



**University of Hawai'i at Hilo  
The Daniel K. Inouye  
College of Pharmacy**

**Student Handbook  
2019**

*Last Revised: August 2019*

## **Disclaimer**

This handbook applies to students entering the Doctor of Pharmacy program as of August 2018. Students in the Doctor of Pharmacy program are subject to the following policies and procedures. Unlike degree requirements, changes in policies and procedures are immediate and supersede those in any prior student handbook. Students are also expected to be familiar with the University's academic policies as published in the University of Hawaii at Hilo Course Catalogue.

This handbook is not a contract. The Daniel K. Inouye College of Pharmacy (DKICP) reserves the right to modify the policies and procedures described in this handbook at any time. Students will be notified via administrative updates and email of revisions and new editions of the handbook and are expected to familiarize themselves with any new or updated information. Questions and/or clarifications pertaining to policies and procedures or other issues should be directed to the Director of Student Services.



# Education • Scholarship • Service

*Improving Health in Hawai'i & Throughout the Pacific*

## Message from the Dean

Welcome to the Daniel K. Inouye College of Pharmacy! Prepare to join our world-class faculty in a rigorous and innovative academic journey designed to provide you with the professional foundation necessary to ensure a rewarding career as a dynamic and innovative pharmacist. You have entered a unique one-of-a-kind pharmacy program with values and traditions grounded in our host indigenous culture. The next four years of your life will be spent with fellow students who will be your life long 'ohana (family) of colleagues and friends. Our goal is to help you become a highly focused and compassionate health care professional who is a culturally competent, intellectually adaptable, independent, open-minded, and disciplined individual who will be highly valued by other members of the health care team and by your community.

Founded in 2006, the Daniel K. Inouye College of Pharmacy (DKICP) continues to reach historical milestones. Our inaugural class graduated in 2011 and shortly thereafter, the College was granted full accreditation status by the Accreditation Council of Pharmaceutical Education (ACPE). In 2017, we received full re-accreditation approval for the maximum time of eight years. Most significantly, your class will be one of the first to enjoy instruction in our permanent state of the art pharmacy practice building. This long-awaited milestone marks our permanence among colleges of pharmacy as well as in the Hilo community and in Hawai'i.

The DKICP has established the University of Hawai'i at Hilo as a hub of academic excellence. Many consider us the crown jewel of the University of Hawai'i system. As a way to address the healthcare in underserved communities, our namesake, the late Senator Daniel K. Inouye, placed the main portion of the college in the idyllic enclave of Hilo, however, our faculty and students also practice, learn and serve on the other major Hawaiian Islands of Oahu and Kauai. We are truly the only health professional program with reach to the entire state.

You have chosen the profession of pharmacy, where pharmacists are consistently regarded as the most respected health professionals. Our profession is on the brink of transforming our scope of practice to become primary care extension providers in a number of different settings including medical clinics, practitioners' private practice as well as in hospitals. Technology and information systems, personalized medicine are all the jobs of the future for this exciting profession. Legislative progress continues on both the state and national level to recognize our expertise for reimbursable services. Our faculty and staff dedicate themselves to provide you with the education, professional training, and inspiration necessary to foster a high level of competence and compassion necessary for your success in changing health care environment. Through our collaboration in the Hawai'i Interprofessional Program (HIPE) you will also be part of a growing body of both interprofessional. didactic and experiential coursework and enjoy learning with other students from UH's health professional programs of medicine, nursing, social work, public health and psychology.

Our growing body of alumni are influential practitioners and leaders worldwide. Many serve as experiential pharmacy preceptors throughout the state, continental U.S., Alaska and internationally in the South Pacific and Asia. We consistently place 20% of our graduates into post-graduate residency programs, an astounding number for a young school. In addition, we have our own American Society of Health System (ASHP) accredited residency programs in Pharmacy Practice (PGY1) and second year residency (PGY2) in Critical Care. Our programs consistently fill with the best candidates through the ASHP match and we consistently graduate all of our residents. In addition, our PhD degree is the highest science degree awarded at UH Hilo.

DKICP is committed to building a culture of quality and excellence in pharmacy practice and research. I encourage you to uphold the highest standards of professionalism, integrity, and respect at all times remembering that as you interact with your classmates, faculty and preceptors, you will be developing a professional network that will you and others for the rest of your career. As a student pharmacist you represent DKICP and your professional conduct, always, is important when interacting with community members and other healthcare colleagues.

We are proud to call you our own now. I look forward to getting to know you as a class and as individuals. Please don't hesitate to stop me if I am walking by while you are waiting for classes, or email me for an appointment to discuss your interests. My door is always open. Best wishes for a successful and exciting academic year.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Ma".

Carolyn Ma, PharmD, RPh, BCOP  
Dean

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## **What's new in the revisions made in August 2019**

This section explains the new areas or policies of the Daniel K. Inouye College of Pharmacy Student Handbook 2019-20.

- This Student Handbook will be updated as policies and procedures are modified. Please visit the DKICP website for the most current revision.  
<http://pharmacy.uhh.hawaii.edu/current-students>
- Changes have been made in the order, flow and minor updated content of the Student Handbook, but the major content changes are indicated below.
- Updated PPE Handbook
- Updated Faculty Advisors



# **General Information**

## **Introduction to the Handbook**

This Student Handbook has been designed to serve as an introduction and guide to the Daniel K. Inouye College of Pharmacy for all Doctor of Pharmacy (PharmD) students.

The information, policies, and rules contained, linked, and/or referred to herein are subject to change with or without notice. No part of this publication should be construed as a contract or offer to contract between the School and a student. This Student Handbook should be used in conjunction with other University informational publications, materials, or announcements.

Each student enrolled in the School is individually responsible for current University and College of Pharmacy regulations, policies, and procedures.

# Mission and Vision

## Why we exist – Our purpose

The mission of the DKICP is the traditional mission of academic healthcare - education, research, and service with emphasis on patient care. More specifically, our mission is:

- To educate pharmacy practitioners and leaders.
- To serve as a catalyst for innovations and discoveries in pharmaceutical science and practice for the promotion of health and wellbeing.
- To provide community service, including quality patient care.

## What our mission is based on – Our overarching goals

The DKICP mission is predicated on four goals:

- Implement academic curricula leading to a flagship Pharm.D. program, which produces graduates committed to serving people via science-based practice.
- Accountability to the National Academy of Medicine's core competencies for the health professional workforce.
- Conduct research that advances pharmaceutical sciences and makes a difference for humanity inclusive of effects on global health.
- Cultivate culturally competent, intellectually inquisitive, self-directed, caring pharmacists, who are critical thinkers, problem solvers and life-long learners in a changing healthcare environment.

## The way we do business – Our values

A values framework underpins the DKICP mission and vision in its commitment to building a culture of quality and excellence in pharmacy practice and pharmaceutical sciences via enactment of five values:

- Ethics underlies responsibility and accountability to standards in ensuring safe, quality, healthy environments for education, conducting research, providing pharmaceutical healthcare services, and sustaining livelihood. DKICP thrives upon ethical decision-making and morality.
- Community is cultivated through spaces of collaborations and places of meaning, respect, openness, freedom and creativity. DKICP is rooted in humanism.
- Diversity among people, cultures, theories, practices, institutions permeate 21<sup>st</sup> century healthcare. DKICP embraces and celebrates diversity, with a niche in cultural diversity.
- Scholarship is the passion and outcomes of academic and professional life. The quest of DKICP for quality and excellence affirms scholarly pursuits.
- Life-long learning is the pathway to stimulating pharmacy practice on a continuum of development and advancing pharmacy as a science and profession. DKICP is nurtured via the continuum of lifelong education.

**Where we want to go – Our vision** The Vision of the Daniel K. Inouye College of Pharmacy (DKICP) at the University of Hawaii at Hilo is to *drive Improvement of Healthcare in Hawaii and throughout the Pacific.*

We will achieve this vision by focusing on Hawaii's unique cultural, physical, and geographic features, by employing world-class faculty, and by graduating exceptional professionals.

As we chart our course, we are committed to:

- Preserving the strengths of our foundation
- Demonstrating a positive impact
- Ensuring financial viability that enables us to support UH Hilo's mission
- Living the values of the University of Hawaii System
- Engaging and giving back to our community
- Embracing unique opportunities

**How we will get there – Our primary strategy**

We will achieve this vision by focusing on Hawai'i's unique cultural, physical, and geographic features, by employing world-class faculty, and by graduating exceptional professionals.

# Accreditation Disclosure Statement

The University of Hawaii at Hilo's Doctor of Pharmacy (Pharm.D.) program is fully accredited by the Accreditation Council for Pharmacy Education (ACPE). ACPE accredits all pharmacy programs in the U.S. through a three-step process.

## **1. Pre-candidate Status:**

A new program that has no students enrolled but meets the eligibility criteria for accreditation may be granted Pre-candidate accreditation status. The granting of Pre-candidate status indicates that a college or school's planning for the Doctor of Pharmacy program has taken into account ACPE standards and guidelines and suggests reasonable assurances of moving to the next step, that of Candidate status. DKICP was awarded Pre-candidate status in June 2007.

## **2. Candidate Status:**

Once students have enrolled in a new program, but the program has not had a graduating class, the program may be granted Candidate status. The granting of Candidate status denotes a developmental program that is expected to mature in accord with stated plans and within a defined time period. Reasonable assurances are expected to be provided that the program may become accredited as programmatic experiences are gained, generally, by the time the first class has graduated. Graduates of a class designated as having Candidate status have the same rights and privileges as graduates of an accredited program including the ability to sit for the North American Pharmacist Licensure Examination (NAPLEX). DKICP was awarded Candidate status during the June 2008 ACPE Board Meeting.

## **3. Full Status:**

Full accreditation status is awarded to a program that has met all ACPE standards for accreditation and has graduated its first class. Based upon an on-site visit and thorough review, DKICP was granted full accreditation in June 2011 and was granted continuation of full accreditation in June 2017. The status extends to June 30, 2025.

## Accreditation Standards Complaints

Unresolved, student complaints related to accreditation standards should be directed to Accreditation Council for Pharmaceutical Education (ACPE) 311 West Superior Street, suite 512, Chicago, Illinois 60610, (312) 664-3575, (800) 533-3606, fax (312) 664-4652; <http://www.acpe-accredit.org>.

# Faculty and Staff

The complete list of contact information for DKICP Administration, Faculty, and Staff may be found at: <http://pharmacy.uhh.hawaii.edu/faculty-staff>

## Office of the Dean

The Office of the Dean is responsible for the overall administration of the Daniel K. Inouye College of Pharmacy. In addition to the Dean, Director of Continuing/Distance Education and the Community Liaison, the office includes support staff for fiscal services, human resources, library resources, and public relations.

## Division of Academic Affairs

### *Office of Academic Affairs*

The Office of Academic Affairs is responsible for overseeing all aspects of academic affairs of the Daniel K. Inouye College of Pharmacy including but not limited to all aspects of accreditation and assessment activities.

### *Office of Student Services*

The Office of Student Services (OSS) is responsible to develop, implement and maintain services that support and encourage the academic and personal well-being of Student Pharmacists from pre-admissions through graduation. This includes recruitment, admissions, orientation, registration support, providing scholarship information, academic advising, event coordination (White Coat Ceremony, Awards Ceremony, Graduation Recognition Ceremony, etc.) and other programs that address the needs of students. With 10 established student organizations, the OSS supports a variety of leadership development opportunities that promote co-curricular learning and involvement.

## Department of Pharmaceutical Sciences

The Department of Pharmaceutical Sciences is a multidisciplinary department that provides in depth education in several scientific areas of direct relevance to the profession, e.g., pharmaceuticals, medicinal chemistry, natural products/pharmacognosy, and physiology/pharmacology.

Pharmaceutics is that area of pharmacy associated with designing various dosage forms for delivery of drugs, determining drug storage and stability, and evaluating the effects of administration and formulation factors on the absorption, distribution, metabolism, and excretion of drugs in humans.

Medicinal chemistry is a science that is unique to pharmacy being a hybridization of the physical, chemical, biochemical, analytical, and pharmacological principles employed in explaining the mechanisms of drug action and drug design. The application of principles associated with medicinal chemistry provides the professional student with a firm basis for a career in pharmacy.

Pharmacognosy is the study of medicinal drugs obtained from natural sources (e.g., plants, animals, marine organisms, and microbes). It involves the physical, chemical, biochemical and biological properties, and therapeutic uses of drugs.

The science of pharmacology is the study of drugs and their interactions with biological systems. It encompasses the chemical properties of drugs as well as their biological effects, therapeutic uses, and toxicities. It is fundamental to pharmacy and the appropriate use of medications for optimal therapeutic outcomes.

## **Department of Pharmacy Practice**

The Department of Pharmacy Practice is comprised of faculty who provide education and mentorship in the administrative and clinical pharmacy sciences, as well as introductory and advanced pharmacy practice experiences.

Content of courses in administrative sciences include an introduction to career development and current pharmacy topics, a survey of the health care system, professional practice management, pharmacy law and ethics, biostatistics and research methodology, evidence-based medicine and literature evaluation, pharmacoeconomic, pharmacoepidemiology.

Content of courses in clinical sciences include pathophysiology, integrated pharmacotherapeutics (the clinical application of medication therapy to treat diseases), pharmacology, medicinal chemistry, self-care and nonprescription medications, complementary medicine, toxicology, pharmacogenetics, and a professional practice laboratory that emphasizes communication skills, prescription processing, and the provision of pharmaceutical care. The use of simulation mannequins helps with bridging the didactic material to clinical application.

