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I. GENERAL INFORMATION

FREQUENTLY USED TELEPHONE NUMBERS

Skaggs School of Pharmacy and Pharmaceutical Sciences
Office of Student Services ................................................................. (303)724-2882
Dean's Office....................................................................................... (303)724-1234
Experiential Programs, Office of .......................................................... (303)724-2655
Graduate Programs............................................................................. (303)724-7263
Information Technology....................................................................... (303)724-2889
Clinical Pharmacy, Department of ...................................................... (303)724-2616
Pharmaceutical Sciences, Department of ............................................ (303)724-7263
iPharm. D.® (Distance Degrees) ......................................................... (303)724-3582

ANSCHUTZ MEDICAL CAMPUS GENERAL TELEPHONE NUMBERS

Anschutz Medical Campus ................................................................. (303)724-5375
School Closure (Weather).................................................................... (303)724-1777
Anschutz Police .................................................................................. (303)724-4444
Police Business/Non-Emergency Line.................................................. (303)724-2000
Medical & other Emergencies ............................................................. (303)724-4444
Student Mental Health Center ............................................................. (303)724-4716
Admissions & Registrar................................................................. (303)724-8059
Financial Aid........................................................................................ (303)724-8039
Bookstore............................................................................................. (303)724-2665
Health & Wellness Center ................................................................. (303)724-9355
Bursar’s Office ................................................................................... (303)724-8032
Lost & Found....................................................................................... (303)724-1777
Office of Diversity................................................................................ (303)724-8003
Lost & Found ($)................................................................................ (303)724-4444
Library................................................................................................. (303)724-2152
Visual Images..................................................................................... (303)724-6419
Parking ................................................................................................. (303)724-2555
Printing Services............................................................................... (303)724-6414
Student Assistance Office................................................................. (303)724-7686
Ombuds Office.................................................................................... (303)724-2950
Office of Disabilities & Services ......................................................... (303)724-5640
Student Insurance.............................................................................. (303)724-7674

Escort/Shuttle Service ................................................................. (303)724-4444
INTRODUCTION

The purpose of this bulletin is to provide students with an orientation to the professional curriculum and the policies and procedures of the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS). This bulletin is not meant to be binding on the part of the SSPPS or the University of Colorado, but to serve as a guide. However, students will be held responsible for complying with the policies published in this bulletin and its appendices. While every attempt has been made to include the most current information, changes may occur throughout the semester. Students will be notified of changes and are responsible for keeping abreast of current information. Students are encouraged to consult personnel in the SSPPS Office of Student Services (OSS) with any questions or concerns regarding the information contained in the bulletin or other documents referred to or described in the bulletin.

DEGREE PROGRAMS

- **Doctor of Pharmacy (Pharm. D.)**

  The University of Colorado offers the Doctor of Pharmacy degree as its professional pharmacy degree program. Students entering the program typically have three years of prerequisite course work at a prior college or university. The Pharm. D. program is four years in length. Tailored to the needs of very distinct audiences, iPharmD® consists of two academic programs for both international and North American working pharmacists with a bachelor’s degree in pharmacy. More information can be found at North American-Trained PharmD (NTPD) Program and International-Trained PharmD (ITPD) Program.

- **Doctor of Philosophy (Ph. D.) in Pharmaceutical Sciences and Toxicology**

  The faculty of the SSPPS, through the Graduate School, offers the Doctor of Philosophy degree in the pharmaceutical sciences, toxicology and pharmaceutical outcomes. Students who wish to pursue graduate degrees must have earned a Pharm.D. or a baccalaureate degree in pharmacy, biology, chemistry, psychology, or other closely related areas from an accredited college or university. Students wishing to pursue graduate work in the pharmaceutical sciences or toxicology should contact the SSPPS Department of Pharmaceutical Sciences at 303-724-7263.

ACCREDITATION

The SSPPS is a member of the American Association of Colleges of Pharmacy (AACP) and all professional programs are accredited by the Accreditation Council for Pharmacy Education (ACPE) located at 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810. http://www.acpe.accredit.org or call 312-664-3575.

STUDENT RESPONSIBILITY

Students entering the SSPPS have elected to pursue a program of study leading to a Doctor of Pharmacy degree in pharmacy at the University of Colorado Denver Anschutz Medical Campus. It is assumed that students have made this decision knowledgeably, are committed to being a health care professional and accept the responsibility of this career role.

One of the SSPPS’s primary objectives is the development and implementation of a curriculum to assist students in obtaining the knowledge, skills and attitudes necessary to perform in the role of a competent practicing pharmacist. To assist students in realizing their career goals and the fulfillment of the objectives of the SSPPS, the faculty and staff of the SSPPS provide an accredited course of study. Successful completion of the program is the responsibility of each student.

Students are responsible for knowing and complying with the academic requirements and regulations of the SSPPS as well as those of the University of Colorado. Students also must meet basic standards of performance established for each course. Students are required to understand that fulfillment of these fundamental responsibilities is an essential prerequisite for achieving satisfactory academic standing and for awarding of a degree upon recommendation of the faculty.

All course work in the SSPPS is performed within the guidelines of the Student Ethics and Conduct Code, which embodies the high ideals and responsibility that accompanies the pharmacy profession. Students will be held to these high standards, which are expected to be maintained after graduation.

If, at any time, a student needs academic advising, the faculty and staff are available and willing to assist students.
MISSION, VISION AND VALUES OF SSPPS

Mission: We are committed to excellence and innovation in professional, graduate and post-graduate education; scholarship and research; patient-centered care; public health advocacy; and societal leadership and engagement.

Vision: Together, our innovation, discoveries and engagement with our communities improve the health and well-being of society.

Values: In fulfilling our mission, the faculty, staff, and students of the University of Colorado Skaggs School of Pharmacy & Pharmaceutical Sciences are committed to the following values as an institution and in our actions as individuals:

- Accountability
- Collaboration
- Diversity & inclusiveness
- Entrepreneurism
- Integrity
- Professionalism
- Respect
- Leadership
- Discovery & innovation
- Social responsibility

Goals: To achieve its vision and mission, the school is committed to:

- Recruiting, developing and retaining innovative and productive faculty and staff members who contribute to the advancement of pharmacy education, research, scholarship and practice.
- Providing expanded and innovative educational opportunities that develop outstanding entry-level pharmacy practitioners who are motivated to advance pharmacy practice and the profession and to prepare scientists who are motivated to contribute to health and well-being through scientific research and scholarly pursuits.
- Advancing the practice of pharmacy through development of innovations in pharmacy practice and delivery of superior patient care, including serving as active members of collaborative healthcare care teams committed to patient care and well-being.
- Improving health through research and scholarship by being the innovators and leaders in research that promotes basic discovery, translation to clinical practice, medication evaluation and optimization of medication use. Through communication of research findings, foster enhanced knowledge in professional, graduate and post-graduate learners
- Providing leadership and service to our communities by actively engaging with its many communities and local, national and global communities that would derive substantial benefit from the school’s collective knowledge and expertise.
- Achieving excellence through continuous quality improvement.
- Develop innovative strategies to identify and exploit opportunities that allow the school to make major advances in its mission areas.

HISTORY OF THE UNIVERSITY AND SCHOOL

When Colorado was frontier land, an official territorial government was formed. At its first session in 1861, the territorial legislature passed an act providing for a university in Boulder. When Colorado became the Centennial State in 1876, the new constitution established the University under the direction of an elected board of regents. Three Boulder residents - George A. Andrews, Anthony Amett and Marinus G. Smith donated fifty-two acres of pastureland for the University. The cornerstone of Old Main, the first building, was laid in 1875. Today the University's 590 acre Boulder campus includes 160 buildings in a setting of green lawns and tall native trees. The Boulder campus has a diverse and cosmopolitan student population of over 21,000.

