School of Pharmacy

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http://www.utep.edu/pharmacy/

The UTEP Doctor of Pharmacy (PharmD) degree requires at least 2-years of pre-professional (undergraduate) coursework followed by a four-year Doctor of Pharmacy (PharmD) degree program designed to prepare students to provide pharmacy practice and patient-centered care to an underserved US-Mexico border region with a critical need for increased public access to quality pharmaceutical care. The PharmD degree will prepare students to practice pharmacy in contemporary settings, such as community or hospital pharmacies, primary care clinics, long-term care facilities, and the pharmaceutical industry. To prepare pharmacists to meet the health needs and challenges of a 21st century population, the PharmD curriculum aligns and integrates pharmaceutical sciences (e.g. medicinal chemistry, pharmaceutics, pharmacology, toxicology, pharmacokinetics), patient care, pharmacy practice, pharmacy administration, social sciences, technical Spanish for the pharmacy professional, and an extensive experiential education program that will provide students with the necessary foundational knowledge and contemporary practice skills for pharmacists.

Accreditation Council for Pharmacy Education (ACPE) Accreditation Status

The University of Texas as El Paso Doctor of Pharmacy program has been granted Precandidate Status by the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL., 60603, 312/644-3575; FAX 312/664-4652, web site www.acpe-accredit.org (http://www.acpe-accredit.org).

The granting of Precandidate Status indicates that a program’s planning for the Doctor of Pharmacy program has taken into account the standards and guidelines and suggests reasonable assurances of moving to the next step, that of Candidate Status. Granting of Precandidate Status brings no rights or privileges of Accredited Status. Public disclosure by the program of the terms and conditions of Precandidate status is required.

Precandidate status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Precandidate status is awarded to a new program of a College or School of Pharmacy that has not yet enrolled students in the professional program and authorizes the school to admit its first class. Candidate status is awarded to a Doctor of Pharmacy program that is currently recognized by ACPE with Precandidate status and has students enrolled but has not yet had a graduating class. Accredited status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Graduates of a class designated as having Candidate status have the same rights and privileges of those graduates from an accredited program. ACPE conveys its decisions to the various boards of pharmacy and makes recommendations in accord with its decisions. It should be noted, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules.

Admission Requirements

Admission requirements are designed to ensure academic success in the professional Doctor of Pharmacy curriculum.

- Preferred minimum overall GPA: 2.75
- Preferred minimum Math and Science GPA: 3.2
- Prerequisite Coursework: It is highly recommended that students take required courses in science and math within seven years of applying for admission to pharmacy school. In the holistic review of applicants, the UTEP SOP admissions committee will consider: 1) other advanced coursework in science and math with a high GPA, 2) PCAT score, and/or 3) other evidence of the student’s ability to complete advanced science and math coursework in pharmacy school.
- Summer courses before enrollment: All prerequisite courses should be completed by the end of the Spring semester prior to enrollment into the PharmD program. Students can take prerequisite courses the summer prior to enrollment, but must successfully complete the course(s). These courses will be reviewed on a case-by-case basis to ensure that they may be feasibly completed, while maintaining the preferred GPA, prior to enrollment. All prerequisites must be completed with a C or better. Submission of final official transcripts from all colleges/universities attended is required prior to enrollment.
- Repeated Coursework: For courses that are required to be completed at a grade of “C” or higher, students may retake these courses. If a grade of “C” or higher is received, this requirement will be considered met.
- GPA Calculations: GPA for cumulative and science/math grades are calculated using a four-point scale. An A = 4, B = 3, C = 2, D = 1, F = 0. Grades with pluses or minuses will be converted to the corresponding A, B, C or D letter grades. Course grades indicating a failure, e.g., an F, no credit (NC), will be calculated as an “F” in the GPA calculations. The SOP will calculate the most recent grade in a course, if it is repeated, towards the GPA.
- PCAT: Applicants should take the PCAT within the last 24 months of applying. There is not a recommended score, but the score is considered in the holistic, whole-file review process.
- Meet Professional Technical Standards for Admission, Matriculation, and Graduation: The Professional Technical Standards are established by the SOP based on the physical and mental attributes required of students to function competently as a pharmacist upon graduation (see: http://www.utep.edu/pharmacy/admissions/professional-technical-standards.html). Students with disabilities are welcome to apply and consult with the
Director of Student Affairs and/or the Center for Accommodation and Support Services regarding accommodations that may be available to meet the Professional Technical Standards.

