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Introduction

Welcome to the UNC Eshelman School of Pharmacy. We hope that your Doctor of Pharmacy experience at the School is positive, rewarding, and enriching. We expect the best from our students, and you can expect the best from us.

The profession of pharmacy plays a vital role in serving the healthcare needs of the people of the United States. Pharmacists are the most accessible members of the health care team and are authorities on drugs and drug therapies. With authority comes responsibility, and the goal of our School is to help you become a competent and responsible pharmacist.

This handbook is intended as a welcome to the UNC Eshelman School of Pharmacy for new students and as a source of information for the returning student body regarding major policies, procedures, and standards within the School. It informs you of our guiding philosophies and defines the rules that guide our actions. We ask for your cooperation by becoming familiar with the contents of the handbook.

As a Doctor of Pharmacy student, you join faculty and staff within our community of scholars. We all work together to produce an optimal learning environment both in and out of the classroom. The PharmD Student Handbook contains guidelines and protocols for ensuring clarity and accountability across our community. We hope that you will use this reference and benefit from it.

Please take a moment to read the School’s vision, mission, and core values before continuing to the handbook.

At the UNC Eshelman School of Pharmacy, everything we do begins and ends with the patient in mind. We are reinventing the way students learn, discovering solutions for the world’s most challenging health issues and revolutionizing the way pharmacists deliver
patient care.

We invite you to join us in

*Advancing medicine for life*

*Beyond: UNC Eshelman School of Pharmacy Strategic Plan for 2021-2024*

*Beyond Rankings*

*Beyond Borders*

*Beyond Classrooms*

*Beyond Labs*

*Beyond Excellence*

*Disclaimer*: The UNC Eshelman School of Pharmacy designs this Student Handbook to be as current as possible; however, the policies and other information contained in this handbook are subject to change at any time. The official Student Handbook is maintained by the Office of Student Affairs. In the event of any discrepancy between the online policies and the official Student Handbook, then the language in the official version shall control.
School Vision

To be the global leader in pharmacy and pharmaceutical sciences.
School Mission

Preparing leaders and innovators to solve the world’s most pressing health care challenges.
Our Values

WE CARE

Welcoming, Equity, Commitment, Accountability, Respect, and Excellence

Welcoming
Creating an environment of inclusion and belonging

Equity
Opportunity for all

Commitment
Relentless passion for impact to society

Accountability
Ownership and responsibility

Respect
Appreciate and value others

Excellence
Pre-eminence in everything we do
The University's **Policy on Prohibited Harassment and Discrimination**, “is about providing a safe and equitable campus community. The following behaviors are prohibited: discrimination and harassment based on any protected status, sexual assault or sexual violence, sexual exploitation, interpersonal (relationship) violence, stalking, complicity for knowingly aiding in acts of prohibited conduct, and retaliation. The Policy covers a broad range of conduct because any of these behaviors can impact the ability of campus community members to live, learn and work successfully and comfortably.”

Students who want additional information regarding the policy, to make a report, request accommodations, and/or learn more about the University's process for investigating allegations of discrimination or harassment should contact the Equal Opportunity and Compliance Office (EOC) for assistance.

Any administrator or supervisor, including a department chair, associate dean or other administrator or staff, who receives a student’s complaint about prohibited harassment or discrimination must notify the Equal Opportunity and Compliance Office within five (5) calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student's claim must be performed under the direction of the Equal Opportunity and Compliance Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student's academic appeal.
FERPA

As a general rule, under the federal Family Educational Rights and Privacy Act (FERPA), personally identifiable information may not be released from a student's education records without the student's prior written consent.

Exceptions to this rule are set out in the FERPA regulations and the FERPA policy of the University of North Carolina at Chapel Hill.

FERPA Policy

Creating Required FERPA PIN

FERPA Release Exceptions
Technical Standards

Technical standards represent the personal attributes and capabilities essential for admission, progression, and graduation in the Doctor of Pharmacy program. In order to be admitted, to successfully progress, and to be approved for graduation, applicants for admission and current students must demonstrate the qualifications described below.
Students who are unable to meet the standards will be referred to the Scholastic Achievement and Progression Committee for review. The Committee will determine if the student should be sanctioned or dismissed from the PharmD program.

**Academic Achievement and Proficiency Standards**

Earning a Doctor of Pharmacy (PharmD) degree from The UNC Eshelman School of Pharmacy at The University of North Carolina at Chapel Hill requires the following
academic standards:

- **Mastery of a coherent body of knowledge and skills.** A pharmacy student must acquire substantial competence in the necessary knowledge and application of that knowledge in their professional practice.

- **Intellectual skills that allow the student to master the broad and complex body of knowledge that comprises a pharmacy education.** This involves the assimilation of existing knowledge from a wide variety of sources and its application to professional practice. It also involves the synthesis of new knowledge through reasoning and the ability to think critically.

- **An approach to learning that is effective and efficient.** The goal will be to solve difficult problems and make recommendations for therapeutic decisions. A pharmacy student must be able to memorize, describe mechanisms of drug action and clearance, perform scientific measurement and calculation, and ultimately critically evaluate biomedical literature.

- **Reasoning abilities must be sophisticated enough to analyze and synthesize information from a wide variety of sources.** Pharmacy students must be able to gather data, develop a plan of action, establish priorities, and monitor treatment plans and modalities.

- **Ability to learn effectively through a variety of modalities.** Modalities including, but not limited to classroom instruction, small group discussion/projects, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology.

- **Ability to relate appropriately to patients, health care professionals, and to other ancillary personnel.** Combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. These skills and functions are not only essential to the successful completion of the PharmD degree requirements, but they are also necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.
Non-Academic Standards

In addition to the academic achievement and proficiency requirements as stated above, the following technical standards describe non-academic qualifications that are essential for successful completion of the educational objectives of the PharmD curriculum. Non-academic qualifications of a PharmD Candidate include the attitudinal, behavioral, interpersonal, and emotional attributes required to successfully practice pharmacy.

Attitudinal, Behavioral, Interpersonal, and Emotional Attributes

Because the pharmacy profession is governed by ethical principles and by state and federal laws, a pharmacy student must have the capacity to learn and understand these
values and laws and to perform within their guidelines.

Students must be able to:

- Relate to colleagues, staff and patients with honesty, integrity, non-discrimination, self-sacrifice, and dedication.
- Understand and use the power, special privileges, and trust inherent in the patient-provider relationship for the patient's benefit and to know and to avoid the behaviors that constitute misuse of this power.
- Understand and comply with all policies and procedures related to Protected Health Information.
- Demonstrate the capacity to examine and deliberate effectively about the social and ethical questions that define pharmacy and the pharmacist's role and to reason critically about these questions.
- Identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision-making.
- Exhibit sufficient emotional health to utilize fully their intellectual ability, to exercise good judgment, to complete patient care responsibilities promptly, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect for their dignity.
- Participate collaboratively and flexibly as a professional team member.
- Display emotional health despite stressful working conditions, changing environments, and clinical uncertainties.
- Modify behavior in response to constructive criticism.
- Examine personal attitudes, perceptions, and stereotypes, which may negatively affect patient care and/or professional relationships.
- Exhibit behavior and intellectual functioning which does not differ from acceptable standards.
- Possess the physical and emotional stamina to maintain a high level of function in the face of stressful working conditions. The study and ongoing practice of pharmacy may involve taxing workloads, competing obligations, and stressful situations.
- Be able to ask questions, to receive answers in an insightful manner, to record information about patients and to advise patients and other health care professionals.
Communicate effectively and efficiently with patients, their families, and with other members of the health care team. This must include spoken communications and non-verbal communications such as interpretation of facial expressions, affects, and body language. Mastery of both written and spoken English is required although applications from students with hearing and speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communications aide may be appropriate if this intermediary functions only as an information conduit and does not provide integrative or interpretive functions.

Possess sufficient visual, auditory, tactile, and motor abilities to allow the student to gather data from written reference material, from oral presentations, by observing demonstrations and experiments, by studying various types of medical illustrations, by observing a patient and the patient's environment, by observing clinical procedures performed by others, and by reading digital or analog representations of physiologic phenomena.

Possess sufficient visual, auditory, tactile, and motor abilities to prepare medication dosage forms, administer medications to patients, and perform a basic physical examination of a patient.

Maintain appropriate professional hygiene and appearance.

Commitment to Non-Discrimination: The University is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

A candidate for the Pharm.D. degree with a diagnosed physical disability, psychiatric disorder, or other mental or emotional disability may participate in the Pharm.D. program so long as the condition is managed sufficiently with or without reasonable accommodation to permit the student to satisfy the requirements of the Pharm.D. degree, including these Technical Standards. Students who seek reasonable accommodations for disabilities must contact the University Office of Accessibility Resources and Services. In the event of deteriorating function, it is
essential that a PharmD student be willing to acknowledge the need for and to accept professional help before the condition poses a danger to the student, client/patients, other students, faculty and staff members, or research participants.

**Accommodations:** Students are encouraged to seek the guidance of Accessibility Resources and Services (ARS) in determining reasonable accommodations to assist them in meeting the academic and technical standards of the program.

*Reasonable accommodation* means services provided to individuals with disabilities, medical conditions or temporary injury/condition that remove or lessen the effect of disability-related barriers. Some individuals with disabilities may need reasonable accommodations to meet the School's Technical Standards, while others may not.
Accessibility Resources

Students who seek reasonable accommodations for a disability, medical condition or temporary injury/condition must contact the Associate Director, Professional Program, Office of Student Affairs for guidance on how to access the services of the UNC’s Office of Accessibility Resources & Service. The University office (ARS) will determine a student's eligibility for and recommend appropriate accommodations and services.

Note: The UNC Eshelman School of Pharmacy at The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity, or gender expression.
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Office of Student Affairs

The Office of Student Affairs (OSA) is located in Beard Hall, Suite 109.

OSA complements the School's academic enterprise by providing consistent, holistic, student-centered services and experiences from recruitment matriculation through commencement. This support beyond the classroom fosters development of professional and graduate students through targeted advising, mentoring, co-curricular experiences, engagement, and professional development programming.

The Associate Director, Professional Programs (didactic in Chapel Hill), the Director of Experiential, Student and Career Services (immersion and advanced immersion experiences), and the Associate Director, Asheville (didactic in Asheville) are the first lines of support for Doctor of Pharmacy students. They can assist students by identifying and connecting to campus support resources, including both academic and non-academic issues, and providing guidance for those seeking academic accommodations related to a disability or accessibility issue. At any point, students should feel comfortable to utilize them as a resource and advocate for any reason. Serving as the advisor for the PharmD Student Senate, the Associate Director serves as the main point of contact for student organization needs and questions as well.
Reporting Feedback, Concerns and/or Complaints

1. General Feedback
2. Program, Accreditation, or Curriculum Concerns
3. Course Specific Concerns
General Feedback

Meaningful feedback from PharmD students is valued by the School’s administration in producing an optimal learning environment and experience. The School embraces an “open door policy” in regards to gathering student thoughts and input. General PharmD program feedback is collected in a variety of ways:

- Contacting the class president and/or Asheville representative
- Contacting the Associate Director, Professional Program in OSA for matters relating to the professional program, both didactic and co-curriculum
- Contacting the Director of Experiential Student and Career Services for immersion or advanced immersion experiences
- Contacting the Associate Director, Asheville for matters relating to the Asheville campus experience
- Monthly student leader meetings with School leadership
- Monthly student leader “dinners with the dean”
- End of course surveys
- Annual end-of-year student survey

Feedback is discussed across various functional units at the School and information is shared and change is installed as appropriate.
Program, Accreditation or Curriculum Concerns

General programmatic or curriculum concerns, such as registration issues, facilities, safety, student governance, school policy/protocol, etc. may be addressed by emailing or visiting with the Director of Student Affairs within OSA. Requests for confidentiality shall be respected to the extent that any such information is not necessary for the resolution of the complaint. If the issue is not satisfactorily resolved, OSA will provide the process in which to engage in next steps.

Should a student have concerns that the school is not in compliance with ACPE accreditation standards, the student should file a complaint through the outlined process here: https://www.acpe-accredit.org/complaints/. ACPE will review the written complaint and forward it to the School for review and response. With a full set of information, ACPE will render a course of action related to the complaint.
Course Specific Concerns

Any concerns about specific courses should be directly addressed to the course director identified in the course syllabus. All grading issues are solely managed by the course director. Students are encouraged to communicate concerns with faculty on an ongoing basis. Additionally, students are asked to provide suggestions for improvement as part of the course evaluation process. Any concerns, outside of grading, that cannot be resolved with the course director of record should be directed to the Associate Director, PharmD Professional Program for mediation.
School Website

The School’s website is Pharmacy.unc.edu and serves as a useful repository of information related to the PharmD experience. School news, student activities, faculty biographies and a variety of useful links are located here.
1+3 Program

As one school of pharmacy with two campuses – Chapel Hill and Asheville – students can complete the PharmD program in either of these amazing locations, depending on their preferences and career goals. Each campus offers a distinct but comparable experience. All incoming students are admitted to the Chapel Hill campus and over the first semester, will learn more about both campuses and their distinct offerings. In the fall of the PY1 year, students are asked to indicate campus preference for their PY2 year and beyond. The Asheville campus is limited to 30 students. All students, regardless of campus, receive their degree from the UNC Eshelman School of Pharmacy. More information about the 1+3 Program is available here.
Hours of Operation

- Chapel Hill Campus: Beard Hall and Kerr Hall are open from 7:00 a.m. to 7:00 p.m. Monday through Thursday and are open 7:00 a.m. to 6:00 p.m. on Fridays. All buildings are closed on the weekends save for special events. Students have access to buildings after hours and on weekends via their UNC One Card.
- Asheville Campus: Karpen Hall is open 7:00 m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on weekends. Students have access to buildings after hours by contacting security and showing their UNCA One Card.
- Generally, School offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.
Financial Aid and School Based Scholarships

The School partners closely with the UNC Office of Scholarships and Student Aid to provide pertinent information related to funding PharmD study. The types of student aid available include both student loans and School-based scholarships.

For questions specific to financial aid packages, please contact the UNC Office of Scholarship and Student Aid.

For general questions regarding financial aid, please visit or contact the School of Pharmacy’s Registrar and Curriculum Manager in the Office of Student Affairs, Beard Hall 109.