The Board of Regents established the College of Pharmacy at the University of Colorado as a division of the School of Medicine in April 1911. The College opened with two students and one professor and was housed in a small anatomy laboratory between the Chemistry Building and the Library on the Boulder Campus. In 1913, the College of Pharmacy separated from the School of Medicine and became part of the University. In 1960, it became known as the School of Pharmacy and was located in the Ekeley Building on the Boulder campus.

In 1986, the School of Pharmacy officially became a part of the Health Sciences Center campus in Denver although the main building remained on the Boulder campus. In August 1992, the School of Pharmacy building on the Health Sciences Center opened for classes. The first students of the School of Pharmacy moved to the Anschutz Medical Campus in November of 2007. The new Skaggs School of Pharmacy and Pharmaceutical Sciences was opened in 2010 on 12850 East Montview Boulevard, Aurora.
II. GENERAL ANSCHUTZ MEDICAL CAMPUS AND SCHOOL OF PHARMACY INFORMATION

ACCESS CONTROL/IDENTIFICATION CARDS
Identification (ID) cards/badges are required for all students on the AMC campus and students must wear them visibly while they are on campus. The ID cards serve as "keys" to access the education buildings, the student computer labs, and the Pharmaceutical Care Learning Center (PCLC), 7 days per week. Some merchants in the Denver metropolitan area offer discounts to students with ID cards. Students should check with individual merchants before making purchases.

Identification:
Your badge is a photo identification that helps inform security and others that your presence is authorized on campus. University policy requires AMC Faculty, Staff, Students, Contractors/Vendors and Affiliates to wear their badges (visible between the neck and waist) while on campus.

Library materials access:
Your badge can be used at the Health Sciences Library to allow access to and check out of publications and other reference materials.

Physical access:
Your badge provides documented physical access to secured doors and gates in campus buildings and other areas throughout campus. Some exterior and interior doors are always locked, while others are locked only during certain non-business hours. When locked, most doors/gates can be accessed only by using a badge that has been programmed to open them. You are prohibited from loaning or borrowing badges, admitting unauthorized personnel or gaining unauthorized access to campus facilities. The system software will record each time you use your badge for access.

Replacing your badge:
Replacement cost for lost, or damage due to negligence, ID badges will cost $10.00. Each replacement for a lost RTD College Pass $20.00.

BOOKSTORE
The AMC Bookstore is located in Ed 2 South on the first floor. The bookstore stocks a wide variety of health sciences titles for all medical professions. The most current and informative resources can be found to assist students in any subject, including review books, pocket guides and AHA materials. Special orders on any book not currently in stock are welcome. The bookstore also stocks books for leisure reading including New York Times bestsellers, regional titles, children’s books, and consumer health books.

The bookstore now has an expanded medical equipment and supply section, which is the largest in the Rocky Mountain region.

Additionally, they have a large selection of CU emblematic goods, including tee shirts, sweatshirts, water bottles, stickers, and much more. Convenience items can be found such as greeting cards, office supplies, single dose medications (aspirin, ibuprofen, cold medications, etc.) and personal hygiene items. Scrubs are also available as well as lab coats which can be embroidered.

You can visit their website at AMC Bookstore.

BURSAR’S OFFICE
The Bursar’s Office, as well as the Cashier Window is located in the Student Services suite (3123 of Ed II North). 303-724-8032

BUS/LIGHT RAIL PASSES (RTD)
The RTD College Pass is available to all active (enrolled) ANSCHUTZ MEDICAL CAMPUS degree seeking students. The pass is supported by a mandatory, student use fee each semester that the degree seeking student is enrolled at ANSCHUTZ MEDICAL CAMPUS.

The College Pass includes ALL regional, local, express, LightRail, SkyRide and Call-N-Ride services – no additional charge beyond the College Pass fee. Services NOT included are the special services such as Access-A-Ride and the sports rides.

For incoming students, the College Pass will be distributed by the Badging / Security Office during matriculation. Students will be scheduled by their program to get their student ID - the College Pass ID will be prepared and distributed at the same time.

For continuing students, the updated RTD College Pass stickers will be distributed by the Student Assistance Office in 3123 of Ed II North. As always, announcements will be sent via email with instructions on picking up the College Pass ID.

Certificate and other non-degree seeking students are not eligible for the RTD College Pass. RTD will not allow certificate/other non-degree seeking students to ‘opt in’ to access the College Pass. Eligibility will be determined by the Campus Student Services Office.

CALENDAR
The SSPPS follows the University of Colorado Denver Anschutz Medical Campus schedule AMC Calendar. Specific SSPPS calendars are available at SSPPS Academic Year Calendar. Bookmark this site so you can have a quick reference to your calendar for planning holiday breaks, finals, etc.

CAMPUS CLOSURE
In the event that the campus must be closed or schedules modified due to inclement weather or other emergency conditions, call toll-free 1-877-INF0-070 (1-877-463-6070) or check http://www.ucdenver.edu/Alerts for details and instructions. During inclement weather, please call this toll-free number, check online or monitor local news media. This information is updated no later than 5am.
When non-weather threats develop, the campus Emergency Notification System (ENS) for all students, faculty and staff at the Anschutz Medical Campus provides updates via various media (text, cell phone, e-mail, Facebook). To sign up for ENS alerts to your personal phone go to https://www.getrave.com/login/DenverAlerts, you'll need to use your university-issued e-mail address. Additional information regarding emergency preparedness is available at the University Police website http://www.ucdenver.edu/about/departments/UniversityPolice/Pages/UniversityPolice.aspx.

CHILD CARE/K-12 RESOURCES

The Fitzsimons Early Learning Center at 23rd Avenue and Wheeling Street, across from the Fitzsimons Credit Union provides second tier priority to any child age 6 weeks to 6 years who is a legal dependent of employees and students at the University of Colorado Anschutz Medical Campus, The Children's Hospital and its Foundation as well as the Fitzsimons Redevelopment Authority. The center's operator is Bright Horizons Family Solutions. More information is available at http://child-care-preschool.brighthorizons.com/co/aurora/fitzsimons

Students who wish to utilize other childcare near the campus or anywhere in the Denver-Metro area (which includes Aurora) are invited to use the http://www.childcareaware.org/en/ website which has a search engine for child care facilities and in-home daycare. There are several school districts within the Denver-Metropolitan and Aurora municipalities, including Denver Public Schools, Aurora Public Schools, and the Cherry Creek School District. Public school information can be found on the State of Colorado website at http://www.colorado.gov.

Quiet / private rooms are available in Ed 2 North and the SSPPS building for nursing mothers. The room in Ed 2 is unlocked and includes a small refrigerator for storage. In the SSPPS building (room 4122); a key is available in the dean's office and Research 1 South building (room 2105). The rooms cannot be reserved for blocks of study time – there are ample study spaces in the Library and Education Buildings.

While the Anschutz Medical Campus is a beautiful, spacious place, it is important for all parents who feel they must bring children to campus to keep their children “within arm’s reach.” Children are not to be left unattended at any time. Security measures installed in the buildings may lock children out if they venture out of doors.

COMPUTER LABS AND PRINTERS

The computer labs located in Ed I and Ed II are for all students (community labs) when classes are not scheduled in them. There is not a campus-wide service fee for printing at this campus, so all students must pay to print in the labs (pay as you print). Students pay Printing Services which is located in the Bookstore in Building 500, and the student’s printing account is then software controlled – students log into the PCs using their Student Printing account.