- **Eligibility for Admission to UTEP**: Admission to the SOP is contingent on admission to UTEP. For example, students that have been barred from applying to UTEP or who are ineligible for readmission to UTEP will not be considered for admission to the School of Pharmacy.

- **Official U.S. Transcripts**: Must be submitted with application.

- **Foreign transcripts**: Transcripts not in English or Spanish must have an official evaluation to be accepted.

- **Letters of Recommendation**: Three (3) letters of recommendation must be submitted along with the application. These letters should discuss the applicant’s professional career, communication skills, academic aptitude, and service/civic experiences. Letters of recommendation from family members and friends are not accepted. It is strongly suggested that at least one person be from a person who knows the applicant’s college level academic work.

- **Supplemental Application (Personal Statement)**: A supplemental personnel statement is submitted to PharmCAS. The vision of the UTEP School of Pharmacy is to be a pioneer of excellence in pharmacy education for Innovation, Diversity, Engagement, Access, and Leadership (IDEAL). Students should tell how they meet the IDEAL through their education, in their professional involvement, and/or in their own personal life. The student should explain how they see themselves continuing, developing, and/or sharpening their IDEAL talents, skills, and service during the Doctor of Pharmacy education. This statement is the student’s opportunity to share more about themself— to describe how their hopes, ambitions, life experiences, and/or inspirations have shaped them. They need to remember this personal statement is exactly that - personal. The personal story is an important component of the application and will help put the entire application in context.

- **Additional Requirements**: Accepted students must comply with all requirements regarding health insurance, Texas State immunization mandates and CDC immunization requirements for healthcare providers, background checks and drug screens prior to enrollment. Failure to submit any required items for enrollment by the deadline may result in the offer of admission being rescinded.

### Recommended Attributes for Application

Competitive candidates, in addition to the required minimum requirements, are recommended to have the following attributes that meet our IDEAL (Innovation, Diversity, Engagement, Access, and Leadership):

- Extracurricular participation and/or leadership
- Experience in health-related fields
- On-going community engagement/service
- Ability to work with diverse populations
- Demonstrated leadership

In a holistic review, other attributes, skills, and experiences may also be considered (for example: research experience, understanding of pharmacy profession, life experiences, empathy, teamwork, work experience). All applicants are required to have completed at least a semester’s worth of college-level Spanish or equivalent (e.g., coursework, AP credit, UTEP Spanish placement exam). **Please note, fulfillment of these recommendations does not guarantee admission into the SOP.**

### Required Prerequisite Pre-Pharmacy Coursework

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>RWS 1301</td>
<td>Rhetoric &amp; Composition I</td>
<td>3</td>
</tr>
<tr>
<td>RWS 1302</td>
<td>Rhetoric &amp; Composition 2</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Communications

**Mathematics**

- MATH 1411 Calculus I

- Elementary Statistical Methods 3-4

**Life and Physical Sciences**

**Biology**

- BIOL 1305 General Biology 3
- BIOL 1107 Topics in Study of Life I 1
- BIOL 1306 Organismal Biology 3
- BIOL 1108 Organismal Biology Laboratory 1
- BIOL 2311 Human Anat/Physiology I 3
- BIOL 2111 Human Anat/Physio Lab I 1
- BIOL 2313 Human Anat/Physiology II 3
- BIOL 2113 Human Anat/Physio Lab II 1
- BIOL 3320 Genetics 3

**Chemistry**
CHEM 1305 General Chemistry 3
CHEM 1105 Laboratory for CHEM 1305 1
CHEM 1306 General Chemistry 3
CHEM 1106 Laboratory for CHEM 1306 1
CHEM 2324 Organic Chemistry 3
CHEM 2124 Lab for Organic Chemistry 2324 1
CHEM 2325 Organic Chemistry 3
CHEM 3330 Biochem I: Struc & Function 3