The School has worked to increase financial aid funding to students in the form of need and merit-based School scholarships. All returning students have the opportunity to apply for over $1,000,000 in School-sponsored scholarships each year with scholarships ranging from $1,250 to $25,000 with an average of $6,500. A competitive application process is overseen by the UNC Eshelman School of Pharmacy Foundation. An online application utilizes a holistic rubric to objectively evaluate applications (e.g., professional development, participation in scholarly endeavors, impact, commitment to school and community, self-awareness) and to make awards based on donor intent.
Health Insurance

Health insurance is required for all enrolled students – either through a private insurance plan or through the Student Blue Health Insurance plan provided by the university. **Proof of health insurance is reviewed and maintained each semester by University Campus Health.** Please click here for further information regarding Student Blue Health Insurance.
Campus Health Services

All current students have access to a full range of health services regardless of home campus.

Chapel Hill services can be found here.

Asheville services can be found here.
UNC One Card and ONYEN

The UNC One Card is the official identification card for students, faculty, and staff of the University of North Carolina at Chapel Hill. It also provides access to certain facilities/services and serves as the student's library card. The UNC One Card also acts as a stored-value card and allows the cardholder to initiate financial transactions at an increasing number of campus locations, including: Carolina Dining Services, UNC Student Stores, snack units, photocopy machines, and laser printers in the UNC Libraries, and certain food/beverage vending machines. For further information and/or replacement cards, please visit: https://onecard.unc.edu/

Each student is assigned a unique login called an ONYEN (“the Only Name You’ll Ever Need”). The ONYEN is UNC’s campus wide identifier students use to gain access to various electronic resources on campus as well as access to buildings after hours.

Students that complete their program on the Asheville Campus will also be issued an UNCA One Card.
Pharmacy Classroom Food and Drink Policy

- Food and drink are welcome in School common areas and classroom/conference rooms that do not have VTC technology installed as well as all outdoor common areas.
- No food or drink will be allowed in classrooms or conference rooms with VTC technology installed without prior permission for the School’s Educational Technology team.
- Water in a closed container may be taken into any classroom.
Smoking Policy

The University of North Carolina at Chapel Hill campus is smoke free.

The University of North Carolina Asheville campus smoking policy can be viewed here.
Room Reservation Policy

Rooms are generally available except when classes or labs are meeting. If you would like to reserve a room for a student organization, contact the Student Senate Secretary. All other requests may be made by visiting this site where you can view room availability and request a reservation.
After Hours Access to Pharmacy Facilities

Because a pharmacy student's day doesn't always end by 5:00 p.m., students may need access to buildings at night or on weekends. Chapel Hill based students can enter Kerr/Beard Halls using their One Cards. Asheville based students can gain after-hours access to Karpen Hall by contacting UNCA campus security.

Students are responsible for other people they let into the building. Doors should never be propped open for someone. Remember to take precautions at night and try to leave with someone else and keep a watchful eye.
Pet Policy

Pets are not allowed in any of the buildings during or after business hours except for service animals. If you have a service animal, please visit the Associate Director, PharmD program, in the Office of Student Affairs to seek the appropriate accommodations.
In 1990, the U.S. Congress enacted the *Crime Awareness and Campus Security Act*, which requires postsecondary institutions to disclose campus crime statistics and security information. The act was renamed the *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act* in 1998 in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported, and disseminated to the campus community and is also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so they can make informed decisions.

The UNC Asheville campus security report can be viewed here.

The UNC Chapel Hill campus security report can be viewed here.
UNC Health Sciences Library

Doctor of Pharmacy students have access to databases, online books, and journals via the UNC Health Sciences Library's website. Your Onyen account will allow you to access these resources when you are not on the UNC Chapel Hill campus. When you are on campus, you do not need to login in via Onyen to access resources.

The Health Sciences Library provides on- and off-campus access to thousands of resources, such as:

Databases

Journals, Books, Streaming Media, Guides & Special Collections

The Pharmacy Information Guide pulls together the most important pharmacy resources in one place, along with guidance on research and evidence-based practice.

Librarians are available to help you with searching databases, evaluating information, conducting literature reviews, managing your citations, creating multimedia projects, and with any other questions you may have about research. Rebecca Carlson is the pharmacy librarian liaison at the HSL and holds office hours in the Office of Student Affairs, Beard 109 and offers online consults.

The HSL provides special services for distance education students, including students on immersion or advanced immersion experiences. Students can contact the HSL at any time for assistance. Asheville based students may also visit the Ramsey Library.
Notary Public

There are several notaries public located in the School who can notarize documents free of charge. Please visit the Office of Student Affairs to have documents notarized.
Copies and Printing

A copier is available at the Health Sciences Library in Chapel Hill. At UNC-Chapel Hill, payments must be made with UNC One Cards. Asheville based students may use any copier on the UNCA campus having closest access in the main Karpen Hall lobby and outside of Karpen Hall 011. Payments may be made with UNCA One Cards.

Printing stations are located across both campuses. Students are provided a printing quota each term. Any printing made in excess of this quota requires additional payment.
Nearby Eateries

- Chapel Hill
- Asheville
Occasionally, inclement weather impacts the School’s ability to hold in person regularly scheduled classes on one or both of our campuses. To learn more about the UNC ESOP Inclement Weather Policy, please click here. It is important to note that the professional schools at UNC Chapel Hill with satellite campuses do not necessarily follow the same academic calendar as the undergraduate and graduate programs. Therefore, there will
be times when the School will need to make independent decisions regarding inclement weather plans and our top priority will always be the safety of our students, staff, and faculty.

Communication During Inclement Weather Events

**All PharmD Didactic Students**

Campus closings and delayed starts due to inclement weather are administered on a university level. Students are encouraged to visit their particular campus website to determine if classes have been cancelled or if a delayed start has been enacted. Students are also encouraged to register for their campus-specific alert system to be notified via text or social media.

School-based communications regarding inclement weather will typically be sent via UNC Email. Students are responsible for checking their official UNC email consistently as well as course specific Canvas sites. This is where students can find information regarding live-streaming and classroom recordings; class-specific information from course directors; university announcements, and/or school-based announcements.

Any student who deems it unsafe to travel during inclement weather, even when the campus has reopened and is operating on a normal schedule, should communicate directly with the course director for the given class via email.

**Chapel Hill Based**

During any inclement weather event, official UNC Chapel Hill updates will be communicated in the following ways:

- If you are registered for UNC Alert Carolina, you will receive updates via text message and email. If you are not registered for Carolina Alert, please do so now.
- If you have downloaded the app, you will receive updates via the app.
Asheville Based

During any inclement weather event, official UNC Asheville updates will be communicated in the following ways:

- Official weather notices and updates will be posted to the Bulldog Alert page (bulldogalert.unca.edu). This page contains the most up-to-date information and should be checked first whenever possible.
- The UNC Asheville homepage (unca.edu) will feature updates prominently in a colored stripe at the top of the page including a link to the Bulldog Alert page.
- If you are registered for Bulldog Alert you will receive updates via text message and email. If you are not registered for Bulldog Alert, please do so now at: https://meteor.unca.edu/emergency-management/bulldog-alert
- You can hear the latest updates by calling the university inclement weather line at 828-258-7985.
- During a weather event, regular updates will be emailed to campus from Emergency Management and/or Communication and Marketing.

Information from sources other than those listed above may not be accurate or up to date. When in doubt, please refer to the Bulldog Alert page at bulldogalert.unca.edu For more information on campus Adverse Weather Procedures, please visit the following page: https://em.unca.edu/adverse-weather

PharmD Students on Immersion

The Office of Experiential Programs will communicate cancellation of immersion experiences affected by inclement weather with impacted faculty, preceptors, and student pharmacists.

In the event of an adverse weather event that does not warrant the School cancelling an experience, student pharmacists should contact their preceptor and follow the instructions of their preceptor in accordance with the site’s policies. If a student pharmacist does not feel that it is safe to travel to the site, the preceptor should allow
them to make up the time missed. If there is a concern about the preceptor’s instructions, student pharmacists should contact the Associate Director of Experiential Student and Career Services.

The inclement weather policy for students on early or advanced immersions can be found here.

**Zoom and Recording**

In some weather-related instances outlined in this policy, a Zoom meeting will shared by your Course Director via Canvas. The course will also be recorded.

**Campus Closing Due to Inclement Weather**

In the event of inclement weather that closes either the Asheville or Chapel Hill campus, classes on that campus are cancelled for the given day or specified time. Campus closings are administered on a university level and consider travel safety and the ability to navigate around and throughout the campus. In the event of a campus closing, students will not be allowed to attend class or enter buildings. Students will not be penalized for missing class due to the closing if in fact a given course originates from another campus that is open on that day. Course directors will communicate directly with enrolled students to outline the method and timing by which assignments, activities, quizzes, or tests are to be made up. Students are expected to resume the normal class schedule once the campus reopens.

If the campus from which a course originates is open while the other campus is closed, the below steps will be followed to provide access to missed classroom lectures and activities:

1. IET will create Zoom meetings. Zoom meeting information will be communicated by course directors through Canvas.
2. The courses will also be recorded. Students will be notified of the recording availability via a Canvas message from their Course Director if the recordings are
not already set to automatically release.

Campus Delayed Due to Inclement Weather

In the event of an inclement weather event that produces a delay on either the Asheville or Chapel Hill Campus, the following policy will apply.

Classes originating from the delayed start campus are cancelled during the delayed period. It is at the discretion of the course director to determine and communicate whether class will be held on a given date if the delayed start cancels a part or portion of the regularly scheduled class. Decisions of this nature should be made no later than 2 hours in advance of the start of class to arrange for the needed technology and support. In this instance, the course director should communicate his/her decision to hold class via Canvas and email to the following parties:

1. All enrolled students (Canvas)
2. Tier 1 inclement weather team at sopinclementweather@office.unc.edu. Members of this team include:
   - Director, Office of Student Affairs
   - Assistant & Associate Directors, Office of Student Affairs (both campuses)
   - Senior Director of Information and Educational Technology
   - Asheville-based Lead Campus Technician
   - Associate Dean Professional Education
   - Assistant Dean Professional Education
   - Associate Dean Office of Experiential Programs
   - Technology Operations Manager

If the location from which a course originates is operating on a normal schedule, yet the alternate campus is on a delayed start, students on the delayed start campus should decide for themselves whether it is safe to travel/walk to campus to attend class. The School realizes that students have a variety of living situations – some living within walking or busing distance of school buildings and others living a lengthy commuting distance from the school. This campus delay policy gives each student the right to make an informed personal travel and attendance decision based on his/her safety. Students
are urged to consider their travel situation and any travel safety hazards that might exist due to inclement weather and make the best decision accordingly. Students who deem it unsafe to travel to campus during a delayed start (while the location from which the class originates is open) will not be penalized for missing class or any associated assignments or activities. Course directors will communicate directly with enrolled students to outline the method and timing by which assignments, activities, quizzes, or tests are to be made up. Students are expected to resume the normal class schedule once the delayed start time expires.

If the location from which a course originates is operating on a normal schedule while the other campus is on a delay, the below steps will be followed to provide access to missed classroom lectures and activities:

1. IET will create Zoom meetings. Zoom meeting information will be communicated by course directors through Canvas.
2. The courses will also be recorded. Students will be notified of the recording availability via a Canvas message from their Course Director if the recordings are not already set to automatically release.

Class Specific Inclement Weather Decisions

As always, it is well within the purview of course directors to cancel class given extenuating circumstances even if the campus is operating on a normal schedule. This also includes inclement weather that may preclude the faculty member from safely travelling to a given campus. Students should carefully monitor direct communications from course directors regarding class cancellations that fall outside the provisions of the inclement weather policy. Class cancellation decisions should be made no later than 2
hours before the start of a given class. If a specific class is cancelled, the course director should also email the Tier 1 inclement weather team at sopinclementweather@office.unc.edu.

**Graduate Students**

For graduate courses, students will follow the inclement weather closing and delayed start decisions as outlined by The University of North Carolina at Chapel Hill.

The School understands that laboratory activities often require time-sensitive work, effort, and intervention. Graduate student laboratory activities during a university closing or delayed start will mirror the SHRA provisions (condition levels I, II, or III) as outlined in university policy. Graduate students are urged to always consider personal safety and well-being first but are also encouraged to closely communicate and negotiate attendance with faculty and/or their PI during inclement weather situations impacting laboratory activities. Graduate students are encouraged to subscribe to Alert Carolina as well as download the app UNC Carolina Ready.
Inclement Weather Policy (Experiential)

This policy is intended to provide guiding principles for managing Immersion and Advanced Immersion Experiences during an inclement weather event. Student safety is the primary concern. The School will continue to monitor campus closures and travel recommendations provided by national, state, and local authorities. In some circumstances, this may require cancellation of Immersion and Advanced Immersion Experiences for a given region(s) to ensure student safety. In these instances, the ultimate decision regarding cancellation of Immersion and Advanced Immersion Experiences is at the sole discretion of the UNC Eshelman School of Pharmacy. The Office of Experiential Programs will communicate cancellation of these experiences with impacted faculty, preceptors, and student pharmacists.

In the event of an adverse weather event that does not warrant the School cancelling an experience, student pharmacists should contact their preceptor and follow the instructions of their preceptor in accordance with the site's policies. If a student pharmacist does not feel that it is safe to travel to the site, the preceptor should allow them to make up the time missed. If there is a concern about the preceptor's instructions, student pharmacists should contact Sarah Pankracij, Associate Director of Experiential Student and Career Services at sarahsq@unc.edu.
Controlled Substances

The following conditions are prohibited while enrolled at UNC, on immersion experiences, or otherwise engaged in UNC Eshelman School of Pharmacy business, on or off the UNC ESOP premises:

- The illegal use, abuse, possession, manufacture, dispensation, distribution of, or impairment by Controlled Substances* or Restricted Substances*.

UNC ESOP students may be required to undergo screening for Controlled Substance and/or Restricted Substances under the following conditions:

- Reasonable suspicion that a substance abuse problem exists
- Drug screen required by clinical immersion site, prior to rotation
- Reasonable suspicion that a student is under the influence of a Controlled Substance or a Restricted Substance.
In the case of a confirmed test result, the student may be referred for further assessment and/or counseling. Students will be expected to incur any associated costs for additional assessments and/or counseling. Furthermore, the student will be referred to the UNC Eshelman School of Pharmacy Scholastic Achievement and Progressions Committee and may be subject to dismissal.