DENTAL CARE

The School of Dental Medicine has a clinic that offers lower-cost dental care. Contact the clinic (303/724-6900) to schedule an appointment for either routine or emergency care. The Student Health Insurance Office has information on a voluntary dental plan. For more information please visit Student Health or contact The Student Health Insurance Office located in suite 3213 of Ed II – North in the Student Services area. 303/724-7674.

DISABILITIES SERVICES (ACCOMMODATIONS FOR DISABILITIES)

Neither the Course Director nor OSS can determine whether a student has a disability that is eligible for accommodations. Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university. Academically qualified students with disabilities are encouraged to utilize all the appropriate accommodations. It is the policy of our institution of higher education not to discriminate against persons with disabilities in admissions policies and procedures or educational programs, services and activities. Accordingly, students requesting accommodations for a disability must contact: Sherry Holden | Coordinator University of Colorado Anschutz Medical Campus Disability Resources & Services | Bldg. 500, Room Q20-EG 305A Phone: (303) 724-5640, Fax (303) 724-5641 Part-time: Monday, Tuesday and Thursday sherry.holden@ucdenver.edu Ms. Holden will assist in determining reasonable accommodations. Be aware that the determination of accommodations can take a long period of time. No accommodations will be made for the course until written documentation is provided by Ms. Holden to the course directors and/or OSS. Once authorized, it is the student’s responsibility to coordinate approved accommodations with the OSS well in advance. Further general information regarding disability resources and services can be found at: Disability Resources and Services.

EDUCATIONAL SUPPORT SERVICES

Educational Support Services provides classroom and teaching lab support, computer support, videoconferencing and distributed education info, room scheduling, test/evaluation processing, DVD/VHS/CD duplication, video production, locker information and room scheduling services. 13120 E. 19th Avenue Education 2 North – fifth floor Phone: 303-724-8114

ELECTRONIC MAIL

Each student will be assigned a University of Colorado Denver electronic mail (e-mail) address. E-mail is considered an official form of communication and all students are required to read their e-mail daily for announcements and course assignments. Students are also expected to check email regularly during academic breaks, including summer. Faculty and staff will not use non-University of Colorado Denver e-mail
addresses to communicate with students. Forwarding your email to an outside account is not acceptable. Students are also asked to remove their Clutter accounts since important emails often get lost in Clutter accounts. If you have any difficulties accessing email while enrolled at the Anschutz Medical Campus, please contact Lori Williams, Student Email Coordinator at 303/724-2171 or email student.postmaster@ucdenver.edu.

**FINANCIAL AID**

The University of Colorado | CU Anschutz Medical Campus Financial Aid & Scholarships Office is dedicated to helping students achieve their educational goals. It is responsible for administering federal, state, and institutional aid, including grants, scholarships, loans and work-study. Advisors are available for walk-ins on Mondays, Wednesdays and Fridays from 8 a.m. – 3 p.m. and on Tuesdays and Thursdays from 8 a.m. – 1 p.m. The office is located on the 3rd floor of Education II – North, in the Student Services suite (3200). Students enrolled in the PharmD program can qualify for up to 5,000 dollars per academic year of work-study funding. Information and instructions on applying for financial aid can be found at [Financial Aid](#).

**GRADUATION**

The commencement ceremony that includes all schools is held in the quadrangle at the Anschutz Medical campus. A separate, smaller convocation ceremony for SSPPS graduates and their families follows on the Library Commons outside the SSPPS. Commencement ceremonies are scheduled for the Friday preceding Memorial Day weekend each year. Typically, a commencement banquet is held for graduates and guests on the Thursday evening preceding Memorial Day weekend each year. Information regarding cap and gown rentals, ordering of announcements, and schedules will be distributed during the spring as the graduation date approaches. The American Association of Colleges of Pharmacy Oath of the Pharmacist will be recited by students each year at commencement see [Oath of a Pharmacist](#).

**HOUSING INFORMATION**

Currently, the CU Anschutz Medical Campus has no university-owned, on-campus housing however the Office of Campus Student Services maintains a database of rental housing options for incoming and current students. The Office of Campus Student Services manages the ucdenverhousing.com site ([www.ucdenverhousing.com](http://www.ucdenverhousing.com)), which serves as an off-campus housing resources site for the CU Anschutz Medical Campus students. For updated lists, feel free to email campusstudentservices.amc@ucdenver.edu

**INCLUSION AND OUTREACH, OFFICE OF**

The goal of the Office of Inclusion and Outreach is to create a seamless pipeline that is working in a coordinated fashion, and with a sustained commitment, to foster the engagement and retention of individuals who have traditionally been underrepresented in higher education. We know that by strengthening the ties between schools/institutions at all levels (e.g., through strategic partnerships that align the efforts of elementary, secondary, and post-secondary institutions), a stronger network can be created to help ensure that no student falls through the cracks that might otherwise exist in the pipeline. The Office of Inclusion and Outreach is located in Ed 2 North, 3rd floor within the Student Services suite. 303/724-8003; [http://www.ucdenver.edu/inclusionandoutreach](http://www.ucdenver.edu/inclusionandoutreach).

**INTERCAMPUS SHUTTLE SERVICE**

The intercampus shuttle bus offers safe, convenient and time sensitive transportation service between the Anschutz Medical Campus, the Denver VA Medical Center, National Jewish Health and the Lawrence Street Center downtown. The current schedule is designed so that passengers get to the Lawrence Street Center and to the Anschutz Medical Campus prior to the top of the hour. This is a free service to University of Colorado Denver | Anschutz Medical Campus faculty, staff and students, National Jewish Health employees, and Denver VA Medical Center employees.

**INTERNATIONAL STUDENTS AND SCHOLARS, OFFICE OF**

Assistance with F-1 student and J-1 student and scholar visa status is available from the International [Student and Scholar Services](#) (ISSS), part of the Office of International Affairs. The office is located at the Downtown Denver Campus, Lawrence Street Center, Ninth floor. There is also a satellite office on the Anschutz Medical Campus. Call 303-315-2230 for an appointment in either office to discuss the services that ISSS staff can provide for international students and scholars.

**LECTURE CAPTURE (PANOPTO®)**

Please be aware of the following and note that students assume the risk of relying solely on web based lectures:

A. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded lectures. Students are granted access to recorded lectures on an individual basis; sharing of passwords is expressly prohibited. Recorded materials available on the site may not be reproduced, duplicated, downloaded, or otherwise exploited without the express written consent of the instructor. Doing so would be a breach of copyright and a breach of the Student Ethics and Conduct code.

B. Similar to lecture notes, the availability of captured lectures will be at the discretion of the person presenting the lecture. Consequently, do not assume all lectures will be available for any given course, even if some lectures are available for that course.

C. The technology may not capture everything that happens in the classroom; for example, items written on the white board or class demonstrations may not be visible and student questions may not be audible.

This technology is not perfect and, in spite of the best efforts of the lecturer and the staff of Education Support Services, the lecture may not be captured due to technical problems. As a result, do not assume the lectures will be captured even if you are informed that they will be captured. In addition, there is always a chance that the Panopto® system will lose functionality for a period of time. Service to return the system to functionality is only available during regular business hours.

**LIBRARY (HEALTH SCIENCES LIBRARY)**

The library is open 24/7 to all students, staff and faculty associated with the Anschutz Medical Campus. The library has a number of resources available to students including laptop rentals, whiteboard markers, group/private study rooms and wireless printing. Students also receive access to a number of online journals through the library website and librarian assisted academic research, see [Library Homepage](#).
LOCKERS
The education buildings have lockers available for students and they can be reserved through Educational Support Services (ESS) each academic year. Students provide their own lock and notify ESS of the locker number they have chosen. At the end of each academic year, students are required to clean out their lockers or contents of lockers will be discarded during the summer months. Students who are on campus over the summer may retain their lockers through the summer months but must make arrangements with the ESS prior to the end of the academic year.

