ ID # _________________________

Old Address _________________________________________________________________
(Number/Street/Apt.)
________________________________________
(City/State/Zip)
________________________________________
(Area Code – Telephone #)

New Address _________________________________________________________________
(Number/Street/Apt.)
________________________________________
(City/State/Zip)
________________________________________
(Area Code – Telephone #)

(You must take a completed copy of this form to the College of Pharmacy’s Office of Student Affairs located in CCH Building, Room 106 and the Howard University’s Enrollment Management, Office of Records)
**PROGRAMS AND CONVOCATIONS**

**New Student Orientation**: Coordinator—Mrs. Terry Sconion- Morris. The second professional year class is responsible for decorating and assisting with the reception and tour that follows the orientation; Telephone: (202) 806-6533.

**Student Registration**: Office of the Dean; Telephone: (202) 806-6530

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

**White Coat Ceremony**: Coordinator—Mrs. Celia Williams - Folkes, Program Coordinator, Center of Excellence Program; Telephone 806-4211.

**Dean’s Honor Roll List**: Office of the Dean; Telephone: (202) 806-6530.

**Oath and Awards Ceremony**: Office of the Dean; Telephone: (202) 806-6530.

**Commencement Convocation**: Office of the Dean; Telephone: (202) 806-6530.
EDUCATIONAL OUTCOMES

CURRICULAR VISION
The curricular mission of the College of Pharmacy is to exceptional training in the areas pharmaceutical care, systems management, and public health utilizing an active learning educational process.

1. PHARMACEUTICAL CARE Provide pharmaceutical care in cooperation with patients, prescribers, and other members of an interprofessional health care team based upon sound therapeutic principles and evidence-based data, taking into account relevant legal, ethical, social, economic, and professional issues, emerging technologies, and evolving pharmaceutical, biomedical, sociobehavioral, and clinical sciences that may impact therapeutic outcomes.

   a. Provide patient-centered care.
      i. Design, implement, monitor, evaluate, and adjust pharmaceutical care plans that are patient-specific and evidence-based.
      ii. Communicate and collaborate with prescribers, patients, care givers, and other involved health care providers to engender a team approach to patient care.
      iii. Retrieve, analyze, and interpret the professional, lay, and scientific literature to provide drug information to patients, their families, and other involved health care providers.
      iv. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.
      v. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact patient-specific therapeutic outcomes.

   b. Provide population-based care.
      i. Develop and implement population-specific, evidence-based disease management programs and protocols based upon analysis of epidemiologic and pharmacoeconomic data, medication use criteria, medication use review, and risk reduction strategies.
      ii. Communicate and collaborate with prescribers, population members, care givers, and other involved health care providers to engender a team approach to patient care.
      iii. Retrieve, analyze, and interpret the professional, lay, and scientific literature to provide drug information to other health care providers and to the public.
      iv. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.
      v. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact population-based, therapeutic outcomes.

2. SYSTEMS MANAGEMENT Manage and use resources of the health care system, in cooperation with patients, prescribers, other health care providers, and administrative and supportive personnel, to promote health; to provide, assess, and coordinate safe, accurate, and time-sensitive medication distribution; and to improve therapeutic outcomes of medication use.

   a. Manage human, physical, medical, informational, and technological resources.
      i. Apply relevant legal, ethical, social, economic, and professional principles/issues to assure efficient, cost-effective utilization of human, physical, medical, informational, and technological resources in the provision of patient care.
ii. Communicate and collaborate with patients, prescribers, other health care providers, and administrative and supportive personnel to engender a team approach to assure efficient, cost-effective utilization of human, physical, medical, informational, and technological resources in the provision of patient care.

iii. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.

iv. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact management of human, physical, medical, informational, and technological resources in the provision of patient care.

b. Manage medication use systems.
   i. Apply patient- and population-specific data, quality assurance strategies, and research processes to assure that medication use systems minimize drug misadventuring and optimize patient outcomes.
   ii. Apply patient- and population-specific data, quality assurance strategies, and research processes to develop drug use and health policy, and to design pharmacy benefits.
   iii. Communicate and collaborate with prescribers, patients, caregivers, other involved health care providers and administrative and supportive personnel to identify and resolve medication use problems.
   iv. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.
   v. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may impact medication use systems, to develop use and health policy, and to design pharmacy benefits.

3. **PUBLIC HEALTH** Promote health improvement, wellness, and disease prevention in cooperation with patients, communities, at-risk populations, and other members of an interprofessional team of health care providers.

a. Assure the availability of effective, quality health and disease prevention services.
   i. Apply population-specific data, quality assurance strategies, and research processes to develop identify and resolve public health problems.
   ii. Communicate and collaborate with prescribers, policy makers, members of the community and other involved health care providers and administrative and supportive personnel to identify and resolve public health problems.
   iii. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.
   iv. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may affect the efficacy or quality of disease prevention services to amend existing or develop additional services.

b. Develop public health policy.
   i. Apply population-specific data, quality assurance strategies, and research processes to develop public health policy.
   ii. Communicate and collaborate with prescribers, policy makers, members of the community and other involved health care providers and administrative and supportive personnel to develop public policy.
   iii. Carry out duties in accordance with legal, ethical, social, economic, and professional guidelines.
iv. Maintain professional competence by identifying and analyzing emerging issues, products, and services that may affect public health policy, to amend existing or develop additional policies

# DOCTOR OF PHARMACY PROFESSIONAL DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td><strong>First Professional Year – Fall Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>Biomedical Sciences I</td>
<td>4</td>
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<tr>
<td>Biomedical Sciences II</td>
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<tr>
<td>Drug Informatics</td>
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<tr>
<td>Introduction to Pharmacy</td>
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<tr>
<td>Pharm. Care I</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
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</table>

| **First Professional Year – Spring Semester** |         |                       |
| Pharmaceuticals                        | 4       | None                  |
| Pharmaceutical Chemistry I             | 3       | Biomedical Sciences I&II |
| Pharmacological Therapeutics I         | 3       | Biomedical Sciences I &II |
| Pharm. Sciences Lab                    | 2       | None                  |
| Principles of Pharm. Admin.            | 2       | None                  |
| Team Building/PBL                      | 1       | None                  |
| **Total Credits**                      | **15**  |                       |

| **First Professional Year – Summer Semester** |         |                       |
| Introductory Pharmacy Practice Experience I | 0       | None                  |

| **Second Professional Year – Fall Semester** |         |                       |
| Biopharmaceutics                        | 2       | Pharmaceutical Chemistry I, Pharmacological Therapeutics I & Pharmaceutics |
| Biostatistics/Research Methods          | 4       | None                  |
| Pharmaceutical Chemistry II             | 3       | Biomedical Sciences I and II |
| Pharmacological Therapeutics II         | 3       | Biomedical Sciences I and II |
| Pharm. Care II                          | 3       | Pharm. Care I          |
| Elective (Select 1)                     | 3       | See elective page     |
| **Total Credits**                       | **18**  |                       |