Pharmacy Practice faculty supervise the experiential portion of the curriculum providing opportunities for students to apply knowledge acquired in didactic courses in a variety of real-life, pharmacy practice settings. These experiences are designed to promote the development of technical, cognitive, and decision-making skills necessary for the contemporary practice of patient-focused care.

# Facilities

## Modular Campus Rooms

The Joseph M. Long Pavilion Lecture Hall (LPLH) has two distance learning enabled classrooms and a student lounge. The Office of Academic Affairs and Student Services Building houses six breakout rooms for interactive group studying. For quiet study, students are encouraged to use the UH Hilo Library or study from home.

## Modular Campus Rooms Policy

Students may study 24 hours a day, seven days a week in the breakout rooms and/or the LPLH student lounge. However, the outside doors will be locked after business hours and access can only be made through SALTO key access. For your safety and the safety of other students do not use objects to keep locked doors propped open and do not let anyone into the building unless they are a DKICP student AND you know them personally. Do not let anyone in the building even if they say they are a DKICP student but you are not familiar with them. Students, friends, or relatives who are not from the Daniel K. Inouye College of Pharmacy are NOT permitted to use these facilities. Students who are studying in the DKICP breakout rooms past business hours are encouraged to call Security at 974-7911 should any security issues arise.

### Rooms are assigned to each class as follows:

P3 & PhD Students: Rooms 113/115 and 117/119. Rooms will be unlocked 24 hours a day.

P2 & PhD Students: Rooms 114/116 & 118/120. Rooms will be unlocked 24 hours a day.

P1 & PhD Students: Rooms 127 & 128. Rooms will be unlocked 24 hours a day.

Students should occupy their respective rooms as indicated above. If you are looking for a room, and a room assigned to a class different from yours is unoccupied, you may use the room. However, if a member from the class to whom the room is assigned arrives please either vacate the room or ask permission to stay.

All students must clean up after themselves, throw trash in proper receptacles outside, and clean up spills appropriately. The last person to leave a room is required to lock the windows and turn off the lights. Each Class will be held accountable for the cleanliness of their assigned study rooms.

The Office of Student Services will maintain a schedule for the break out rooms and the modular classrooms. **These reservations supersede study hours.** Student officer meetings, student organization meetings, special events, student interviews, and faculty requests will be accepted for reservations. *Please note: reservations by students for study or group projects will not be accepted. Reservations for the breakout rooms or the classrooms can be made by emailing the designated office of student services staff member or [pharmacy@hawaii.edu](mailto:pharmacy@hawaii.edu) at least 24 hours in advance.*

**Students are required to be professional and exhibit behavior which is appropriate for an academic study environment.** Any activities which take place in the modular break out rooms

**which are deemed unprofessional and inappropriate will compromise the use of the Modular Campus for ALL of the students in the Daniel K. Inouye College of Pharmacy. Any infraction to the above rules will result in the removal of key privileges. Please maintain a safe and appropriate study environment for yourself and all of your classmates.**

Students are expected to report any infraction of this policy and they may use any one of the following channels: Inform their Class Liaisons, inform the Office of Student Services or inform the Dean of Academic Affairs. All reports will be kept confidential.

## **University Tobacco Free Campuses and Facilities Policy**

All University of Hawai‘i campuses and properties are tobacco free. Hawai‘i state law prohibits tobacco products – electronic cigarettes and vapes as well as cigarettes, cigars, pipes and all forms of smoking and chewing tobacco – on all University of Hawai‘i campuses and properties including what may have been previously designated smoking areas.

## **Information Technology Office**

Policies and guidelines have been developed to protect the integrity of University of Hawaii information technology resources and to ensure equitable access by the University community. Please visit <http://pharmacy.uhh.hawaii.edu/current-students> for a list of technology use policies and practices.

## **Printers, Fax, and Copy Machines**

Fax services for students are available on the main campus of UH-Hilo: in Campus Center Room 210 for a small fee, in the Library for a small fee, or in Campus Center Room 211 (UHHSA Office) for free. The Daniel K. Inouye College of Pharmacy does not have a fax service for students at this time. DKICP staff cannot send faxes for students on their machines.

DKICP provides three copy machines/printers/scanners for student use at our modular campus at 722 S. A‘ohoku Place. These are available from 8 a.m. – 4:30 p.m., Monday – Friday, except during school breaks and holidays. Students must provide their own paper for printing and flash drive for scanning. Students are allotted a certain number of prints and copies per semester; please check with the Office of Student Services for specific information.

Students must log-in to use the machines with their UH ID number. Further instructions on use of the machines and their features are provided on-site and in email correspondence from the DKICP Office of Student Services. For assistance with the machines, please contact OSS staff.

Use of these devices is a privilege, not a right, and any misuse or damage will result in disciplinary action. Please treat the machines as if they were your own and remember that they are to be shared by all students.

## **Lost and Found**

The Daniel K. Inouye College of Pharmacy  
Office of Student Services  
DKICP Campus, Building A, Room 129; 932-7139



- Items not picked up prior to the end of the semester are donated  
UH Hilo Campus Center, Room 210; 932-7365  
Campus Security 932-7013  
Library Circulation Desk 932-7286

## **Campus Mail**

The use of the campus mailing address is for business purposes only. All personal mail should be sent to your home address. Student organizations wishing to receive packages for programs may arrange to send these to:

“Name of Organization”  
c/o UHH College of Pharmacy  
200 W. Kawili St.  
Hilo, HI 96720

## **School Property Damage**

No student shall willfully or maliciously damage or destroy College/University property or property on the campus which belongs to any student, employee, or visitor of the College/University. Furthermore, this prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, experiential rotations, and observations. Students are obligated to pay for all property damage caused by improper use.

# Campus Resources

## DKICP Library Services

DKICP students have access to specialized resources supporting curriculum and research needs. Online access to various Pharmacy and clinical information databases, electronic reserve materials and related resources support the students, faculty and staff. Many of the available e-texts are required textbooks. Students receive hands on training and instruction in the use of Pharmacy and Health Sciences databases. The option to download data-based programs like Micromedex, and DynamedPlus and Sanford Guide to hand-held PDAs and apps for smartphones is available. Links to these resources can be found in the DKICP [Pharmacy libguide](#). Navigate from either the library homepage or DKICP homepage.

Students are encouraged to visit or contact the Pharmacy & Health Sciences Information Resources Coordinator, Donna Ohora, to make individual or group appointments for assistance and research sessions.

Donna Ohora, MLIS, AHIP  
[dohora@hawaii.edu](mailto:dohora@hawaii.edu)  
Mod A, Room 110

## UH Hilo Library Services

The Edwin H. Mookini Library provides support services for both UH Hilo and Hawai'i Community College. It is located next to the UH Hilo Campus Center, close to the UH Hilo Theater/Auditorium. The library offers reference tools, provides curriculum-based support with access to electronic drug information databases, reference books, journals, audio-visual equipment, and user education. Articles and books not held by the library are available via interlibrary loans ([ILLiad](#)). Throughout the facility, students have access to a number of computers including a computer lab, and study carrels. Quiet areas are designated throughout the library and study rooms can be reserved up to a week in advance.

The library's proxy server allows for remote access to journals and networked electronic resources 24/7. Library hours during the academic term are 8:00AM to 10:30PM M-TH, 8:00 AM to 6:00PM Friday and 2:00 to 10:30 on Sunday. Hours during academic breaks and summer sessions vary and can be found online. To contact the circulation desk call 932-7286 or the reference desk at 932-7296. Library services & policies can be found on the [library home page](#).

Edwin H. Mookini Library 932-7286  
E-mail questions to [mookini@hawaii.edu](mailto:mookini@hawaii.edu)  
<http://library.uhh.hawaii.edu/>

- Campus telephone for free on-campus calls (voice or TTY)
- Special collections: e.g. Hawaiian, Periodicals
- Audio/visual material and equipment
- Reference assistance (932-7296) (voice or TTY)
- Group study rooms
- Fax transmittal service for a fee
- Self-service scanner
- Personal computers
- Copiers

- Guides to library use
- Automatic teller machine
- Course reserves

### **DKICP Office of Student Services**

722 South A'ohoku Place.....932-7134

<http://pharmacy.uhh.hawaii.edu> or [pharmacy@hawaii.edu](mailto:pharmacy@hawaii.edu)

The DKICP Office of Student Services provides DKICP specific information about admissions, student services, and resources for Student Pharmacists. Daryl, Kristy, Cara, and Tracey are always ready to help!

- Admission Requirements and information for all students
- Information on involvement opportunities within the DKICP
- Advising, information, and guidance for pharmacy students, and assistance with academic and career choices

### **Bookstore**

Campus Center (lower level).....932-7394

Monday - Friday: 8:00 am – 5:00 pm (check for special hours during first week of the semester)

[www.uhh.hawaii.edu/uhh/about/bookstore.php](http://www.uhh.hawaii.edu/uhh/about/bookstore.php) or [uhhbkst@hawaii.edu](mailto:uhhbkst@hawaii.edu)

Students are urged to purchase books as soon as possible when the semester begins. Used books are sometimes available but tend to sell out quickly. Books can be returned for a full refund during the first two weeks of school provided that the purchase was made during the current semester, the receipt accompanies the book and the book is unmarked.

- Books for all classes
- School supplies
- UH Hilo logo clothing and souvenirs
- Snacks

### **Business Office**

Cashier's Office – SSC W-101 First Floor..... 932-7025

Window Hours: M-F 8:00am-4:00pm

- Handles payment for various UH Hilo departments (tuition, fees, housing, transcripts, etc.)
- Accepts payments for financial obligations

### **Campus Center**

Campus Center, Room 210. .... 932-7365

[www.uhh.hawaii.edu/campuscenter/](http://www.uhh.hawaii.edu/campuscenter/) or [campusct@hawaii.edu](mailto:campusct@hawaii.edu)

The Campus Center serves as the hub of campus life activity for students, faculty and staff as well as the general community. Student life programs, services and activities are an integral part of the UH Hilo student's total educational experience. The Center provides support and assistance to the Advocacy Council for Students, UH Hilo Student Association, the Student Activities Council, Ke Kalahea (the student newspaper), Kanilehua (the student literary & art magazine), Hohonu (the student academic journal), the Board of Student Publications, the Student Service Corps, the Board of Media Broadcast, the Campus Center Fee Board and all registered independent student organizations. The Campus Center also serves as the "living room" of the campus with convenient food service, big screen TV, indoor and outdoor gathering spaces, snack vending machines, quiet nooks for studying, e-mail stations, computer lab, meeting rooms and an campus activities/announcements e-calendar.

*Lava Landing*

- Campus Center, Room 204. .... 932-7365
- Cyberlounge with computers and printing station
- Vending machines (soda, snacks)
- Student, faculty, staff ID's for UH Hilo and HawCC
- Central campus lost and found
- Gameroom with ping pong, billiards, air hockey, foosball, darts
- County shared ride taxi coupons (see Transportation for more information)

### **Campus Parking**

Auxiliary Services Room 101.....932-7001

<http://hilo.hawaii.edu/auxsvc/parking/>

- Parking permits
- Parking disputes

### **Career and Academic Advising**

Student Services Center, Room E-203..... 932-7777

<http://career.uhh.hawaii.edu> or [career@hawaii.edu](mailto:career@hawaii.edu)

Career Development Services promotes the career development and related life planning skills of UH Hilo students and alumni, and provides access to experiential learning and employment opportunities so that students may test career alternatives, gain "real-world" experience, and pursue their career goals.

Career Development Services administers two major programs: Career Services and the Student Employment Program.

- Job Fairs
- Resume Writing, Interviewing, and other job-search workshops
- Specialized workshops on a variety of career issues
- Career Exploration Resources
- Career Counseling & Advising (in conjunction with the counseling center)
- Employer Services

### **Child Care**

Hawai'i Community College Children's Center..... 934-2630

The Hawai'i CC Children's Center provides care and education for children 2.5 to 5 years of students, faculty and staff from Hawai'i CC and UH Hilo. The Children's Center is staffed by a teacher with a specialty in Early Childhood Education and by student trainees under the direct supervision of a college instructor. Tuition is based on a semester fee. Financial Aid may be used for child care expenses. A minimum number of child care stipends are available. Contact the Financial Aid office for more information. Enrollment applications for the Children's Center are available at the Children's Center, Hawai'i CC General Education office and Hawai'i CC Student Services.