LOST AND FOUND
For non-valuable items, you may call or stop by the reception/dispatch desk during regular business hours. The service desk is located on the first floor of the Campus Services Building located on 19th and Wheeling. 303/724-1777 Items of value, such as cell phones, purses, wallets, etc. will be turned in to University Police. Call 303/724-4444 or stop by Building 407 on the West side of the campus during regular business hours.

NOTARY
Notary Public services are available in the OSS and the central Office of Campus Student Services (OCSS).

OMBUDS OFFICE
The ombudsperson is available to help resolve problems/conflicts in an informal manner. This office operates outside the usual review or appeal procedures and is independent. The ombudsperson is impartial and will not take sides, but will help to clarify concerns and direct students to the appropriate resources. The Ombuds Office will not reveal confidences and identities of individuals contacting the office. All communications with the office are privileged and others cannot waive this privilege. The only exception to this policy would be circumstances in which the Ombuds believes there is a threat of imminent harm. Incidents of sexual harassment will not be reported, as the office is an alternate channel of communication, independent of the formal reporting structure of the University and does not serve as an agent of notice. The ombudsperson will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the student. Mediation services are also available. There are two Ombuds Offices servicing the University of Colorado Denver | Anschutz community:
- CU Anschutz Medical Campus – Building 500, Room 7005C, Phone: 303/724-2950
- Denver Campus – Plaza Building, Room 110, Phone 303/315-0046
Appointments are available Monday through Friday however every effort will be made to accommodate a student’s schedule. For more information about the office and its services, please visit the website at http://www.ucdenver.edu/ombuds.

OTHER CAMPUS SERVICES
For additional campus information, refer to the Student Life Handbook, published by the Office of Campus Student Services (OCSS). It is available on-line at http://www.ucdenver.edu/Anschutz/documents or contact the Student Assistance Office at 303-724-7686. The OCSS has information about housing, roommates, childcare, intramural sports, recreation and much more.

PARKING & TRANSPORTATION SERVICES
Information regarding parking, carpool parking, bike parking and bus service is available from the AMC Parking Office at 303-724-2555 located in building 500.
Bike racks are available near the entrances to all major buildings on campus. Enclosed bike lockers are located on the ground floor of the Henderson Parking structure, and are available for daily use only. Students are encouraged to register their bicycle with University Police – in the event of a theft; this may assist in recovering a bicycle.

POLICE
The University Police Department is located in building 407, at 12454 East 19th Place, on the Anschutz Medical Campus. The phone number is 303-724-4444. The University Police is made up of Certified State Law Enforcement Officers. The police should be contacted for any of the following reasons:
- Emergencies
- Offense and incident reports, including on-campus automobile accidents.
- Escort Service: The University Police Department provides an escort service to accompany persons to their vehicles during night hours. An escort can be requested by calling 303-724-4444.
- Campus parking violations
- Theft protection

RECORDS/REGISTRATION
All student files are kept confidentially in the OSS as described by federal law in the Family Educational Rights and Privacy Act (FERPA). Verifications of any kind, such as attendance, financial aid, graduation, etc., or confirmation of information kept in student files, i.e., transcripts received, deficiencies removed or total hours accumulated for graduation, can be obtained by contacting the OSS staff. Official transcripts may be requested on-line via the AMC Registrar’s web page. Paper transcripts are $12 each. Electronic PDF transcripts are $10 per transcript. In addition to the cost saving of $2 per transcript, electronic transcripts are the most efficient and secure way to send transcripts. PDF transcripts are processed and delivered to intended recipients within 30 minutes instead of the 5-7 day processing time for paper transcripts.
Transcript Delivery Method | New Cost/Transcript | Processing Time
--- | --- | ---
Electronic PDF | $10 | Typically within 30 minutes
Official Paper (USPS standard mail) | $12 | 5-7 days
Official Paper (FedEx Express US) | $12 + $30 delivery fee per order* | Following business day, if order is placed by 4:00pm
Official Paper (FedEx Express International) | $12 + $85 delivery fee per order* | Following business day, if order is placed by 4:00pm
Same Day Pickup | $20 | Only available on the Denver campus. Request must be received by 3:00pm.

* Rush service rates are not changing at this time. Up to 5 copies at $12 each can be included in one FedEx order.

RESPECT FOR THE SSPPS AND CAMPUS ENVIRONMENT
Students are expected to strive for cleanliness and to practice good housekeeping procedures at all times in the SSPP, other buildings on AMC and the entire campus. Smoking is prohibited on AMC; eating and drinking are prohibited in all pharmacy laboratories.

STUDENT HEALTH INSURANCE OFFICE
The Anschutz Medical Campus, while concerned with educational pursuits, is aware of varied student needs in other areas - including the area of health. The Student Health Insurance (SHI) Plan is designed to provide students with health care coverage offering a PPO accident and sickness health plan. Education II North, Room P28-3207 Phone: 303-724-7674. Their website is at Student Health Insurance.

STUDENT MENTAL HEALTH SERVICE
The Student Mental Health Service covers all Anschutz Medical Campus students. Their team consists of two psychiatrists, a LCSW, and a clinical nurse specialist. They provide confidential evaluation and treatment for the full range of psychiatric difficulties, including depression, bipolar disorder, substance abuse, suicide, eating disorders, anxiety, PTSD, schizophrenia, and relationship difficulties. If you want to learn more about their service, or would like to schedule an evaluation, please call the Student Mental Health Center at 303-724-4716.

After-hours emergencies: Please call 720-848-0000, identify yourself as an Anschutz Medical Campus student, and ask for the on-call psychiatrist.

The Health and Wellness Center on campus also provides Student Mental Health Counseling staffed by a psychiatric nurse practitioner and a licensed clinical social worker. They are open Monday through Friday 9am – 7pm, Saturday 9am – 1pm; walk in hours are Monday through Friday 11:30am – 1:30pm and 5:00 – 6:00pm.

STUDENT SENATE (INTERDISCIPLINARY STUDENT GOVERNANCE)
Student Senate is the interdisciplinary student governance group at the University of Colorado, Anschutz Medical Campus. Two representatives are elected from every class in every school or program: Child Health Associate/Physician Assistant, Dentistry, Basic Sciences Graduate School, School of Public Health, Medicine, Nursing, Pharmacy and Physical Therapy.

Student Senate is responsible for the creation and oversight of the Senate Professional Development Assistance program, which reimburses travel expenses incurred by students attending extracurricular conferences and/or events that contribute to their educational experience. Senate is also responsible for planning and overseeing campus-wide senate sponsored events and activities. Senators address complaints and ideas for improving student life on campus, act as official liaisons between students and administration, attend meetings regularly and become involved in various committees and their work.

Student Senate is the Governance group that grants recognition to interdisciplinary student organizations wishing to be considered Affiliated Student Organizations. If you as a CU Anschutz degree seeking student are considering forming a new student organization, please see the Senate News and Forms page for the Senate Recognition Process and Registration/Affiliation Agreement form. The web site can be found at Student Senate.