<p>| <strong>Second Professional Year – Spring Semester</strong> |         |                       |
| Integrated Therapeutics IA              | 2       | All courses prior to Integrated Therapeutics IA |
| Integrated Therapeutics IB              | 2       | All courses prior to Integrated Therapeutics IB |
| Integrated Therapeutics IC              | 2       | All courses prior to Integrated Therapeutics IB |
| Integrated Therapeutics Lab I           | 4       | All courses prior to Integrated Therapeutics IA |
| Pharmacokinetics                        | 4       | Biopharmaceutics, Pharmaceutical Chemistry II &amp; Pharmacological Therapeutics II |
| Pharmacoeconomics &amp; Outcome Res.        | 2       | Biostatistics/Research Methods |
| Elective (Select 1)                     | 3       | See elective page     |
| <strong>Total Credits</strong>                       | <strong>19</strong>  |                       |</p>
<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td><strong>Second Professional Year – Summer Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>Introductory Pharmacy Practice Experience II</td>
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<tr>
<td><strong>Third Professional Year – Fall Semester</strong></td>
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<tr>
<td>Integrated Therapeutics IIA</td>
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<tr>
<td>Integrated Therapeutics IIB</td>
<td>3</td>
<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
</tr>
<tr>
<td>Integrated Therapeutics IIC</td>
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<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Integrated Therapeutics Lab II</td>
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<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Pharm. Jurisprudence</td>
<td>2</td>
<td>None</td>
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<tr>
<td>Pharm. Compounding Lecture &amp; Lab</td>
<td>2</td>
<td>Pharmaceutics</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>Third Professional Year – Spring Semester</strong></td>
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<tr>
<td>Integrated Therapeutics IIIA</td>
<td>3</td>
<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Integrated Therapeutics IIIB</td>
<td>3</td>
<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Integrated Therapeutics IIIC</td>
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<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Integrated Therapeutics Lab III</td>
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<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td>Nonprescription Therapeutics</td>
<td>3</td>
<td>All courses <strong>prior to</strong> Integrated Therapeutics IIA</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td>16</td>
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<tr>
<td><strong>Third Professional Year – Summer Semester</strong></td>
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<tr>
<td>Advanced Pharmacy Practice Experience I</td>
<td>0</td>
<td>Successful completion of all courses up to, and including, the third year and attaining a minimum cumulative GPA of 2.50; and, <strong>Successful completion of the Compulsory Comprehensive Examination.</strong></td>
</tr>
<tr>
<td><strong>Fourth Professional Year – Fall Semester</strong></td>
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<tr>
<td>Advanced Pharmacy Practice Experience II</td>
<td>15</td>
<td>Successful completion of all courses up to, and including, the third year and attaining a minimum cumulative GPA of 2.50; and, <strong>successful completion of the Compulsory Comprehensive Examination.</strong></td>
</tr>
<tr>
<td>Health Care Ethics²</td>
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<td>Advanced Pharmacy Practice Experience I</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td>18</td>
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</tr>
<tr>
<td><strong>Fourth Professional Year – Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Pharmacy Practice Experience III</td>
<td>15</td>
<td>Successful completion of all courses up to, and including, the third year and attaining a minimum cumulative GPA of 2.50; and, <strong>successful completion of the Compulsory Comprehensive Examination.</strong></td>
</tr>
<tr>
<td>Health Care Ethics²</td>
<td>3</td>
<td>Advanced Pharmacy Practice Experience I</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>18</td>
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</tbody>
</table>

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

²**HEALTH CARE ETHICS COURSE** (3 credits)

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

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

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

First Professional Year—Fall Semester

Biomedical Sciences I (86687-301) 4 Credits
This course is designed to provide the student with the fundamental knowledge of the general structure and function of the human body. A short introduction to basic cell structure, tissues, human development and physiological control mechanisms & membrane transport is given at the beginning of the course to help the student acquire a better understanding of human anatomy and physiology.

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

Biomedical Sciences II (86688-302) 4 Credits
An integrated course comprised of topics in biochemistry, microbiology and molecular biology. Selected aspects of the complex nomenclature, spectrum and pathophysiology of diseases and therapeutic options will be discussed; relationship of pathogenic, bacteria, viruses, fungi and parasites to risk factors.

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

This knowledge constitutes a foundation upon which students may build as they pursue in depth studies of their chosen discipline, be it an understanding of the more of action of pharmaceuticals, regulation of gene expression, physiology of the cardiovascular system, etc. Prerequisite: None.

Drug Informatics (86691-306) 3 Credits
This course refers to the application of technology in the deliver of drug information services. Drug information services, in turn, include responding to drug information inquiries, conducting medication use evaluations and participating in medication quality assurance programs, such as; monitoring adverse drug reactions, drug and herbal product interactions, and medications errors. This course is intended to introduce students to drug information skills required to deliver pharmaceutical care. Students will be trained to develop the skills to obtain information from various literature and reference sources to answer drug information questions efficiently. Techniques for researching and evaluating drug literature will be covered. Emphasis will be placed on systemic approaches to formulation of responses utilizing both verbal and written communication skills. Prerequisite: None.
Introduction to Pharmacy (86689-304) 2 Credits
The course serves as an introduction to the study of pharmacy and pharmaceutical sciences and conceptual basis of pharmaceutical care. Various characteristics of the pharmacy profession in the modern American health care delivery system will be introduced. After this course, students should be able to understand foundations for the pharmaceutical sciences and values of pharmacy practice. Prerequisite: None.

Pharmaceutical Care I (86690-305) 3 Credits
This course is an introductory development course. Quantitative skills necessary for an understanding of the basic and clinical pharmaceutical sciences will be explored. Various techniques necessary in pharmaceutical calculations employed by the pharmacist in formulation, compounding, manufacturing and dispensing of medications will be discussed. The course will also provide the student with the development of skills to recognize errors in prescribing in both oral and written medication orders, basic patient and professional staff communication and basic patient data collection skill. Commonly used equipment and pharmaceutical dosing devices available in a variety of simulated practice settings will be introduced. Prerequisite: None.

First Professional Year—Spring Semester

Pharmaceutics (16216-307) 4 Credits
The design of the course is based on the integration of the study of physicochemical principles of pharmacy with formulation and preparation of pharmaceutical dosage forms. The integration is done within each main class of pharmaceutical dosage forms. The study of the physicochemical principles of pharmacy serves as a prologue to the materials covered in each section. Then the application of the knowledge of the physicochemical principles of pharmacy to the rational formulation, preparation/compounding, quality control, stability, packaging and storage of pharmaceutical dosage forms follows directly after the study of the physicochemical principles for each module (i.e., each major class of dosage forms). Prerequisite: None.

Pharmacological Therapeutics I (16217-308) 3 Credits
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. Prerequisites: Biomedical Sciences I and II.

Pharmaceutical Chemistry I (16218-309) 3 Credits
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. Prerequisites: Biomedical Sciences I and II.

Pharmaceutical Sciences Laboratory (16219-310) 2 Credits
The course deals with the study, application and analysis of physico-chemical principles governing the stability of pharmaceutical dosage systems. Prerequisite: None.

Principles of Pharmacy Administration (16221-312) 2 Credits
This course is an expansive and in-depth continuation of Introduction to Pharmacy from Block A. It is intended to introduce the student to detail and specific role of the pharmacist by utilizing and applying learned concepts from Introduction to Pharmacy. It will also reinforce the concept of professionalism and use the strategies of PBL in management skills required to deliver pharmaceutical care. It also involves the economic, administrative, and human aspects of pharmacy operations. Emphasis will be placed on principles and delivery of various pharmacy services to patients. Students will be introduced to the various aspects of pharmacy practices such as community, hospital, and ambulatory practice. Prerequisite: None.

Team Building/PBL (16220-311) 1 Credit
This course is supportive of all other coursework as it seeks to develop independent learners by using teamwork concepts and student-centered learning methodology. The first section of the course includes team-building activities, and the second section is designed to build students’ problem based learning skills. Active learning processes are emphasized utilizing small group interactive and problem based learning methodologies. The team-building portion of the course is accomplished using cooperative educational techniques, such as small group assignments/projects as part of a larger class environment. The problem based learning portion employs the use various PBL methodologies.
such as case based lecture, and problem based (under the direction of facilitators). Prerequisite: None.

**First Professional Year—Summer Semester**

**Introductory Pharmacy Practice Experience I (51409-021) 0 Credit**

Prerequisite: None.

**Second Professional Year—Fall Semester**

**Biopharmaceutics (87144-313) 2 Credits**

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

**Biostatistics/Research Methods (87142-316) 4 Credits**

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

**Pharmaceutical Chemistry II (87770-335) 3 Credits**

This is a continuation of Pharmaceutical Chemistry I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. Prerequisites: Biomedical Sciences I and II.

**Pharmacological Therapeutics II (87772-337) 3 Credits**

This is a continuation of Pharmacological Therapeutics I. The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of organic medicinal agents of natural and synthetic origin. Prerequisites: Biomedical Sciences I and II.