### **College of Continuing Education and Community Service (CCECS)**

891 Ululani Street ..... 974-7664

<http://hilo.hawaii.edu/catalog/ccecs.html> or [ccecs@uhh.hawaii.edu](mailto:ccecs@uhh.hawaii.edu)

The College of Continuing Education and Community Service (CCECS) serves as the outreach and extramural arm of the University. CCECS offers both credit and noncredit classes and programs in collaboration with UH Hilo's colleges and schools, including English language skills for international students. CCECS also provides continuing education outreach programs to the Hawai'i Island community and supports academic programs and faculty in developing online courses and programs

- English Language Institute (ELI) classes in reading, writing, speaking and listening for nonnative English speakers; ELI Advisor, provides academic advising for foreign and international students; a full-range of classes offered each semester and in the summer.
- Fitness for Life Classes - recreation and leisure classes for students and community members; classes include: canoe paddling, sailing, aerobics, fitness and sports conditioning, music classes, athletics, dance classes such as Hip Hop, Salsa, Renaissance Dance, 2 Left Feet and activity classes such as Tai Chi, martial arts, flower arranging; classes change each semester and in the summer; nominal fee charged.
- Outreach classes and distance learning - offering Hawaiian 101 via the web, outreach classes to North Hawai'i Education Center and Keaau "Running Start" classes for high school students.
- Summer Session Classes - classes on campus, outreach classes, classes on Midway Island; a full range of classes offered during the interim 3-week session and the 6-week summer session; Marine Science classes offered and field experiences on West shore of Hawai'i Island.
- Special classes/conferences offered in areas such as media technology, creative writing for teens, autism and other areas, as requested.
- Travel/study tours - classes offered for international and mainland students in the "living laboratory" of the Big Island, in areas such as volcanology, astronomy, conservation biology, equestrian science, and other topics as requested.

### **Computer Labs**

(Lab hours may change each semester and are posted in or near labs)

[www.uhh.hawaii.edu/uhh/otdl/acs/](http://www.uhh.hawaii.edu/uhh/otdl/acs/) or [acs\\_info@uhh.hawaii.edu](mailto:acs_info@uhh.hawaii.edu)

UH Hilo offers various computer labs for student use. Below is a list of computer labs that are currently open to students. If you wish to print, you must obtain a print card (can be purchased on the first floor of the library).

- Business and Economics Lab (K-271)
- Campus Center Cafeteria (Sodexo - main floor)
- Campus Center Mezzanine PCs and TV
- Cyber Cafe (Lava Landing)
- Hale Ikena Lounge
- Hale Kauanoe Student Housing Lab
- Library PC Lab
- Library 3rd Floor
- UCB101
- Voyager Public Access Catalog (PAC) PCs (Library Main Floor)
- MSB-12 (24 seats, UHHL/ACSLABS accounts access, Full Office 2000 Suite, pay printing)

### **Counseling Services**

Student Services Center, Room E-203. .... 932-7465

[www.uhh.hawaii.edu/studentaffairs/counseling/](http://www.uhh.hawaii.edu/studentaffairs/counseling/)

Counseling Services provides a variety of modalities and programs, timely, caring, and knowledgeable assistance to students in areas of personal growth and educational/career development. It also provides consultation to faculty and assists in developing a better understanding and ability to deal effectively with student situations of concern. It is also able to assist prospective University of Hawai'i at Hilo students in understanding the options available in academic programs that are appropriate to their career and educational goals.

- Long- and short-term psychotherapeutic counseling

- Counseling outreach to academically high risk students
- Academic success counseling
- Educational planning counseling
- Career exploration and counseling
- Consultation to faculty/staff
- Sexual harassment complaint consultation and counseling

### Dining Facilities

<https://uhh.sodexomyway.com> or [uhhdine@hawaii.edu](mailto:uhhdine@hawaii.edu)

Dinning services offers a variety of meal plan options for your convenience.

#### *Campus Center Dining Room*

Monday – Friday.....7:00am - 3:00pm

#### *Hale Kehau - "All-You-Care-to-Eat" Dining Room*

##### **Monday - Friday**

Dinner..... 5:00pm - 8:00pm

##### **Saturday - Sunday**

Brunch..... 10:30am - 12:00pm

SAT Dinner.....5:00pm - 6:30pm

SUN Dinner..... 5:00pm - 7:00pm

##### ***HK's Late Night Munchies***

Sunday - Thursday..... 9:00pm - Midnight

#### *Deja Brew Coffee Cart*

Monday - Thursday.....7:30am - 8:00pm

Friday..... 7:30am - 2:00pm

#### *Da Cube*

Monday - Thursday..... 9:00am - 2:00pm

Friday.....9:00am - 1:30pm

#### *Juice Bar at the Student Life Center*

Monday - Friday..... 10:00am - 7:00pm

Saturday..... 11:30am - 5:00pm

Sunday..... 12:30pm - 5:00pm

### Disability Services Office

Student Services Center, Room E-215. ....932-7623 (V)/ 932-7002 (TTY)

[www.uhh.hawaii.edu/studentaffairs/uds/](http://www.uhh.hawaii.edu/studentaffairs/uds/) or [uds@hawaii.edu](mailto:uds@hawaii.edu)

The Disability Services (UDS) Office provides services and supports to disabled students, faculty, and staff of UH Hilo, in compliance with Section 504 of the Rehabilitation Act (1973) and the ADA. In addition to serving as an advocate for people with disabilities at UH Hilo, the office also provides consulting on reasonable accommodations for University students and employees with disabilities, facilities development, public accommodations for campus programs, services or activities, educational and awareness programs, and general support for diversity activities at UH Hilo.

- Disability review and referral for assessment
- Provision of accommodation
- Disability counseling
- Faculty and staff development
- Policy review and implementation
- Campus and community disability resource
- Diversity club advisor

### **Financial Aid Office**

Student Services Center, Room E-101..... 932-7449

<https://hilo.hawaii.edu/financialaid/> or [uhhfao@hawaii.edu](mailto:uhhfao@hawaii.edu)

The Financial Aid Office provides guidance and financial aid to students who are unable to pursue their education without such help. Guidance is provided through individual and group consultations, publishing information and public information sessions. Financial aid programs are administered in accordance with policies and guidelines established by the institution, the State and Federal government to assure that there is reasonable and equitable distribution of the limited funds available and that priority is given to those students with legitimate and demonstrated need.

- Information on financial aid to prospective and current students
- Student assistance in the application process for financial aid
- Outreach to high schools on financial aid opportunities
- Financial aid processing and distribution to students
- Financial aid loan counseling
- Scholarship application information to students
- Financial aid reports and information to state and federal government

### **LGBTIQ Resources**

The University offers an array of resources for the LGBTIQ community. A comprehensive list of resources can be found at <https://hilo.hawaii.edu/studentaffairs/lgbtq/>.

### **Student Medical Services**

Campus Center, Room 212..... 932-7369

Monday - Friday: 8:00 am - 4:30 pm / as posted

<http://www.uhh.hawaii.edu/studentaffairs/health/> or [uhhsms@hawaii.edu](mailto:uhhsms@hawaii.edu)

Student Medical Services (SMS) is staffed by a full-time nurse practitioner and a part-time physician. Services include medical care, prescriptions, first aid, health education, tuberculin tests and immunizations. The Family Planning Clinic, located within the SMS, offers pelvic exams, contraceptive methods, and testing for pregnancy and sexually-transmitted diseases for men and women. Hilo Medical Center, located about four miles from campus, provides 24-hour emergency care. Anyone in need of medical services will be referred to a physician or Hilo Medical Center's emergency room. All services are free or low cost and confidential.

- Health history form for all new entering students
- Family Planning
- First-aid treatment with referral to physician
- Women's health services
- TB test for all new faculty and students
- Immunizations, HIV testing
- Campus consultant

### **International Student Services Office**

Student Services Center, Room E-204. ....932-7467

[www.uhh.hawaii.edu/international](http://www.uhh.hawaii.edu/international) or [mellon@hawaii.edu](mailto:mellon@hawaii.edu)

The office assists international students in clarifying and attaining their personal and academic goals while complying with the regulations pertaining to their immigration status. The International Student Services Office serves as an interface between UH Hilo and international students in order to facilitate communication, understanding and appreciation between them. Ultimately the goals of international

education are to advance learning and scholarship, and to increase intercultural understanding and respect in a global community.

- Orientation for new international students
- Consultation and workshops on immigration matters, including employment
- Scholarship information and certification
- Official certification of Immigration & Naturalization Service (INS) documents as a Designated School Official
- Academic advising
- Assistance with UH Hilo's academic procedures
- Counseling support and referrals in personal issues
- Faculty advisor for the International Student Association, including
- United Nations Day and International Nights activities
- Supervisor of the *Becoming Culturally Aware Project (BCAP)*

### **KIPUKA Native Hawaiian Student Center**

PB 12. ....932-7418

<http://kipuka.uhh.hawaii.edu/> or [kipuka@uhh.hawaii.edu](mailto:kipuka@uhh.hawaii.edu)

*Kipuka* serves Native Hawaiian students by increasing their access to counseling, tutoring and advising services to increase their retention and graduation rates. Through various activities on and off campus, students have the opportunity to access UH Hilo programs and to increase their technological competencies.

### **KILOHANA: The Academic Success Center**

Lower Level, Edwin H. Mo'okini Library. ....932-7287

<http://www.uhh.hawaii.edu/kilohana/>

Kilohana's mission is to support the learning and retention of all UH Hilo students by fostering the development of independent, self-motivated learners through subject-specific support and academic skills development and by building a network with other units on campus so that faculty and the other members of the campus community are aware of, and utilize effectively, the full spectrum of services that support student success.

- Walk-in tutoring in reading, writing, math, and English as a second language
- Content tutoring for courses such as science, languages, history
- Placement testing
- Make-up testing (prearranged with instructor)
- Computer-assisted instruction
- CD-ROM multi-media programs
- Internet Access
- Learning skills development

### **Minority Access & Achievement Program (MAAP)**

Student Services Center, Room E-213.....932-7463

<http://www.uhh.hawaii.edu/studentaffairs/maap/> or [palsuhh@hawaii.edu](mailto:palsuhh@hawaii.edu)

The Office of Minority Access and Achievement Program provides academic and personal support through counseling, academic advising, career exploration, assistance with financial aid, and scholarships to underrepresented groups on the UH Hilo campus.

- Personal, academic, and career counseling and advising
- Peer assistance program



- Mentoring program for first-year freshmen students
- Cultural/social events and field trips
- Financial aid information
- UNIV 101 Freshman Experience Seminar class for special students
- Advocacy for special needs and issues regarding underrepresented groups

### **Performing Arts Center**

Performing Arts Center (Theater), Building 342..... 932-7490

<http://artscenter.uhh.hawaii.edu/>

All interested students have the opportunity to join faculty and members of the wider community in the activities of the UH Hilo Theatre. The Theatre program produces numerous plays and musicals during its year-round season.

- Main stage productions
- Intimate studio productions
- Scenery, costumes, makeup, lighting
- Backstage work
- Improvisational theatre
- Year-round productions

### **Office of the Registrar**

Student Services Center, Room E-101.....932-7634 or 932-7447

[www.uhh.hawaii.edu/studentaffairs/records/](http://www.uhh.hawaii.edu/studentaffairs/records/) or [uhhro@hawaii.edu](mailto:uhhro@hawaii.edu)

The Office of the Registrar promotes and facilitates student success by producing and maintaining accurate student and academic records while upholding the integrity of all policies, procedures, and applicable laws.

- Records and transcripts
- Add/Drop forms
- Registration
- Enrollment certification
- Change of address

### **Student Affairs**

Student Services Center, Room W-306..... 932-7445

[www.uhh.hawaii.edu/studentaffairs/](http://www.uhh.hawaii.edu/studentaffairs/)

The Office of the Vice Chancellor for Student Affairs is responsible for providing leadership, programmatic direction, management, and financial supervision for 17 student affairs units and Athletics. In addition, the Vice Chancellor for Student Affairs is the primary student advocate and ombudsman who serves as the chief officer for the adjudication of matters involving student rights and the University Student Conduct Code.

### **Student Life Center**

Student Life Center..... 932-7611

<http://hilo.hawaii.edu/rec/center/>

The UH Hilo Student Life Center construction was completed and opened September 2008. This beautiful facility consists of nearly 23,000 square feet of indoor fitness/recreational rooms, a cardio and weight room, dance and aerobics rooms, a lounge with wireless internet, an indoor cafe, locker rooms, an Olympic-sized swimming pool, and an open deck by the swimming pool. UH Hilo Students are

automatically assessed \$78 per semester granting unlimited access to the Student Life Center for the fall and spring terms. UH Hilo Summer Session Students are assessed \$35 for summer Student Life Center usage.

### **Student Housing:**

PB 11-5..... 932-7403

<http://hilo.hawaii.edu/housing/> or [uhhouse@hawaii.edu](mailto:uhhouse@hawaii.edu)

The mission of the Student Housing Program is to provide housing options to students requesting accommodations while attending the University of Hawai'i at Hilo. The program strives to provide an environment that complements a student's individual educational goals and promotes growth and development opportunities that enhance the collegiate experience. The Student Housing Program also provides facilities that are clean, safe, well maintained, reasonably priced, attractive, comfortable and conducive to study. The program also strives to ensure that food service is high in quality, nutritious, and reasonably priced in addition to meeting the expectations and preferences of residents.

- Academic year housing
- Programs and activities
- Staff training and development
- Community development
- Food services
- Building maintenance
- Amenities and services
- Conference and summer program housing
- Coordinate off-campus special housing units

#### *Off Campus Housing*

<http://hilo.hawaii.edu/housing/offcampus/>

Off-campus housing includes privately owned apartments, homes or rooms in the community. Student Housing maintains bulletin board with current listing located in front of the office. Any problems with managers or landlords that cannot be addressed adequately or resolved satisfactorily by the parties involved should be brought to the attention of the Student Housing Director.

### **Transportation**

Hawai'i County Mass Transit provides bus transportation to and from UH Hilo to many areas in the community. Detailed route schedules are available at the Campus Center second floor lobby. Bus transportation is fare-free and the on-campus pick-up point is just below the University Classroom Building (UCB).