INTERDISCIPLINARY STUDENT ORGANIZATIONS
(3 or more schools/programs participating)
CU Anschutz Medical Campus Student Senate
Anschutz Fitzsimons Satellite Rotary Club
Anschutz Running Club
Arrythmias - choir
Bridging Research and Aurora Neighborhoods for Community Health (BRANCH)
Catholic Medical Association
CU Denver Cycling Team (races as Division II in the National Collegiate Cycling Association)
CU Oncology Group
Identifying High Arrest Neighborhoods to Decrease Disparities in Survival (HANDDS)
Institute for Healthcare Improvement (IHI) Open School – UC Denver Chapter
International Students Group at CU Anschutz
VETERANS STUDENT SERVICES

The Office of Veteran Student Services (OVSS) is the initial contact point for active duty military, veterans and dependent students attending CU Denver and CU Anschutz Medical Campus. The main priority of the office is to verify U.S. Department of Veterans Affairs education benefit certification for eligible students, ensuring that each student meets the Veterans Administration requirements for attendance, course load, content, as well as all other regulations necessary to receive educational benefit payments. This office assists students with filling out Veteran Affairs paperwork and in solving problems associated with the receipt of Veteran Affairs related educational benefits. The OVSS provides student peer to peer mentoring, transition assistance into higher education, scholarships, mental health services that are specific to the military and transition issues, and career preparation through the Boots to Suits Program. The office also serves as a liaison for numerous veteran community resources. The OVSS mission is to improve and enrich the educational experience of our current and former service members and their dependents through advocacy, community, as well as appropriate and responsive services. Location: Campus Student Services Office-ED2N, Phone Number: 303-556-2745 www.ucdenver.edu/ovss

III. OTHER PHARMACY INFORMATION

PEER ASSISTANCE SERVICES

Peer Assistance Services (PAS) has established a program for pharmacists, pharmacy technicians, interns, students and their families who are subject to physical and mental impairment due to the influence of drugs, including alcohol, or due to other causes.

- Comprehensive evaluation, case management and monitoring for pharmacists experiencing physical, emotional, psychological and substance abuse problems, which could result in impaired practice.
- Education and information on prevention of physical, emotional, psychological, and substance use problems
- Community resources
- 24 hour information line
- Support for pharmacy supervisors and family members of pharmacists with practice affecting issues

The program provides training and education, confidential intervention, referral and evaluation, treatment, follow-up and aftercare, financial counseling and/or assistance, and assistance to re-enter practice or find appropriate alternative employment. For confidential information, referrals and support groups, contact:

Peer Assistance Services, Inc.
Denver 303-369-0039
Toll Free 1-866-369-0039
http://peerassistanceservices.org/

COLORADO STATE BOARD OF PHARMACY REQUIREMENTS FOR LICENSURE AS A PHARMACIST IN COLORADO

- Graduation from an accredited school or college of pharmacy approved by the Board
- Filing of application for examination before deadline, with proper fees.
- Achievement of passing scores the Board Examinations (NAPLEX and Colorado Jurisprudence Exam)
- Minimum 1500 hours of practical experience obtained as a licensed intern and documented with the Colorado State Board of Pharmacy
- Experience requirements: The minimum of 1500 hours intern experience must be gained under the supervision of an approved preceptor. Hours earned outside of the state of Colorado may be acceptable; contact the Board office for specific instructions. Rotation (Advanced Pharmacy Practice Experience) hours obtained during the fourth year of the SSPPS curriculum provide 1680 hours and are reported to the Board by the SSPPS. Other states have varying intern requirements with for experience, number of hours and when the experience can be earned. Contact the respective Board of Pharmacy in the state of interest for information.

- Application for Colorado Intern License may be made only after receipt of a matriculation letter from the SSPPS, drafted after the student has completed the Introduction to Pharmacy orientation course. Because academic studies are expected to be the student's main focus, internship during the academic year is discouraged when it interferes with the student's academic performance. All questions relative to the internship training requirements and other qualifications for examinations and licensure as a registered pharmacist in Colorado should be directed to:

COLORADO STATE BOARD OF PHARMACY
1560 Broadway Denver, Colorado 80202-5146
303-894-7800
Or visit the Colorado State Board of Pharmacy website.

PROFESSIONAL LIABILITY INSURANCE
In general, professional liability insurance is not required, but highly encouraged. With the immediate IPPE expectations, rotating nature of site visits and new and challenging areas of pharmacy practice, come an increase in professional liability exposures. It is in the best interest of each student to research personal policies and make the decision whether to purchase or not. Students do not need to carry insurance for any pharmacy practice activities associated with the curriculum; insurance is provided by the university. Special circumstances may exist when students participate in a rotation outside of Colorado that may require students to purchase added liability coverage. The Office of Experiential Programs will inform students when this is required. Unless their employer provides coverage, students must carry their own professional liability or malpractice insurance for internship positions (pharmacy employment not associated with the SSPPS). Please see http://www.ashp.org/DocLibrary/MemberCenter/FAQs-ProfLiabilityIns.aspx

IV. GENERAL SCHOOL OF PHARMACY POLICIES AND PROCEDURES

ADDRESS AND PHONE

University of Colorado Anschutz Medical Campus
Skaggs School of Pharmacy and Pharmaceutical Sciences
Office of Student Services
12850 E. Montview Blvd., Room V20-1116
Aurora, CO 80045
303-724-2882

ABSENCE POLICY

The absence policy delineated in a separate document and can be found at the following URL: Absence Policy.

ACADEMIC ADVISING

Academic advising services are available from the Assistant Dean for Student Affairs, the Director of Student Services and the Student Academic Coordinator in the OSS. All academic issues will be handled confidentially. While academic advising is generally handled in the OSS, students with specific academic questions or needs may be referred to appropriate faculty members. Serious counseling issues may be brought to the OSS, and when appropriate, the student may be given options or referred to an appropriate source for further services. (See Student Mental Health Section on page 11).

ACADEMIC PROGRESS

Interim grade reports of students earning a ‘D’ or less will be sent to the SSPPS Office of Student Services (OSS). OSS is then is a position to support those students to meet the outcomes of the course, however, it is the primary responsibility of the student to proactively communicate and engage with the course directors and/or OSS as soon as any academic difficulties are perceived or experienced.

ALCOHOL POLICY

The consumption of alcoholic beverages on AMC is restricted to official functions only. During school functions, consumption of alcoholic beverages must comply with the university’s Alcoholic Beverages Purchased for University Events policy which is part of the Student Ethics and Conduct Code. Violation of the alcohol policy is subject to review by the Ethics and Conduct Committee.

APPLICATION AND ADMISSION POLICIES AND PROCEDURES

The Skaggs School of Pharmacy and Pharmaceutical Sciences Application and Admissions Policies and Procedures are delineated in a separate document and can be found on the School of Pharmacy website www.ucdenver.edu/pharmacy.

ATTENDANCE AT REGIONAL AND NATIONAL MEETINGS OF PROFESSIONAL PHARMACY ORGANIZATIONS

The SSPPS is deeply committed to supporting the professional development of each of its students. Students are therefore encouraged to participate in regional and national meetings sponsored by various professional pharmacy organizations. However, each student’s first responsibility is the course work necessary to prepare for a career in pharmacy. Being able to balance basic, work-related responsibilities with professional development activities is a challenge all health care professionals face throughout their careers.

Faculty members will make every reasonable effort to accommodate student attendance at professional meetings. The president or secretary of each student organization is required to submit a list of dates for regional and national meetings to the OSS before the final month of the previous semester. While faculty members are then encouraged to schedule examinations outside these times, it may not be possible to accommodate every request. If a student chooses to attend a professional conference during a scheduled examination period, he/she assumes the responsibility of the student to discuss the plausibility with the course director and inform OSS of the planned absence, preferably at the start of the semester. Documentation of the attendance of the professional activity and/or travel itineraries may be required as documentation submitted to OSS. The student is responsible for adhering to the individual course coordinator’s syllabus policies regarding missed or make-up examinations as outlined in the syllabus for that course.