**Pharmaceutical Care II (87141-315) 3 Credits**

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

**Second Professional Year—Spring Semester**

**Integrated Therapeutics I A (14029-326) 2 Credits**

**Integrated Therapeutics I B (14030-327) 2 Credits**

**Integrated Therapeutics I C (14031-328) 2 Credits**

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

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

**Integrated Therapeutics Laboratory I (14032-329) 4 Credits**

Group facilitated discussion has been proven to be an aid in learning for students in health professions. Integrative Therapeutics Lab I is a separate course from the didactic Integrative Therapeutics I course and is not designed to prepare students to pass exams given as a requirement of Integrative Therapeutics I. The Lab is designed to facilitate the process of team building by making the basic knowledge taught in the didactic course “come alive” in structured case studies lab exercises. Thus, the didactic lecture material will be expanded, reinforced and made practical by the case-based learning method. Cases will cover material taught in prior semesters to ensure adequate understanding of both the basic sciences and clinical application of therapeutics. Practice skills on the key assessment parameters required for optimal pharmaceutical care of a patient will be enforced. Assessment skills covered in the lab are those needed to make effective drug therapy decisions or recommendations and monitor the patient’s response to drug therapy. These include interpretation of laboratory information, physical assessment, disease and drug monitoring, and case evaluation. **Prerequisite:** All courses prior to Integrated Therapeutics I.

**Pharmacoepidemiology & Outcomes Research (14033-323) 2 Credits**

The Pharmacoepidemiology and Outcomes Research section is an introduction to the evaluation of the scientific studies that supports the rational use of medication use in humans. The goals of this block is to provide opportunities for students to understand the concepts, methods, and applications of epidemiology, pharmacoconomics, and outcomes studies utilized in clinical settings as well as with to provide tools to critically assess the clinical literature. In addition, the methods for the interpretational and generalization of findings from these studies relevant to medical and pharmaceutical care practice will be introduced by utilizing knowledge developed from the Research Methods/Biostatistics block. Students will be also prepared for problem-based critique sessions in the Integrative Therapeutics blocks. **Prerequisite:** Biostatistics/ Research Methods.

**Pharmacokinetics (14215-314) 4 Credits**

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

**Second Professional Year—Summer Semester**

**Introductory Pharmacy Practice Experience II (51474-022) 0 Credit**

**Prerequisite:** None.

**Third Professional Year—Fall Semester**

**Integrated Therapeutics II A (87766-341) 3 Credits**
**Integrated Therapeutics II B (87767-342) 3 Credits**
**Integrated Therapeutics II C (87768-343) 3 Credits**

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

**Integrated Therapeutics Laboratory II (87763-338) 4 Credits**

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

**Pharmaceutical Jurisprudence (87765-340) 2 Credits**

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

**Pharmaceutical Compounding Laboratory (87771-336) 2 Credits**

The application of the knowledge of Physico-chemical principles to the formulation, compounding, quality control and storage of pharmaceutical dosage forms. **Prerequisite: Pharmaceutics.**

**Third Professional Year—Spring Semester**

**Integrated Therapeutics III A (14208-349) 3 Credits**

**Integrated Therapeutics III B (14209-350) 3 Credits**

**Integrated Therapeutics III C (14210-351) 3 Credits**

Integrated Therapeutics (IT) III Lecture is the third component in the integrated therapeutics series designed to combine the pathophysiologic and pharmacotherapeutic management of various disease states encountered routinely by pharmacist practitioners. Where appropriate, pharmacotherapeutic modalities that include over-the-counter and/or complimentary and alternative medicines will be reviewed for each disease state. Student knowledge of basic pharmaceutical principles, acquired in IT-I, will be applied to clinical principles of additional organ systems presented in IT-III. This is a team-taught course. The overall goal of the course is to prepare students to effectively engage in practice as clinicians-in-training during their professional experience program, providing the basis for rendering patient-centered care upon graduation.

IT-III is offered over 17 weeks and is organized into the following four (4) modular courses that follow the organ systems of the human body and their associated diseases: Module A Endocrine/Renal—3 credits; Module B Gastrointestinal/Nutrition—3 credits; Module C Neurology/Psychiatric Disorders—2 credits; and, Module D Disorders of Special Populations—2 credits.

Lectures of disease states or conditions included in each module will address the following for effective medication therapy management: 1) definition; 2) etiology; 3) epidemiology; 4) pathophysiology/ pathogenesis; 5) usual diagnostic parameters; 6) treatment, 7) drug therapy monitoring parameters; 8) pharmacokinetic principles, where appropriate; 9) appraisal of landmark studies for optimal disease state management utilizing concepts learned; 10) plan for individualized patient therapy; and 11) application of pharmacoeconomic principles in providing cost-effective therapies. **Prerequisite: All courses prior to Integrated Therapeutics II.**
Integrated Therapeutics Laboratory III A (14212-353) 4 Credits
Integrated Therapeutics Laboratory III B (17495-354) 2 Credits
Integrated Therapeutics Laboratory III C (17496-357) 2 Credits

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

Third Professional Year—Summer Semester

Advanced Pharmacy Practice Experience I (50001-420) 0 Credit
Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

Fourth Professional Year—Fall Semester

Advanced Pharmacy Practice Experience II (80311-421) 15 Credits
Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

Fourth Professional Year—Fall or Spring Semester

Health Care Ethics* (80305-235/11847-235) 3 Credits
This course introduces students to ethical and to bioethical issues confronting healthcare providers within the practice setting. The course introduces students to how ethical theory and principlism work to critically analyze and construct well concerned responses to ethical dilemmas. By utilizing the Beaubu Grid method to collect and analyze case information students will refine their critical thinking skills (both verbal and written) as they read, write, discuss, and resolve the case material presented in class. Emphasis on collaborative dialogue between and among the disciplines represents the hallmark of this course. Finally, the course will familiarize students with ethical and legal considerations, patient-provider relationships, professionalism, and the concepts of moral reasoning. Prerequisite: Advanced Pharmacy Practice Experience I.

Fourth Professional Year—Spring Semester

Advanced Pharmacy Practice Experience III (13239-422) 15 Credits
Prerequisites: Successful completion of all courses up to, and including, the third year; attaining a minimum cumulative GPA of 2.50; and, the successful completion of the Compulsory Comprehensive Examination.

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

Research in Clinical Administrative Pharmacy Sciences *(84925-302/84926-302/84928-302/88423-302)*  
*3 Credits each*  
Prerequisites: Minimum cumulative GPA of 2.75 and permission of the instructor.

*3 Credits each*  
Prerequisites: All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.

Anions and Cations in Biological Systems *(87334-320)*  
*3 Credits*  
The course deals with the study and application of physico-chemical properties and the relationship between chemical structure and pharmacological activities of inorganic medicinal agents. Prerequisites: Pharmaceutical Chemistry I and Pharmacological Therapeutics I.

Cultural and Congruent Care in Health Professions *(15-31-413/ 15032-413)*  
*3 Credits*  
This course is designed to help students increase awareness of how the delivery and acceptance of health care may be influenced by social, cultural and environmental factors and increase the delivery of culturally competent and congruent care to individuals, families, groups, communities and institutions. The course will utilize cultural concepts; theories and models; cultural assessment; critical thinking; and evidence-based practice appropriate for developing knowledge. Emphasis is also placed upon the use of the Culturally Competent Model of Care. Students will be able to analyze cultural factors that facilitate/hinder communication. Furthermore, experiential activities and practical applications of the learned classroom material will contribute to life-long learning.  
Prerequisites: None.