#### *Taxis & Share Ride Coupons:*

Hawai'i County offers a flexible shared ride taxi program. For as little as \$2, you can obtain door to-door transportation service within the urbanized area of Hilo and Kona. Coupons are available at Campus Center, Lava Landing Gameroom. A current list of participating companies is available at the Campus Center, second floor lobby.

For more information, call Mass Transit at 961-8744 or visit their website:

<http://www.hawaiicounty.gov/mass-transit/>.

### **Veteran's Information**

Student Services Center, Room E-101..... 932-7634

- Application forms for educational benefits
- Enrollment certification

### **Women’s Center**

Student Services Center, Room E-223.....932-7381

[www.uhh.hawaii.edu/studentaffairs/womenscenter.php](http://www.uhh.hawaii.edu/studentaffairs/womenscenter.php) or [uhhwomen@hawaii.edu](mailto:uhhwomen@hawaii.edu)

The Women's Center is here to service the school, the students, and the community. There are many direct services for students, including helping students in dealing with domestic violence, sexual harassment, gender discrimination, and hate crimes.

- Providing a “safe space” where students can talk story about their lives
- Providing students with the help to find the resources on campus and in the community:
  - Providing flyers or pamphlets of community and on-campus resources
  - Books, through our lending library, which cover a multitude of topics
  - Condoms and Birth Control Information
  - Rape Whistles and Lights
  - Helping students create safety plans
- Providing students with an understanding of policies on campus:
  - Sexual Assault Policy
  - Sexual Harassment Policy
  - Nondiscrimination Policy
- Providing students with leadership and empowerment
  - Giving students the tools they need to make a difference in the community
  - Providing students with different events that help to support leadership and empowerment
- Providing students with the opportunity to give back to their community
  - Having a donation location at the Women's Center: a place to drop off clothes, sheets, necessities, to be donated to Hale Ohana the domestic violence shelter for women
  - Giving the opportunity to volunteer for the Women's Center

# Academic Calendar

The 2019-2020 Academic Calendar can be found here: <https://hilo.hawaii.edu/registrar/currentterm.php>

## Instructional Programs

### Conferral of Degrees

The University of Hawai'i has been granted authority by the Board of Regents to confer the Doctor of Pharmacy (Pharm.D.) degree, the Bachelor of Arts in Pharmacy Studies, Master of Science in Clinical Psychopharmacology (MSCP), and the PhD in Pharmaceutical Science.

#### **Certificate in Health Science Research**

This certificate is designed to give the DKICP Doctor of Pharmacy students an introduction to basic research methods as well as experience completing a research project. Students will receive an introduction to research methodology in pharmacy; this includes clinical studies, analyzing data, program evaluation and big data designs. Students will receive training in human subject research and scientific writing (e.g. research abstracts, biosketches, publishable papers, survey questions, etc.). Topics for research projects will vary based on student interest, mentors, and available data. The mission of this certificate program is to produce PharmD graduates who are more competitive for post-graduate residency programs, which are increasingly required for jobs in clinical and academic settings. For more information please visit: <http://pharmacy.uhh.hawaii.edu/academics/certificate-health-science-research>

#### **Certificate in Healthcare Leadership**

This certificate program is designed to give PharmD students a basic foundation in business administration, with a concentration in healthcare leadership. Students who complete this program will have a better understanding of the business aspect of the healthcare industry, particularly in pharmacy practice and the pharmaceutical industry. This mission of this certificate program is to produce PharmD graduates who are more competitive for a variety of positions in the job market, particularly those involving pharmacy management, leadership, and innovation. For more information please visit: <http://pharmacy.uhh.hawaii.edu/academics/certificate-healthcare-leadership>

#### **Certificate in Rural Health**

This certificate program is designed to give PharmD students a concentration in both rural health science and the practice of rural healthcare. Students who complete this program will have a better understanding of the health challenges and opportunities in rural communities as well as a better ability to improve health of patients and populations within these communities. Very generally, “rural” can be defined as less densely populated geographic areas; this program introduces students to the more specific definitions of rural that are used by the US federal government and other organizations. This mission of this certificate program is to produce PharmD graduates who are equipped with the knowledge and experience needed to thrive as a pharmacist working in rural settings. For more information please visit: <http://pharmacy.uhh.hawaii.edu/academics/certificate-rural-health>

## **Bachelor of Arts in Pharmacy Studies Degree**

Students earning the Bachelor of Arts in Pharmacy Studies (BAPS) degree attain broad and thorough knowledge in the liberal arts and basic sciences, as well as specialized education in the field of pharmacy, both academic and experiential in nature. The BAPS degree also acknowledges the achievement of students who complete a minimum of four years of college education, including rigorous course work in the basic and pharmacy sciences, on their path to the Doctor of Pharmacy (Pharm.D.) degree. Students with a BAPS degree are well positioned to take advantage of numerous educational and career opportunities in diverse areas, including positions in pharmacy, health care, or medicine, or may continue on in research, business, and academia. This degree is not designed to lead to licensure as a professional pharmacist and is available only to students currently enrolled in the Pharm.D. program at the Daniel K. Inouye College of Pharmacy. To request a degree audit please send a request via email to Daryl Masanda, DKICP Academic Advisor [darylm@hawaii.edu](mailto:darylm@hawaii.edu). Please make sure you obtain prior approval from the DKICP Office of Student Services before registering for any additional undergraduate coursework. For more information please visit: <http://pharmacy.uhh.hawaii.edu/academics/bachelor-arts-pharmacy-studies>

## **Doctor of Pharmacy (Pharm.D.) Degree**

At DKICP, students pursue the Doctor of Pharmacy (Pharm.D.) degree. The DKICP Pharm.D. program prepares the student for entry into the profession of pharmacy. The entire program requires a minimum of six years of coursework; prerequisites may be completed in two years at UH Hilo or another regionally-accredited college or university, and the final four years at DKICP. During their four years at DKICP, students complete a minimum total of 138 semester hours of credit: 93 hours in required courses, including a minimum of 4 credit hours in elective professional courses, and 45 credit hours in clinical/experiential education.

## **Ph.D. in the Pharmaceutical Sciences**

The Daniel K. Inouye College of Pharmacy offers a Ph.D. in the Pharmaceutical Sciences. This program provides graduate training in the Pharmaceutical Sciences generally, as well as specifically in the areas of Medicinal Chemistry, Pharmacology, Pharmaceutics, and Pharmacognosy and is aimed at students with a BS, MS, or Pharm.D. Degree, and those currently working in the field. Studies culminate with the award of a PhD in Pharmaceutical Sciences, with an emphasis on natural products discovery and development and their importance in Pharmacy and healthcare in general. The program utilizes the extraordinary intellectual, biological, physical and cultural diversity on the Island of Hawaii, and within both the State and Asia-Pacific Region, as a focus of investigation and study. The program prepares students for senior leadership positions in the Pharmaceutical Sciences in academia, research, education, government, industry and related fields - leaders who can identify, research, and problem solve issues related to the Pharmaceutical Sciences. The Ph.D. program is designed to foster student development as critical thinkers, team players, self-directed interdisciplinary scholars and communicators. It is the only program of its type offered in the State of Hawaii and in the Pacific region generally. For more information please visit: <http://pharmacy.uhh.hawaii.edu/academics/phd-pharmaceutical-sciences>

## **Pharm.D. Curriculum**

Following acceptance into the DKICP, students are expected to devote their entire effort to the academic curriculum. The curriculum is rigorous and the College actively discourages employment that conflicts with the ability of students to perform at their full potential while courses/rotations are in session. **It is not possible to take outside employment or activities into consideration when scheduling classes,**

**examinations, reviews, field trips, or individual course/rotation/College functions.** Required activities, as well as team project meetings, may be scheduled outside of class time, including weekends, and students are expected to attend these activities/meetings.

The current curriculum and course descriptions can be found in the online UH Hilo Course Catalog:

<https://hilo.hawaii.edu/catalog/pharmd>

Curriculum is subject to change without notice.

## **Interprofessional Education (IPE)**

Interprofessional education activities and practice experiences occur throughout the pharmacy curriculum. PharmD students work and learn in a variety of collaborative practice settings with students and health workers in disciplines such as, medicine, nursing, social work, counseling psychology, and public health. The curriculum and various co-curricular opportunities incorporate key elements of interprofessional team dynamics, education, and practice. These prepare the student to become a contributing member of an interprofessional team and reinforces the importance of team-based, patient-centered care.

## DKICP modified version of the CAPE Educational Outcomes

ACPE chose AACP's Center for the Advancement of Pharmacy Education (CAPE) Outcomes 2013 as the framework for establishing expected educational outcomes (ACPE Standards 1-4) for Doctor of Pharmacy programs. In addition to the CAPE Outcomes, ACPE encouraged colleges and schools to establish their own, institution-specific set of educational outcomes based on their mission, vision, goals, and objectives. DKICP faculty voted to adopt a modified version of the CAPE Educational Outcomes as the professional outcomes for the PharmD program. See detailed information here:

<http://pharmacy.uhh.hawaii.edu/capeoutcomes-2016>

Domains	16 Subdomains and Descriptors
1. Foundational knowledge	1.1 Learner - develop, integrate, and apply knowledge from the foundational sciences (i.e., pharmaceutical, social/behavioral/ administrative, and clinical sciences) ( <b>Learner</b> ) 1.2 Dispensing, compounding, administering drug and drug products (NAPLEX Area2) ( <b>Dispenser</b> )
2. Essentials for practice and care	2.1 Patient-centered care ( <b>Caregiver</b> ) 2.2 Medication use systems management ( <b>Manager</b> ) 2.3 Health and wellness ( <b>Promoter</b> ) 2.4 Population-based care ( <b>Provider</b> )
3. Approach to practice and care	3.1 Problem solving ( <b>Problem-Solver</b> ) 3.2 Educator ( <b>Educator</b> ) 3.3 Patient advocacy ( <b>Advocate</b> ) 3.4 Interprofessional collaboration ( <b>Collaborator</b> ) 3.5 Cultural sensitivity ( <b>Includer</b> ) 3.6 Communication ( <b>Communicator</b> )
4. Personal and Professional Development	4.1 Self-awareness ( <b>Self-Aware</b> ) 4.2 Leadership ( <b>Leader</b> ) 4.3 Innovation and entrepreneurship ( <b>Innovator</b> ) 4.4 Professionalism ( <b>Professional</b> )

# Student Academic Policies

## Grades

The following includes all grades, grading options, numerical equivalents, and corresponding definitions that may be issued in courses taken at DKICP.

<b>GRADE</b>		<b>GRADE VALUE</b>
<b>A</b>	=	<b>4.0</b>
<b>A-</b>	=	<b>3.7</b>
<b>B+</b>	=	<b>3.3</b>
<b>B</b>	=	<b>3.0</b>
<b>B-</b>	=	<b>2.7</b>
<b>C+</b>	=	<b>2.3</b>
<b>C</b>	=	<b>2.0</b>
<b>C-</b>	=	<b>1.7</b>
<b>D</b>	=	<b>1.0</b>
<b>F</b>	=	<b>0</b>
<b>I</b>	=	<b>Incomplete</b>
<b>P/NP</b>	=	<b>Pass/No Pass</b>
<b>W</b>	=	<b>Withdrawal</b>
<b>S</b>	=	<b>Satisfactory</b>
<b>NG</b>	=	<b>Work in Progress</b>
<b>RD</b>	=	<b>Report Delayed (faculty did not submit a grade by the deadline)</b>

DKICP students are subject to the policies regarding academic monitoring, academic standing, and academic probation in force at the time. All students are given a copy of these guidelines and regulations upon entry into the program. Note that some courses may not use all of the grades listed above. See individual course syllabi for which grades will be used.

## Policy on Drop and Withdrawal of a Course

Non-electives:

Students are required to enroll in all of the courses indicated in the Pharm.D. curriculum for their specific professional year; as students move through the Pharm.D. program as a cohort. If a student drops a core course at any time during the semester they will receive an “F” grade or for the experiential courses they will receive an “NP.”

Students who choose to completely withdraw from the program without obtaining an approved “Leave of Absence” will receive “F” grades for all course work in progress.

Withdrawals will only be granted for approved “Leave of Absences.” In this case, the student will receive a “W” grade for all coursework in progress.

Elective Courses:

Students may drop an elective course up to twelve days after the First Day of Instruction and this



course will not be recorded on their transcript. However, the student is required to add an approved elective in the same semester OR must obtain approval from the Associate Dean for Academic Affairs to “add” an approved elective in another semester.

Failure to add an elective course will result in a grade of “F” or “NP” for the elective initially enrolled. After 12 days, all elective courses will be treated the same as core courses,” therefore, a drop after the 12<sup>th</sup> day of the semester will result in a grade of “F” or “NP.”

#### Registration for IPPE V and APPE:

Course registration for your P3 IPPE V summer rotation and all of your P4 APPE rotations will be conducted by the DKICP, Academic Advisement Specialist. It is the student’s responsibility to check their course schedule to confirm that their registrations are correct. Students will not receive credit for rotations if they are completed outside of the official registration dates as reflected in the Banner system. Any changes to the student’s rotation schedule must be accurately reflected on the student’s official academic record in order to be in compliance with federal regulations and university legal policies. Please note: if you change your rotation dates in an agreement with your preceptor but do not have written authorization from the Director of Clinical Education and this change is not accurately reflected on your academic record, you will be required to retake the rotation. If an additional charge is incurred, it will be the student’s responsibility to cover this tuition expense.