**Microbiology**
MICR 2340 General Microbiology 3
MICR 2141 Gen Microbiology Laboratory 1

**Physics**
PHYS 1403 General Physics I 4

**Language, Philosophy & Culture**
Course Vary- It is highly recommended that students take Ethics (PHIL 2306) to fulfill this requirement
PHIL 2306 Ethics 3

**Creative Arts**
Refer to Texas Core Curriculum for complete list of courses offered.

**American History**
HIST 1301 History of U.S. to 1865 3
HIST 1302 History of U.S. Since 1865 3

**Government/Political Science**
POLS 2310 Introduction to Politics 3
POLS 2311 American Gover & Politics 3

**Social & Behavioral Sciences**
Refer to Texas Core Curriculum for complete list of courses offered.

**Components Area Option**
UNIV 1301 Seminar/Critical Inquiry 3
or SCI 1301 Inquiry in Math & Science
COMM 1301 Public Speaking Courses Vary 3

**Writing Intensive Course**
Writing-Intensive Designation (e.g., English, History, Humanities, Political Science) (Courses Vary - 3000/4000 Level**)

**Spanish**
College Level or Test Equivalent (Courses Vary**)

**Total Hours** 92-3

**Transfer Students**
A transfer student is any student who has been enrolled in a professional Doctor of Pharmacy degree program at another college or school of pharmacy.
If a student wishes to transfer into the UTEP School of Pharmacy four-year PharmD degree program from an Accreditation Council of Pharmacy Education accredited pharmacy college or school, the transferring applicant must send a letter of intent to transfer to the Director of Student Affairs of the UTEP School of Pharmacy. In addition, the transferring applicant must submit a complete PharmCAS application including PCAT scores. The Director of Student Affairs must also receive a letter from the transferring applicant’s Dean’s Office at the college or school granting approval of the transfer which states that the student is in Good Standing and is eligible to continue or return.

Transfer students must satisfy UTEP School of Pharmacy pre-pharmacy course requirements and admission standards in order to be considered for transfer. An on campus interview will be required. If the transfer applicant meets the requirements, after the interview, the Director of Student Affairs will make a recommendation to the Admission Committee for final action.

Because curricula are different between colleges and schools, some credit may not be transferred. Students may not be eligible for professional year placement/advancement equivalent to their current institution. In addition, the possibility of transfer depends on the space availability.

**Academic Regulations: Curriculum Policies**

**Class Attendance**

Attendance is mandatory at all didactic and experiential courses.
Excused Absences

Attendance at courses and at experiential practicum is critical to success as a PharmD student and beyond. Unexcused absences are considered unprofessional behavior, will be recorded, and may have an adverse effect on a grade including a failure of a component of a course or an entire course. It is expected that the student contact their course instructor(s)/facilitators, course coordinator, preceptor, and/or Director of Experiential Education (as necessary) directly to inform them of the absence. The following are considered excused absences, but may require make up hours:

- Illness (personal or dependent)
- Urgent medical evaluation
- Religious observance
- Death of a family member
- Jury duty or legal matter
- Participation at a regional or national meeting
- Emergency (e.g., accident)

If a student must be absent for a reason not listed, they must meet with the Director of Student Affairs and the Associate Dean of Academic Affairs, prior to the absence to obtain an excused absence. This meeting is not a guarantee of an excused absence.

To secure an excused absence, a student must submit the following information to the Director of Student Affairs:

1. Student name
2. Date of absence
3. Current courses and course instructors’ names
4. Reason for absence

The Office of Student Affairs (OSA) will review the information, obtain necessary approvals (e.g., preceptor, Director of Experiential Education) and inform the student and course instructor(s)/facilitators, course coordinator, preceptor, and/or Director of Experiential Education (as necessary). Requests for excused absences are reviewed by the Office of Student Affairs and students will be notified of approval or non-approval within three (3) business days of sending a request. Absences of more than two (2) business days or more require appropriate documentation (e.g., doctor’s note, jury certificate).