BASIC CARDIAC LIFE SUPPORT CERTIFICATION

The SSPPS requires that each student to maintain current Adult, Infant and Child Cardiac Life Support (CPR) with AED certification for the entire four years of the program. If you are not currently certified, please obtain or renew your certification prior to entering pharmacy school.
and provide documentation of your current certification to the Office of Experiential Programs when school starts. We strongly recommend receiving certification from American Heart Association due to site specific requirements throughout the four year program.

CALCULATORS

The school has designated two specific standardized calculators that can be used during proctored quizzes, exams and finals. Each student is responsible for obtaining their own calculator, keeping it maintained and functional and bringing it to sessions where its use is required. The approved calculators are the Texas Instruments Ti-30X IIS Scientific or Casio fx-260 solar. These are basic calculators that provide the minimal functions necessary for pharmacy calculations.

COLLECTION OF MONEY BY STUDENTS/FUNDRAISING

Students or student groups wishing to take up collections of money or items to be donated for charitable or other purposes should seek approval from the OSS.

COMMITTEE PARTICIPATION BY STUDENTS (SCHOOLWIDE)

Committees within the university and the school form a critical component of shared governance within the institution. The University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) is committed to including students in the governance of the school in order to monitor and enhance the quality of the student experience within the institution. Student representatives to the major SSPPS committees share in the governance structure and bring critical insight as participants in the program. The school views student involvement as important because:

- It forms the basis for the representation of students' views and identifies concerns to be considered by the school
- It provides a mechanism for obtaining student input and communicating action taken in response to that input
- It allows faculty and students to discuss ideas and to solve problems collaboratively

The following committees Admissions, Alumni, Assessment, Curriculum, Experiential, Inter-professional Education and Student Ethics and Conduct Committee.

COMPUTER REQUIREMENTS

Students entering the Pharm. D. program must own or lease a personal computer and printer for the duration of the program. The computer must meet the minimum specifications for hardware and software found Computer Requirements.

COURSE BOOK

Students will be held responsible for complying with all information, requirements and deadlines published in the AMC course book found at AMC Course Book.

CURRICULUM

An overview of the SSPPS curriculum is at this URL SSPPS Curriculum.

COURSE, INSTRUCTOR, AND PROGRAM ASSESSMENTS

To assist the faculty in achieving their goal of excellence in teaching, students in the Pharm. D. program are required to complete assessments of instructors, course directors, courses and the entire program. These assessments will be completed in such a manner as to provide timely feedback. Students will have the opportunity to assess individual instructors following modules in which lectures are delivered. The course assessment process will be conducted at the end of each course.

It is the expectation of the faculty and school administration that each student will complete all assessments for courses in which they are enrolled. Students will be notified when the assessment system is available and when deadlines are approaching. Students who choose not to participate in the assessment program will be prohibited from enrolling in courses in subsequent semesters. Prior to starting the SSPPS program, students will sign a statement indicating their understanding of the course, instructor and program assessment process.

DRESS AND APPEARANCE CODE

UCD student IDs must be worn at all times. White lab coats and professional attire will be required for some courses and/or examinations. Students will be informed in advance when professional attire and appearance will be required. Please refer to the school’s dress and appearance code at:

http://www.ucdenver.edu/academics/colleges/pharmacy/currentstudents/OnCampusPharmDStudents/PharmDResources/Documents/Professional_Dress_and_Appearance_Code.pdf

DRUG TESTING POLICY

A drug test is required yearly for all students. Additionally, the school has the right to require a random drug test in any situation where drug use is suspected. The cost of the test has been included in student fees so students do not pay the provider directly for the test. Students will be provided with information regarding facility locations for drug testing. Once completed, the drug test results will be forwarded to the school. If there is a need for a review of your test the MRO (Medical Review Officer) will contact you directly. Typically, there is a charge if the MRO needs to review the test. The school will be in contact with you if this is the case. Please see the full URL at Drug Testing Policy.

ESL SUPPORT AND ASSISTANCE FOR ENROLLED STUDENTS

The school has an English as a Second Language (ESL) instructor on faculty in order to assist first year students who passed the Summer Intensive Advanced English Course, as well as to assist any other student with an ESL/bilingual/multilingual background, whether self or faculty referred. This service is offered at no charge to current students. Typically the area of concern and focus is writing, but occasionally the need to
practice speaking skills for a verbal exam or sharpen pronunciation skills also arises for some students. Having an ESL Instructor on staff reflects the school’s commitment to diverse students and assisting them in achieving success. Due to the ESL instructor’s familiarity with all written coursework for the Pharm. D. program, at times, native speaking students demonstrating the need to improve their writing are also referred and advised in the same manner as ESL/bilingual/multilingual students. Students are welcome to contact Mary Seeber (mary.seeber@ucdenver.edu) for more information.

**GRIEVANCE POLICIES AND PROCEDURES**

Students who want to address, discuss, or file a grievance have a variety of mechanisms available to them. The nature of the grievance determines which of policies and procedures apply. Student are encouraged to address their concerns as soon as possible through an informal process by contacting the department or the individuals directly involved. If the grievance is not resolved at that level, students are encouraged to meet with the Assistant Dean for Student Affairs, the Director of Student Services or the Student Academic Coordinator in the Office of Student Services (OSS) to discuss the nature of the grievance and the appropriate course of action. Students who do not feel comfortable bringing grievances to personnel in the OSS should contact the SSPPS Associate Dean for Academic Affairs or personnel in one of the Anschutz Medical Campus offices described below, based on the nature of the grievance, for assistance. Interactions should remain professional at all times and under all circumstances. Individuals are entitled to express concerns, complaints, disagreements, suggestions or grievances as described in this policy without fear of retribution. The Grievance Policies and Procedures can be found at the following: [Grievance Policies and Procedures](#).

**HEALTH INSURANCE**

All students are required to provide proof of health insurance coverage. Student health insurance plans are available through UC Denver. Additional information can be obtained during orientation or by calling the [Student Insurance Office](#) at 303-724-7674.

**IMMUNIZATIONS**

A health screening is required of all AMC students who will be attending classes for the first time on campus. Health Screens are not required annually. This is a program designed to protect the student, employee and patient population from infectious diseases. The screening must be done prior to the student attending classes at AMC. Students are required to provide proof of required immunizations.

**INTERN LICENSE**

Students are eligible to apply for a State of Colorado Intern License after the Introduction to Pharmacy course and are required to possess an intern license within the first few months of commencing the SSPPS program. Intern license applications may be obtained online at [http://www.dora.state.co.us/Pharmacy/int/licensing.htm](http://www.dora.state.co.us/Pharmacy/int/licensing.htm).

**LECTURE CAPTURE (PANOPTO®):**

Please be aware of the following and note that students assume the risk of relying solely on web based lectures:

A. Students are expected to follow appropriate university policies and maintain the security of passwords used to access recorded lectures. Students are granted access to recorded lectures on an individual basis; sharing of passwords is expressly prohibited. Recorded materials available on the site may not be reproduced, duplicated, downloaded, or otherwise exploited without the express written consent of the instructor. Doing so would be a breach of copyright and a breach of the Student Ethics and Conduct code.

B. Similar to lecture notes, the availability of captured lectures will be at the discretion of the person presenting the lecture. Consequently, do not assume all lectures will be available for any given course, even if some lectures are available for that course.

C. The technology may not capture everything that happens in the classroom; for example, items written on the white board or class demonstrations may not be visible and student questions may not be audible.