**Electives** *(Spring)*

Herbal and Complementary Therapy *(13076-242)*  
*3 Credits*  
Herbal and Complementary Medicines, including phytomedicine, are becoming an integral part of our society and the growing self-medicating trend among consumers. This course is designed to provide students with the background that they need to advise patients on the sensible use of herbs and to promote public health and safety. Emphases will be placed on the need for phytomedicinals as alternative therapies, the safety and efficacy of herbal preparations, and the role of pharmacists in helping consumers select useful and safe herbal products. The regulatory and legislative aspects of marketing and selling phytomedicinals in the U.S. will also be discussed. Readings will include relevant articles and publications. Prerequisites: Pharmaceutical Chemistry I & II.

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

Principles of Drug M. & Drug Utl. *(13231-234)*  
*3 Credits*  
The course is designed to develop independent skills for the student to apply information on drug monitoring in various health care settings. Actual data will be collected, evaluated, and organized. Drug monitoring skills will be introduced to assist in gathering pertinent information. Communication skills will be applied orally and in a written format. Therapeutic and cost effectiveness are applied in both developed scenarios and live practical situations. Test skills from lectured information. There will be participation in both individual and group activities that must be presented in writing and through verbal skills. Prerequisites: Completion of all courses in first-year (fall and spring) and second year (fall).

Pharmaceutical Law and Policy *(17488-318)*  
*3 Credits*  
The Pharmaceutical Law and Policy course is designed to provide students with an understanding of key legal and policy issues (past and present) associated with and that shape the practice of pharmacy. Prerequisites: None.
Research in Clinical Administrative Pharmacy Sciences (13224-202/13233-302/13225-202/13240-303/13226-202/13323-302) 3 Credits each  
Prerequisites: Minimum cumulative GPA of 2.75 and permission of the instructor.

Prerequisites: All Department of Pharmaceutical Sciences Courses in the first-year (fall and spring); minimum cumulative GPA of 2.75; and, permission of the instructor.

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

Cultural and Congruent Care in Health Professions (15-31-413/15032-413) 3 Credits  
This course is designed to help students increase awareness of how the delivery and acceptance of health care may be influenced by social, cultural and environmental factors and increase the delivery of culturally competent and congruent care to individuals, families, groups, communities and institutions. The course will utilize cultural concepts; theories and models; cultural assessment; critical thinking; and evidence-based practice appropriate for developing knowledge. Emphasis is also placed upon the use of the Culturally Competent Model of Care. Students will be able to analyze cultural factors that facilitate/hinder communication. Furthermore, experiential activities and practical applications of the learned classroom material will contribute to life-long learning.  
Prerequisites: None

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

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

INTRODUCTION

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

COURSE REGISTRATION

The course registration process is handled by the academic affairs officer located in the Office of the Dean. Per the university’s Office of the Registrar’s calendar, students will be informed of the proper registration time frames and required to complete their registration cards based on the upcoming semester class schedule. Students may individually submit their registration card or have their class president collect them (alphabetical order by last name) for submission to the Dean’s Office by the stated deadline. Late registration submissions are subject to a late registration fee being imposed on the student’s account by the university. It is the student’s responsibility to check their account to ensure they do not have any medical or financial holds that will prevent their registration from being processed as a notice will not be sent from the Dean’s Office. In the event that there are holds on the student’s account, it is the student’s responsibility to resolve those issues preventing registration.

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

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

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

Step 3. Confirm Registration
   - Wait 7 - 14 days after the registration period closes
   - Check your BisonWeb account
   - Confirm that your registration is completed. No further action required.
   - or
   - Take appropriate action with the proper university offices to resolve medical and
financial holds

- If courses are purged, the student must notify academic affairs officer located in the Office of the Dean to attempt to re-register the student’s courses in a timely manner.

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

Registration Card

<table>
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<tr>
<th>ID NUMBER</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>COLLEGE</th>
<th>CLASS</th>
<th>SEX</th>
<th>SOC. SEC. NO.</th>
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**STUDENT PROGRAM CARD**

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**ADVISOR’S AND/OR DEAN’S SIGNATURE**

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**TOTAL CREDITS**

**THE GRADING SYSTEM**

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

   - **A** = 4.0 quality points (90-100%)
   - **B+** = 3.5 quality points (86-89%)
   - **B** = 3.0 quality points (80-85%)
   - **C+** = 2.5 quality points (76-79%)
   - **C** = 2.0 quality points (70-75%)
F = 0 quality points (Below 70%)
P = Pass, no quality points
I/F = Incomplete/Failure
S = Satisfactory, no quality points
U = Unsatisfactory

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

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

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

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

COMPUTATION OF THE GRADE POINT AVERAGE (GPA)

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

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

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

GOOD ACADEMIC STANDING

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

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

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

ACADEMIC PROBATION
1. A student whose cumulative GPA falls below 2.50 at the end of any semester or who earns a grade of ‘F’ shall automatically be placed on academic probation.
2. Students on probation may be allowed to enroll in courses for which they have satisfied the pre-requisites. Probationary status will be removed when the student has achieved a cumulative GPA of at least 2.50 and has corrected all ‘F’ grades by earning passing grades.

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

1. A student who earns an ‘F’ grade in any course and who, while repeating the course for the purpose of correcting the ‘F’ grade, earns a second ‘F’ in the same course shall automatically be dismissed from the Doctor of Pharmacy program.
2. A student who accumulates three or more failing (F) grades on the transcript shall automatically be dismissed from the pharmacy program.
3. Any student who fails for the third time to achieve a passing score on the Compulsory Comprehensive Examination (CCE) shall automatically be dismissed from the Doctor of Pharmacy Program.

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

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

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

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

COMPULSORY COMPREHENSIVE EXAMINATION

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

ADVANCED PHARMACY PRACTICE EXPERIENCE COURSES

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

PRE-NAPLEX PERFORMANCE REQUIREMENT

REQUIREMENT

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

FAILURE TO SUCCEED

In the case in which the student meets all other criteria for passage of the program except success in the Pre-Naplex or the Pre-Naplex-style remediation examination, the student will be required to repeat an additional semester in the APPE course series prior to taking a third Pre-Naplex or Pre-Naplex-style remediation examination. Successful completion of the stated third examination will result in the conversion of the I/F grade to a P (passing) APPE III course grade. Conditions for the Doctor of
Pharmacy Program remain in place and require students to fully meet all program requirements within seven years of starting the program.

**DURATION FOR COMPLETION OF THE PROGRAM**

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

1 Approved by the Board of Trustees on April 17, 2004.
DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION  
(PHARM.D./M.B.A.) DEGREE
HOWARD UNIVERSITY SCHOOL OF PHARMACY

CURRICULUM

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

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<thead>
<tr>
<th>Course Title</th>
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<tr>
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**First Professional Year – Spring Semester**

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<td>Pharmacological Therapeutics I</td>
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<td>Principles of Pharm. Admin.</td>
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**First Professional Year – Summer Semester**

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**Second Professional Year – Fall Semester**

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| **Second Professional Year – Summer Semester**  |         |                                                                                  |
| Introductory Pharmacy Practice Experience II    | 0       | None                                                                            |

| **Third Professional Year – Fall Semester**     |         |                                                                                  |
| Integrated Therapeutics IIA                     | 3       | All courses prior to Integrated Therapeutics IIA                                |
| Integrated Therapeutics IIB                     | 3       | All courses prior to Integrated Therapeutics IIA                                |
| Integrated Therapeutics IIC                     | 3       | All courses prior to Integrated Therapeutics IIA                                |
| Integrated Therapeutics Lab II                  | 4       | All courses prior to Integrated Therapeutics IIA                                |
| Pharm. Jurisprudence                            | 2       | None                                                                            |
| Pharm. Compounding Lecture & Lab                | 2       | Pharmaceutics                                                                   |
| **Total Credits**                               | 17      |                                                                                 |

| **Third Professional Year – Spring Semester**   |         |                                                                                  |
| Integrated Therapeutics IIIA                    | 3       | All courses prior to Integrated Therapeutics IIIA                               |
| Integrated Therapeutics IIIB                    | 3       | All courses prior to Integrated Therapeutics IIIA                               |
| Integrated Therapeutics IIIC                    | 3       | All courses prior to Integrated Therapeutics IIIA                               |
| Integrated Therapeutics Lab III                 | 4       | All courses prior to Integrated Therapeutics IIIA                               |
| Nonprescription Therapeutics                    | 3       | All courses prior to Integrated Therapeutics IIIA                               |
| **Total Credits**                               | 16      |                                                                                 |