Please note:

- Requests made after the class begins will not be considered excused. This does not pertain to illness, death in the family, or other emergency. A student who is absent due to an emergency should contact the OSA and their course instructor(s)/facilitators, course coordinator, preceptor, and/or Director of Experiential Education (as necessary) within two (2) business days or as informed by the syllabus.
- Excused absences need to be requested ten (10) business days in advance (this does not pertain to illness, death in the family, or other emergency).
- Absences longer than two (2) days for illness require a doctor’s note be submitted to the OSA.
- The OSA reserves the right to request a doctor’s note in the event of a pattern of absences or any absences immediately preceding or following a holiday.
- Although the absence is excused, a student is responsible to obtain and complete any work, reading, lab, exam required. It is not the responsibility of the instructor to inform the student of any make-up work requirements. Often labs cannot be made up and it is at the discretion of the course instructor how the student will be evaluated, including but not limited to “no credit,” regardless if the absence was excused or not.
- If the student’s responsibility, and not the course instructor/coordinator/preceptor, to make sure that the required assignments missed due to an excused absence are completed and submitted.
- Decisions on how to make-up assignments, hours, exams, labs in the event excused or unexcused absence is at the discretion of individual course instructor/coordinator/preceptor as outlined in course syllabus.

Excused Absences for Attending Regional/National Professional Meetings

- The UTEP SOP supports and encourages student participation in professional pharmacy activities such as regional and national professional meetings. Students must meet the following criteria to be considered eligible to receive an excused absence to attend regional/national meetings:
  - Be in Good Standing
  - Have no behavioral sanctions
  - And, have a grade of C or above in each course during the semester of the planned meeting to attend.
- Students who do not meet the required criteria are expected to not attend any national and/or regional meeting until they meet the criteria. They also are not eligible for any travel funds via UTEP or UTEP SOP.
- Students who wish to attend must submit the following information no less than ten (10) business days prior to the planned absence to the SOP Office of Student Affairs. Failure to do so may impact a student’s course grade(s):
  - Student name
  - Date of absence
• Current courses and course instructors’ names
• Reason for absence
• Students must also inform their course instructors within two (2) week of the planned absence via email. Failure to do so may impact a student’s course grade(s).
• Students who receive funds for travel to a regional and/or national meeting must attend a “How to get the most out a conference/meeting” workshop AND complete a conference meeting worksheet that will be distributed prior to the meeting. The conference meeting worksheet requires a conversation with your faculty advisor and the faculty advisor’s signature. Completed forms should be submitted to the SOP Office of Student Affairs within five (5) business days after the end of the meeting. Students who do not attend the workshop and who do not submit a completed worksheet will not receive any travel funds from the SOP.

Excused Absences for SOP-Recognized Activities

Students who will be absent while representing the School of Pharmacy officially recognized SOP activities (e.g., conference attendance, interviews, study away) must notify the Office of Student Affairs and their instructors no less than ten (10) days prior to the absence. The Director of Student Affairs will provide the student a letter of excuse for the instructors. It is the student’s responsibility to give the letter to the instructors prior to the officially recognized activity. Students following these procedures will be permitted to make up any assignments and examinations in consultation with faculty. See “SOP Excused Absences” for more detailed information.

Dead Day

1. This specific day will be scheduled one day after the last day of classes only during the fall and spring semesters. The following policy will be observed:
2. No classes will be held on this day, except classes which meet once a week on that day.
3. Makeup exams should be left to the discretion of each individual instructor.
4. All student work (i.e., research papers, lab reports, term paper, etc.) should be due prior to this day.
5. If a comprehensive final is given, no new material, quizzes, or exams should be given two calendar days prior to Dead Day, and attention should be given to reviewing of semester material. Implementation of this recommendation is to be left to the discretion of the individual instructor.

Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty members insist on adherence to these standards. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes is not limited to cheating; plagiarism; collusion; the submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the UTEP Office of Student Life and the homepage of the Office of Student Life, can result in sanctions ranging from disciplinary probation, to failing a grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others. (See “Dismissal for Reasons of Misconduct”).

GPA Calculation Policy:

All grades earned in didactic courses are averaged. A grade equal to C or better is considered passing. Any course retaken due to earning a D or F is replaced by a C is the class is successfully remediated. Grades for didactic courses are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
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</tbody>
</table>

Experiential course are graded on a pass or fail basis. Grade P is not calculated into the GPA Students must maintain a 2.5 average to remain in good academic standing (See “Good Standing”).