D. This technology is not perfect and, in spite of the best efforts of the lecturer and the staff of Education Support Services, the lecture may not be captured due to technical problems. As a result, do not assume the lectures will be captured even if you are informed that they will be captured. In addition, there is always a chance that the Panopto® system will lose functionality for a period of time. Service to return the system to functionality is only available during regular business hours.

**PROFESSIONAL DRESS AND APPEARANCE CODE**

The overarching principles with respect to dress and appearance are that the fields of pharmacy and health care are fairly conservative professions. SSPPS students will be required to meet professional dress and appearance standards for some required coursework and for all curricular and extra-curricular (i.e., associated with the school’s student organizations) experiential, community and hospital site visits. Anschutz Medical Campus student IDs must be worn at all times. White lab coats and professional attire will be required for some courses and/or examinations. Students will be informed in advance when professional attire and appearance will be required. The entire code can be found at: [Professional Dress and Appearance Code](#).

**RESPONDING TO POLLING QUESTIONS (RESPONSEWARE)**

All students are required to have an active Responsware account. This allows each student to use their smartphones, tablets or computers to respond to polling questions asked by instructors in Powerpoint presentations. It is each student’s responsibility to be able to access the Responseware website or app to respond to questions. Polling questions will be primarily used to assess student understanding of material.
Unless informed otherwise by the instructor or course director, responses will not contribute to a student’s grade. Nevertheless, it is important that each student be able to access the Responseware site at the start of each lecture or activity. Under no circumstances should a student be answering questions using a Responseware account assigned to another student. Students having difficulty using the Responseware polling system should contact David Sawyer (303-7243373, V20-1107) as soon as possible.

SAFE BEHAVIOR IN THE PRACTICE ENVIRONMENT POLICY
If an SSPPS is deemed to be unsafe in his/her performance in the practice environment due to an inability to meet the Technical Standards (the student is referred to this policy on the SSPPS website), the Experiential Education Committee (EEC) and the Office of Student Services (OSS) are required to take action to ensure a safe environment for students, patients, and other personnel. The full policy: Safe Behavior in the Practice Environment Policy.

SCHOOL OF PHARMACY STUDENT COUNCIL
The mission of Student Council is to foster and maintain a cooperative and mutually beneficial relationship among components of the School of Pharmacy (including its student body, faculty and staff as well as the components of the University of Colorado Anschutz Medical Center.

The structure of Student Council is six representatives from the P1, P2 and P3 classes (president, vice-president, secretary, treasurer and 2 senate reps) and 4 reps from the P4 class (President, vice-president, secretary/ treasurer and senate rep) will be elected by their peers. The president of student council is the P3 class president. In addition, one representative from each of the recognized student organizations sit on student council. Visit the web site at Pharmacy Student Council.

SCHOOL OF PHARMACY STUDENT ORGANIZATIONS
As background for a meaningful and effective post-college life, students are encouraged to participate in a variety of professional activities, which includes extracurricular as well as curricular activities. The student organizations in the SSPPS enable students to associate socially as well as academically. NO student organization will be permitted to use the name of the SSPPS for the solicitation of funds or contracts without the approval of the Dean. A list of current SSPPS Student Organizations can be found Pharmacy Student Organizations.

SCHOOL OF PHARMACY STUDENT COMMUNITY SPACES
There are several spaces located throughout the CU Anschutz Medical Campus for student use. They are student friendly, informal learning environments, meant to promote a strong sense of community and seek to develop interdisciplinary, inter-professional connectivity and networking. These spaces will provide an opportunity for peer discussion and instruction and informal interaction with-in and across disciplines. Within these spaces (communities), each College/Program/School has its own community where students from the entire campus can learn about current issues in each of the health professional/graduate basic science programs. Each space includes a refrigerator for students to store snacks/meals as well as at least one microwave and coffee machine.

SENIOR PORTRAITS
During INTERSESSION of the P4 year, students will be asked to schedule an appointment in the OSS to sit for senior portraits. All students are encouraged to participate, since these photographs make up the framed senior composite that hangs in the SSPPS. Students will be notified of the details during the fall semester of their P4 year.

SMOKING POLICY
In 2009, the AMC campus adopted a policy that prohibits all smoking on university grounds. In implementing this policy, smoking shall be prohibited everywhere on campus.

TECHNICAL STANDARDS FOR ADMISSION, ADVANCEMENT AND GRADUATION
In May 1997, the SSPPS faculty adopted technical standards for admission, scholastic advancement and graduation for its Professional degree programs. Technical standards are essential eligibility requirements and each degree candidate must meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements. They can be found on our web site Pharm. D. Technical Standards.

TUTORING AND ADVISING
The school offers free one-on-one tutoring or group tutoring to students who qualify to improve student’s academic performance. This service is provided by either pharmacy students within their own class or in classes above. Students qualify for this program if they are currently receiving a C- or less in a course.

In addition to individual tutoring, the school also provides facilitated group discussion for classes that historically have more students struggle and result in a higher incidence of grades of D and F. SI is a regularly scheduled academic assistance program aimed to provide opportunities for students to review notes, discuss readings for class and develop organizational strategies for success in the curriculum. The SI leaders facilitate active self-learning by encouraging students to identify key points of the lectures, think proactively about upcoming topics and find mechanisms for students to answer their own questions. In SI sessions, the tutors do not lecture or re-teach course material.

Conducting the sessions include recent graduates and current peer students who will attend classes and view the Panopto recordings. The SI sessions are free of charge and optional for all students but students are asked to attend all or as many sessions as possible and not just attend sessions before exams and quizzes.

For more information, please contact the Office of Student Services; oss@ucdenver.edu

THE WRITING CENTER
AUDITING

Auditing is defined as “sitting in” on courses for no credit without the payment of tuition. The Auditing Courses Medical Campus official drop/add period.

DROPPING

After the drop deadline, courses may not be dropped unless there are documented extenuating circumstances, e.g. accident, illness, etc. Courses dropped after this date will appear on the student’s permanent record with a grade of “W.” No refund is made for courses dropped after this date.

ADDING COURSES

Courses may be dropped during the first two weeks of classes with no consequence. All dropped courses must be cleared through the OSS. Students will be allowed to add courses for credit, including independent study and elective courses, during the first two weeks of the semester. Any added courses must be cleared through the Director of Student Services. (See the Academic Year Calendar in Appendix B for the exact dates).

CLASS STANDING

When students register for courses in the SSPPS, they are classified according to the year in the order of studies in which they are taking the major part of their academic load. Thus, a student in the first professional year will be a P1; and the second, third and fourth professional years will be referred to as P2, P3 and P4, respectively.

DROPPING OR WITHDRAWING FROM COURSES

Courses may be dropped during the first two weeks of classes with no consequence. All dropped courses must be cleared through the OSS. Students may not drop courses they may be failing after the official drop/add period.

ENROLLMENT IN COURSES AS A NON-PHARMACY STUDENT

The school allows students officially accepted into the SSPPS Pharm. D. program to take courses in the professional program.

Auditing Courses

Auditing is defined as “sitting in” on courses for no credit without the payment of tuition. The Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) allows individuals to audit courses only if permission is granted by the course director and space is available in the course. Registration is not required but no grades will be issued and no examinations are permitted to be completed.
**FINAL LETTER GRADES**
Final grades may be changed only if there is a recording or grading error on the part of the instructor. When a change is posted to a student's transcript, the original (incorrect) grade is erased. Please note that a grade of F is considered a final grade and should not be awarded if the student has arranged with the course director to submit additional work to improve the grade.