## Requesting Additional Electives

Students requesting an additional elective credit beyond that which is specified must have a GPA of 3.0 or above and the written approval of the Associate Dean for Academic Affairs. Students may only request one additional elective credit hour per year. P1 Students may enroll in research as an elective, but may not use it toward the number of elective hours needed in the second and third year. No more than 50% of elective credit hours may be in research.

## Credits, Quality Points, and GPA

Courses are recorded in terms of semester hour(s) of credit. One semester hour of credit represents one hour a week of lecture throughout the semester. In laboratory courses, however, a ratio of three to five hours of laboratory work a week per credit prevails in different departments. In case discussion, workshop, or recitation, two to four hours of meeting time a week per credit holds.

Multiplication of the credits for a course by the numerical value for the grade awarded gives the number of quality points earned for a course. Dividing the total number of quality points earned in courses by the total number of credits in those courses gives the grade point average.

Grades reported as “W” and “P” are recorded on a student’s permanent record but are not used in the calculation of a student’s grade point average. Similarly, a grade of “I” may be assigned and is used only when special/extenuating circumstances exist (i.e., prolonged illness, family crisis, etc.), which prevent a student from completing the necessary course requirements on time in order to receive a grade. Under such circumstances, the student is responsible for providing the course coordinator with a written request notifying him/her of the circumstances, documenting the problem(s), and asking for

authorization to extend the period allotted to complete the unfinished coursework.

Any request for an extension to complete required course or rotation requirements must be approved first by the course coordinator responsible for the course or rotation. Unless otherwise specified by the course coordinator or rotation preceptor, a grade of “I” must be resolved within 10 days from the end of the semester or rotation or the incomplete grade is automatically converted into a grade of “F” or “NP,” which signifies failure or not passing the course. It is the responsibility of the student when receiving an incomplete grade to complete all of the course requirements within this period, unless otherwise specified.

If a student receives an “F” grade in a course, that grade will be recorded on his/her transcript. This deficiency may be corrected as determined by the Student Promotion and Graduation Committee in only one of two ways: repetition or remediation of the course. The decision to permit a student to repeat or remediate the course rests with the Committee. Following either successful remediation or repetition of the course, the permanent record of the student will be updated to indicate that the failing grade has been successfully corrected.

If course remediation was completed, a grade no higher than “C” is registered in place of the “F,” and the student's cumulative grade point average will reflect the change. If a student repeats a course, the course is entered twice in the permanent record of the student. The grade earned each time in the course is recorded, but only the most recent grade is used in the computation of the student's cumulative grade point average.

## **Advanced Standing**

All requests for advanced standing by newly admitted, transfer, readmitted, or enrolled students are processed on a course-by-course basis. Advanced standing will be considered for coursework taken in which a letter grade of “C” or better has been achieved. To request such consideration, a student should submit a letter of request to the Associate Dean for Academic Affairs in which the student lists a course(s) previously taken, which might be similar in content to a professional course(s) that he/she is scheduled to take. The student is advised to provide an official course description(s) and a syllabus (syllabi) of the course(s) previously taken, as well. All requests must be submitted prior to the start of the course being considered. The materials are forwarded to the Course Coordinators who provide a recommendation to the Associate Dean for Academic Affairs of DKICP. The Associate Dean will either grant or deny advanced standing.

## **Dean’s List**

Following each term, Dean’s List recognition is provided to all students in the DKICP who achieved a GPA of 3.50 or better for the semester. This applies for full-time didactic coursework only.

## **Effective Study Skills and Tips**

Academic demands of pharmacy school are typically much higher than anything previously experienced in undergraduate studies. Student pharmacists are encouraged to develop and practice effective studying

habits to successfully navigate through the program. The following resources may help in developing effective studying habits:

- How to study video series
  - <https://www.samford.edu/departments/academic-success-center/how-to-study>
- Study Tips & Study Skills (HOW TO STUDY EFFECTIVELY)
  - <http://www.clickselfhelp.com/study-tips/how-to-study-effectively/>

## Student Promotion and Graduation Committee

The Student Promotion and Graduation Committee (SPGC) is composed of members of the DKICP faculty and the Associate Dean for Academic Affairs. This committee is responsible for enforcing the published [academic](#) and [professional standards](#) established by the faculty and for assuring that they are met by all students. As such, this Committee establishes the criteria and policies and procedures for student advancement, extension, academic probation, dismissal and graduation. This Committee meets at a minimum at the end of each academic semester to review the academic progress and performance of students in relation to institutional academic policies. At the end of the academic year, the Committee assesses the academic progress and performance of students enrolled in the program in relation to DKICP academic policies. Additionally, the Committee will recommend revisions of academic and professional standards, and criteria for student advancement, extension, academic probation, dismissal, and graduation to the faculty for adoption. Finally, the Committee also identifies and recommends candidates for graduation to the DKICP Faculty. The faculty will vote upon this recommendation of the SPGC.

If the student's progress is satisfactory, the student is promoted to the next academic year, provided all tuition and fees have been paid. If a student fails to make satisfactory progress in completing the prescribed course of study, the issue will be submitted to the SPGC.

The possible decisions of the committee include but are not limited to:

- Remediation
- Placement on an extended track (essentially a student is permitted to take two years to complete one year of didactic coursework)
- Dismissal

In the instance that the committee decides remediation, it will normally be carried out by the Course Coordinator at the direction of his or her Department Chair. The method of remediation will be determined by the individual faculty involved in the course under the direction of the Course Coordinator and Department Chair.

Extended students will take two years to complete one academic year of study. Once the student is extended, the Associate Dean for Academic Affairs will determine which courses are to be taken during the first extended year. During the second year of extension the student must successfully complete all courses in which the student earned a grade of "D" or "F" in addition to any other courses not completed. Students may undergo an extended year of study only once.

A student may be dismissed from the DKICP for academic reasons by the SPGC. The dismissal is based on the determination by the Committee that the student has not satisfactorily demonstrated that he or she

possesses the aptitude to successfully achieve the standards and requirements set forth in the academic policies and professional expectations for the program. Students dismissed for poor academic performance may reapply for admission to the DKICP.

## Appeal Process for Decisions of the Student Promotion and Graduation Committee

Following notification of a decision for dismissal or extended program, a student may appeal in writing, the decision within 3 working days to the Dean of the DKICP. The Dean makes the final decision on all appeals. The Dean may grant an appeal only if a student can demonstrate one of the following:

1. Material information not available to the Committee at the time of its initial decision
2. Procedural error
3. Documented bias of one or more Committee members

## Guidelines for Student Progression

The following is the grid containing the general guidelines used by the committee when determining student progression through the curriculum. **These guidelines may be modified by the SPGC for reasons of additional consideration.**

Courses/Rotations	Academic Status	Usual Action	Outcome
All passed with semester/cumulative GPA > 2.0	---	Promote	---
First grade of F/NP <sup>^</sup> (all courses)	Probation	Remediation *	Fail – Dismissal Pass – Promote
2 grades of F and/or NP (cumulative)	Probation	Extended	All courses passed with semester/cumulative GPA > 2.0 – Promote
3 grades of F and/or NP (cumulative)	---	Dismissal	---
First and only grade of F in Integrated Therapeutics <sup>**</sup>	Probation	Extended	All courses passed with semester/cumulative GPA > 2.0 – Promote
First grade of F in Integrated Therapeutics; 2 <sup>nd</sup> grade of F/NP within the same semester	Probation	Extended	All courses passed with semester/cumulative GPA > 2.0 – Promote

First grade of F in Integrated Therapeutics; 2 <sup>nd</sup> grade of F/NP upon return from an extended year. #	---	Dismissal	---
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^ NP = No Pass

\* All remediation will be accomplished during the following summer based on the availability of the faculty member. All repeat rotations will be scheduled based on the availability of the faculty member and rotation block, and may result in delayed graduation.

\*\* Integrated Therapeutics courses cannot be remediated.

# A student can only be extended once.

**The following clarifies the remediation process for all APPE (P-4) courses that can be found in previous editions of the DKICP Handbook.**

**PHPP 540 APPE Ambulatory Care** –Remediation with DKICP faculty. Scheduling of remediation course will be made based upon availability and may not occur in the next consecutive scheduled block. Students may **not** continue with ambulatory type medicine rotations without successful remediation. Examples include but are not limited to: specialty ambulatory care clinics or other APPE courses requiring PHPP 540 as a prerequisite.

**PHPP 541 APPE Community** –Remediation may occur at the same site (if approved by failed site) or at an alternate site. Scheduling of remediation course will be made based upon availability and may not occur in the next consecutive scheduled block.

**PHPP 542 APPE Acute Care** - Remediation with DKICP faculty. Scheduling of remediation course will be made based upon availability and may not occur in the next consecutive scheduled block. Students may **not** continue with medicine type rotations without successful remediation. Examples include but are not limited to: intensive care and subspecialties, pediatrics, medicine subspecialties such as oncology, cardiology, surgery subspecialties or any courses that require PHPP 542 as a prerequisite.

**PHPP 543 APPE Hospital** - Remediation may occur at the same site (if approved by failed site) or at an alternate site. Scheduling of remediation course will be made based upon availability and may not occur in the next consecutive scheduled block

**PHPP 544 and 545 – APPE Electives.** A failed elective may be remediated as the same elective or as another elective. Scheduling of remediation course will be made based upon availability and may not occur in the next consecutive scheduled block.

In the case where remediation of a course is not scheduled in the next consecutive block, accommodation will try to be made for the student to continue in APPE courses they qualify for but this is not guaranteed. There may be the possibility that remediation may not be accommodated within the same academic year in which a student begins their APPE rotations and may be scheduled into the next

academic year. Consequently, the student is responsible for appropriate tuition and site clearance requirements. Students will not be awarded their degree or allowed to graduate without successful completion of all APPE courses.

## **Time Limit for Program Completion**

A student entering the Doctor of Pharmacy program is expected to successfully complete all course requirements for the degree within a 4-year period of time. Under circumstances involving leave of absence, a student may be permitted an extension to complete these requirements. All forms of leave (see [Leave of Absence Policy](#)) may not exceed 24 months total with approval from the Associate Dean for Academic Affairs. A student not completing Doctor of Pharmacy degree requirements within 6 years from his/her start date will be reviewed for possible dismissal by the SPGC.

# Academic Standards for the Pharm.D. Program

An annual didactic grade point average will be used as the primary measure of academic performance. It is calculated from all didactic courses for a particular professional year. Grades earned for courses prior to matriculation in the professional program and grades earned for courses taken at another institution while enrolled in the professional program are not included in the calculation of this annual grade point average.

## Academic Policies for DKICP Students

A student must maintain an annual grade point average of 2.0 in their professional program to remain in good academic standing.

A student is placed on academic probation for any of the following reasons:

1. A student's annual grade point average is below 2.0.
2. A student earns a grade of "F" and/or "NP" in one or more courses.

A student earns a "D" in two or more courses in an academic year.

A student will be notified, in writing, that he/she is being placed on academic probation. Academic probation represents notice that continued inadequate academic performance may result in dismissal from the College. Additionally, he/she will be remanded to the Student Promotion and Graduation Committee. The SPGC will make a decision on a course of action. The decision may include, but not be limited to remediation, an extended program of study, or dismissal.

If the student enters an extended program, he/she must repeat all courses in that year in which grades of "D" or "F" were received. A student is allowed to go through an extended program only once. Placement of a student on the extended program does not modify or limit the SPGC actions for dismissal. Thus, the student may be dismissed for academic reasons while on an extended program. If the student does not meet the criteria for successful academic performance at the end of the extended program, the Committee will dismiss the student from the program. To be returned to good academic standing after completion of an extended track year, a student must raise his/her annual grade point average to 2.0 or above at the end of the repeated year. Such a student re-enters the next professional year curriculum and resumes a normal course load. A re-entering student who earns a grade of "F" and/or "NP" in any course or "D" in two or more courses in an academic year or an annual grade point average of less than 2.0 will be dismissed from the DKICP.

The following policies also guide decisions made by the Committee:

1. All courses in which a student received a grade of "Incomplete" ("I") must be completed within 10 calendar days. It is the prerogative of the faculty to arrange guidelines and standards for coursework completion with the student.
2. To proceed to rotations, a student must have earned a passing grade in all didactic courses with an annual grade point average of 2.0 or above. Eligibility for introductory experiential rotation is determined by the annual grade point average calculated from all courses in the P-1 and P-2 years. Eligibility for APPE is determined by the annual grade point average calculated from all courses in the P-3 year.

## **Exam Policy for Paper-Based Exams**

The UHH DKICP Exam Policy intends to promote academic integrity by delineating a well-defined, clearly articulated, fair process for administering exams in the College. Students who do not adhere to the exam policy will be subject to academic disciplinary action and will be formally referred to the Associate Dean of Academic Affairs.

ARRIVE ON TIME: Students are expected to arrive on-time for all exams. Students who arrive more than 5 minutes late for an exam will NOT be allowed to enter. (Emergency situations will be taken into consideration on a case-by-case basis; documented proof of the emergency may be required). Late arrival is unprofessional and disturbs the concentration of other students.