*Controlled Substances* include, but are not limited to marijuana, opiates, amphetamines, barbiturates, heroin, and similar drugs whose possession and use are prohibited under state or federal law; so-called “designer drugs,” “look-alikes,” synthetic drugs, and similar substances.

*Restricted Substances* are prescription drugs, unless validly prescribed by a student’s physician and used as prescribed, and other substances whose use may be abused although they are available legally (such as alcohol, cough syrup and other over-the-counter medications), and substances not intended for human consumption (such as glue).
Criminal History Check

1. **Introduction and Purpose**
2. **Applicability to Applicants and Students**
3. **Procedures for Review by the UNC Eshelman School of Pharmacy**
Introduction and Purpose

The American Association of Colleges of Pharmacy (AACP) recommends that schools of pharmacy obtain a criminal history check for students admitted to Doctor of Pharmacy programs. Criminal history checks are, in some circumstances, required by UNC System policy and are also standard for many health care facilities. The practice of performing a criminal history check helps protect the safety and well-being of the University community and patients, and it allows schools to ensure that students are able to complete their studies. It is therefore the policy of the UNC Eshelman School of Pharmacy, Doctor of Pharmacy Program (PharmD) to obtain a criminal history check for every applicant who is admitted to the program.
Applicability to Applicants and Students

Program Applicants

- Applicants to the Program will be notified of the criminal history check requirement as a part of the admissions.
- All offers of admission to the Program will be contingent upon the results of the criminal history.
- When applicants are offered admission to the UNC Eshelman School of Pharmacy and notify the School that they intend to enroll in the PharmD program, they will receive an email from the Program’s third party screening organization. The email will be sent to the address that the applicant specified in his or her PharmCAS application. The message will contain a link to an online form that the applicant will use to provide basic identifying information and consent for the criminal history check to be.
- When the criminal history check has been completed, the applicant will receive an email requesting that he or she review the report. The applicant will have ten calendar days to review the report and dispute its accuracy before it is made available to the UNC Eshelman School of Pharmacy. If the applicant does not review the report within the specified ten days, it will be distributed to the School after the ten calendar days has elapsed.
- Fees for the individual background checks are included in the PharmCAS application. This fee is nonrefundable.
- Students should consult with the PharmCAS website (pharmcas.org) for more details about the criminal history check procedures.
Enrolled PharmD Students

- Some pharmacy practice sites may also require additional or alternate background screening to meet a specific timeline and/or satisfy state or federal laws. As a result of this, affected students (PY4/advanced immersion as well as rising PY2 and PY3 immersion) may be required to complete further checks as part of their immersion.
- Students that take a semester or longer leave of absence from the Program for any reason must submit to a new criminal history check before they can return to the program.
- Fees for the background checks must be remitted by the student directly to the agency performing the background check. This fee is nonrefundable.
- Students are required to provide practice experience sites with a copy of their criminal history check results upon request by the practice.
- If at any point during enrollment a student is charged with or convicted of any criminal act that may or may not have been on a previous criminal background check, that student should contact the Director of Student Affairs immediately to self-disclose. Failure to self-disclose could lead to an honor court violation as well as referral to the Scholastic Achievement and Progressions Committee.
Program Applicants and Enrolled PharmD Students will have ten calendar days after receipt of notification to submit an explanatory statement. If a statement is not received within this ten-day period, the process will continue without consideration of an explanatory statement.

- The Doctor of Pharmacy Criminal History Check Committee, composed of faculty and staff from the Office of Student Affairs, the Office of Recruitment and Admissions, the Office of Professional Education, and the Office of Experiential Programs and Interprofessional Education, will review these reports and statements.

- The Criminal History Check Committee shall notify individuals of its decision, in writing, within thirty calendar days of the submission of the explanatory statement.
Program Applicants

- The Committee may rescind an offer of admission to the Program if an applicant's criminal history check reveals that the applicant has committed a serious offense. Serious offenses include, but are not limited to, felonies, drug offenses, forgery, assault, and abuse.
- All determinations of eligibility or disqualification will be made considering each individual case (i.e., no single type of offense will be used as an automatic rescission of acceptance or reason for dismissal).
- The Dean of the UNC Eshelman School of Pharmacy shall have the sole authority to rule on any appeals by Program Applicants regarding the decisions made by the Criminal History Check Committee. A decision of the Committee may be appealed in writing by the applicant, if done so within 5 business days of the receipt of the letter notifying them of the The written appeal should be addressed and delivered to the Dean of the UNC Eshelman School of Pharmacy.

Enrolled PharmD Students

- If at any point while enrolled in the program a criminal history check reveals a serious offense, the Committee may refer the student to the Honor Court System, when appropriate, or refer the student to the School's Scholastic Achievement and Progression Committee in cases where the University's Honor Code is inapplicable.
- Pharmacy practice experience sites (health system and community) have the discretion to deny a request for a student to be placed at that site based on the results of a criminal history check. This discretion is independent of any decision made by the Criminal History Check Committee. The student shall provide the background check and his or her explanatory statement to the facility upon request.
Academics

1. PharmD Curriculum Overview
   1. Curriculum Programs
   2. Academic Calendar
   3. Course Schedules
PharmD Curriculum Overview

At the UNC Eshelman School of Pharmacy students engage in our curriculum, “The Eshelman Advantage”. Students learn fundamental concepts before class and are challenged to apply and extend those concepts in the classroom. Students are encouraged to develop leadership skills and experience with increased emphasis on inquiry, research, and problem-solving. Immersion in patient care in the experiential setting begins immediately after the first year and occurs continually through years two, three, and the entire fourth year.

Read here to learn more about Pharm.D. Curriculum:

The Eshelman Advantage

The Curriculum Guide

Co-curricular Experiences

Immersion Experiences

Student Life

Read here to learn more about:

Academic Calendar

Course Schedules
In May 2019, the School graduated the inaugural class of students in our new, transformative Doctor of Pharmacy curriculum. With the new curriculum, students learn fundamental concepts before class and are challenged to apply and extend those concepts in the classroom. Immersion in patient care in the experiential setting begins immediately after the first year and occurs continually through years two, three, and the entire fourth year. Students also have more opportunities to develop leadership skills and experience with increased emphasis on inquiry, research, innovation, and problem-solving.
Curriculum and Student Experiences

Curriculum Overview

Year One: Foundations of Pharmacy

- Introduces you to the foundational pharmaceutical sciences, which are the building blocks of pharmacy
- Gives you the solid foundation you'll need to start working with patients and health-care professionals

Years Two and Three: Immersion in Patient Care and Engagement in Inquiry and Innovation

- Early experiences in the real-world practice of pharmacy followed by reflection and discussion
- Small-group and large-classroom experiences to further learning, professional development, and career-path exploration
- Immersion begins the summer after the first year.

Year Four: Advanced and Elective Pharmacy Practice Experiences

- Numerous advanced patient-care and elective rotations
- Opportunities for you to mature your approach to pharmacy practice and to define your career path
Specialized Learning Pathways

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Students have the option to elect specialized pathways of learning:

- **Research and Scholarship in Pharmacy (RASP)** is a longitudinal, selective pathway within the Doctor of Pharmacy elective curriculum that is built around a mentored, in-depth, scholarly project where each student will (1) frame an answerable question with a faculty mentor, (2) generate and interpret relevant data, and (3) communicate their findings in an oral and written form. This experience could include hypothesis-driven research (e.g., preclinical, translational, clinical, epidemiologic, health services, educational) or non-hypothesis driven research (e.g., method development and validation, quality improvement).

- The **Rural Pharmacy Health Certificate** is a focused program of study that prepares student pharmacists for collaborative, interprofessional practices that serve the healthcare needs of rural and small communities. This program is offered on the Asheville campus as part of the School's commitment to increasing the number of pharmacists practicing in rural, Western North Carolina.

- Our **Global Pharmacy Scholars** program sends more than 50 students annually to one of nine international locations for a one-month Advanced Pharmacy Practice Experience rotation. Students are exposed to different health care systems, cultures, and may participate in research initiatives with other academic institutions and organizations at select sites.

**Immersion Experiences**

We believe talented pharmacists are developed through practice. This is why our students complete over 50% of their curriculum (2,400 hours) in real-world pharmacy settings around the state of North
Carolina and nationwide with world-class healthcare institutions and clinically advanced pharmacies. We provide future pharmacists with unprecedented experience in:

- Collaboration with nationally renowned physicians and healthcare teams
- Patient education and training in a variety of practice settings
- Holistic and culturally competent direct patient care
- Communication skills development

**Experiential Education Regional Hubs**

Health Systems | Community Pharmacies | Direct Patient Care Practices

Outside of the classroom is where our future pharmacists learn to:

- Assume responsibility for medication optimization
- Utilize health resources to make real-time treatment decisions
- Provide education to patients and other healthcare professionals
- Critically approach current pharmacy issues and opportunities
- Establish their role in an inter-professional healthcare team

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Curriculum Guide

Download our PharmD Curriculum Guide for detailed information on classes, immersion experiences and elective learning pathways.

Student Life

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Hear From Our Students

Student Support  Student Organizations
PharmD Student Handbook  Student Blog

Student Support

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Academic Advising

The School employs a developmental approach to advising within the PharmD program – realizing each student is a unique person, student, and scholar. Faculty advisors serve as coaches, mentors, and advocates as students aim to maximize their growth and development over a 4-year PharmD experience.

Academic advising focuses intently on helping PharmD students plan and make meaning of value-added co-curricular experiences. At the beginning of the program, students are placed into “Pharmalies” – advising families – in an effort to build community. Three faculty advisors and six peer mentors are paired with students in each Pharmily. Pharmalies engage in consistent and on-going interactions.

Peer Mentor Program

The Peer Mentoring Program promotes the successful transition of new students to the PharmD experience. Peer Mentors are paired with new PharmD students to add an additional layer of support and advocacy throughout the first year of study. Peer Mentors provide guidance on all things related to the doctor of pharmacy program while also serving as a consistent point of contact for questions and referrals.

Tutoring

Free tutoring services are available for PharmD students through the Office of Student Affairs and the Rho Chi Honor Society. It is highly recommended that students seek help from their course TA and Course Director if they have a grade lower than a B in any class.

Eshelman Care Team

The Eshelman Care Referral provides coordinated assistance and support to students exhibiting concerning behaviors through a centralized structure and method for outreach, referrals, and case management. The care team uses discretion in collaborating with School units and University resources when collecting pertinent information for the development of appropriate interventions and
strategies, also known as Care Action Plans. The central goal of Care Action Plans is to address immediate concern(s), and ultimately support the academic and personal success and wellness of our students. Care Team Referrals are categorized in four different areas: Academic, Health/Well-being, Professionalism and Discrimination/Harrassment (including sexual assault, sexual violence, interpersonal

**Student Organizations**

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The School supports nearly 20 recognized PharmD student organizations that cover many areas of interests for students:

- **Eshelman School of Pharmacy Student Senate**
- **Academy of Managed Care Pharmacy (AMCP)**
- **American Association of Pharmaceutical Scientists (AAPS)**
- **Carolina Association of Pharmacy Students (CAPS)**
- **Carolina Association of Pharmacy Students – Asheville (CAPS-Asheville)**
- **Christian Pharmacists Fellowship International (CPFI)**
- **College of Psychiatric and Neurologic Pharmacists (CPNP)**
- **Global Engagement Organization (GEO)**
- **Graduate and Professional Honor System**
- **Graduate Student Organization**
- **Kappa Epsilon**
- **Kappa Epsilon – Asheville**
- **Kappa Psi**
- **Mentoring Future Leaders in Pharmacy (M-FLIP)**
- **Phi Delta Chi**
- **Phi Lambda Sigma**
- **Recruitment Ambassadors Program (RAP)**
- **Rho Chi**
- **Student Health Action Coalition (SHAC)**
- **Student National Pharmaceutical Association (SNPhA)**
- **Student National Pharmaceutical Association – Asheville (SNPhA-Asheville)**
- **Taking Action By Service (TABS)**
- **Student Chapter of Clinical Pharmacy (SCCP)**
- **Student Chapter of Clinical Pharmacy – Asheville (SCCP – Asheville)**

Starting with the first semester in the program at the Student Senate Organization Carnival, students are provided many opportunities to learn more about recognized organizations and how to make well-informed decisions.
membership decisions. Each student organization is assigned at least one faculty advisor who works closely with the organizations as it carries out goals and priorities.

**View the PharmD Student Handbook**

**View the PharmD Student Blog**

Ready to take the next step?
Curriculum

- 2024-2025 Academic Calendar
- 2023-2024 Academic Calendar
- 2022-2023 Academic Calendar
- 2021-2022 Academic Calendar
- 2020-2021 Academic Calendar
- 2019-2020 Academic Calendar
- 2018-2019 Academic Calendar
- 2017-2018 Academic Calendar
Curriculum

- Fall 2024 Pharmacy Bridging Course Schedule
- Fall 2024 PY1 Weekly Schedule
- Fall 2024 PY2 Weekly Schedule
- Fall 2024 PY3 Weekly Schedule
- Fall 2024 PY4 Seminar Schedule
- Fall 2024 Graduate Schedule
- Spring 2024 PY1 Weekly Schedule
- Spring 2024 PY2 Weekly Schedule
- Spring 2024 PY3 Weekly Schedule
- Spring 2024 PY4 Seminar Schedule
- Spring 2024 Graduate Schedule

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Pharm.D. Program

We offer a Pharm.D. degree program and two dual-degrees at the UNC Eshelman School of Pharmacy.

Pharm.D.  
Pharm.D./MBA  
Pharm.D./MPH

Pharm.D.

The Doctor of Pharmacy is a professional degree similar to the doctor of medicine (M.D.) for physicians or a doctor of dental surgery (DDS) for dentists. This is a four year program that prepares students to become future health care leaders. Our graduates work in a wide range of practice environments including hospitals, clinics, pharmacies, pharmaceutical and biotech industries, government agencies and academia.

Our Pharm.D. program is offered on both our Chapel Hill and Asheville campuses.