| **Third Professional Year – Summer Semester**   |         |                                                                                  |
| Advanced Pharmacy Practice Experience I         | 0       | Successful completion of all courses up to, and including, the third year and attaining a Minimum cumulative GPA of 2.50; and, Successful completion of the Compulsory Comprehensive Examination. |

| **Fourth Year MBA Program**                     |         |                                                                                  |
| **Fall Semester**                               |         |                                                                                  |
| Financial Accounting                            |         |                                                                                  |
| Macroeconomics for Business                     |         |                                                                                  |
| Managerial Communications                       |         |                                                                                  |
| Organizational Management                       |         |                                                                                  |
| Statistics                                      |         |                                                                                  |
| **Spring Semester**                             |         |                                                                                  |
| Financial Management                            |         |                                                                                  |
| Legal Environments                              |         |                                                                                  |
| Marketing Management                            |         |                                                                                  |
| Microeconomics for Business                     |         |                                                                                  |
| Principles of Information Systems               |         |                                                                                  |
### Summer Semesters

Management Accounting  
Production/Operations Research  
Strategic Management

### Fifth Professional Year - P5

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Advanced Pharmacy Practice Experience II</td>
<td>Advanced Pharmacy Practice Experience III</td>
</tr>
<tr>
<td>Health Care Ethics²</td>
<td>Health Care Ethics²</td>
</tr>
</tbody>
</table>

1. The M.B.A. portion of the curriculum includes a total of 13 courses (total 39 credit hours). The Pharm.D. Degree and the M.B.A. Degree will be awarded jointly.

2. Health Care Ethics may be taken during the fall semester or spring semester of the 5th year.
JOINT DOCTOR OF PHARMACY/MASTER OF BUSINESS ADMINISTRATION
PROFESSIONAL DEGREE PROGRAM

COURSE DESCRIPTIONS

First-Third and Fifth Professional Year (Pharm.D./MBA)—Fall, Summer, and Spring Semesters
[See Pages 16-23]

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

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

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

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

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

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

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

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

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

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

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

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

**Fourth Professional Year—Summer Semesters**

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

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

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

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

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

ACADEMIC WITHDRAWAL: Any of the following conditions will automatically result in withdrawal of the student from the joint program:

a. Earning a grade of ‘F’ in any course
b. Earning more than two (2) ‘C’ grades in the program
c. Earning a cumulative GPA of less than 3.00 at the end of Summer Session I
d. Failing to achieve a cumulative GPA of 3.00 in more than one semester

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

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

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

ELIGIBILITY REQUIREMENTS:

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

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

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

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

To avoid a medical hold, students whose immunizations are incomplete should:
• Submit the required documentation immediately or;
• Make an appointment with their physician or clinic to receive the immunizations or
• Go to the Student Health Center for clarification and/or to receive the required immunizations

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

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

MANDATORY HIPAA PRIVACY AND SECURITY TRAINING
It is required that all students in the Health Science disciplines attend the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security training. To meet this government mandated requirement, all Pharmacy students are required to attend and complete training from the Howard University Health Sciences Compliance Office. All students who have completed HIPAA Security Training must bring in their yellow copy of the HIPAA Training Certification Form to the School of Pharmacy’s Office of the Assistant Dean for documentation. Please contact the Howard University Health Sciences Compliance Office directly at (202) 865-5266 or (202) 806-7540 with HIPAA questions and concerns.

Please note: all students must show proof of HIPAA attendance prior to participating in the required Advanced Pharmacy Practice Experience courses.

ATTENDANCE IN PHARMACY PRACTICE EXPERIENCE COURSES

Students must complete a minimum of 1500 hours of pharmacy practice in the Pharm.D. Program. Students must complete all rotations of the Pharmacy Practice Experience course to be eligible to graduate.
GRADUATION

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

PHYSICAL & IMMUNIZATION REQUIREMENTS

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

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

**Physical & Immunization Requirements for New Students**

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

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

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

**FACULTY-STUDENT MENTORING**

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

EXAMINATION PROCEDURES

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

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

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

Use of these procedures is intended to assure the following:

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

EXAMSOFT TESTING

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

EXAMSOFT EXAM RULES

- Students are asked to arrive and be seated 10 minutes before the exam time. That means at 7:35 am for a 7:45 am exam and 7:50 am for an 8:00 am exam.
- There should be at least one empty seat between exam takers.
- No materials are allowed at the desk during the exam. This includes papers, purses, books, phones, etc. These items should be left outside of the exam room or on the side walls of the exam room. There may be rare occasions when students will be allowed to use their personal calculators at the instruction of the proctor.
All computer screens should be on the SoftTest Launch Exam screen when the exam PW is to be given out. ALL other programs must be closed.

The exam PW will be given promptly at the time of the exam. That means at 7:45 am or 8:00 am. No student is to communicate the exam PW to another student by any means (verbally, text messages, email, etc.). Students should quietly raise their hand and wait for a proctor to come to them and provide the exam PW if they need it repeated.

No student will be allowed in the exam room beyond 10 minutes of the start of the exam. That means not after 7:55 am for a 7:45 am exam and not beyond 8:10 am for an 8:00 am exam. No exceptions.

The first row of the exam room will be reserved for those students arriving late for the exam. Again, no student will be allowed in the exam room beyond 10 minutes of the exam start time. No exceptions.

The proctor will go to each exam taker and have them sign the attendance sheet 15 minutes into the exam. No student can sign for another student. If a student fails to sign the attendance sheet they will receive a 0 for the exam.

No leaving the exam room to use the restroom. If there is an emergency, an exam proctor must accompany the student to the restroom and wait inside the restroom to monitor the student’s activity.

Students must stay seated during the exam and are to refrain from talking to one another or looking at another exam taker’s computer screen.

Upon seeing a student’s raised hand, an exam proctor will come to the exam taker and discreetly address any computer-related exam concerns. Questions about exam content will not be addressed by proctors.

Students must show the proctor their green upload screen to confirm that they have exited the exam. They must then leave the room quietly and promptly.

Students are to refrain from lingering in the hallway outside of the exam room while an exam is still in process.

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

**CHEATING DURING EXAMINATIONS**

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

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

Approved by the School of Pharmacy Executive Council on 2/26/91

PENALTIES

Cheating in the College of Pharmacy will result in a grade of ‘F’ in the course, plus other possible penalties.

APPEAL

Any student charged with and subsequently punished for cheating during an examination, who feels the charge or the punishment to be unjust, may appeal to the Assistant Dean. The Assistant Dean will appoint a “hearing committee” under the provisions of the Howard University Academic Code of Student Conduct to hear the appeal and recommend action.

ALL students are asked to become familiar with and to carefully observe these procedures.

REMEDIATION POLICY

Policy Statement:
The Howard University – School of Pharmacy policy for remediation involves additional guidance and teaching by the instructors for the students whose performance is below 70% in the course. The remediation process applicable for each course will be provided in the course syllabus as a part of the course plan. Students shall be responsible for adherence to remediation procedures as detailed in the syllabus or provided by the course coordinator.
The policy below applies to courses in Years 1 through 4 of the Traditional Doctor of Pharmacy Program at the Howard University School of Pharmacy. It has been approved by the faculty and the Executive Committee and is recognized across the entire program.