Grade Review & Grade Grievance

The UTEP SOP follows the policies and procedures in place by the UTEP Faculty Senate. The grade review policy considers the following factors: (1) student may request the Faculty/Preceptor followed by the Course/Clinical Coordinator review and re-evaluate a grade within 30 days of the end of the semester; (2) students may seek assistance or intervention from the Chair(s) of the respective academic team; and (3) students may pursue a formal grade appeal process that is officially filed with the Student Grievance Committee of the UTEP Faculty Senate. The decision of the Student Grievance Committee is final.
Students should contact the UTEP Office of Student Life for specific information or download a copy of the grievance form on the UTEP Office of Student Life Web page.

The student must appeal their grade within 10 business days of grades being posted. A decision regarding the matter will be submitted to the student prior to the end of the semester (i.e., fall, spring, summer). The letter will be placed in the student file. Any extenuating circumstance will follow UTEP HOP/catalog.

**Didactic Coursework Grades**

Didactic coursework and courses are assigned letter grades. For students to progress to the next semester, they must successfully complete the course requirements while earning a grade of C or better (no grade of D or lower). If a student earns a grade below a C, the student may be eligible for remediation (See “Remediation” section).

**Experiential Coursework Grades**

Experiential education coursework and courses are assigned a Pass or Fail grade. A student must successfully complete the experiential requirements (e.g., IPPE, APPE) while earning a passing grade. If experiential education is part of a didactic course, then the policies will follow didactic coursework requirements. If student does not pass, they may be eligible for remediation.

**Academic Good Standing**

Once accepted, Good Standing in the School of Pharmacy requires meeting both academic and professional Good Standing as outlined below:

**Academic:**
- Maintain a GPA of 2.5 or higher
- Have no academic integrity issues

**Professional:**
Present themselves in a professional and courteous manner in a didactic, experiential, and study away course(s) or component(s). This behavior includes, but is not limited to, not engaging in disruptive behavior in a classroom or other education setting, being appropriately dressed, using professional language and behavior, e-professionalism (e.g., social media), and other forms of professionalism.
- Present themselves in a professional and courteous manner when representing the SOP, such as national/regional/local conferences or meetings, as part of a student organization, and at health fairs and other educational health events.
- Uphold the UTEP Policies and Procedures that are outlined in the UTEP HOP, including but not limited to: academic misconduct, substance abuse, and sexual misconduct.
- Meet the requirements of the Professional Expectations and Contract, as laid out in the OEE Handbook.

Not meeting the standards outlined and within the spirit of Professional Good Standing can be interpreted as Professional Misconduct.

Only students with a (1) cumulative SOP GPA of 2.75 or higher, (2) who are in professional good Standing, and (3) have no Academic Integrity issues are eligible to:

- be elected and/or serve as officers in the SOP (e.g., class representative, student organization),
- represent the School of Pharmacy on committees or other venues,
- participate in professional travel (e.g., conferences) to represent the School of Pharmacy, and/or
- receive funding for professional use.

**Remediation**

**Didactic Remediation**

Students who earn a grade of D or F in a didactic course and have completed all of the course requirements (e.g., exams, projects) in a required course must remediate within five (5) business days of conclusion of the course in the form of a comprehensive examination. Other means of remediation as appropriate to the nature of the course may be considered by the instructor or course facilitator (e.g., if the course has an experiential component or if it is an elective).

The maximum grade that a student can earn in remediation for a didactic course is a C. Students can remediate in only two (2) courses per academic year or a maximum of four (4) times in the entire curriculum (P1-P4). Students who earn a D or F (prior to remediation) in three (3) or more didactic courses in one academic year cannot automatically progress and must present their case before the Progression Subcommittee of the Student Excellence Team prior to the start of the next semester. Students who earn a D or F (prior to remediation) in five or more didactic courses in the entire curriculum (P1-P4) are subject to the Academic Dismissal policy (See “Academic Dismissal.”) The Progression Subcommittee makes the final determination of steps for progression.

**Interprofessional Practice and Education (IPE) and Co-Curricular Remediation**
IPE and Co-Curricular are connected to courses and remediation will be handled within the course.