Pharm.D./MBA
The joint Doctor of Pharmacy and Masters of Business Administration is a professional degree offered in conjunction with the nationally ranked UNC Kenan-Flagler Business School. This is a five year program that prepares students to become leaders in management and administrative positions in the healthcare industry. Our graduates work in healthcare management, health care consulting and pharmacy enterprise management.

Interested students must first apply to and be accepted by the Pharm.D. program at the UNC Eshelman School of Pharmacy. In the fall semester of the second year in the Pharm.D. program, students can apply to the MBA program at UNC Kenan-Flagler Business School. Students must have a four-year degree to be eligible for the MBA program.

Our Pharm.D. program is offered on both our Chapel Hill and Asheville campuses. MBA courses are taken in the third year at the highly ranked UNC Kenan-Flagler Business School on the Chapel Hill Campus.

**Pharm.D./MPH**

The joint Doctor of Pharmacy and Masters of Public Health is a professional degree offered in conjunction with the nationally ranked UNC Gillings School of Global Public Health. This is a five year program.
that prepares students with the knowledge of drug therapy and public health needed to plan, organize, manage, and perform medication-related activities within a specific public-health focus or setting.

Interested students must first apply to and be accepted by the Pharm.D. program at the UNC Eshelman School of Pharmacy. In the fall semester of the second year in the Pharm.D. program, students can apply to the MPH program at UNC Gillings Global School of Public Health. Gillings will accept PCAT scores in place of GREs for dual degree applicants.

Our Pharm.D. program is offered on both our Chapel Hill and Asheville campuses. MBA courses are taken in the third year at the highly ranked UNC Gillings School of Global Public Health on the Chapel Hill Campus.

The UNC Eshelman School of Pharmacy has three program outcomes for our doctor of pharmacy (PharmD) curriculum. We will create...

✓ Exemplary pharmacy practitioners who provide high-quality, team-based, patient-centered care;

✓ Leaders and innovators who identify opportunity, lead teams toward improvement and change, and positively impact human health and health care; and

✓ Lifelong learners who continually strive for positive impact both personally and professionally.
Pharm.D. Program Accreditation

The doctor of pharmacy program at the UNC Eshelman School of Pharmacy was reaccredited in August 2020 by the Accreditation Council for Pharmacy Education.

The accreditation term granted for the doctor of pharmacy program extends until June 30, 2028, which represents the customary eight-year cycle between self-studies. The professional program of the School and its accreditation status is designated on ACPE’s web site, acpe-accredit.org.
Pharm.D./MBA

The joint Doctor of Pharmacy and Masters of Business Administration is a professional degree offered in conjunction with the nationally ranked UNC Kenan-Flagler Business School. This is a five-year program that prepares students to become leaders in management and administrative positions in the healthcare industry. Our graduates work in healthcare management, health care consulting and pharmacy enterprise management.

Students must first apply to and be accepted by the Pharm.D. program at the UNC Eshelman School of Pharmacy. In the fall semester of the second year in the Pharm.D. program, students can apply to the MBA program at UNC Kenan-Flagler Business School. Students must have a four-year degree to be eligible for the MBA program.

Interested students are encouraged to speak with the Pharm.D./MBA dual degree advisor at the UNC Eshelman School of Pharmacy, before applying. This is an intensive commitment with students enrolled entirely in the MBA program in their third year, dually enrolled and completing programs from both programs in their fourth year and completing pharmacy Advanced Immersion Experiences in their fifth year. In addition, MBA students are expected to complete a summer internship experience through the Kenan-Flagler Business School. Dual degree students may experience limitations in elective options and internship sites while they balance completion of both programs at the same time. The Pharm.D./MBA dual degree advisor can advise students in navigating the dual degree program, along with designated career coaches within the MBA program.

The Pharm.D./MBA program is offered on the Chapel Hill campus as MBA courses are taken in the third year at the highly ranked UNC Kenan-Flagler Business School on the Chapel Hill Campus. Students on the Asheville campus are required to move to Chapel
Hill for their third-year enrollment. This is a highly competitive program and enrollment is limited to five students per cohort.
The joint Doctor of Pharmacy and Masters of Public Health is a professional degree offered in conjunction with the nationally ranked UNC Gillings School of Global Public Health. This is a five-year program that prepares students with the knowledge of drug therapy and public health needed to plan, organize, manage, and perform medication-related activities within a specific public-health focus or setting.

Students must first apply to and be accepted by the Pharm.D. program at the UNC Eshelman School of Pharmacy. In the fall semester of the second year in the Pharm.D. program, students can apply to the MPH program at UNC Gillings Global School of Public Health. Gillings will accept PCAT scores in place of GREs for dual degree applicants.

Interested students are encouraged to speak with the Pharm.D./MPH dual degree advisor at the UNC Eshelman School of Pharmacy, before applying. This is an intensive commitment with students enrolled entirely in the MPH program in their third year, dually enrolled and completing programs from both programs in their fourth year and completing pharmacy Advanced Immersion Experiences in their fifth year. Dual degree students may experience limitations in pathway and elective options while they balance
completion of both programs at the same time. The Pharm.D./MPH dual degree advisor can advise students in navigating the dual degree program, along with designated advisors within the MPH program.

The Pharm.D./MPH program is offered on the Chapel Hill campus as MPH courses are taken in the third year at the highly ranked UNC Gillings School of Public Health on the Chapel Hill Campus. Students on the Asheville campus are required to move to Chapel Hill for their third- and fourth-year enrollment.

This is a highly competitive program and enrollment is limited to five students per cohort. Please be aware, per Graduate School policy, students must apply to graduate for both degrees at the same time. Both degrees must be awarded concurrently, even if the requirements for one degree are satisfied first, in order to maintain eligibility for benefits of the dual degree program.
Academic Guidelines

1. Academic Course Load
2. Academic Calendar
3. Course Registration
4. Tar Heel Tracker
5. Adding and Dropping Courses
6. Grading Requirements for Graduation
7. First Day of Class (FDOC) Policy
8. Class Attendance
9. Laptop Requirement
10. Objective Structured Clinical Exams (OSCEs)
11. Alternative Campus Class Attendance
12. Excused Absences for Religious Observations
13. Missed Course Work
14. Missed Assessment Policy
15. Remediation
16. Academic Progression Guidelines
   1. Academic Guidelines for Progression
   2. Policy on Final Grade Appeal
   3. Appropriate Grounds for Final Grade Appeal
   4. Policy on Non-Academic Progressions
   5. Decisions Rendered by the Scholastic Achievement and Progression Committee
   6. Academic Probation
   7. Dismissal
   8. Due Process for Dismissal Based on Academic Performance
9. Due Process for Dismissal (or Sanction) Based on Non-Academic Performance

10. Due Process Policy for Appeal of Decision Made by Scholastic Achievement and Progression Committee

17. PharmD Electives
   1. PharmD Elective Requirements
   2. Deviation from Policies
   3. Grading for Professional Elective Courses
   4. Elective Grading Under Pass/Fail System
Beginning with the Class of 2027, the PharmD curriculum requires a minimum of 138 hours for graduation.* Total final credits for each student may vary slightly because of credit variance in professional electives which may change the number of hours required. The PharmD curriculum requires an average academic load of 16 credit hours per semester during the first three professional years, along with an 8-credit immersion experience in the summer term after PY1 year. In the PY4 year, students enroll in three semesters (summer, fall, spring) to complete a total of 9 advanced immersion experiences (rotations). Each advanced immersion experience lasts 1 calendar month, earning students, who successfully complete the experience, 4 credit hours. Along with the advanced immersion experiences, fourth year students will also take a 1-credit hour seminar course in both the fall and spring semesters.

Part time study in the Doctor of Pharmacy program is not allowed, unless required by the Scholastic Achievement and Progressions Committee for academic purposes. The minimum course load for any fall or spring semester is 9 credit hours (excludes physical education activity courses) which maintains full-time student status. The maximum academic credit load within any fall or spring semester is 18 credit hours. Students cannot take more than 18 credit hours in any one semester without permission of the Associate Director, Professional Program for students enrolled on the Chapel Hill campus or the Associate Director, Asheville for students on the Asheville campus.

*The PharmD curriculum requires a minimum of 140 credit hours for graduation for any student graduating before May 2027.
The PharmD program does not follow the university calendar. Each year, the School posts an academic calendar outlining expectations for all students. The PharmD academic calendar can be found here.
Class registration is completed via ConnectCarolina. To access web-based registration, go to connectcarolina.unc.edu, and type in your Onyen and password to proceed with registration. Each semester, the Registrar and Curriculum Manager in the Office of Student Affairs will inform students of the dates, details, and process for registration. The UNC Registrar also provides guidance for registration. PharmD students are not permitted to audit PharmD courses unless outlined as a remediation plan by the Scholastic Achievement and Progression Committee.
Tar Heel Tracker

The Tar Heel Tracker will show if a requirement has or has not been satisfied and is a useful tool that allows the student and the advisor to chart the student's academic progress towards graduation.

- Provides a real-time look at a student's academic requirements.
- Provides an ability to generate data for reports that students and advisors may use for course planning.
- Allows authorized personnel to enter course adjustments for students who may have courses that need to be moved to other requirements.
- Improves consistency in advising appointments.
- Registration planning: students can view courses in their unsatisfied requirements and see which courses are available in upcoming terms.
- Students and advisors can explore options by running What If reports and by adding planner or what-if courses.
Adding and Dropping Courses

Students are not allowed to drop required courses without approval from the Registrar and Curriculum Manager. Each semester, students will be able to add required and elective courses and drop elective courses in the Student Services Center of ConnectCarolina during the University’s open registration period.

However, since the academic calendar dates of the UNC Eshelman School of Pharmacy do not align with those of the University, there may be times when students run into difficulty attempting enrollment transactions. If you find yourself unable to add or drop a course, please contact the Registrar and Curriculum Manager in the Office of Student Affairs.
First Day of Class (FDOC) Policy

Full engagement within both the didactic and experiential components of the doctor of pharmacy curriculum is integral to the academic success of PharmD students. The invaluable education and training provided in each setting prepare doctor of pharmacy students for sustainable success as both a student and practitioner. It is expected that all students will be physically present on campus or at immersion sites for the first day of class as well as the first day of immersion. Additionally, given the fact that the doctor of pharmacy program does not follow the traditional UNC academic calendar, this expectation is all the more important given the unique structure and interactions of both didactic coursework and immersion experiences. Students are expected to carefully review the annual academic calendar and plan their break engagements accordingly (e.g., summer, fall, winter, spring). Conflicts, including internships that are external to the UNC program, should be avoided. With instances of conflict, students are encouraged to proactively work with their internship director to arrange a flexible internship schedule which allows the student to be present for the first day of class or immersion. Exceptions to this standard will only be entertained in rare circumstances of personal hardship and can be made directly to the Director of the Office of Student Affairs.
Grading Requirements for Graduation

Students must earn a passing grade of C or higher in all courses required for the PharmD curriculum while maintaining a minimum GPA of 2.0 for all courses taken while enrolled as a student in the UNC Eshelman School of Pharmacy.

Courses in the PharmD curriculum will have a variety of grading schemes, including:

- Letter (A, B, C, F)
- Pass/Fail
- High Pass/Pass/Fail

Grade points are not assigned to grades other than A, B, C, or F.
Class Attendance

As a student in a professional program, daily class attendance is expected. A student is responsible for all the work, including assessments, group work and written work, of all class meetings. No right or privilege exists, which permits a student to be absent from any given number of class meetings – save for an approved accommodation by UNC Accessibility Resources and Service. Course directors include a course-specific attendance policy within their course syllabus and discuss it during the first week of every class.

Course directors will report promptly to the Office of Student Affairs the name of any student who exceeds the number of absences deemed permissible. If the student misses, without excuse, more classes than the instructor deems permissible, the course director may request that the student be dropped from the course with a grade of F. Course-specific excused absences are determined by the course director and outlined in the corresponding syllabus.
Laptop Requirement

UNC Eshelman School of Pharmacy PharmD students are required to have a laptop that
meets or exceeds the minimum laptop specifications below.

- **Processor**: Intel, AMD, or Apple M1 or M2 processor.
  - Windows computers with ARM processors are incompatible with Examplify and do not meet the minimum laptop requirements.
  - When purchasing a Windows computer, store personnel should be able to help you identify the type of processor a computer has.
  - If you already have a computer and need to check its processor type, type “About” in your search menu. When the window appears, there is a “System type” field. If yours says “ARM-based processor,” it is incompatible with the School’s minimum system requirements.
- **Memory**: 8 GB minimum
- **Hard Disk Drive**: 256 GB minimum
- **Integrated webcam**
- **Battery**: 6 hours minimum
- **Operating System**:
  - PC: Microsoft Windows 10 (Windows 11 is discouraged)
  - MacOS: 11 onward
- **Software**:
  - Administrative level account permissions
  - Office 365 (provided by UNC Chapel Hill – visit Office.unc.edu)
  - Browser with PDF reading capability, such as Mozilla Firefox or Google Chrome
  - Recommended: A functioning and up-to-date anti-virus program
- **Network Bandwidth (at home)**: At least 15 Mbps download, 5 Mbps upload
- **Prohibited Computers**: Chromebooks, Linux OS, and Android Tablets. Required software will not run on these devices.
- **Warranty**: It is recommended that you have a warranty on your laptop. All hardware repairs must be performed at the place of purchase or where stipulated by warranty. Laptops purchased from UNC’s Carolina Computing Initiative (CCI) include a three-year warranty and on-campus hardware repair. Asheville students that purchase UNC CCI computers requiring hardware repair will have the option to use a certified Lenovo service center or have the computer shipped to Chapel Hill at no cost to them. There are certain tools and programs that will only run on a laptop. While the use of tablets may enhance the in-class learning experience by
providing additional note-taking capabilities and mobile consumption of digital academic content, there are instances during the PharmD program where a laptop will be required.
Objective Structured Clinical Exams (OSCEs)

Objective Structured Clinical Exams (OSCEs) provide a systematic approach to authentic student assessment and are used to assess students’ clinical and communication skill development across the Doctor of Pharmacy curriculum. OSCEs consist of a circuit of stations through which a range of clinical and communication skills are assessed by standardized patient examiners using objective scoring rubrics. Doctor of Pharmacy students complete a number of OSCE standardized patient (SP) encounters during the first three years of the curriculum in order to assess a variety of skills needed to deliver effective patient care. These may include patient assessment and problem identification; device or medication use counseling; demonstration of drug administration or patient monitoring techniques; and communication and interpersonal skills. Feedback from the OSCEs enables students, faculty, and preceptors to better understand and tailor subsequent instruction to students’ strengths and areas for improvement.