**Didactic Course Remediation**

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

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

**Rotation Remediation**

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

   a. At the discretion of the experiential program director and upon recommendation of the preceptor, the remediation process may include additional assignments,
professional presentations, additional rotation hours, repeated rotations, or other activities as appropriate to address areas of suboptimal performance and growth opportunities.

b. At the discretion of the experiential program director, if warranted, a repeat rotation may be at the same site or a different site that is in the same category.

c. Students will receive an incomplete failing grade (I/F) for a failed rotation until after the remediation activity is completed. At that time, the remediated grade will replace the original incomplete failed grade (I/F). A passing evaluation/grade on the remediation activity will result in a passing grade for the rotation.

d. Failure to receive a passing evaluation/grade on the remediation activity will result in failure of the rotation.

e. Students with failures in remediated IPPE rotations at the end of their P-3 year will not be considered eligible to write the Comprehensive examination for advancement to the P4 year.

f. Students with one or more uncorrected failed rotation evaluations/grades at the end of the Advanced Professional Practice Experiential Program will be ineligible for graduation.

UNIVERSITY WITHDRAWAL PROCEDURES

ADMINISTRATIVE WITHDRAWAL: A student who registers in a course, for which that student is not eligible, such as, but not limited to, not completing the required pre-requisite(s), will be administratively withdrawn from the course; with or without prior notice and the student will not receive a refund from the University for the course(s) from which he/she was withdrawn. Withdrawal of the student from the course can occur at any time when the situation is discovered, regardless of the student’s progress in the course or the time in the academic year. Students are, therefore, strongly encouraged not to register for any courses for which they are ineligible.

TOTAL WITHDRAWAL POLICY: A student may withdraw from the University at anytime prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed Total Withdrawal Request Form (page 41) with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University’s Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

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

TOTAL WITHDRAWAL PROCEDURE

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

Students considering a total withdrawal should note the following:

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

Students should report first to the office of the dean or advisory center of their school or college to obtain a Total Withdrawal Request Form and to discuss the reasons for and the implications of the withdrawal. Students who decide to continue with the withdrawal process should have the withdrawal form signed by their dean or the dean’s designee and should then proceed as follows to the offices that correspond with their student status:

- Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center.
- International students must report to the Office of International Student Services, RM 119, Blackburn Center.
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle.
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, RM 205, Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment.
- All students must report to the Office of Student Financial Services, RM 218, Administration Building to discuss the status of and adjustments to their account.
- All students must report to Enrollment Management/Records, RM 104, Administration Building, to submit the completed Total Withdrawal Request form, and surrender their Capstone Card.

CLEARANCE REQUIREMENTS FOR COMPLETION OF THE WITHDRAWAL PROCESS

- STUDENTS ON FINANCIAL AID (INCLUDING SCHOLARSHIPS AND

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

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

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

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

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

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

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

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

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

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

Please Note: Readmission is discretionary and is not guaranteed.

DRESS CODE FOR STUDENTS*

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

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

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

Clothes should be relatively clean & pressed.
Students are encouraged to dress in appropriate attire as a future healthcare professional.

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

Subject to faculty on September 6, 1995.
Written by the Graduate and Professional Student Council.

HEALTH SCIENCES LAPTOP PROGRAM

Overview

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

1. The first objective is to improve overall instructional efficiency and retention resulting in improved student outcomes.

2. The second objective is to minimize costs to students for printing and photocopying. As an example, the vast majority of student lecture notes are in text and/or Microsoft Power Point slides.

3. To insure that each student has a minimum baseline set of tools that will contribute to his or her overall success in this most intensive undertaking.

4. Reduce overall cost to students where possible. To this end, each entering student receives a convertible tablet computer with Microsoft Windows 7 Professional, Microsoft Office 2010 with One Note, Acrobat X Professional, theft recovery and the associated warranty and service plan.

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

Program Highlights

Howard University Health Sciences and the College of Pharmacy have developed a student computer program that addresses the academic demands of the Pharmacy curriculum while taking into consideration the projected Cost of Attendance Budget as well as restrictions and qualifications mandated by the Office of Financial Student Aid (Federal Student Aid (FSA)).
Each year the Health Sciences IT staff conducts a survey of the marketplace to determine the "state of the technology" in computer platforms, services and software for eventual inclusion within the entering student computer package. Using these results the Health Sciences student computer program committee, consisting of administrators and students from the professional colleges (Medicine, Dentistry and Pharmacy), have identified and recommended the following "best in class" convertible tablet computer for entering students.

Howard University Health Science has standardized on one computer platform for all Pharmacy students, which is currently a Lenovo Thinkpad X220 convertible tablet computer. The charge to students for the 2011 computer program has been set at $2,400.00 and reflects special discount pricing that has been negotiated for our Health Science students, administrators and faculty through DSR Computer.

The [Lenovo Thinkpad X220 tablet computer](http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf) was released to the market in April of 2011 and is the most recent generation of convertible tablet computer available. For purposes of supporting Health Sciences students over the next four years the Thinkpad X220 platform has been customized and configured for superior performance, utility and longevity, as follows:

- Intel i5 Processor
- [Genuine Windows 7 Professional 64-bit operating system](http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf)
- 8 GB Random Access Memory (RAM)
- 320 GB hard drive @ 7200 RPM
- 802.11a/g/n wireless
- External Super-Multi DVD/CD write drive
- 12.1" diagonal screen
- Additional Stylus Pen
- Slice Extended Life Battery (up to 6 hours run time)
- Stylus Tether pack
- 4-year on-site service plan
- 4-year extended warranty
- Biometric security
- MS One Note
- MS Office 2010 Professional with Outlook
- MS Forefront
- Acrobat X Professional
- Bluetooth®
- Additional AC Adapter
- Lo-Jack Theft Recovery Service

**Please note:**

1. Computer program participation is a condition of your acceptance into the College of Pharmacy. Your account will be assessed for this FSA approved baseline computer package.

2. Selection of options and accessories are classified as "life style choices" and therefore left up to each student to select and fund outside of financial aid if so desired.

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**Service, Warranties & Insurance**

The four-year warranty and enhanced service plan is designed to eliminate the vast majority of out-of-pocket expense for normal service and warranty repairs for the four year period of education. In addition, the cost for the computer purchase is covered by financial aid lenders when the computer acquisition is done through the student computer program.

**Extended Warranty** – 4 year extended warranty on the computer and manufacturer provided equipment. All manufacturer supplied equipment in the package is covered except where noted. Batteries typically are excluded.

**Extended Service** – Service will be provided through DSR Computer, a local equipment reseller. It is the intention of the college to continue with vendor provided limited on-site technical support plus walk in service at the vendorâ€™s service center in the Baltimore-Washington metropolitan area. On-site service provider is to be announced.

**Financial Aid Impact** – The cost for the entire package including hardware, software and miscellaneous items is covered within the financial aid budget and will be deducted directly from individual student accounts. The purchase of a computer and associated warranty/service plan is mandatory. The purchase of any equipment beyond the computer is optional.

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

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

DSR On-Site Service Hours
Medical School.
Tuesdays from noon to 3pm
Room#202

Pharmacy School.
Wednesdays from noon to 3pm
Room#203

Dentistry School.
Thursdays from noon to 2pm
Room#529

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

Distribution Process
Tablet PC distribution is scheduled to be held in August during the Orientation period. The distribution will be done through the Howard University Bookstore located at 2225 Georgia Ave., NW, Washington, DC. 20059.

Late Acceptance Student Orders - Students who receive late acceptances to the entering class will be provided a computer as soon as possible. The normal delivery interval from time of acceptance into the College of Pharmacy is a minimum of 21 business days.