As a required component in the professional curriculum, attendance is required for all IPE experiences. Students absent from more than two IPE experiences during the P1-P3 years, regardless of the reason, will be categorized as “incomplete” in meeting requirements for IPE. The student and coordinator will identify an additional IPE experience to help meet this requirement. In addition, the student will be required to complete a written assignment.

For Co-Curricular requirements, Faculty Advisors will work with students to verify that they are meeting their co-curriculum milestones. Remediation for co-curriculum will occur in the PILLS course.

**Experiential Remediation**

Students who fail an experiential course (Community/Hospital IPPE, APPE) and have completed all the experiential requirements (e.g., attendance, assignments) must remediate the IPPE/APPE course in the final experiential session offered in the academic year or as scheduled by the Office of Experiential Education. If a student fails an APPE, the student must meet with the Progression Subcommittee, in consultation with the Office of Experiential Education, to determine any additional remediation requirements and support. If experiential education is part of a didactic course, then the remediation is as required by the didactic coursework requirements.

**IPPE Remediation**

If a student fails to successfully remediate an IPPE (Community/Hospital) course, the student cannot progress to the next academic year and must present their case before the Progression Subcommittee prior to the start of the next semester. The Progression Subcommittee will make the final determination of steps for progression (e.g., repeating a year of instruction). A student who repeats the year and fails the IPPE again will not be allowed to remediate and is subject to the Academic Dismissal policy.

**APPE Remediation**

If a student fails two different APPEs in the P4 year or fails to remediate an APPE course, then the student will be required to present their case before the Progression Subcommittee and graduation will be delayed one year. The Progression Subcommittee will provide a plan of additional support (e.g., tutoring, repeating additional coursework, professionalism training). A student who is repeating the P4 year and who fails another APPE will not be allowed to remediate and is subject to the Academic Dismissal policy.

**Study Away**

The Study Away component should be completed before the start of the Fall semester of the P2 year. If a student does not successfully complete the experience, they will have to remediate as appropriate to the nature of the experience and as determined by the Study Away lead or coordinator, in consultation with the OEE and OSA. Remediation should take place before the start of the Spring semester of the P2 year. If a student fails to remediate a Study Away experience, the student cannot progress and must present their case before the Progression Subcommittee prior to the start of the next semester. The Progression Subcommittee will make the final determination of steps for progression.

**Course Re-takes**

Students who are required to retake a course due to unsuccessful remediation will be reviewed by the Progression Subcommittee regarding continued coursework and are subject to not progressing. If a student repeats a professional year due to unsuccessful remediation, they will maintain a minimum course load that is determined by the Progression Subcommittee.

**Other Remediation**

Any other cause of remediation not aforementioned will be discussed and presented with the Progression Subcommittee which will determine a course of action.

**Missed Coursework or Credit**

Submission of missed or late coursework is at the discretion of the instructor and is outlined in the course syllabus. If this occurs, a faculty member may decide to grant the student an Incomplete (I) course grade. A student who has an incomplete (I) course credit is required to make up the course credit before progressing to the next semester. Missed coursework will result in course fees and potential delay in progression. A student, who has earned two Incompletes (I), regardless of the grades ultimately earned, is subject to review by the Progression Subcommittee and may be placed on academic probation. The timeline for completion of work is at the discretion of the faculty member, working in collaboration with the Associate Dean of Academic Affairs, but must be resolved prior to the start of the next semester.

**Academic Probation and Dismissal**

**Academic Probation**

Students who have a cumulative GPA of less than a 2.5 or earn three (3) or more Cs in one semester are placed on academic probation. If a student has had to remediate a didactic or an experiential course, they are automatically placed on academic probation for the upcoming semester. Students are informed in writing of their status, and must meet with the Associate Dean of Academic Affairs and their Faculty Advisor who will then review the
student’s portfolio and provide a recommendation for action (e.g., academic resources, OEE, OSA). The Progression Subcommittee is informed of all students on academic probation no later than at the end of each semester. A student on academic probation is required to develop an academic improvement plan in collaboration with the student’s faculty advisor and Associate Dean of Academic Affairs. A student on academic probation is expected to focus on academic improvement and is subject to the limits of Good Standing standards (See “Good Standing”).