OSCEs are a required element of the Eshelman School of Pharmacy, Doctor of Pharmacy curriculum.

Students must pass each OSCE to satisfy requirements for completing the PharmD program. Students who miss an OSCE for either excused or unexcused reasons or arrive too late to be worked into the SP rotation, will receive an “incomplete” in the course through which the OSCE or SP exercise was administered. A final course grade will be
given when the OSCE is completed, usually in the next academic year. Excused absences are granted only for students with a personal illness or injury on the day of the exam documented by a health-care provider.

Students with unexcused absences will receive a grade of zero for the exam or exercise but must still complete the activity in the next academic year.

No make-up sessions are provided during the semester in which an OSCE or other SP exercise is missed, even for excused absences. Students who miss an OSCE in the PY2 year will be required to complete the requirement during their PY3 year. Students may not begin fourth year advanced immersion experiences (AIEs) until all OSCE requirements are completed. Failure to complete an OSCE during the normal course cycle may delay the student's progression to early immersions, AIEs and/or graduation. It may be possible to arrange a make-up session for third-professional-year students who miss an OSCE to prevent a delay in beginning AIEs. In such cases, the student will be responsible for the costs incurred in repeating an OSCE outside of the normal course schedule (i.e., costs for standardized patients, facilities, staff and materials). OSCE costs range from $200 to $500 per student, depending on the specific nature of the cases. The student will be notified in advance of his or her financial responsibility.
Alternative Campus Class Attendance and Programming

Students are expected to attend class on the campus (Asheville or Chapel Hill) to which they have been offered enrollment. Students are not permitted to attend class at the other campus without written approval by the Associate Director, Professional Program.

Due to space limitations and procedural issues on both campuses, students must submit a special request a minimum of one (1) week in advance to the Associate Director, Professional Program. Requests to attend class on an alternate campus will be considered for the following reasons:

- a planned special pharmacy school event
- to arrange a visit
- any other special request

To submit a special request for attendance on an alternate campus, please email the appropriate to the Associate Director, Professional Program:

- Chapel Hill students who would like to attend class on the Asheville campus, please send an email to Karen Hughes, kfhughes@unc.edu.
- Asheville students who would like to attend class on the Chapel Hill campus, please send an email to Colleen Wernoski, colleen_wernoski@unc.edu.
Religious Accommodations

The School supports the University's commitment to provide reasonable religious accommodations for students that enables them to exercise sincerely-held religious beliefs or practices unless doing so imposes an undue hardship on the University. The University has adopted a new Religious Accommodations Policy. Students should consult the University's Class Attendance Policy for information about religious observances required by a student’s faith and should contact EOC if they have any questions or needs. For more information, please visit the Religion-Related Resources and Programs page.
Missed Course Work

Missed coursework policies, as determined by the course director, are outlined in the course syllabus. Students must be given the opportunity to make up tests and other work missed due to an excused absence, for an excused religious observance, death in the immediate family, illness and/or injury with supporting medical documentation.
Missed Assessment Policy

Students should consult the course syllabus to read about the missed assessment policy. The following policy will be followed in the UNC Eshelman School of Pharmacy in the absence of a defined missed assessment policy in an individual course syllabus.

Students are expected to be present for all course assessments unless arrangements are made with the course director prior to administration of the assessment. Make-up assessments are not permitted for unexcused absences. Students who fail to attend an assessment will be given a grade of zero for the exam. Only students providing medical documentation stating they were sick or injured on the day of the assessment or providing proof of a death in the immediate family will be exempt from this rule.

In this case, the grade of the missed assessment will be made up by one of the following options at the discretion of the course director:

1. Increasing the percentage of the remaining assessments to cover the missed assessment.
2. A make-up assessment (not the original assessment).

If the final assessment is cumulative, the section relating to the missed assessment material can be used as the grade for that missed assessment.
Remediation

Each course director sets the remediation policy for his or her course. The course remediation policy, as determined by the course director, is stated in the course syllabus.

A failure in a course that qualifies for remediation is listed as “IN” on the transcript until remediation is complete. Once the student has successfully remediated the course, the course grade is changed to a “C.” Students who do not successfully pass the remediation will fail the course (grade will be changed from an IN to a F) and will be referred to the Scholastic Achievement and Progressions Committee. Students must complete remediation and have the course grade changed from an IN to a passing grade to progress on to the next academic year.

Students who fail a course and do not qualify for remediation must retake the course at the next offering.

Reasonable efforts will be made to ensure a remediation course is available. However, due to potential extenuating circumstances influencing course delivery, remediation offerings cannot be guaranteed. In this case, the student would re-take the course at the next available course offering.

Students are allowed to remediate a total of two didactic courses within the curriculum. If a passing grade is not earned in a course after the two-course limit, a grade of F will be assigned and the course will have to be repeated/retaken in the next offering (i.e., students are not eligible for remediation after two remediations).
Academic Progression Guidelines

Introduction:

The UNC Eshelman School of Pharmacy faculty intends that every student admitted to the Doctor of Pharmacy (PharmD) curriculum achieves excellence in their professional knowledge, skill, and aptitude. The objectives, abilities, and/or outcomes defined for the curriculum and for each course within it provide the framework for assessment of student achievement.

Students enrolled in the PharmD curriculum receive a grade reflective of their achievement of the acquisition of knowledge and/or skills based on the grading schemes outlined above. The grade F indicates unacceptable achievement and/or performance and requires further study and/or practice by the student.

In view of its responsibility to the people of North Carolina and to the profession, the faculty reserves the right to dismiss a student from the PharmD program who does not in its judgment show sufficient promise to justify continuation, regardless of her/his academic record. If a student's performance, including academic record, promise, or professional conduct is considered unsatisfactory, the Scholastic Achievement and Progression Committee will make appropriate recommendations regarding the student's continuation to the Executive Vice Dean – Chief Academic Officer. The Committee will decide whether a student should be allowed to enter a review program (including appropriate reexamination), enter a decelerated curriculum, repeat a portion of an academic year or entire year, take a leave of absence with conditions upon return, or be dismissed. The recommendation for a dismissal or for a leave of absence will be
transmitted to the Executive Vice Dean – Chief Academic Officer for final dispensation. Decisions may be appealed to the Dean of the UNC Eshelman School of Pharmacy within 5 business days to be considered.

1. Academic Guidelines for Progression
2. Policy on Final Grade Appeal
3. Appropriate Grounds for Final Grade Appeal
4. Policy on Non-Academic Progressions
5. Academic Probation
6. Decisions Rendered by the Scholastic Achievement and Progression Committee
7. Dismissal
8. Due Process for Dismissal Based on Academic Performance
9. Due Process for Dismissal (or Sanction) Based on Non-Academic Performance
10. Due Process Policy for Appeal of Decision Made by Scholastic Achievement and Progression Committee
1. Students must demonstrate acceptable knowledge and/or skills in all courses and practice experiences in the Doctor of Pharmacy curriculum. Acceptable knowledge and/or skills are determined through evaluation of student performance that reflects objectives or competencies defined for each course within the context of competencies defined for the PharmD curriculum. Acceptable knowledge and/or skills in all courses administered by the UNC Eshelman School of Pharmacy are denoted by any of the grades A, B, or C, High Pass, or Pass.

2. Students who do not demonstrate acceptable knowledge and/or skills will be given the grade F. A student who receives an F in a required course must remedy that grade, which must include the demonstration of acquisition of acceptable knowledge and/or skill for that course. The student may not enroll in subsequent courses for which the “failed” course serves as a prerequisite until the student has passed the prerequisite course. A student who again receives an F upon repeating a course, or who receives F grades in two or more required courses is subject to dismissal from the UNC Eshelman School of Pharmacy. The Scholastic Achievement and Progression Committee will determine whether such a student will be allowed to continue in the PharmD curriculum, and, if allowed to continue, specify conditions for continuation.

3. The temporary grades of IN (incomplete) and AB (absent from the final examination) can be used consistent with the guidelines within the Undergraduate Bulletin or the Graduate School.

4. Students admitted to the PharmD curriculum must complete the curriculum within five academic years from entry into the Program (including any leaves of absences), subject to review of individual circumstances by the Scholastic Achievement and Progression. Six years will be granted to dual degree students.
Policy on Final Grade Appeal

The student must first attempt to resolve any disagreement with the course director. If the student fails to reach a satisfactory resolution, the student may appeal the grade in accordance with the following Policy on Final Grade Appeal:

- The student must submit the appeal in writing along with a description of the results of the communication with the course director, any relevant test papers/term papers/graded materials to the Chair of the Scholastic Achievement and Progression Committee. The information that the student presents to the Committee will be shared with the involved course coordinator who will be given an opportunity to respond to the student’s appeal. The student’s appeal should be made as soon as possible but must be made within 5 business days after the official end of semester grades are reported for the course in question (grades are due 3 days after the final exam). The appeal may be delivered to the School’s Registrar and Curriculum Manager in the Office of Student Affairs to present to the Scholastic Achievement and Progression Committee.
For an appeal of a final course grade to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignment to the student’s detriment:

- arithmetic or clerical error
- arbitrariness, possibly including discrimination or harassment based upon the student’s race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identity or gender expression
- personal malice
- student conduct cognizable under the Instrument of Student Judicial Governance
Policy on Non-Academic Progression

The faculty and leadership of the UNC Eshelman School of Pharmacy have a legal and ethical responsibility to protect members of the public and of the health care community from unsafe, unethical, or unprofessional pharmacy practices. The School is charged with preparation of competent pharmacists. Because competence must be assured not only in the knowledge and technical abilities of the student, but also in their standards of personal and professional conduct, student progress is carefully monitored to certify that students have acquired and can demonstrate appropriate knowledge, skills, behavioral characteristics, and ethical principles.

The Scholastic Achievement and Progression Committee reserves the right to dismiss or sanction a Doctor of Pharmacy candidate at the end of any semester, regardless of the student's grades, if the student does not, in the judgment of the Committee, show sufficient promise to justify allowing the student to continue the study of pharmacy. Repeated failure to demonstrate professionalism, consistent with published codes of ethics for pharmacists (ex. APhA & NCAP) and the School's Technical Standards, with respect to the management of patients or in interactions with other students, staff, faculty, or preceptors constitutes grounds for dismissal. Any acts or patterns of behavior consistent with physical, emotional, or behavioral problems, that impair the student’s ability to interact effectively with others, prevent others from fully participating in the educational process, endanger the well-being of the student or others, threaten patient safety or confidentiality, discredit the profession, or in any other way that raises serious questions about the student’s fitness for professional practice will serve as a basis for review by the Scholastic Achievement and Progression Committee. Any student who fails to participate in or does not respond to appropriate interventions (e.g., treatment, counseling, community service, additional or repeated course or immersion/advanced immersion requirements) within a specified period of time is subject to dismissal from
the PharmD Program. These non-academic factors serve as critical indicators of the student’s capacity to deliver a high standard of health care, meeting all technical, ethical, and legal requirements, and thus are considered by the faculty to be of equal importance with academic performance when making progression decisions.

If a faculty member or a student colleague believes there is evidence supporting a non-academic progression policy violation for a particular student, they should follow the guidelines listed below under Procedure for Dismissal (or Sanction) based on Non-Academic Performance. The Committee will decide if a dismissal or a sanction is an appropriate action.
Decisions Rendered by the Scholastic Achievement and Progression Committee

Decisions rendered by the Scholastic Achievement and Progression Committee may include but are not limited to adjustment of academic load; repetition of course or curriculum segments; participation in psychological counseling or other services offered on-campus (e.g., the writing center, tutoring, learning disabilities), academic probation, referral to the North Carolina Physician's Health Program, and/or dismissal.

The Scholastic Achievement and Progression Committee is not permitted to change the evaluation of student performance by the course director unless there are grounds for appeal (see section on Final Grade Appeal).
Academic Probation

1. Students will be placed on academic probation for one year (subsequent fall and spring semesters) after they receive a grade of F in any required course.

2. Students on academic probation are required to meet with a member of the Office of Student Affairs to develop a Student Success Plan. The meeting may include the Director or the Associate Director, Professional

3. A Student Success Plan may include (but is not limited to):
   1. Required tutoring
   2. Required consistent/ongoing meetings with the respective Associate Director, in Chapel Hill or Asheville, and/or assigned advisor
   3. Reduced/no co-curricular involvement (may include not serving as an officer or on committees)
Dismissal from the UNC Eshelman School of Pharmacy

Dismissal: Students may be dismissed from the School of Pharmacy for any of the following reasons:

1. Receive grades of F in two or more required courses
2. Persistent failure to demonstrate adherence to Academic or Non-academic Technical Standards for the School of Pharmacy
3. Attitudinal, behavioral, or criminal problems which interfere with the student’s responsibilities and progress through the curriculum
Due Process Procedure for Dismissal based on Academic Performance

- Students who are in jeopardy of dismissal from the School of Pharmacy will be notified by the Chair of the Scholastic Achievement and Progression Committee at least 5 business days prior to the Scholastic Achievement and Progression Committee meeting, at which a decision will be made.
- Students so desiring may provide a written statement to the Committee noting their circumstances and any evidence that they feel is relevant and appropriate to bring forth. If the student does not respond to the Committee Chair within 5 business days, the Committee will make its decision in the absence of such
- The Committee will make its decision known to the Executive Vice Dean – Chief Academic Officer, who will notify the student in writing of the Committee’s
Due Process Procedure for Dismissal (or Sanction) based on Non-Academic Performance

- When, in the judgment of a faculty member or a student colleague, a student’s behavior constitutes conduct of a nature that warrants dismissal (or sanction) as outlined in the School’s Technical Standards and/or Non-Academic Progression Standards, the faculty member or student colleague shall so notify the Chair of the Scholastic Achievement and Progression Committee and the Director of the Office of Student Affairs in.

- The Chair of the Scholastic Achievement and Progression Committee and/or Director of OSA will then notify the student and the faculty member or student colleague in writing within two weeks of the request as to the time and place for the Scholastic Achievement and Progression Committee hearing to determine whether, in the Committee's judgment the dismissal (or sanction) is. A minimum of 72 hours notification will be given for the hearing.