All questions about the College of Pharmacy laptop computer program should be directed to Dr. Daphne Bernard, Assistant Dean of Student and Academic Affairs, at dbernard@howard.edu.
STUDENT ACADEMIC GRIEVANCE PROCEDURES**

THE INFORMAL PROCESS

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

THE FORMAL PROCESS

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

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

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

Use the Student Grievance Form on page 43 for all grievances.
Howard University College of Pharmacy
STUDENT GRIEVANCE FORM

(Used to file and process all student grievances)

Grievance Action Pertaining to: ____________________________________________________________

Grievance Action Initiated by: ____________________________ Date Initiated: __________

Name of: Student _____ Faculty _____ Other _____ Student ID# _______________________

Major __________________________________ School/Division _______________________

Classification: Fr____ Soph____ Jr____ Sr____ Grad Student_______ Prof Student_______

Local Address: ___________________________ Phone No. _____________________________

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Grievance filed with:

Name of Person and Title

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

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
<th>Action Taken</th>
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</table>

Informal Grievance:

Faculty
Chairperson
Associate Dean

Formal Grievance:

(COP) Grievance Committee
Chair
Dean

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

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Signature of person making final decision ______________________ Date ______________________

Revised August 2006
DEAN’S HONOR ROLL LIST

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

a. Must be a full-time student for the preceding fall and spring semesters.
b. Must have enrolled in and completed all courses offered in these semesters as listed in the Doctor of Pharmacy curriculum.
c. Must have earned a minimum GPA of 3.50 (on a 4.00 scale) in each of the preceding fall and spring semesters.
d. Must not have earned an ‘F’ grade in any course in the preceding fall and spring semesters.

PHARMACIST’S OATH

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

SENIOR AWARDS

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

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

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

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

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

American Pharmacists Association Academy of Student Pharmacist (APhA-ASP) Mortar & Pestle Professionalism Award—For an individual who exhibits professionalism and excellence in patient care in all aspects of their academic pharmacy career; has demonstrated exceptional service and commitment to the profession of pharmacy through involvement in professional organizations and other extracurricular learning opportunities; is a graduating senior in an entry level degree program; and, is in good academic standing.
Center of Excellence Outstanding Senior Award—For the senior who has exemplified excellence throughout their academic career, and contributed significantly to the programs of the School of Pharmacy and Center of Excellence. (Supported by HRSA)

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

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

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

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

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

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

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

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

GlaxoSmithKline Beecham Award—To honor a student who excels in areas of patient care such as community or hospital practice, communication skills, patient counseling, drug utilization review, case presentation, drug monitoring, community education in pharmacy issues, health screening and drug information and clinical literature.

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

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

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

Most Improved Pharmacy Student Award—For a graduating senior that has shown the most improvement during his or her matriculation in the School of Pharmacy.
Mylan Excellence in Pharmacy Award—For demonstrated superior proficiency in the provision of drug information services, high professional motivation, the intent to enter practice upon graduation and is in the top 25% of the class.

Natural Medicines Comprehensive Database Recognition Award—For a graduating senior who has exhibited an interest in the use of natural medicines, and whose academic and/or extracurricular activities demonstrates that the individual exhibits outstanding promise in the assessment, evaluation, or delivery of patient care related to the use of natural medicines.

Perrigo Award—For excellence in the non-prescription therapeutics (OTC) initiatives or activities in pharmacy practice rotations.

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

Professor Samuel M. Heman-Ackah Memorial Award—For the third highest ranking graduating senior.

Roche Pharmacy Communications Award—For demonstration of effective communication skills with a commitment to the profession and an interest in patient care.

School of Pharmacy Faculty Award—For a graduate who has demonstrated outstanding leadership in initiating, organizing and participating in college, university and community activities.

TEVA Pharmaceuticals Outstanding Student Award—For a student who in the opinion of the School of Pharmacy Faculty excels in the study of pharmacy.

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

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

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1 Senior awards are subject to change based on award availability.
FINANCIAL AID INFORMATION¹

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

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

TYPES OF FINANCIAL AID

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

- Direct Stafford Loans
- Health Professions Student Loans (HPSL)
- University Emergency Loans
- Emergency Loans²
- Howard University Student Employment Program
- Federal Work Study Program
- Scholarships for Disadvantaged Students (SDS)

APPLICATION PROCEDURES

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

² For students (after the first semester) in good academic standing enrolled full-time in the School of Pharmacy only.
NOTE: Parents’ confidential financial information must be included on the FAFSA for consideration for the Health Professions Student Loan (HPSL) and Scholarships for Disadvantaged Students (SDS). This is mandatory regardless of the student’s dependency status. The student must provide parent’s income and other information in the appropriate sections of the FAFSA. If parents are deceased, formal documentation must be provided.

TRUSTEE TUITION SCHOLARSHIP

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

MORDECAI WYATT JOHNSON SCHOLARSHIP

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

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

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

EMERGENCY LOANS

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

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

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

PRIVATE LOANS

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

HOWARD UNIVERSITY STUDENT EMPLOYMENT PROGRAM (HUSEP)

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

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

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

FEDERAL WORK-STUDY PROGRAM

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

SATISFACTORY ACADEMIC PROGRESS

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

Rights:

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

Responsibilities:

You are responsible for the following:

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

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

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

INTERNATIONAL STUDENTS

The Office of International Student Services provides the following services for international students attending the College of Pharmacy, Nursing, and Allied Health Sciences.

Counseling/Advising - International student advisors are available to counsel students about their concerns (financial, personal, immigration, etc.). The advisors also make appropriate referrals.

Programs - During the school year, the Office sponsors a variety of programs highlighting the cultural diversity on campus. The Office works with the international student organizations in providing programs. In addition, the Office offers an orientation program at the beginning of each semester.

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

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

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

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

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

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

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

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

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

STUDENT LIFE

GRADUATE AND PROFESSIONAL STUDENT COUNCIL

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

Elections for the Graduate and Professional Student Council are held each year in accordance with the council’s constitution.

CLASS ORGANIZATIONS

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

STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

The Howard University Chapter of the Student National Pharmaceutical Association (SNPHA) was established in 1972. The principal objective of this organization is to provide a forum for minority pharmacists in the communities they serve.

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

AMERICAN PHARMACISTS ASSOCIATION

The Howard University student branch of the Academy of Students of Pharmacy of the APhA was established in 1972. The principal objective of this organization is to serve as a liaison between the pharmacy student body and the American Pharmacists Association. Members receive professional journals and newsletters and are provided opportunities to participate in projects and meetings of the college branch and of the national organization.

Faculty Advisor: Dr. Daphne Bernard, 202-806-6530.

AMERICAN SOCIETY OF CONSULTANT PHARMACISTS

American Society of Consultant Pharmacists (ASCP) student membership provides students with the tools they need to begin a successful career in senior and long term care. The student chapters are focused on providing information to students on employment, providing information on consultant senior care and long term care, as well as information on starting their own practice.

Faculty Advisor: Dr. Krishna Kumar, 202-806-6540 and Dr. Jerome Pittman, 202-806-5895.

AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

Howard University College of Pharmacy, Nursing and Allied Health Sciences is in its initial phase of establishing a student chapter for the American Society of Health-System Pharmacists (ASHP). This component of the ASHP is known as “ASHP Pharmacy Student Forum”. The goals of this association include:

- Increasing the knowledge of students about careers and trends in pharmacy practice;
- Improving organizational and leadership skills of students (especially practice-focused);
- Increasing student involvement in the policy development process of ASHPs and
- Increasing cooperation among Pharmacy Schools, ASHP affiliates State Chapters, and in addressing the needs of students in the aforementioned areas.

Faculty Advisor: Dr. Fredric Lombardo, 202-806-4205.

STUDENT NATIONAL COMMUNITY PHARMACISTS ASSOCIATION

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

Faculty Advisor: Dr. Oluwaranti Akiyode, 202-806-4207.
THE BLACK APOTHECARY

Pharmaceutical publishing is an area of pharmacy that is rarely explored and highly rewarding. A lot of cultures and tradition have survived on ink and paper and this is what we hope to achieve here with the Black Apothecary, survival of our traditions and cultures at Howard University School of Pharmacy and also be a voice amongst students, faculty and the outside world.