**Returning to Academic Good Standing**

A student, who successfully completes the academic improvement plan as approved by the Associate Dean of Academic Affairs and their faculty advisor, is removed from academic probation. Students will receive a letter via email from the Associate Dean of Academic Affairs indicating that they are in Good Standing. Documentation of this process will be placed in the student file.

**Dismissal for Academic Reasons**

The Progression Subcommittee reviews each portfolio for a dismissal decision. If a student is required to repeat a year due to failing a course after unsuccessful remediation, and then fails the second attempt of the course, the student will be dismissed from the program. Students are subject to immediate dismissal if they fail to meet the degree requirements within six years of articulation, except for those who have been granted approved leave (e.g., military leave, medical leave). If the student is academically dismissed, they have the right to appeal. See “Appeal of Dismissal.”

**Dismissal for Reasons of Misconduct**

Students failing to abide by the SOP policies on professionalism and/or UTEP policies on academic integrity, substance abuse, sexual misconduct and/or other relevant policies may be dismissed from the program. Each step in the mediation process of misconduct will be documented and placed in the student’s file. Any issues violating the SOP policies on professionalism will be handled as outlined below.

- **Didactic Misconduct**

  If professional misconduct (e.g., disruptive behavior in classroom) occurs that is related to a didactic course, the faculty member(s) must first try to mediate directly with the student and notify the course coordinator of the issue. If the issue is not successfully mediated, the course coordinator must contact the Director of Student Affairs who will work with the Associate Dean of Academic Affairs for assistance in mediation. If the issue still cannot be mediated, then the issue is presented to the Progression Subcommittee for review, decision, and plan.

- **Experiential Education Misconduct**

  If professional misconduct occurs during an Experiential Education experience, the Preceptor Faculty (PF) must first mediate directly with the student and notify the clinical coordinator of the issue. If the issue is not successfully mediated, the PF must contact the Director of Experiential Education who will work with the Director of Student Affairs and Associate Dean of Academic Affairs to assist in mediation. If the issue still cannot be mediated, the issue is presented to the Progression Subcommittee for review, decision, and plan.

- **Study Away Misconduct**

  If professional misconduct occurs during the Study Away experience, the Faculty Lead (FL) will first mediate directly with the student. If the issue is not successfully mediated the FL, must contact the Director of Experiential Education and Director of Student Affairs who will work with Associate Dean of Academic Affairs to assist in mediation. If the issue still cannot be mediated, the issue is presented to the Progression Subcommittee for review, decision, and plan.

- **Professional Conference or Event Misconduct**

  If professional misconduct occurs during a professional conference or other professional event (e.g., health screening, student organization meeting), the Faculty Advisor and/or the faculty/staff member who witnessed or was informed of the incident must attempt to mediate the situation. If the Faculty Advisor or faculty/staff member is unable to mediate the situation, the Faculty Advisor or faculty/staff member must contact the Director of Student Affairs who will work with the Associate Dean of Academic Affairs to assist in mediation. If the issue still cannot be mediated, the issue will be presented to the Progression Subcommittee for review, decision, and plan.

- **Violation of UTEP Policies**

  Violation of UTEP policies (e.g., academic misconduct, substance abuse, sexual misconduct) will be handled by the SOP in partnership with the UTEP Dean of Students, the Office of Student Conduct and Conflict Resolution (OSCCR), and other relevant parties to ensure due process for all parties and to provide training, expert counseling, and support when managing student conduct. This includes a notice of policy violation, a hearing, and an appeal process. The process is outlined in the UTEP Handbook of Operating Procedures, Sec. II, Chapter 1. If the SOP becomes aware of a substance abuse issue, the SOP will provide referral to the appropriate resource. Support resources may include the Pharmacists Recovery Network (PRN) and the Texas Professional Recovery Network.

**Appeal of Dismissal**

A student who has been dismissed from the program can appeal the decision.
Appeal for Dismissal for Academic Reasons

A student has the right to appear for a hearing before the Progression Subcommittee to appeal the dismissal. Following the appeal hearing, the subcommittee will make its decision. If the decision of the Progression Subcommittee is upheld the dismissal of the student, the student may then appeal directly to the Dean. If the Dean upholds the decision to dismiss the student, a written appeal can be submitted to the Office of the Provost. The decision of the Provost is final.