- The Committee will hold a closed hearing at which the faculty member or student colleague may be present and provide oral or written evidence regarding the behavior that in the faculty member’s or student colleague’s judgment is grounds for dismissal (or sanction). The student may be present and given an opportunity to provide oral or written evidence regarding his/her behavior. The evidentiary proceedings will be Support persons, including legal counsel and parents/guardians, cannot participate in the hearing process. Failure of the student to participate or be present, will not stop the proceedings of the Committee.

- Following the evidentiary presentation, the Committee will convene in executive session to determine whether dismissal or other sanctions/recommendations are warranted.

- The Committee shall make its decision known in writing to the Executive Vice Dean – Chief Academic Officer, the student, and the person initiating the charge.
Note: Some student conduct may be both an unsafe or unprofessional pharmacy practice and an offense under the Instrument of Student Judicial Governance. In such a case, the matter will be referred first to the pharmacy student attorney general. If the pharmacy student attorney general determines that the alleged behavior does not constitute an offense under the Instrument, the School of Pharmacy will proceed under this Policy for Non-Academic Progression. If the pharmacy student attorney general determines that the alleged behavior constitutes an offense under the Instrument and that there is sufficient evidence to charge the student with an offense, the case will be heard by the Pharmacy Honor Court. If the Honor Court finds the student guilty of behavior that would also call the student's professional fitness into question, the School of Pharmacy will consider the behavior under this Policy for Non-Academic Progression. However, if the pharmacy student attorney general determines that the alleged behavior would constitute an offense under the Instrument but that there is insufficient evidence to charge the student, the matter will not be considered under this Policy for Non-Academic Progression. Similarly, if the student is charged but the Honor Court finds the student not guilty, the matter will not be considered further under this Policy for Non-Academic Progression.
Due Process Policy for Appeal of Scholastic Achievement and Progression Committee Decision

A decision of the Scholastic Achievement and Progression Committee may be appealed in writing by the student, if done so within 5 business days of the receipt of the letter notifying them of the decision. The written appeal should be addressed and delivered to the Dean of the School of Pharmacy. The decision of the Dean of the School is the final stage in the appeals process.

It is the student’s responsibility to maintain contact (including current address, phone, and email information in ConnectCarolina) with the chair of the Scholastic Achievement and Progression Committee to ensure that the student promptly receives all relevant communications. If the student fails to maintain contact (including current address, phone, and email information in Connect Carolina) with the chair, decisions made in the student’s absence will nonetheless be binding.
PharmD Electives

1. **Elective Requirements**
2. **Deviation from Policies**
3. **Grading for Professional Elective Courses**
4. **Elective Grading Under Pass/Fail System**
PharmD Elective Requirements

The following elective policy applies to incoming students for the 2023 – 2024 school year (Class of 2027).

To be eligible for graduation, all PharmD students must successfully complete a minimum of 7.0 elective credits, with a minimum of 4.5 elective credits provided by the Eshelman School of Pharmacy (ESOP). Exceptions (*) include:

- **PharmD/MBA dual degree**: A max of 3.0 healthcare elective MBA credits may be applied towards the PharmD elective requirement. A minimum of 4.0 ESOP elective credits are required for the PharmD degree.
- **RASP**: All 6.0 RASP course credits apply towards the PharmD elective credit requirement. Students are required to complete 1.0 additional elective credit to be eligible for graduation.
- **Radiopharmacy**: All 7.0 course credits apply towards the PharmD elective credit requirement.
- **PharmD/MPH dual degree**: No course credits from the MPH degree count towards the PharmD elective credit requirement.
- **Graduate Certificate Programs (ie, Rural Health, Ambulatory Care)**: No credits from the required certificate courses apply towards the PharmD elective credit requirements.
All electives must be completed after enrollment in the UNC Eshelman School of Pharmacy, but before the initiation of PY4 advanced immersion experiences (AIEs). No coursework completed as part of a pre-pharmacy program and/or a prior degree can be accepted for PharmD elective credit.

Note: For courses taken outside of UNC Chapel Hill, per University policy, the name of the university where the course was taken will appear on the student’s transcript as fulfilling the credit hours. However, the name of the course, or the grade will not appear on the student’s transcript. Grades for these courses will not be calculated into the student’s GPA.

The following elective policy applies to students who entered the program prior to the 2023 – 2024 school year. For more information about your individual progression towards fulfilling the elective requirements, please review your Tar Heel Tracker account.

To be eligible for graduation, all students must successfully complete a minimum of four (4) professional electives totaling eight (8) or more credit hours.

All four (4) professional electives must be completed after enrollment in the UNC Eshelman School of Pharmacy, but before the initiation of PY4 advanced immersion experiences (AIEs). Two (2) of the electives must be health affairs specific. The remaining
two (2) electives may be non-health affairs specific but must meet accreditation requirements. No coursework completed as part of a pre-pharmacy program and/or a prior degree can be accepted for professional elective credit.

Although students may choose to take all four (4) electives within the UNC Eshelman School of Pharmacy, students may take a limited number of credits outside of the school. The following requirements apply:

- **Electives within the UNC Eshelman School of Pharmacy:** At least two (2) of the professional electives (minimum of 4 credit hours) must be taught by faculty of the UNC Eshelman School of Pharmacy OR must be one of the interdisciplinary courses in which pharmacy faculty participate. Students may choose to have all electives originate from the UNC Eshelman School of Pharmacy.

- **Electives outside of the UNC Eshelman School of Pharmacy:** Up to two (2) of the professional electives may be selected from other Schools or Departments on campus, including the UNC online course catalog.

**Note:** For courses taken outside of UNC Chapel Hill, per University policy, the name of the university where the course was taken will appear on the student’s transcript as fulfilling the credit hours. However, the name of the course, or the grade will not appear on the student’s transcript. Grades for these courses will not be calculated into the student’s GPA.
Deviations from the Policies

Petitions for individualized plans of study (any elective course work that deviates from these guidelines) must be approved, in advance, by the Curriculum and Assessment Committee. Petitions must be made in writing and submitted a minimum of 45 days prior to the semester in which you wish to enroll in the course. These petitions may be submitted via email to the School's Registrar and Enrollment Manager, who serves on the Curriculum and Assessment Committee.
Grading for Professional Elective Courses

Grading for professional electives will follow the normal grading scheme used by the course:

- Graduate level courses: grading will be assigned on the H, P, L, F scale.
- PharmD level courses: grading will either be H (High Pass), P (Pass), F (Fail); Pass/Fail; or A, B, C, F.
- Undergraduate courses in health affairs or arts and sciences: grading will follow the University's A, B, C, D, F scale.
- Independent study courses: grading will either be Pass/Fail or A, B, C, F.
Elective Grading under the Pass/Fail System

Students may change only one (1) letter-graded elective, to Pass/Fail credit under the following University guidelines:

- Students must be registered for at least nine (9) hours of letter grade credit during the semester in which they take an elective course for Pass/Fail.
- No more than three and a half (3.5) elective credit hours during a single semester can be taken Pass/Fail.
- General College requirements may not be taken for Pass/Fail.

Note:
Pharmacy courses (graded solely on H/P/F) and immersion experiences (graded solely on a P/F basis) or graduate level courses that are graded solely on a H/P/L/F basis are not counted toward the hour limitations described above for courses that you electively declare “Pass/Fail” under the University’s Pass/Fail declaration guidelines for elective courses.

Some professional elective courses taught in the UNC Eshelman School of Pharmacy may NOT be taken Pass/Fail. Please review course descriptions carefully before registering for professional electives.
Student Support

1. Academic Advising
2. Peer Mentor Program
3. PharmD Tutoring
4. Eshelman Care Referral
5. Embedded Counselor
6. UNC Off Campus Student Life
7. Academic Intervention
8. Non-Academic Intervention
9. Withdrawal From the University
10. Leaves of Absence
11. Readmission to the University
Academic Advising

The School employs a developmental approach to advising within the PharmD program – realizing each student is a unique person, student, and scholar. Faculty advisors serve as coaches, mentors, and advocates as students aim to maximize their growth and development over a 4-year PharmD experience. The School subscribes to the National Academic Advising Association definition of advising:

“Academic advising is an educational process that, by intention and design, facilitates students’ understanding and the meaning and purpose of higher education, and fosters their intellectual and personal development towards academic success and lifelong learning.”

Academic advising, coaching, and mentoring concerns itself with academic performance, student satisfaction, and quality of student life. Additionally, within this School, the advising relationship focuses intently on helping PharmD students plan and make meaning of their entire educational experiences. At the beginning of the program, students are placed into peer mentor groups, which also serve as an effort to build community. Each peer mentor group is assigned two peer mentors and one faculty advisor, who engage in consistent and on-going interactions throughout the student’s journey as a PharmD student.
Peer Mentor Program

The Peer Mentoring Program within the UNC Eshelman School of Pharmacy promotes the successful transition of new students to the PharmD experience. Peer Mentors are 3rd year Doctor of Pharmacy Students who are selected to guide new incoming PharmD students as an additional layer of support and advocacy throughout the first year of study. Peer Mentors provide guidance on all things related to the Doctor of Pharmacy program while also serving as a consistent point of contact for questions and referral.
PharmD Tutoring

Tutoring services are available to first and second year Pharm.D. students through the Office of Student Affairs and the Rho Chi Pharmacy Honor Society. Tutoring is free of cost to first and second year Pharm.D. students.

It is highly recommended that students seek help first from their course TA and Course Director if they have a grade lower than a B in any class. Contact information for the course TA and course director can be found in the course syllabus. If academic assistance is still needed, we encourage you to request a tutor.

Process for Requesting a Rho Chi Tutor:

1. Student applies for tutoring using the online request form.
2. Student is assigned a tutor.
3. The tutor is notified of the student assignment and contacts the student to schedule a tutoring appointment at a date/time/location convenient to both.
4. The tutor and student hold the tutoring session.
5. The tutor completes and submits the tutor report to OSA.
Eshelman Care Referral

The Eshelman Care Referral provides focused assistance and support to students through a centralized structure and method for outreach, referrals, and follow-up. Careful discretion is used when collecting pertinent information for the development of appropriate interventions and responses, and when collaborating with school units and university resources. The primary goal of the Eshelman Care Referral program is to address immediate concern(s), and ultimately support the academic and personal success and wellness of our students.

Eshelman Care Referrals are categorized in four different areas:

1. Academics
2. Health/Well-Being
3. Professionalism
4. Discrimination/Harassment
Faculty, staff, preceptors, and students are encouraged to submit Eshelman Care Referrals as they develop concerns for students. Referrals are received by trained and educated student affairs administrators, who review referrals and manage student follow-up in an effort to best situate students for sustainable success. Specifically, referrals are responded to by:

**William Taylor** – Referrals for students in the PhD and MS programs

**Colleen Wernoski** – Referrals for students in the didactic portion of the Pharm.D. program on the Chapel Hill campus.

**Karen Hughes** – Referrals for students in the didactic portion of the Pharm.D. program on the Asheville campus.

**Sarah Pankracij** – Referrals for students on immersions within the Pharm.D. program.

**Ilona Owens** – Director of the Office of Student Affairs

Every effort is made to maintain confidentiality when referrals are submitted. Please note, however, that staff are required to share any information regarding discrimination or harassment based on protected status (including reports of sexual assault, sexual violence, interpersonal violence, and stalking) with the UNC Equal Opportunity and Compliance Office (EOC). The only other exception to this confidentiality standard is if there is an immediate threat of harm to the individual student or others in our community.
Embedded Counselor

CAPS providers are embedded within various campus schools and programs.

Embedded therapists can focus on and work with the students in those programs, allowing them to deeply understand the programs themselves, stressors specific to each school, and challenges faced by students within them. The embedded therapists use program-specific knowledge and understanding to serve their students better in treatment as well as offer proactive groups and outreach to best meet broad student needs. Treatments are generally approached as brief therapy with community referrals available as needed. Embedded therapist services are confidential.

At the Eshelman School of Pharmacy, students can initiate services by emailing the embedded therapist, Ardith Burkes, directly at aburkes.unc.edu.

Students are encouraged to limit email communications to a request for services. Ms. Burkes will provide a secure link for gathering additional information before meeting with students.
UNC Off-Campus Student Life

The UNC Office of Off-Campus Student Life is a valuable resource for Pharm.D. students – most of whom live off campus. The office provides a variety of resources including a "Housing" site to help connect students with living arrangements in the Chapel Hill area.
Academic Intervention

The Associate Director, PharmD Professional Program, in the Office of Student Affairs performs a review of course grades two to three times per semester. In consultation with course directors, the Associate Director, PharmD Professional Program, will reach out to students underperforming to discuss and offer support services. Likewise, a student who feels that he or she is struggling academically is encouraged to reach out to the Associate Director, PharmD Professional Program. Additionally, academic referrals can be submitted, or academic help requested via the Eshelman Care Referral whenever an academic concern emerges.
Non-Academic Intervention

Course directors, students and staff who notice a significant change in behavior of a Pharm.D. student enrolled in the didactic curriculum in Chapel Hill should reach out to the Associate Director, Professional Program (Chapel Hill) or Assistant Director of Student Affairs (Asheville) to discuss the situation. Likewise, students struggling mentally or behaviorally may reach out the Associate Director (Chapel Hill) or Assistant Director (Asheville) to learn about support services available. For students enrolled in immersion experiences, concerns may be shared with the Director of Experiential Student and Career Services.

Any faculty, staff, preceptor, or student can also submit an Eshelman Care Referral when there is a suspected mental health or well-being concern. There is also an option for “self-referral” through the form if an individual student needs help and does not know where to start.
Withdrawal from the University

Students withdrawing from the University should contact the Director of the Office of Student Affairs at the UNC Eshelman School of Pharmacy prior to the last day of classes during a semester. An official withdrawal constitutes an honorable dismissal from the University and may facilitate readmission. IN/AB grades currently have no effect on GPA, but should the IN/AB not be remedied within 1 calendar year, the grades of IN/AB automatically turn to a letter grade of F, which remains permanent on the student’s transcript and negatively impacts grade point averages and academic eligibility.
Leaves of Absence

Students desiring to take a leave of absence should schedule a meeting with the Director of the Office of Student Affairs to discuss the leave of absence. All leaves must be approved by the Director or their designee, in the Office of Student Affairs. There are two primary types of leave:

- **Medical Leave of Absence**: This type of leave is first initiated in the Office of Student Affairs and then transitions to the ESOP embedded counselor, UNC Campus Health and/or UNC Counseling and Psychological Services. A medical leave can be initiated at any point during a semester for both physical and mental health concerns that are acutely impacting the student’s ability to successfully continue within the program. The leave is officially considered and approved by the ESOP embedded counselor, UNC Campus Health and/or UNC Counseling and Psychological Services.