Faculty Advisor: Dr. Monika Daftary, 202-806-4206

THE RHO CHI NATIONAL PHARMACY HONOR SOCIETY

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

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

KAPPA EPSILON FRATERNITY

The Alpha Pi Chapter, Kappa Epsilon Fraternity, Inc., was established in the School of Pharmacy in 1984. Its objectives are:

- To unite women students in pharmacy
- To cooperate with the faculty of the School of Pharmacy where chapters are established;
- To stimulate in its members a desire for high scholarship;
- To foster a professional consciousness; and
- To provide a bond of lasting loyalty, interest and friendship among its members

Faculty Advisor: Dr. Daphne Bernard, 202-806-6530

KAPPA PSI FRATERNITY

The Delta Kappa Chapter, Kappa Psi Fraternity, is the oldest and largest pharmaceutical fraternity in the United States. Many of the past and present leaders in pharmacy are members of Kappa Psi. The fraternity seeks and offers membership to men and women who desire to:

- Participate in activities that promote and advance the profession of pharmacy;
- Develop and maintain pride in the fraternity and the profession of pharmacy; and
- Develop and participate in college and community programs.

Faculty Advisor: Dr. Mary Maneneo, 202-806-4209
PHI DELTA CHI FRATERNITY

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

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

PHI LAMBDA SIGMA

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

Faculty Advisor: Dr. Anthony Wutoh, 202-806-4209 and Dr. Fredric Lombardo, 202-806-4205

CAMPUS PALS

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

WHO’S WHO AMONG STUDENTS IN AMERICAN COLLEGES AND UNIVERSITIES

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

STUDENT ORGANIZATION REQUEST TO USE COP FACILITIES AFTER 5 PM

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

PROFESSIONAL FEE USAGE POLICY

Purpose
Students enrolled in the Howard University College of Pharmacy (HU COP) pay a Professional Fee per semester to cover expenses associated with student educational resources as well as student organizational funding to ensure adequate college representation at the regional and national level. The 2011-2012 HU COP Professional Fee is $200.00 per semester.

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

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

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

• HUSPOT: Howard University Student Pharmacists Outreach Team

• Black Apothecary: Black Apothecary

• AMCP: Academy Of Managed Care Pharmacy

• KE: Kappa Epsilon Fraternity

• KP: Kappa Psi Fraternity

• NCPA: National Community Pharmacists Association

• PDC: Phi Delta Chi Fraternity

• CPNP: College Of Psychiatric & Neurologic Pharmacists

• ASCP: American Society Of Consultant Pharmacists

• Rho Chi: Rho Chi National Pharmacy Honor Society

• PLS: Phi Lambda Sigma

• ASHP: American Society Of Health-System Pharmacists

• APhA: American Pharmacists Association Academy Of Students Of Pharmacy

• SNPhA: Student National Pharmaceutical Association

**Responsibilities**
The dean’s office oversees the annual professional fee fund allocation and proper disbursement of funds. The leadership of each student organization, with proper oversight of the chapter advisor, is responsible for submitting an annual budget for proposed chapter expenses by August 30 of each year, proper disbursement of organizational funds directed in the Professional Fees Usage Policy, and submission of an annual report detailing the actual use of the organizational funds by May 10th of each year. The chapter must ensure that there is proper documentation noting the funding amount.
and justification for each student who receives a direct reimbursement from the chapter’s organizational funds, and they must sign to confirm their receipt of funds.

Eligibility: Professional fee funding will be used to cover specific student educational resources made available to all students enrolled in the pharmacy program. All student organizations that are recognized by the Howard University Office of Student Affairs and who comply with conditions outlined in the Professional Fee Usage Policy are eligible for funding from professional fees. Failure to comply with the policy conditions will result in ineligibility to receive funding for the next academic year.

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

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

1. a valid tax ID number
2. recognition as an official student organization by the Howard University Office of Student Activities (http://www.howard.edu/currentstudents/studentlifeactivities/StudentActivities/ActiveStudentOrganizationsandClubs.htm)
3. submission of a completed Howard University ACH form and W9 (attached)

Base funding will be provided to all organizations that meet funding criteria. Additional funding to help off-set travel expenses to ensure college representation by the chapter president, delegate, and counseling / clinical skills competitors at the organization’s regional and national meetings will also be provided. Funding amounts will vary based on available funds.
### COLLEGE OF PHARMACY STUDENT ORGANIZATION TIER CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSPOT</td>
<td>AMCP, KE, KP, NCPA, PDC, CPNP, ASCP, Rho Chi, PLS</td>
<td>ASHP&lt;sup&gt;1&lt;/sup&gt;, APhA&lt;sup&gt;2&lt;/sup&gt;, SNPhA&lt;sup&gt;3&lt;/sup&gt;</td>
</tr>
<tr>
<td>Base Funding</td>
<td>Base Funding Annual Meeting Attendance (Pres)</td>
<td>Base Funding Annual Meeting Attendance (President)&lt;sup&gt;1,2,3&lt;/sup&gt; Annual Meeting Attendance (Delegate)&lt;sup&gt;2,3&lt;/sup&gt; Annual Meeting Attendance (Counseling Competitor)&lt;sup&gt;1,1,2,3&lt;/sup&gt; Regional Meeting Attendance (President)&lt;sup&gt;2,3&lt;/sup&gt; Regional Meeting Attendance (Delegate)&lt;sup&gt;2,3&lt;/sup&gt;</td>
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### SUPPORT INFORMATION

#### COMPUTER LAB*

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

#### READING ROOM*

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

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

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

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

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

**iLAB**
Additional computers are available in the iLab located at 2301 Georgia Avenue, N.W. If additional information is needed, please call (202) 806-0660.

**LOUIS STOKES HEALTH SCIENCES LIBRARY**

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

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

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

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

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

**CLASSROOM LOCATIONS**

<table>
<thead>
<tr>
<th>CCH</th>
<th>Chauncey Cooper Hall</th>
<th>207</th>
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<tbody>
<tr>
<td>CCH</td>
<td>Chauncey Cooper Hall</td>
<td>124</td>
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<tr>
<td>CCH</td>
<td>Chauncey Cooper Hall</td>
<td>121</td>
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<td>AN 1</td>
<td>Annex 1</td>
<td>Main Classroom</td>
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<td>AN3</td>
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<tr>
<td>AN3</td>
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<td>COM</td>
<td>College of Medicine</td>
<td>3210</td>
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<tr>
<td>HSL</td>
<td>Health Sciences Library</td>
<td>PBL Rooms</td>
</tr>
</tbody>
</table>

**ENTRANCE INTO COLLEGE OF MEDICINE**

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

**ABSOLUTELY NO FOOD OR DRINK MAY BE BROUGHT OR USED IN CLASSROOM.** Please avoid throwing trash on the floor; use the trash receptacles for this purpose. Also, please do NOT touch any of the audio-visual equipment. **VIOLATORS ARE SUBJECT TO DISCIPLINARY ACTION.**

**STUDENT LOUNGE**

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

**DUPLICATING INFORMATION**

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

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

BOOKSTORE INFORMATION

Howard University Bookstore is located at 2225 Georgia Avenue, N.W. (202) 238-2640 - www.bookstore.howard.edu. Hours of Operation: Monday-Friday, 8:30 A.M.-7:00 P.M. Saturday–10:00 A.M. - 5:00 P.M. (These hours are subject to change and will be announced).

UNIVERSITY STUDENT ACTIVITIES

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

STUDENT HEALTH SERVICES

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

ENROLLMENT MANAGEMENT/RECORDS OFFICE

2400 6th Street, NW (Administration Building, Room 104) (202) 806-2712

SECURITY AND SAFETY (Campus Police)

Security Desk, 24 hours (202) 806-1100

EMERGENCY

(202) 806-7777

TRAFFIC AND PARKING

(202) 806-2000
STUDENT PARKING

Parking for students is extremely limited. A lottery for available parking spaces is held in May of each year. Students arriving on campus in the fall semester must check with the Office of Parking & Shuttle Operations, Room B-11, Mordecai Johnson Administration Building, to determine parking availability for the school year. The telephone number for the Office is (202) 806-2000.

STUDENT FINANCIAL SERVICES

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

SPECIAL STUDENT SERVICES

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

COLLEGE OF PHARMACY EXTENDED BUILDING HOURS

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

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