Appeals must be made within ten (10) business days of the date of the notification letter and should be submitted in writing to the SOP Dean via email and a hardcopy. A receipt of delivery will be given to the student and a copy will be placed in the student’s file.

Appeal for Dismissal for Reasons of Misconduct (non-UTEP policy)

A student has the right to appear for a hearing before the Progression Subcommittee to appeal the dismissal. Following the appeal hearing, the subcommittee will make its decision. If the decision of the Progression Subcommittee is upheld the dismissal of the student, the student may then appeal directly to the Dean. If the Dean upholds the decision to dismiss the student, the student is dismissed. The decision of the Dean is final.

Appeals must be made within ten (10) business days of the date of the notification letter and should be submitted in writing to the SOP Dean via email and a hardcopy. A receipt of delivery will be given to the student and a copy will be placed in the student’s file.

Appeal for Dismissal for Reasons of Misconduct of UTEP policy

The process is outlined in the UTEP Handbook of Operating Procedures, Sec. II, Chapter 1.

Withdrawing from the School of Pharmacy

Students who chose to withdraw from the UTEP SOP must (1) submit a letter of “Notification of Withdrawal” to the Director of Student Affairs, (2) contact, in person, the Registration and Records Office, and (3) clear though the Financial Aid Office if receiving financial aid and/or student loans. Students who cannot drop in person may submit a fax with signature and picture ID to 915.747.8764 or via an e-mail using their UTEP e-mail account to records@utep.edu. International students with F or J visas must receive permission from the Office of International Programs before dropping all classes.

For specific policies regarding withdrawing due to medical reasons, medical conditions of a family member, death of a family member, or death of a student, please see the UTEP Catalog.

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For specific policies regarding withdrawing due to medical reasons, medical conditions of a family member, death of a family member, or death of a student, please see the UTEP Catalog (http://catalog.utep.edu/grad/academic-regulations/registration-and-records/#Droppingcourses).

Leave of Absence Policy

The UTEP SOP Leave of Absence Policy is as follows:

• A student is required to submit a SOP Leave of Absence form to the SOP OSA at least ten (10) business days prior to the start of the next semester
• The OSA approves or denies the request in consultation with the Student Excellence Team
• Maximum leave granted is one year (except for military service, see below)
• Students returning from an approved Leave of Absence must report with the SOP so that records can be reactivated and formal reinstatement occurs
• Students who request leave must be in Good Standing

Required information in the form includes type of leave, anticipated date of return, and approval. The form provides the student information regarding their leave, informs the UTEP SOP of the leave, and provides a plan (in consultation with the SOP Student Excellence Team) for a student to re-enter the program successfully. Due to the integrated nature of the PharmD program, a student who is on leave for a semester may be required to retake a full academic year. Students are still required to finish the program within six years of matriculation.

Military Leave

Students who have to withdraw because they have been called to active military service must provide a copy of their military orders covering the affected semester to the Student Business Services Office. Grades will be assigned as described below. Military personnel can select one of the withdrawal options below according to the Texas Education Code, Chapter 54, Subchapter A, Sec. 54.006:
1. Receive a refund of the tuition and fees paid for the withdrawn semester (see NOTE below);

2. If eligible, receive grades of Incomplete (I) from instructors, with the notation Withdrawn – Military appearing on the academic transcript.

3. Receive an appropriate final grade or credit if the instructor determines that a substantial amount of coursework has been satisfactorily completed and sufficient mastery of the course material has been demonstrated. With this option, the student will not be eligible for a full refund of tuition and fees.

Request for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will be accepted only if received within 90 days after the end of term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

Students who withdraw to perform active military service in a combative operation outside the United States will be readmitted following military service to that program (consistent with Texas Education Code, Subchapter W, section 51.844). Any previously earned coursework will be applied toward the program and any standardized test score previously submitted will be accepted.

Readmission

A student, who has left the program for reasons other than dismissal or approved leave of absence, may apply for readmission within one academic year. The student must submit a written statement identifying the reason for leaving the program and what steps they are taking to address the underlying issue(s). The Progression Committee and the Associate Dean of Academic Affairs will review the portfolio of the student applying for readmission and decide if the student is eligible for readmission and identify whether the student will need to retake courses. Students are still required to finish the program within six years of matriculation.

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