DISPLAY DKICP STUDENT PHOTO ID CARD: Students must display their student ID card with their photo and name readily visible at all times during the exam.

PLACE ALL BELONGINGS IN THE FRONT OR REAR STORAGE AREA OF THE CLASSROOM: Students must place all of their belongings in the storage area of the classroom before they sit for the exam.

CELL PHONES and ALL OTHER ELECTRONIC DEVICES: These items MUST be removed from clothing/pockets, turned off and placed in the front or rear storage area of the classroom. Disruption of an exam due to an electronic device may be subject to academic disciplinary action.

NO HATS, HOODIES or SUNGLASSES: Students are not allowed to wear any attire covering their head or eyes, including hats, hoodies, or sunglasses.

SIT SEPARATED: When space allows, students are required to sit with at least one empty chair between themselves and students to either side.

DESKS MUST BE KEPT CLEAR: Students are allowed to have two number 2 pencils, one eraser and their UHH DKICP student photo ID card on their desks. No other items will be allowed on the desk or around the desks of students during exams.

NO FOOD OR BEVERAGES: Food and/or beverages are NOT allowed during an exam.

CALCULATORS: If a calculator is required for the exam, only non-programmable calculators will be allowed.

EXAM DISTRIBUTION: Once everyone is seated, exams will be distributed face down. Exams must remain face down and untouched by the students until the moment the proctor calls “start”. At this point, everyone may turn over their exam and begin at the same time.

NO TALKING or OTHER COMMUNICATION ALLOWED BETWEEN STUDENTS DURING EXAMS: Any talking, disruption or suspicious behavior will be documented by proctors, reviewed by the course coordinator and Associate Dean of Academic Affairs, and subject to academic disciplinary action.

EXACT TIME LIMITS:



- All exams are set with a well-defined time limit by the course coordinator.
- At the end of each exam period, proctors will announce for all remaining students to put down their pencils immediately, turn their papers over and wait until the proctors collect their exams. NOTE: At the time an exam is called to end, students must have already placed their names on the documents and completed their scantron sheets. **Any attempt to quickly fill in a few answers or write on the exam and scantrons after the exam has been called to end will be considered a violation of academic integrity** and will be formally referred to the Associate Dean of Academic Affairs for disciplinary action.

Students who complete their exam early are allowed to turn in their exams to the proctor and leave quietly.

**NO TOILET OR PERSONAL BREAKS DURING EXAMS:** Students are advised to attend to ALL personal needs before entering the exam room. Once seated, leaving the room for any reason constitutes the end of the exam. In the case of an emergency, students may request permission to leave the exam room by asking the proctor. Any emergency request to leave the room will be documented and reviewed by the course coordinator and Associate Dean of Academic Affairs.

**EXAMS MAY BE VIDEO TAPED WITHOUT NOTICE:** The College of Pharmacy reserves the right to video tape any exam at any time without notice.

## **Exam Policy for Electronically Delivered Exams**

The UHH-DKICP Exam Policy intends to promote academic integrity by delineating a well-defined, clearly articulated, fair process for administering exams in the Daniel K. Inouye College of Pharmacy. Students who do not adhere to the exam policy will be subject to academic disciplinary action and will be formally referred to the Associate Dean of Academic Affairs.

**PRIOR TO THE EXAM DAY:** It is the student's responsibility to:

- download the most up-to-date version of Examplify
  - download the relevant exam by the deadline set by the course coordinator
  - contact DKICP IT department if s/he is unable to complete the above steps by the designated time
- The instructor will post the exam and distribute the download code no later than one week before the exam seating.

**ON THE EXAM DAY:** Students must bring a laptop computer (that is compliant with the DKICP technical specifications and has a fully charged battery) with the latest version of Examplify installed, a power cord, their personal wireless login username and password, and ExamSoft username (UHH ID number) and login.

Students should disable the sleep/hibernate mode on your computer before the exam. Some computers go into sleep/hibernate mode during extended periods of nonuse. During an exam, it can be difficult to exit this mode. Refer to the instructions for your operating system to modify these settings.

**ARRIVE ON TIME:** Students are expected to arrive on-time for all exams. Students who arrive more than 5 minutes late for an exam will NOT be allowed to enter. (Emergency situations will be taken into consideration on a case by case basis; documented proof of the emergency may be required). Late arrival is unprofessional and disturbs the concentration of other students.

DISPLAY DKICP STUDENT PHOTO ID CARD: Students must display their student ID card with their photo and name readily visible at all times during the exam.

PLACE ALL BELONGINGS IN THE FRONT OR REAR STORAGE AREA OF THE CLASSROOM: Students must place all of their belongings in the storage area of the classroom before they sit for the exam.

CELL PHONES and ELECTRONIC DEVICES OTHER THAN A LAPTOP COMPUTER MUST be removed from clothing/pockets, turned off and placed in the front or rear storage area of the classroom. Disruption of an exam due to an electronic device may be subject to academic disciplinary action.

NO HATS, HOODIES or SUNGLASSES: Students are not allowed to wear any attire covering their head or eyes, including hats, hoodies or sunglasses.

SIT SEPARATED: When space allows students are required to sit with at least one empty chair between themselves and students to either side.

DESKS MUST BE KEPT CLEAR: Students are allowed to have a laptop computer, mouse, power cord, pencil, scratch paper if provided by the instructor (students must write their name at the top of the scratch paper and turn it in when they leave the exam), and DKICP student photo ID card on their desks. No other items will be allowed on the desk or around the desks of students during exams.

STUDENTS LAPTOPS MUST REMAIN CLOSED UNTIL THE PROCTOR GIVES INSTRUCTIONS TO OPEN THEM.

NO FOOD OR BEVERAGES: Food and/or beverages are NOT allowed during an exam.

CALCULATORS: If a calculator is required for the exam, only non-programmable calculators will be allowed.

EXAM PASSWORD DISTRIBUTION: Once everyone is seated and has opened Exemplify to the downloaded exams tab, the proctor will show the exam password on the screen. At this point everyone enters the password and begins at the same time. Computer speeds vary but every student will be given the allotted time to complete the exam.

NO TALKING or OTHER COMMUNICATION ALLOWED BETWEEN STUDENTS DURING EXAMS: Any talking, disruption or suspicious behavior will be documented by proctors, reviewed by the course coordinator and Associate Dean of Academic Affairs and subject to academic disciplinary action.

EXACT TIME LIMITS: All exams are set with a pre-determined time limit by the course coordinator. At the end of each exam period, Exemplify will end the exam.

\*\*Students who complete their exam early are allowed to upload their exams (see below) and leave quietly.

UPLOADING THE EXAM: When students have completed the exam, they will follow the on-screen instructions to upload their answer file. Students must ensure that their answer file has been uploaded

before they leave the classroom. Once students reach the confirmation of upload screen they should alert a proctor who will record their submission time. Both students and the course coordinator will receive an email verifying that their answer file was uploaded. Students should check they have received this email before they leave the exam. Students should not open any other files or programs on their computer before leaving.

In the event of a technical problem, the instructor determines whether students can leave before uploading is complete. The instructor can then set another upload deadline and students can upload the encrypted exam file from home.

**NO TOILET OR PERSONAL BREAKS DURING EXAMS:** Students are advised to attend to ALL personal needs before entering the exam room. Once seated, leaving the room for any reason constitutes the end of the exam. In the case of an emergency, students may request permission to leave the exam room by asking the proctor. Any emergency request to leave the room will be documented and reviewed by the course coordinator and Associate Dean of Academic Affairs.

**TECHNICAL ASSISTANCE:** Students may request technical help at any time during the exam period by raising their hands.

**EXAMS MAY BE VIDEO TAPED WITHOUT NOTICE:** DKICP reserves the right to video tape any exam at any time without notice.

## **Academic Dishonesty**

Academic dishonesty is a violation of the UHH Student Conduct Code, which is available at the following link: [https://hilo.hawaii.edu/studentaffairs/conduct/student\\_conduct.php](https://hilo.hawaii.edu/studentaffairs/conduct/student_conduct.php)

## **Academic Probation**

As previously stated, students must maintain an annual GPA of 2.0 in a particular professional year to remain in good academic standing.

If a student's annual GPA is less than 2.0 or if the student earns an "F" and/or "NP" in one or more courses in a particular professional year, the student is notified in writing that he/she is being placed on academic probation. While on academic probation a student may not hold any office in a fraternity, professional organization, or student-led project. Academic probation represents notice that continued inadequate academic performance may result in dismissal from the DKICP. Students will be removed from academic probation when they demonstrate adequate academic performance (e.g. raise GPA over 2.0, or remediate or successfully repeat a didactic or experiential course in which an "F" or "NP" was earned, respectively), as determined by the SPGC.

## **Class Standing**

To achieve the status of a second year student in the professional program (P-2), students must have successfully completed all requisite first-year courses and earned an annual didactic GPA of 2.0. To achieve the status of a third-year student in the professional program (P-3), students must have successfully completed all requisite P-2 courses, the introductory rotations, and earned an annual didactic GPA of 2.0. To achieve the status of a fourth-year student in the professional program (P-4), students must have successfully completed all requisite P-3 courses and rotations and earned an annual didactic and experiential GPA of 2.0.

## Dismissal

A student may be dismissed from the DKICP for academic reasons upon the recommendation of the SPGC. The dismissal is based on the determination by the Committee that the student has not satisfactorily demonstrated that he or she possesses the aptitude to successfully achieve the standards and requirements set forth in the [academic policies](#) and [professional expectations](#) for the program. Students dismissed for poor academic performance may reapply for admission to the DKICP.

## Grade Appeal Policy

A student who wishes to appeal a grade must make the appeal to in writing to the Course Coordinator within 3 working days following the receipt of the grade, after which time the right to appeal is lost. The Course Coordinator must act upon the student's appeal within 10 working days following receipt of the appeal. A narrative explaining the basis of the appeal must accompany the request. An appeal must be based on one of the following premises:

1. Errors in course assessment tools.
2. Mathematical error in calculating the grade.
3. Documented bias.

If the appeal is denied, the student has the right to appeal the decision to the Course Coordinator's immediate supervisor within 5 working days of receipt of the Course Coordinator's denial, or if the Course Coordinator did not address the issue in the allotted time. The Course Coordinator's supervisor (typically his or her Department Chair) should notify the student of his/her decision within 5 working days following receipt of the student's re-appeal. The decision of the Course Coordinator's supervisor is final and must occur prior to the start of the subsequent academic term.

## Appeal Process for Dismissals

Following notification of a decision for dismissal or extended program, a student may appeal in writing, the decision within **3 working days** to the Dean. The Dean makes the final decision on all appeals. The Dean may grant an appeal only if a student can demonstrate one of the following:

1. Material information not available to the Committee at the time of its initial decision
2. Procedural error
3. Bias of one or more Committee members

## Readmission after Dismissal for Poor Academic Performance

Students dismissed for poor academic performance may reapply for admission to the DKICP if they:

- Complete at least two semesters of full-time study at a regionally-accredited college or university (i.e., at least 15 credit hours per semester or quarter) of a curriculum at the advanced pre-pharmacy level or higher
- Earn at least C (not C-) grades in all courses taken
- Maintain a cumulative GPA of 2.80 or greater

In addition, prior to enrolling in the advanced pre-pharmacy curriculum, students should seek academic counseling from the DKICP Associate Dean for Academic Affairs. Students fulfilling these

requirements will be permitted to reapply to the DKICP and will be treated as new applicants.

The Admissions Committee will review the application for evidence of improved academic potential. No guarantee of admission is implied, and questions related to advanced standing and similar issues will be addressed as they are for any new applicant. The recommendation of the Admissions Committee will be forwarded to the Office of the Dean. Readmission can be granted only once.

# Graduation

The degree Doctor of Pharmacy is conferred upon candidates of good moral character who have completed all academic requirements, satisfied all financial obligations, and completed all graduation requirements. All graduating students are also required to attend the ceremony at which the degree is conferred, unless excused by the Dean.

## Graduation Requirements

A student must satisfy the following conditions to be eligible for graduation:

1. Successfully complete a minimum of 66 semester credit hours of prerequisite coursework including core science and general education courses, as stipulated, for full admission to the program
2. Successfully complete the program of professional and experiential coursework approved by the DKICP Faculty and Dean
3. Attain a cumulative grade point average of 2.0 (“C”) for all professional coursework at DKICP
4. Complete, at a minimum, the last two didactic semesters and all APPE rotations at DKICP
5. Settle all financial accounts with the institution
6. Students with holds on their account will be allowed to graduate, however they will not be able to receive transcripts or their diploma until the matter is settled
7. Students must apply for graduation with the UH Hilo Office of the Registrar by the final deadline for the semester in which they plan to graduate
8. Attend commencement exercises for conferral of the degree unless excused by the DKICP Dean

Candidates for graduation must be of good moral character consistent with the requirements of the pharmacy profession and the DKICP faculty. It is the position of the faculty that anyone who illicitly uses, possesses, distributes, or sells dangerous drugs, or controlled substances, or who abuses alcohol, or is involved in any conduct involving moral turpitude, fails to meet the ethical and moral requirements of the profession and may be dismissed from any program or denied the awarding of any degree from DKICP.