- **Administrative Leave of Absence**: This type of leave is initiated and managed within the Office of Student Affairs. An administrative leave can only be initiated between academic semesters – not while classes are actively in session. An administrative leave serves a broad range of purposes such as a personal hardship.

Students enrolled in the UNC Eshelman School of Pharmacy, who are approved to take a leave of absence, may return to the School within one calendar year of the date of leave. Upon the desire to readmit, the student should schedule a meeting with the Director of the Office of Student Affairs regarding the readmission process.

Students who have been absent from the UNC Eshelman School of Pharmacy for more than one year from last enrollment must reapply for admission to the School and must compete for readmission with the other applicants for the entering class in that year. In situations involving medical leave, it is possible to extend the one year leave on a case-
by-case basis. If the student is approved for readmission to the School at a point beyond
one calendar year, the Scholastic Achievement and Progression Committee will review
the student’s transcript and make recommendations for completing the program.
Students may be required to re-take some or all previously completed coursework in the
Eshelman School of Pharmacy PharmD curriculum or complete competency testing.
Readmission to the University

Students wishing to be readmitted to the University should contact the Director of the Office of Student Affairs at the UNC Eshelman School of Pharmacy to schedule a meeting.

Ilona Owens, Director, Office of Student Affairs
Ilona.Owens@unc.edu
919-445-4866
Experiential Program

1. Student Injury Policy
2. Blood-Borne Pathogen Exposure
3. COVID Vaccination
4. Experiential Training Schedules
5. Experiential Course Grading
6. Financial Compensation and Aid
7. Professional Liability Insurance
8. Advanced Immersion Experience Change Request Policy
9. Placement Policy
10. Housing Policy
11. Attendance Policy
12. Professional Dress
13. Financial Responsibility
14. Transportation Policy
15. Universal Confidentiality Statement
16. Information Security Policy
Student Injury Policy

The safety and well-being of students is the greatest concern to the UNC Eshelman School of Pharmacy. In the event of a serious injury or exposure event, please report directly to the nearest urgent care facility. Students should submit information regarding the injury to an Eshelman Care Referral. The Eshelman Care Referral is not a substitute for calling 911 for an immediate emergency.
In the event of an exposure event, immediate action is required as outlined at
https://campushealth.unc.edu/urgent-needs/health-science-students-blood-borne-
pathogen-exposure. In brief, the following steps should be taken promptly:

1. Immediately clean the affected area.
2. Immediately notify the preceptor or preceptor designee.
3. The preceptor or preceptor designee obtains source patient information before
   the source patient leaves the care site. The preceptor or preceptor designee
   coordinates lab testing for the source patient per the site’s protocol as soon as
   possible.
4. If the site is connected to an occupational health team for its employee
   bloodborne pathogen exposure protocol, the student should begin the site’s
   protocol.
5. Call Campus Health at 919-966-6573, even if the exposure occurred at a clinical
   site outside of Chapel Hill, to report the incident. You will be connected to medical
   personnel that can help make clinical recommendations regarding the blood-
   borne pathogen exposure. If Campus Health is closed, you will be connected to an
   automated message which will then transfer you to a Care Connect nurse. The
   Care Connect nurse will contact the Campus Health physician on call for you.
6. The preceptor or student pharmacist should submit an Eshelman Care Team
   referral as soon as possible
   (https://unc.az1.qualtrics.com/jfe/form/SV_bax2evk5c1e0k33).
7. The student will be responsible (via health insurance) for costs associated with
   necessary lab work and medications as appropriate.
Covid Vaccination

Students with clinical experiences at clinical sites that require completion of the COVID-19 vaccine series as well as sites that require completion of a booster, must complete their vaccination series by the deadlines set by the placement sites. Students who cannot show proof of vaccination or who otherwise do not meet clinical site requirements may not be permitted by the clinical sites to work in these clinical settings and should explore options that include a leave of absence.
Experiential Training Schedule

Immersion and Advanced Immersion Experiences are based on a calendar month beginning on the first business day and ending on the last business day of the month. The dates for Immersion and Advanced Immersion Experiences are posted within Core ELMS. The experiential program calendar takes precedence over the University and Eshelman School of Pharmacy Academic Calendars. Academic breaks and holidays are not recognized during experiential training. The current academic calendar, including the experiential program calendar dates, can be found at https://faopharmacy.unc.edu/curriculum/.

In accordance with Accreditation Council for Pharmacy Education, Immersion and Advanced Immersion Experiences are full time commitments (minimum 40 hours per week, minimum 160 hours per month). To offer optimal patient care and learning experiences, students should expect to be present at the site more than 40 hours per week. While there are no stated maximum hours the School does encourage adherence to the duty rules set forth by the American Society of Health System Pharmacists Duty Hour Requirements for Pharmacy Residencies. Time spent at the practice site may include a variety of day, evening or weekend hours as determined by the site.
Experiential Course Grading

Grades for each Immersion or Advanced Immersion Experience will be assigned in accordance with the grading policies outlined in each course syllabus. A student receiving a grade of failure will be required to repeat the entire experience at a site determined by the Office of Experiential Programs. This will likely delay the student’s graduation. The failing grade is calculated in the cumulative grade point average and is not removed from the student’s transcript once repeated. Midpoint and final evaluations are accessible via CORE ELMS, and it is the student’s responsibility to review these evaluations.

Consistent with the course syllabi, the grade assigned for each experience is based on course outcomes as assessed by the preceptor’s completed final evaluation, achieving a minimum level of competence in professionalism and core competencies and successful completion of all assignments and assessments on time. The midpoint evaluation for each experience is a standardized opportunity to assess progress toward achieving established expectations for each practice experience. Students are required to have a midpoint and final evaluation for each experience. Students should proactively contact their preceptors to schedule the midpoint and final evaluation discussions. For full details of the grading policies for each practice experience, please refer to the course syllabus.
Financial Compensation and Aid

A $200 per clerkship fee is required for each Immersion and Advanced Immersion Experience.
Professional Liability Insurance

The UNC Eshelman School of Pharmacy has a professional liability insurance policy for students participating in Immersion and Advanced Immersion experiences.

The policy covers the student up to a maximum of $2,000,000 for each occurrence and $4,000,000 aggregate. Students must recognize that the endorsement to these policies states that the coverage is terminated when the student graduates or ceases to be engaged in activities required by the School's curriculum. Costs for professional liability insurance are included in student fees.
Advanced Immersion Experience Change Request Policy

**AIE Schedule Rationale:**

Advanced Immersion Experience assignments are made considering student preference and preceptor/site availability. Final assignments are made at the discretion of the Region Director in conjunction with the Office of Experiential Programs. Availability is submitted directly by the site to the Office of Experiential Programs, and may consider, among other factors, a maximum number of learners, including residents. Final
assignments are designed to first provide high-quality learning experiences, as well as achieve program outcomes and ACPE standards. This may result in experiences assigned outside of a student’s preference.

**Eligibility to Request Changes to the AIE Schedule:**

- Each student is given the opportunity to submit ONE Advanced Immersion Experience change request for an assignment they would prefer to change. This limit is in effect across all regions and for the entire academic
  - Note– This limits a student to request one schedule change. This does not guarantee the request can be accommodated.
- Additional changes will not be considered, and students should refrain from requesting more than one experience change
  - Note– If your initial change request is denied, you are not able to submit another change request.
- International experiences are not eligible for change requests per the Office of Global Engagement.
- Out-of-state and school-scheduled experiences are typically not eligible to be changed via student request, however, will be discussed on a case-by-case basis. Requesting a schedule change within this category will count as the one available change request.
- Beginning in mid to late May, students may request a change to an Advanced Immersion Experience scheduled between August 1 through April 30. Any change request must be submitted at least 3 months prior to the start of the Advanced Immersion Experience, subject to the change request.
- The experience change cannot result in the need to move more than two months of scheduled experiences.
- To submit a change request, students must complete the Change Request Form. Emails are not an acceptable form for submitting a change request and will not be considered.
- An official change request must be made via the Change Request Form. A change request should never be made directly to a Region Director or preceptor, and any change request circumventing the official process will not be considered.
- All change requests are subject to review by the Office of Experiential Programs.
- Submitting a change request does not guarantee it will be approved or accommodated.
- Once a student-initiated change has been finalized and completed, the schedule may not be changed back to the original schedule.
- The School and/or region reserves the right to implement changes to the student schedule (e.g. COVID-related site issues, change in availability, etc.). These changes are made only when necessary, and when possible, the School and/or region will make efforts to seek the input of the impacted Any school- or region-initiated change will NOT count towards the one allowable student change request.
Placement Policy

The placement of student pharmacists for experiential training requires care and planning. The School asks that you carefully consider the demands of this program component. Assignment to geographical regions of the state and selection of sites for Immersion and Advanced Immersion experiences are made randomly, based on site and preceptor availability, and at the sole discretion of the School of Pharmacy. Students are not guaranteed a site or region in the Triangle area (Chapel Hill campus) or in the Asheville area (Asheville campus).

Student pharmacists may apply for a regional exemption. Regional exemption is for placement in a given region of the state, not specific experience sites within that region. Exemptions will be considered only for the below conditions (appropriate documentation is required):

1. Student is a parent with a child or children living at home (child must be under the age of 18 up to and including the first day of the experience)
   NOTE: Required documentation: copy of child's birth certificate and evidence of child's health coverage under student's name.
2. Student is a legal guardian
   NOTE: Required documentation: copy of legal papers indicating guardianship and/or custody.
3. Student or student’s spouse is pregnant
   NOTE: Required documentation: doctor’s note confirming pregnancy and expected due date.
4. Student is sole care provider for another individual
   NOTE: Required documentation: copy of power of attorney for sole care provider
5. Student has a chronic, serious medical condition requiring frequent, in-person medical care with the same physician
NOTE: Required documentation: Letter from primary care physician
describing/addressing the following 4 items: (1) student’s medical condition (2)
current treatment plan (3) future treatment plan (4) why student needs to be seen
in a specific geographical region/feasibility of referring student to a different
physician depending on student’s geographic placement.

The School will make the final decisions regarding all exemption requests.
Housing Policy

The School will pay AHEC housing fees for students who are assigned as follows:

**Advanced Immersion Experience:**

Any scheduled AIE (elective or non-elective) practice site with a commute greater than 60 miles from the student’s base institution (according to Google Maps). The base institution for each region is the following:

- Asheville – Mission Hospital
- Chapel Hill – UNC Medical Center
- Charlotte – Atrium Health Carolinas Medical Center
- Durham – Duke University Hospital
- Fayetteville – Cape Fear Valley Hospital
- Greensboro – Cone Health Moses Cone Hospital (1121 North Church Street)
- Greenville – ECU Health Medical Center (formerly Vidant Medical Center)
- Raleigh – UNC Rex – Raleigh Campus
- Wilmington – Novant Health New Hanover Regional Medical Center
Students are responsible for securing their own housing for experiences located in the Chapel Hill, Durham, and Raleigh regions (AHEC housing is not available in the Triangle area).

Students are responsible for securing their own housing for out-of-state or international experiences (AHEC housing is not available).

**Immersion Experience:**

Practice site with a commute greater than 60-miles from the student’s permanent residence (according to Google Maps). The student’s permanent address must be updated in Rx Preceptor.

**Application Process**

1. Access the MyAHEC site at http://my.ncahec.net/.
2. Create a MyAHEC account.
3. Complete the student housing application.
   - Note: AHEC regions for housing may not be named the same as the School’s regions for scheduling. You will need to know the name of the county where your assigned site is located.
   - To determine your AHEC region for your housing request, please see counties served in each AHEC region.
4. Student questions can be submitted to immersion@unc.edu.
Key Information

- Housing is first come, first served. Apply early as all requests may not be accommodated.
- If a student applies for AHEC housing and housing isn't available, it will be the student's responsibility to arrange and pay for his/her own housing.
- Sites may require a housing agreement and a monetary deposit.
- Housing is randomly assigned. If you wish to room with another student pharmacist, you may request this by contacting the AHEC housing coordinator via email after submitting your housing application.
- Housing assignments are communicated with students approximately 4 weeks prior to the start of your experience. If you do not receive housing details within 4 weeks of your experience start date, please reach out to the housing coordinator.
- Students may arrive no earlier than 1 day prior to the experience start date, and students may depart no later than 1 day following the experience end date.
- Housing may be co-ed with a shared apartment (e.g., common living spaces). Bedrooms within co-ed housing will be separated by gender.
- No pets of any kind or size are allowed in AHEC housing.
- No one may stay in AHEC housing except the student. Exceptions will NOT be made for significant others or children.
- There is no obligation to utilize AHEC housing. Students may choose to explore other options before applying for AHEC housing.
- Cancel housing IMMEDIATELY through MyAHEC if your plans change. Those reservations not cancelled 5 days prior to arrival may be subject to penalty or fees by the AHEC and/or the School.
Attendance Policy

Regular attendance is a student's obligation and expectation. Students are also expected to participate fully in all scheduled activities in class or at their assigned practice site for Immersion or Advanced Immersion Experiences. Students are reminded to consult the First Day of Class policy in the Student Handbook. Students are expected to arrive on time and remain in class or at their assigned practice site until all required activities have been completed and their course instructor or preceptor dismisses them.

Examples of Excused Absences

At the discretion of the course director or primary preceptor, absences from class or immersion experiences may be either approved or unapproved. Examples of approved absences are as follows:

- Medical Necessity
- Authorized University activities or participation in a pre-approved professional activity
- Death of an immediate family member or friend
- Religious activity
- Other extenuating circumstances
All students will be treated fairly and equitably, regardless of the reason for the absence.