**GRADE POINT AVERAGE**
Grades received in all courses attempted after enrollment in the SSPPS, regardless of the grade received, are taken into account in the computation of grade point average (GPA). The GPA is computed by multiplying the credit points per hour by the number of hours for each course, totaling the credit points and dividing the total credit points by the total number of hours. For example, a student who receives 4 hours of B, 3 hours of A and 2 hours of C would have the following GPA:

B = 3 credit points/hr \times 4 hours = 12 credit points
A = 4 credit points/hr \times 3 hours = 12 credit points
C = 2 credit points/hr \times 3 hours = 6 credit points
Total: 30 credit points and 10 hours
GPA: $\frac{30}{10} = 3.0$

Academic progress is monitored according to two different grade GPA's, the semester and cumulative professional GPA (CGPA). Accrual of the professional and cumulative grade point averages begins when the student enters the SSPPS.

**Cumulative Professional (CGPA)** is the GPA earned for all required and elective professional pharmacy courses. The points and credits earned for required professional courses for which waiver has been granted are added to the professional GPA regardless of whether the course was taken before or after enrollment in the SSPPS.
GRADING AND POINT SYSTEM

Grades in the SOP are as follows:

<table>
<thead>
<tr>
<th>Letter grades</th>
<th>Points per each hour of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
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<td>C</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The plus/minus (+/-) designation is determined at the discretion of the course director. Grades of A+ are not recognized by UCD. Each course director is solely responsible for establishing the basis for the letter grade assignment in their course(s) via their course syllabus.

Incomplete/Withdrawal:
- I  Incomplete Withdrawal. Regarded as “F” if course is not complete within one academic year (a course completion agreement form must be completed to receive a grade of “I.”
- W  Withdrawal. Regarded as withdrawal from the course without credit. Students must withdraw by the deadline stated in the course syllabus.

Other:
- H  Honors. Consistently exceeds all expectations
- P  Pass. Meets all expectations
- F  Fail. Fails to meet expectations
- NC Indicates registration on a no-credit basis
- Y  Indicates the final grade roster was not received by the time grades were processed
  (Grades of H, P, NC, Y, W, and I are not included in calculation of GPA)

GRADES RECEIVED AT OTHER INSTITUTIONS

Pharmacy students who take courses outside of the SSPPS will be subject to the grading system/policies used in the respective departments in which the course(s) are being taken. Credits received at other colleges/universities (including the other University of Colorado campuses) prior to actual enrollment in the SSPPS are classified as transfer credit and the grades received for those courses are used only to establish a pre-pharmacy GPA. (See policy for WAIVER OF REQUIRED COURSES/TRANSFER OF COURSE CREDIT of courses below). Credits received after enrollment in the SSPPS are included in the cumulative GPA.

“I” GRADES

Voluntary Incomplete: with the permission of the course director(s), a grade of “I” may be assigned to a student to signify that extenuating circumstances beyond the student’s control prevented the student from completing a small portion (generally considered to be less than 20% of coursework) of the course and that a final grade cannot yet be assigned. It is the responsibility of the student to prove that reliable evidence of extenuating circumstances exists. The terms of this plan must be defined and a Course Completion Agreement Form must be completed and signed by the student, the course director and the ADSPA (or designee). Please see the Scholastic Advancement and Appeals Policy for the full description.

NO CREDIT (NC)

NC indicates no-credit registration status and a grade will not be awarded by the instructor. For students participating in the professional program, all SSPPS courses including the professional electives must be taken for credit.

PASS/FAIL

Only professional pharmacy courses so designated may be taken on a pass/fail basis.

INDEPENDENT STUDY

Students with appropriate interests and academic preparation may enroll in Independent Study courses which usually involve study of a topic previously approved in conference between the student and his/her instructor. Generally, independent study is offered as a 2 - 3 semester credit hour course. Students may take more than one independent study course. A syllabus must be approved by the Curriculum Committee and, once approved, registration must take place through the OSS. The Policy and Forms are here: Independent Study

REGISTRATION

Students are registered each semester by the OSS. While every attempt is made to register students in the appropriate courses, it is the students’ responsibility to check their schedule carefully to minimize any errors. Any errors found should be directed to the OSS.
SCHEDULING
The curriculum for the entire SSPPS program has been established. Deviations from this standardized schedule by students, for whatever reason, must be done with the approval of the Scholastic Advancement and Appeals Committee and an appropriate course of study that takes into consideration pre-requisites, proper course sequencing, scheduling conflicts and goals will be developed.

SCHOOL-WIDE DEAN’S LEADERSHIP CONVOCATIONS
The SSPPS leadership convocation series is considered by both faculty and students to be an important component of pharmacy education. The school attempts to identify convocation speakers of national prominence who represent different facets of pharmacy practice and education, provide insights into contemporary issues and to enrich the academic environment of the professional program. Attendance at all Skaggs School of Pharmacy and Pharmaceutical Sciences leadership convocations is mandatory for P1, P2 and P3 students. Each convocation should be viewed as an examination for purposes of attendance expectations - absences are allowed only for documented, unavoidable, emergency circumstances. Any absence requires a make-up assignment. Students are expected to be attentive, courteous and respectful towards the convocation speaker. Students should not read newspapers or other materials or participate in any other distracting activity during the convocation presentation. Students are encouraged to participate in the question and answer period at the conclusion of the presentation.

Students must scan their badge for evidence of attendance. Students participating in P4 advanced pharmacy practice experiences are excused from attending SSPPS convocation.

SPECIAL EVENTS
There will be occasional SSPPS events which require attendance that are held outside of regular curriculum. Every attempt will be made to notify the student well in advance of the event so appropriate arrangements can be made for attendance. The purpose of these extra activities is to augment the educational program and to provide students with an opportunity to get a broad exposure to a diverse range of topics and experiences that extend well beyond the traditional classroom.

SCHOLASTIC ADVANCEMENT
The SSPPS Scholastic Advancement Policy can be found under the following URL: Scholastic Advancement and Appeals Policy.

VI. RECOGNITION OF ACADEMIC AND PROFESSIONAL ACHIEVEMENT

AWARDS AND SCHOLARSHIPS
In addition to the financial aid a student may be eligible for through the Office of Financial Aid, several scholarships are awarded annually from the SSPPS. Special awards are also given to students annually in recognition of a variety of achievements. Applications will be given to students near the beginning of the spring semester for the following academic year and scholarship awards will be given upon recommendation of the SSPPS Awards and Scholarships Committee. As a continual process, every effort is made to seek additional scholarships for the benefit of the students. Students may obtain more information from the OSS. Current SSPPS awards and scholarships are listed Awards and Scholarships.

DEAN’S LIST
The Dean's List honors students who have achieved a grade point average of 3.50-4.0 at the end of each calendar year. Students will be recognized via correspondence from the Dean. Students who have ethics violations or are on probationary status are not eligible to be on the dean’s list. A list of these students will be posted in the SSPPS web page.

HONORS PROGRAM
The Honors Program of the University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) offers students the opportunity to design and execute a research-oriented project. In addition to fulfilling the normal coursework requirements of the Pharm.D. curriculum, Honors Program students pursue special research interests with a high degree of individual attention from an SOP faculty mentor. Designed for a small group of students of exceptional merit, the Honors Program provides a hands-on original research experience using contemporary scientific methodologies to develop advanced skills in modern techniques. It is an expectation of the Honors Program that many honors projects will lead to presentations at national meetings or publications in a professional or scientific journal. Students often find the Honors Program to be an avenue to expanded career opportunities. Students completing the Honors Program will be recognized on their transcript and diploma as having “graduated with honors.”