## Graduating with Honors

The Daniel K. Inouye College of Pharmacy Faculty and Dean recognize students graduating with honors based on the accumulated grade point average earned during the didactic portion of their Pharm.D. degree as follows: Summa Cum Laude GPA of 3.9 and above, Magna Cum Laude GPA 3.8 to 3.89, Cum Laude GPA of 3.6 – 3.79. Students graduating with honors wear gold honor cords during commencement and will receive an acknowledgement letter from the Daniel K. Inouye College of Pharmacy Dean.

## Licensure Requirements

Laws in all states, including the District of Columbia and Puerto Rico, require applicants for licensure to: 1) be of good moral character; 2) be at least 21 years of age; 3) have graduated from an accredited first professional degree program of a college or school of pharmacy; and 4) have passed an examination given by the board of pharmacy. All states, the District of Columbia, Puerto Rico, and the Virgin Islands use the North American Pharmacy Licensure Examination (NAPLEX).

All jurisdictions require candidates for licensure to have a record of practical experience or internship training acquired under the supervision and instruction of a licensed practitioner. Some states accept the training completed as part of the DKICP Pharm.D. program.

Publications concerning the NAPLEX licensure examination and internship experience are available from the National Association of Boards of Pharmacy, 1600 Feehanville Drive, Mount Prospect, Illinois 60056, Phone: (847) 391-4406, Email: [custserv@nabp.net](mailto:custserv@nabp.net), or [www.nabp.net](http://www.nabp.net).

For further information regarding licensure, please contact Daryl Masanda at the Office of Student Services, [darylm@hawaii.edu](mailto:darylm@hawaii.edu).

# **Student Administrative Policies**

## **Attendance**

Upon acceptance to the DKICP, students are expected to devote their entire efforts to the academic curriculum. Class attendance is mandatory for all students during experiential rotations. Refer to student rotation manual for specific details regarding this policy.

## **DKICP's Policy on Student Employment**

Upon acceptance to the professional program of DKICP, students are expected to devote their entire efforts to the academic curriculum.

The DKICP actively discourages employment that will conflict with the student's ability to perform while courses/rotations are in session, and will not take outside employment or activities into consideration when scheduling classes, examinations, reviews, field trips, or individual course/rotation functions.

## **Absence Reporting Procedure**

In the event of serious illness, personal emergency, personal incapacitation or other exceptional problem of a serious nature that causes a student to be absent from a course requiring mandatory attendance, a student must notify the Course Coordinator. If a student will be absent from a mandatory DKICP event, the student must contact the Associate Dean for Academic Affairs. To be excused from a rotation, the student must notify his/her preceptor in addition to the Clinical Education Coordinator(s). It is the student's responsibility to contact the course coordinator immediately upon his/her return for instructions regarding how the missed session can be made up. If a student fails to follow this procedure, the student is held responsible to the policies stated in course syllabi regarding unexcused absences. Unexcused absences may result in course failure.

## **Requesting an Excused Absence for Personal/Professional Reasons**

The DKICP recognizes that a student may need to be excused from class or rotations for non-illness, non-emergency related reasons. The student must request an approved absence by emailing the Course Coordinator and/or the Clinical Education Coordinator. This request must be made at least 2 weeks prior to the day the student wishes to be excused. Completion of the email request by the student does not imply the student is excused from classes or rotations until the Course Coordinator and/or Clinical Education Coordinator of the affected course(s) approves the request.

## **Leave of Absence**

A student may be granted a leave of absence for significant life events that disrupts the student's ability to such an extent that the student is unable to perform at the level needed to be academically successful.

The Associate Dean for Academic Affairs will make the determination on a case-by-case basis, and the leave will only be granted upon receipt of supporting written documentation. A leave of absence is for no more than one academic year and will be granted only for nonacademic reasons (e.g. pregnancy, medical leave, work-incurred disability). A student granted a leave of absence during a semester will



automatically receive a grade of “W” for all enrolled courses. A course grade of “W” may only be granted due to a leave of absence.

## Course Credit

Course credits are generally determined according to the following formula: 1 credit is assigned to a course for each contact hour per week, 1 contact hour is equivalent to one formal lecture per week or 2-4 contact hours of other activities per week (e.g. workshop or laboratory).

## Dress Code for Rotations and College Functions

Professional dress is required for clinical rotations and college events. Course syllabi will state when a dress code is in effect and students will be notified when professional dress is required at an event. DKICP name badges will be issued and must be worn at all times. Replacement name badges will cost \$10 (subject to change). It is expected that all students will conduct and represent themselves with the professional decorum and appearance of a Pharm.D. student.

## Faculty Advisors

Upon entry into the DKICP, students are assigned a faculty advisor who will mentor them throughout the program. In addition to those faculty advisors, the Dean, the Associate Dean for Academic Affairs, the Director of Student Services, as well as other faculty members are also available to assist students with academic advising, career counseling and enrichment. DKICP faculty advisors act as liaisons between the faculty and students. Their responsibilities include:

1. Serving as the student’s advisor and academic/professional mentor,
2. Monitoring the academic progress and professional growth of the student,
3. Assisting the student in seeking academic and personal counseling services provided by the institution,
4. Meeting with the student, remotely or in-person, at least once per semester,
5. Accompanying the student **if requested when the advisee’s future academic progression may be discussed,**
6. Serving as an advocate for the student when appropriate.

Faculty advisors may be invited by the student to attend any meeting relating to their academic career.

## Social Media Guidelines for Student Pharmacists

With the continued growth in popularity of social network sites (e.g. Instagram, Facebook, Twitter, Google+, MySpace), online blogs, and public mailing lists, it has become increasingly important that student pharmacists who use these sites be aware of the importance of privatizing their personal profiles and applications so that only trustworthy viewers have access. Student pharmacists should also be aware that posting certain information is illegal. Violation of legal statutes (e.g. HIPAA, FERPA, etc.) and UH Hilo and DKICP policies and guidelines (e.g. Student Code, Sexual Harassment and Related Conduct policies, Professionalism Guidelines, etc.) in any online activities may not only result in disciplinary action from the College but may also expose the offender to criminal and civil liability punishable by fines and imprisonment. It should be noted that future employers (e.g., Preceptors, Residency Directors, Representatives of Pharmaceutical companies, etc.) may review networks sites when considering potential candidates for employment, therefore student pharmacists should make

every attempt to portray a positive opinion of themselves online. Additionally, student pharmacists should also be aware that once an item is posted on a network site, it is not necessarily removed upon deletion by the individual. Student pharmacists are representatives of DKICP, as such; their actions are deemed a reflection on the College and the profession.

### Guidelines for Ethical and Professional Behavior on Social Networking Sites

*The following actions are strictly forbidden:*

- You may not post the personal health information of other individuals. Not identifying an individual by name does not properly de-identify protected health information. Inclusion of data (e.g., race, gender, date of evaluation, etc.) may still allow for viewers to recognize the identity of a specific individual.
- You may not report academic information (e.g. course grades, narratives, evaluations, exam scores, etc.) of another student.
- In posting information on the web, you may not represent yourself as an official representative of the DKICP.
- You should maintain the privacy of colleagues, faculty, and staff unless they have been given permission to use the person's likeness or name on their site.
- You may not represent yourself as another person.

*In addition to the above prohibited actions, the following are strongly encouraged best practices for social networking sites:*

- Interactions with patients through social media should be avoided as this can provide numerous opportunities for violating privacy restrictions and may have legal consequences.
- Students should set their privacy settings so that only viewers they identify have access to their sites and limit access of unknown viewers to their profile or site. Due to frequent updating of social media sites, it is suggested that students check their privacy settings regularly to ensure their privacy.
- If a student chooses to post something on the web, he/she should abstain from vulgar language or photographs that imply disrespect of any individual or group or can be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity. Student pharmacists are strongly encouraged to present themselves in a professional manner that deems them as mature and responsible adults.
- By identifying themselves publicly online, student pharmacists at the DKICP are creating perceptions about the College, the University, and the Profession. Students should strive to ensure that all public content is consistent with the values and standards of the College and the Profession.
- Students are strongly encouraged to minimize personal information (e.g. addresses, phone numbers, birthdates, or any other information that could be used to obtain personal records leading to identity theft) on their online profiles.

# Pharmacy Practice Experience (PPE) Policy and Procedures Student Manual

Rev 7.2019 (Copied from DKICP PPE Policy and Procedures Student Manual)

The primary objective of the PPE's is to learn through experience. Students must actively participate in pharmacy practice and seek guidance from their preceptor, other pharmacy staff and other health professionals, their DKICP Advisor, or the course coordinator.

As the IPPE continues through the curriculum, students should expect to gain experience in making professional decisions, with the preceptor encouraging greater autonomy as the student learns and demonstrates his or her problem-solving skills.

## **Student Code of Conduct for Experientials**

The students enrolled in the UH Hilo Doctor of Pharmacy program are expected to conduct themselves in a manner that is professional and respectful toward other students, the learning process, those who provide academic instruction and the community. The College of Pharmacy is committed to instilling in its students, as a part of their sense of professionalism, a desire to adhere to this code of conduct. (See Appendix for Student Code of Professionalism)

- The student, not the preceptor is responsible for the student's own learning. Pharmacy preceptors volunteer valuable work time to teach pharmacy students, but their first duty is to patients and the work site. Students must not expect their preceptors to be there to teach all the time.
- The experiential serves as a bridge between students' academic training and actual practice. They also may provide networking opportunities for future employment. The sharing of previous experiences from previous learning environments in great detail is generally not conducive to a positive learning environment.

## **Attendance**

Attendance is mandatory for all seminars, experiential site visits, and presentations or otherwise assigned off line activities. (Also See Student Handbook)

Any absence (excused or unexcused) from an experiential site must be remediated at the designated site by the last day of instruction of the semester. It is the responsibility of the student to arrange for a remediation date(s) with the preceptor at the site. Failure to complete all scheduled site visits by the last day of instruction for the semester will result in a "NO Credit" grade.

## **Holidays**

- Students may be granted State of Hawai'i and Federal holidays stated by the UH Hilo academic calendar and listed in the IPPE/APPE schedule. This will be determined at the discretion of the site preceptor.
- In the case where the site has a vacation day closure, then special arrangements should be made with the student and coordinator to make up the missed day.
- Some sites in Hawai'i do NOT observe State of Hawai'i holidays, in which case the student MUST attend rotation.
- For rotations completed on the mainland or US Territories, State of Hawai'i holidays will not be granted.

### Emergency Situations/Natural Disasters

- In case of emergency situations/natural disasters, the students' safety is the main priority.
- If a site is closed the student will not attend rotation and will be required to make up the missed day.
- If a site is open and the safety of the student is not compromised, students will be required to attend rotation.
- In any case, missed rotation days due to any type of emergency situation will need to be made up.
- The student must also contact their preceptor (if telecommunication lines are open) and discuss course of action.

### Sick Days

*There are no "sick" days built into the rotations.* Repeated absences during a rotation may result in failure and repeat of the rotation.

If illness, a personal emergency, personal incapacitation, or other exceptional problem of a serious nature causes a student to be absent from a rotation, **the student must notify the preceptor on site and the Experiential Office** by phone and email as soon as possible. Unexcused absences during IPPE or APPE rotations may result in course failure. A physician must document absences for illness or medical emergency.

Students must be on site at the designated time or by a mutually agreed upon start time between student and site preceptor or coordinator. The student will remain on site until the designated end time. The preceptor may allow the student to leave earlier than designated time if the student has completed the necessary work.

Rotation schedules may include days, nights, evenings, and weekends, or a combination of such to meet the objectives required by the preceptor.

Failure to show up at a scheduled time without notifying the preceptor, failure to contact the preceptor, failure to arrive on time on the first day of the experience or failure to arrive on time more than twice during the semester/rotation may result in a "NO CREDIT" grade.

### Professional Pharmacy Meetings:

Requests for time off to attend a national pharmacy meeting or conference must be submitted in advance and in writing to the Experiential Office. This planning should start well ahead of the scheduled rotation. A student must NOT assume their absence is automatically excused. Up to 4 approved days may be excused to attend professional pharmacy meetings. Students must also notify their preceptor on Day 1 of rotation. Students MAY be required to make up these days or complete an assigned project per decision of the site preceptor.

Residency and Other Interviews scheduled during the rotation should be done with the permission of the preceptor (before the beginning of the rotation) and make-up time arranged in advance by the preceptor.

### **Background Checks/Drug Screening**

Please be advised that the Pharmacy Practice Experience Preceptor sites (hospitals, clinics, retail pharmacies and other patient care service industries) may perform a criminal background check and drug screening before the DKICP students may participate in the Pharmacy Practice Experience(s).

There may be fees associated with background check and screening which students will be responsible for. The preceptor/site maintains the right to refuse a student admission to their site based upon the findings of the background check or drug screening.

**The University of Hawai'i at Hilo College of Pharmacy cannot guarantee placement of the student at a site**

**if criminal background checks and drug screenings are not congruent with the site requirements.** In this case, the University will not be held liable if the student may not achieve satisfactory completion of required coursework to confer a degree.

### **Chemical Dependency**

Students will be exposed to the concerns of chemical dependency and alcohol use as part of their professional education. Information regarding the availability of resource programs may be available at the UH Hilo.

In cases where chemical dependency is confirmed or identified as a cause of academic malperformances, entry into a rehabilitation program may be mandated by the Student Graduation and Promotion committee and monitored by the Office of Student Affairs.