**Absence Notification**

Students are expected to notify their course director (on-campus courses) or primary preceptor of record (Immersion or Advanced Immersion Experiences) as soon as possible, no later than first thing the morning of the absence.

Absences for Pre-Approved Professional Activities: Students must notify their course director or primary preceptor of record at least 2 weeks prior to the start of the class or immersion experience for any planned absence.

**Make-Up Policy during Immersion or Advanced Immersion Experiences**

Students may have a maximum of 2 days of approved absences (absences approved by the primary preceptor of record) per calendar month from the practice site. These approved absences do not have to be made up, unless the preceptor determines the learning outcomes of the experience cannot be met without the make-up days. Any approved absences in excess of 2 days per calendar month must be made up in coordination with the primary preceptor of record. Any unapproved absence during the course of an experience will result in a grade of failure.

If a course instructor or preceptor is concerned that a student has missed more than advisable, the instructor may report the concerns to the Office of Experiential Programs.

**Attendance and Participation**

Students completing an Advanced Immersion experience may request to have a maximum of 5 excused absence(s) for the purpose of interviews, professional conference attendance, etc. at the discretion of the preceptor following the School’s
Attendance Policy (above). Work or make-up hours should be assigned to make up for any days missed beyond 2 days. The primary preceptor of record will approve any day(s) off at their discretion and determine what work or hours will need to be completed.

Students are expected to attend and participate fully in all scheduled activities at the practice site. Students are expected to arrive on time and remain at the site until all required activities have been completed or their preceptor dismisses them. It is expected that students will come to the site with an open mind and be respectful of all pharmacy staff and members of the patient care team.

*Note – These months are included as a guideline, recognizing that not all interviews and clinical meetings occur during these times. Each student is encouraged to minimize scheduling conflicts between job interviews and Advanced Immersion Experience activities. Each student is encouraged to discuss any interview schedules or meeting attendance with their preceptor as soon as possible before making final scheduling commitments.
Professional Dress

Student pharmacists of the UNC Eshelman School of Pharmacy are representatives of the School and the conduct and personal appearance of a student pharmacist reflects how colleagues, patients, and the community view the student pharmacist, the program, and ultimately the pharmacy profession. Attire and behavior should promote a positive impression for the individual student pharmacist and should prioritize the interests of those being served above one's own. Specific dress requirements may be set by various institutions and practice sites. These requirements typically will be included in written course materials; however, it is the responsibility of the student pharmacist to inquire
about the dress code. Furthermore, a student pharmacist who is in a professional program and engaged in patient contact must keep in mind that members of the professional community are obligated to maintain an acceptable professional standard.

All student pharmacists must uphold the following guidelines:

- Student pharmacists must wear a pressed, clean, short white lab coat with a UNC Eshelman School of Pharmacy name tag.
- Student pharmacists must wear appropriate business attire.
- Nails should be clean and well-manicured, and of a length that will not interfere with the duties of a pharmacist.
- Jeans, shorts, T-shirts, leather skirts/pants, leggings, clothing that is see-through, clothing that exposes the midriff, low-cut clothing, clothing with frayed hems, etc. are examples of inappropriate dress and are not allowed.
- Hospital scrubs are not permissible unless specifically allowed by the preceptor in defined areas of the clinical site.
- All student pharmacists must always prioritize personal hygiene.
- Perfume or cologne should be worn at a minimum or not at all.
- With the exception of ear piercing, there will be no visible body piercing, including but not limited to tongue piercing, nose piercing, and eyebrow rings/bars.
- Hair should be clean, well groomed, and worn in such a manner that it presents a professional image. Facial hair must be trimmed and kept clean.
- Hats are not allowed.
- Tattoos should not be visible.
- Gum chewing should be avoided at the clinical site.
Financial Responsibility Policy

All financial obligations associated with pharmacy education are the responsibility of the student pharmacist. This responsibility also applies to the experiential training program and the expenses that may arise from site-specific requirements including, but not limited to, immunizations and health screenings, drug tests, and/or criminal background checks, as well as other expenditures such as lodging, transportation, food, and any other incidental costs.

The UNC Eshelman School of Pharmacy supports certain expenses associated with use of AHEC housing, though, continued support will depend upon the availability of funds. If a spouse/significant other, children(s) and/or pets accompany a student pharmacist during practice experiences, the student pharmacist will be responsible for all housing arrangements and associated expenses. Spouses/significant others, children and pets may NOT live in student housing provided by AHECs.

Student pharmacists who wish to complete out-of-state experience, global experience, or practice experiences in the Triangle (e.g., Chapel Hill, Durham, and Raleigh) are responsible for all costs related to travel and housing.
Transportation Policy

All student pharmacists must have reliable transportation during the months they are completing Immersion or Advanced Immersion experiences. There is no guarantee that sites will be on a bus line or near other student pharmacists who may serve as a carpool. Student pharmacists should be aware that up to a 60-mile commute to a practice site is a reasonable and appropriate commute, per School guidelines. Lack of reliable transportation is not an approved exemption for scheduling or region placement.
Universal Confidentiality Statement

As a student assigned to a clinical agency via contractual agreement or Memorandum of Understanding between the UNC Eshelman School of Pharmacy and the agency, you are allowed access to the records of clients or research subjects. Information specific to clients or subjects from any source and in any form, including paper records, oral communication, audio recording, electronic display, and research data files is strictly confidential. Access to confidential clients/subjects information is permitted only in a need-to-know basis.

It is the policy of the UNC Eshelman School of Pharmacy that students of the School shall respect and preserve privacy and confidentiality of clients/subjects information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of your assignment
- misusing, disclosing without proper authorization, or altering patient, subject, or personnel information
- disclosing to another person your sign-on code and password for accessing electronic or computerized records
- using another person's sign-on code and password for accessing electronic or computerized records
- leaving a secured application unattended while signed in.
- attempting to access a secured application without proper authorization
- failing to properly secure data

Violation of this policy by students of the UNC Eshelman School of Pharmacy as a Contractual Agreement or Memorandum of Understanding, may constitute ground for corrective action up to and including loss of agency privileges, dismissal or termination.
from the School in accordance with applicable agency, School or University procedures. Violation of this policy by any member of the School’s student body may constitute grounds for termination of the contractual relationship or other terms of affiliation between the School and the agency.

Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.
Information Security Policy

Overview

Information, as hereinafter defined, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student or faculty member is assigned via contractual agreement or Memorandum of Understanding between the UNC Eshelman School of Pharmacy and the agency. This protection includes an appropriate level of security over the equipment and software used to process, store, and transmit information.

This policy applies to all information which includes clinical information generated in the context of patient care or clinical research, including, for example, laboratory data, x-ray results, other tests and procedures, and dictated and written notes detailing patient histories and physical exam findings. Such client/subject-related data may be available electronically, or in written form in standard medical records and patient charts. It may be available for individual or groups of clients/subjects. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers where it can be made available electronically to peripheral workstations, such as clinical workstations or peripheral clinical databases maintained by
individual agency personnel. It may also reside in databases that are separate from the centrally maintained databases, such as the clinical or research databases that have been developed by certain agency personnel members.

**Scope**

The scope of information security is protection of information that is written, spoken, recorded electronically or printed, from accidental or intentional modification, destruction or disclosure. Information will be protected throughout its life cycle (origination, entry, processing, distribution, storage, and disposal).

**Examples of Breaches of Security**

**Accessing information that is not within the scope of your job/role as student.**

- Unauthorized reading of account information
- Unauthorized reading of a client’s/subject’s chart
- Unauthorized access of personnel file information
- Accessing information that you do not “need-to-know” for the proper execution of your job function

**Misusing, disclosing without proper authorization, or altering patient or personnel information.**

- Making unauthorized marks on a client’s or subject’s chart
- Making unauthorized changes to a personnel file or research data files
- Sharing or reproducing information in a client’s/subject’s chart or personnel file with unauthorized personnel
- Discussing confidential information in a public area such as a waiting room or elevator

**Disclosing to another person your sign-on code and password for accessing electronic or computerized records.**

- Telling a coworker your password so that he or she can log in to your work
- Telling an unauthorized person the access codes for personnel files or patient accounts
Using another person’s sign-on code and password for accessing electronic or computerized records.

- Using a co-worker’s password to log into the hospital's computer system
- Unauthorized use of a login code for access to personnel files or client/subject information

Leaving a secured application unattended while signed on.

- Being away from your desk while you are logged in an application
- Allowing a coworker to use your secured application for which he or she does not have access after you have logged in

Attempting to access a secured application without proper authorization.

- Trying passwords and login codes to gain access to an unauthorized area of the computer system
- Using a coworker’s application for which you do not have access after he or she is logged in
Co-Curriculum

1. Overview
2. Student Organizations
   1. PharmD Student Organizations
   2. Heel Life Portal
3. Student Professional Travel Stipend
Overview

The School has many resources to help you make the most of the opportunities for personal and professional growth. The co-curriculum are activities, programs, and learning experiences that complement what students are learning in the formal curriculum. As such, co-curricular activities are typically defined by their separation from academic courses.

The Accreditation Council for Pharmaceutical Education (ACPE) recognizes that what students do and learn outside the formal curriculum can be essential in developing the skills, experience, and knowledge to make you a team-ready and practice-ready pharmacist. ACPE outlines 10 key constructs in Standards 3 and 4 that are required to be addressed within the curriculum or co-curriculum.

1. **Problem solving**: The student pharmacist is able to identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.

2. **Education**: The student pharmacist is able to educate all audiences by determining the most effective and enduring ways to impart information and assess.

3. **Patient advocacy**: The student pharmacist is able to represent the patient's best interests.

4. **Interprofessional collaboration**: The student pharmacist is able to actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.

5. **Cultural sensitivity**: The student pharmacist is able to recognize social determinants of health to diminish disparities and inequities in access to quality care.

6. **Communication**: The student pharmacist is able to effectively communicate verbally and nonverbally when interacting with individuals, groups, and organizations.
7. **Self-awareness**: The student pharmacist is able to examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.

8. **Leadership**: The student pharmacist is able to demonstrate responsibility for creating and achieving shared goals, regardless of position.

9. **Innovation and entrepreneurship**: The student pharmacist is able to engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.

10. **Professionalism**: The student pharmacist is able to exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Through the School’s advising program, faculty will meet with students to help make meaning of a student’s co-curricular experiences as it relates to the ACPE constructs as well as address how you live the values of the School (i.e., WE CARE).
Student Organizations

1. PharmD Student Organizations
2. Heel Life Portal
PharmD Student Organizations

The School supports over 20 recognized professional PharmD student organizations that cover many niche areas of interests for enrolled students. The current list of recognized organizations include:

- Eshelman School of Pharmacy Student Senate
- Academy of Managed Care Pharmacy (AMCP)
- Beyond Clinic Walls – Asheville
- Carolina Association of Pharmacy Students (CAPS)
- Carolina Association of Pharmacy Students – Asheville (ACAPS)
- Christian Pharmacists Fellowship International (CPFI)
- College of Psychiatric and Neurologic Pharmacists (CPNP)
- Global Engagement Organization (GEO)
- Graduate and Professional Honor System
- Industry Pharmacists Organization (IPhO)
- Kappa Epsilon Professional Fraternity
- Kappa Psi Professional Fraternity
- Mentoring Future Leaders in Pharmacy (M-FLIP)
- Pediatric Pharmacy Association (PPA)
- Phi Delta Chi Professional Fraternity (PDC)
- Phi Lambda Sigma Leadership Society (PLS)
- Recruitment Ambassadors Program (RAP)
- Rho Chi Honor Society
- Student Health Action Coalition (SHAC)
- Student National Pharmaceutical Association (SNPhA)
- Student National Pharmaceutical Association (SNPhA- Asheville)
- Student College of Clinical Pharmacy (SCCP)
- Taking Action by Service (TABS)
Starting with the first semester in the program at the Student Senate Organization Carnival, PY1s are provided many opportunities to learn about recognized professional organizations in order to make well informed membership decisions. Each student organization is assigned at least one faculty advisor who works closely with the organizations as it carries out goals and priorities. Students are encouraged to thoughtfully consider membership decisions that most closely align with their passions, interests, and career trajectory.

The PharmD Student Senate is the overall governing body for all enrolled students and recognized student organizations as well as each cohort of elected class officers. More details regarding the PharmD Student Senate – including important policies and procedures – can be reviewed in the Student Senate Constitution located in the PharmD Student Canvas site.
Heel Life Portal

UNC Chapel Hill contracts with Campus Labs to provide the Heel Life portal for student organization management. Each recognized student organization is required to administer their organization through the Heel Life portal.
Student Professional Travel Award

Annually, the UNC Eshelman School of Pharmacy Foundation appropriates funding to support student travel to regional and national professional meetings. Attendance at these meetings provides opportunities for personal, career, and professional development of PharmD students. The Office of Student Affairs administers PharmD student travel awards by utilizing a framework, which includes an application, tier-based approach that aims to:

- Help PharmD students thoughtfully and proactively plan professional travel, directly related to their PharmD curriculum.
- Provide clarity and accountability for how student travel stipends are awarded.
- Provide enhanced funding opportunities for students engaged at a national level.
- Help the School become efficient stewards of Foundation-sponsored funding.

**Students may receive 1 travel award per academic year.**

- The funding year runs July 1 through June 30.
- Applications must be submitted at least 30 business days before the planned travel.
- Travel reimbursement requests and all required documentation must be submitted within 15 days of completion of the conference.
- PharmD students may apply and receive a professional travel award once every academic calendar year.
Tier 1 Funding

Students may apply for tier 1 funding (enhanced travel priority @ $500). Tier 1 funding approval will require official documentation of the national level engagement. Tier 1 funding is considered for:

- Students who represent the School as a competition winner at a national conference.
- Students who represent the School as a live session presenter at a national conference (peer-reviewed abstract).
- Students who represent the School as an elected office to a national leadership position.

Note: poster session participation is a tier 2 funding activity.

Tier 2 Funding

Students will be allowed to apply for tier 2 funding (general travel priority @ $300). If student applications outpace available funding, then priority will be determined by:

- Students with a poster presentation at a national conference.
- Students appointed to a national committee.
- PY class standing.
- Students serving as an elected or appointed leaders in a recognized student organization.
- Students serving as a committee member within a recognized student organization.

To apply for a travel award, please complete this form.