### **Communication**

- Student must maintain and use the UH Hilo student email account and notify the University, and the College of Pharmacy promptly for any email changes. Email should be checked on a daily basis to keep up with announcements, changes to program, and distribution of handouts. Email and phone number should be given to your preceptor in case he/she needs to contact you.
- All students at their rotation sites will introduce themselves by name, their year of study as a pharmacy student and that they are from the UH Hilo College of Pharmacy.
- All students will regard all health care professionals with respect with using appropriate titles and professional address. (Dr. Mr., Ms, Mrs.) All patients and clients will be in the formal surname unless informed otherwise from the patient/client.
- Students should take the initiative in communicating with physicians, patients, and other health professionals but should not step beyond the realm of professional courtesy and common sense or beyond their scope of skill and education. Students need to recognize and respect the fact that many preceptors will need time and exposure to the student before enough trust can be built to allow the student to make unmonitored comments to other health care practitioners or patients, and that this process will occur in each new learning environment.
- Student must never publicly question the advice or directions of their preceptor. Discuss any concerns or disagreements in private. It is particularly important not to question the preceptor's action in the presence of patients or other health care providers. The student should use discretion in timing discussion with the preceptor about his or her practice.
- Student must contact the Office of Experientials if any situation arises that may impact the successful completion of the IPPE or APPE rotation or his/her APPE schedule.

### **Compensation Prohibited**

The student shall not, under any circumstances, receive financial remuneration from the experiential site while completing any IPPE or APPE rotation. This is an accreditation requirement of ACPE. Housing provided by the site is allowed.

### **Confidentiality**

Student must respect any and all confidences revealed during the experience. This includes patient health conditions, social information, pharmacy records, fee systems, and professional policies. Students must pass an **annual HIPAA** compliance quiz each year. Students will NOT utilize mobile phones/devices to text/send Protected Health Information (PHI). Students are expected to behave with mutual respect and courtesy toward the preceptor, all other pharmacists and pharmacy staff, technicians, interns, patients and their families, and medical, nursing and ancillary staff. Students with concerns or grievances may only share these concerns with the individuals involved, with their preceptor, or with the Director of Clinical Education, but not with any other students, pharmacy staff, other preceptors, patients or other health care personnel.

## **Disability Services**

Disability Services is located at Student Services Center, Rm E-230 and can be reached via email at [uds@hawaii.edu](mailto:uds@hawaii.edu) or telephone at 808-932-7623.

Disability Services website: <https://hilo.hawaii.edu/studentaffairs/uds/>

The Disability Services Office provides services and support to UH Hilo students, faculty, and staff with disabilities, in compliance with the Americans with Disabilities Act, including the 2009 amendments and Section 504 regulations at 34 CFR Part 104, which are enforced by the U.S. Department of Education and apply to the education of students with disabilities. Support to the general public is in the form of auxiliary aids and services for those using campus facilities. The provision of direct service focuses on accommodation and access issues relating to students' educational needs; this office, however, offers help in other areas of need (e.g., social, recreational, housing, etc.). In addition to serving as an advocate for people with disabilities at UH Hilo, the office provides consulting on reasonable accommodations for University student workers with disabilities in conjunction with the Career Center Director and the EEO/AA office; facilities development; public accommodations for campus programs, services, or activities; educational and disability awareness programs; and general support for diversity activities at UH Hilo.

## **Dress Code**

Student will conduct him/herself in a professional manner at all times and exhibit professional appearance in dress. An unprofessional act may result in removal from the site and consequently, failure of the rotation. Student will adhere to the dress code policy set forth by the DKICP and by specific sites if applicable.

*In pharmacy practice rotation experiences the following are required:*

- DKCIP name badge must be worn. Site-specific badge, if given, must be worn at site.
- Short white clinical jacket, clean and neatly pressed.
- Closed toe shoes, clean, in good condition, and of reasonable heel height for safety purposes.
- For men: business casual slacks and collared shirt is required, tie is optional.
- For women: business casual tops, slacks, skirts or dresses of appropriate length.
- Any other specific dress code as defined by the professional setting will be adhered to by the student.
- Additional Dress Code Clarifications and Requirements:
- Hair: of natural, human color, neat and clean, styled off the face. If close contact with patients is anticipated (e.g., physical assessment) hair longer than shoulder length must be secured. Beards and mustaches must be of natural, human color, clean, neatly trimmed and well groomed.
- Nails: clean, well groomed, manicured and of short to medium length to facilitate patient care activities.
- Tattoos: all visible tattoos need to be covered/concealed in some manner.
- Jewelry should be kept to a minimum and of appropriate size and length for safety reasons. Dangling jewelry or other adornments should not be worn in the practice setting.
- Perfume or strong odor substances such as hand lotions, creams, deodorants, after-shave shall not be worn in any patient care settings.

*The following is considered inappropriate and unacceptable dress or behavior and **not allowable** at the rotation site:*

- Denim material or jeans of any color.
- Shorts, skorts or mini-skirts.
- Spandex, leggings, sweatpants, low rise pants where skin or undergarments will show, running or jogging pants
- Tank, halter, or tube tops. Low cut, backless, midriff, see through, or revealing tops.
- Clothing having caricatures, messages, symbols, etc, that can be construed based on societal norms to be vulgar or offensive.
- Hats, caps, or bandanas.
- Footwear: Slippers, flip-flops, open sandals, open-toe, athletic shoes, or canvas tennis shoes.
- Unnatural hair colors (blue, green, pink, etc.).
- Jewelry or adornments in body piercings (pierced noses, lips, tongues, or other exposed body areas) other than earrings worn in the ear lobe.
- Fake nails are not allowed in the hospital or clinic setting due to infection control standards.
- Gum chewing.

*Exceptions to the dress code* for medically related, religious, or cultural reasons, shall be addressed with the Director of Clinical Education as it relates to Pharmacy Practice Experiences. A note (such as from a physician) may be required to provide documentation for exemption from a requirement.

*Repeated inappropriate dress at a professional site may be grounds for failure of the rotation.*

Elective rotations such as industry and or insurance company may not require your professional coat but will still require professional and appropriate dress.

White coat may be optional in service learning centers. Examples – Senior learning centers, schools, home care visits, home visits unless specified by the preceptor. Please check with the preceptor and or site manager.

Home Visit: Upon entering a client or patient's home, please remove your shoes and be respectful of the person's home. If traveling in another health professional's car, ask whether you may eat or drink in the vehicle before doing so.

### **Grading**

For all pharmacy practice rotations, the grading will be Credit/No Credit

### **Preceptor Evaluation of Students**

Preceptors will be asked to evaluate the student(s) in mid-rotation and at the last visit of the rotation. Evaluations are completed in the Internet-based, CORE data system and available to the course coordinator. Final evaluations must be completed within 48 hours or 2 business days of the last day of the student experience.

If the mid-point evaluation is less than satisfactory or if there is a possibility that the student will not pass the experiential, it is the responsibility of the student to seek advice from the course coordinator.

It is the responsibility of the student to ensure the preceptor has submitted the final evaluation to the course coordinator.

Grade appeals will be done through the DKICP process to challenge a grade.

### **Evaluations of Sites and Preceptors**

Students must complete the evaluation of their site and preceptor online thru CORE. All students will be provided with a login and password at the beginning of their PY1 year. The evaluation should be filled out and

shared with the preceptor before the last day of the rotation.

Comments and problems with preceptor and/or site should be addressed with the preceptor as problems occur throughout the semester. Ongoing problems or difficult issues with preceptors should be directed to the Experiential Office who will discuss the issues with the appropriate coordinator and preceptor. All issues from the student must be documented with examples and situations described. All comments will be logged on an audit log for ACPE review of sites with documentation of resolution by the Office of Experimentals.

### **FERPA- Family Educational Rights and Privacy Act**

All information regarding student activity and performance is kept as confidential information by the College of Pharmacy.

### **Gifts to Preceptors**

Most hospitals and organizations have a policy that does not allow employees to accept gifts from patients or students. Students shall refrain from giving gifts or benefits to site preceptors that could influence the way a preceptor carries out their duties and induces them to act in a way that is contrary to the known rules of honesty and integrity. Appreciation via gifts of food to site preceptors and their departments are appropriate.

### **Health Insurance**

All students are required to maintain health insurance for their participation in the experiential portion of the curriculum. DKICP has no preference or recommendation of coverage. Please be aware that the University and their affiliated sites are not responsible for any form of payment if you become sick or injured at school or while on a rotation. It is important that you have health insurance to cover any health care expenses you may acquire as a student.

### **Health and Immunization Policy**

The health policy for pharmacy students will insure students:

- Adequate protection against specific diseases;
- Undergo initial screening for health problems and annually for tuberculosis
- Are aware of the risks of exposure to diseases and disability;
- Are covered by and understand the provisions of their health insurance policy.
- Comply with all screening and updates required by future rotation sites.

<b>Vaccine</b>	<b>Requirement</b>
Measles/Mumps/Rubella (MMR)	Positive Titers for Measles (Rubeola), Mumps, and Rubella <b>OR</b> documentation of 2 MMR vaccinations
Hepatitis B	Positive Hepatitis B Surface Antibody <b>Titer</b>
Varicella	Positive Varicella Titer <b>OR</b> documentation of 2 Varicella vaccinations
Tetanus/Diphtheria/Pertussis	Tdap vaccination within the past 10 years <b>AND</b> documented history of at least 2 additional tetanus, diphtheria, and/or including pertussis vaccinations (Td / Tdap / DPT / DT / DTaP / DTP)



<p>TB Screening</p>	<p>Two step PPD within the past 12 months <b>OR</b>  Two PPD's given 12 months or less apart  If history of a positive PPD:  -Documentation of the positive PPD <b>AND</b>  -Chest X-ray within the past 12 months indicating no signs of pulmonary TB</p> <p>Maintain annual TB screening thereafter</p>
<p>Influenza</p>	<p>As required per site</p>
<p>CPR</p>	<p>All students are responsible to be CPR-BCLS certified. The only course accepted is through the <b>American Heart Association Basic Life Support (BLS) Provider</b>. An AHA BLS Provider course will be offered during fall of P1 year and must be maintained through the end of 4<sup>th</sup> year. Online CPR renewals are not acceptable.</p>

**Housing**

Students are responsible for securing their own housing for all IPPE/APPE rotations.

**Intern License**

State of Hawai'i: Students will be eligible to apply for a Hawai'i intern license during their first professional year. State of Hawai'i Applications will be available to students in the fall semester of their first professional year. An active intern license is required for all PPE's completed after their 1<sup>st</sup> thru 4<sup>th</sup> professional years.

Other States: It will be the students' responsibility to inquire about the pharmacist intern license process with the respective State Board of Pharmacy. Students completing APPE rotations being in other states must have an active intern license prior to starting any APPE rotation.

Pharmacy Intern Licenses/Requests for Signatures and School Seals

All forms, applications, letters, and other documents requiring verification of enrollment, signatures, or official college seals, including pharmacy intern license applications and letters from the Dean's Office verifying student enrollment, may be dropped off in person with the Director of Student Services. These documents require routing to various offices and individuals and cannot be completed immediately. They will be processed as quickly as possible, however, please plan ahead and submit forms as early as possible.

**Intern Hours**

Each state varies on this practical experience requirement and it is the students' responsibility to inquire with the respective State Board of Pharmacy when seeking licensure.

**Leave of Absence**

Any Leaves of Absence for medical reasons will be in adherence with the General Leave of Absence policy of the UH Hilo. (See Student Handbook)

**Mental Health Services**

The DKCIP recognizes that mental health problems can take many forms that may affect a student's academic performance or personal adjustment. Causes may range from academic stress, personal problems, substance abuse and chemical dependency to major mental illness. In all cases, early recognition and prompt treatment is the most effective approach, and students are encourage to utilize resources identified and/or provided by the UH Hilo campus.

**Orientation to Site** (See Appendix for Orientation Checklist)

- Student must contact the preceptor at least two weeks prior to the start of a new IPPE or APPE rotation block to make arrangements for start times and other site logistics. Student should contact the Office of Experientials if they experience any difficulty contacting their preceptor.
- Student(s) must attend any orientation or any mandatory Human Resource Sessions as dictated by the experiential site. There will be no substitution unless discussed and agreed upon by the experiential site preceptor and course coordinator.
- Student will follow all specific policies, procedures and requirements regarding specific sites.
- Student will review with their preceptor expectations of the rotation during the first days of the rotation; this includes the Goals and Expectation Form. Specific rotation activities/assignments are a required part of rotations and must be completed on time (refer to syllabus).
- Students should NOT utilize pharmacists or technicians sign-ons to experiential site computers. They should use their assigned sign-ons if given one.
- Internet access to web sites that are not related to medicine or pharmacy is strictly prohibited at all sites especially on site computers. Violation of this policy may result in immediate dismissal from the site.

### **Portfolio (Electronic)**

The student is expected to keep their **electronic CORE portfolio** up to date for each rotation, which will include the following:

1. Address, email, and phone number
2. Emergency contact name, relationship, and phone number
3. Annual PPD  
**OR** If positive PPD- Enter “PPD #1” with date of positive PPD reading and size **AND** enter “Chest X-Ray”
4. Positive Hepatitis B Titer (optional to enter Hep B #1, #2, #3 vaccinations)
5. M.M.R. #1 & #2 **OR** Positive Measles, Mumps, AND Rubella titer
6. Tdap vaccine
7. Tetanus (Td / Tdap / DPT / DT / DTap / DTP) #1 & #2
8. Varicella #1 & #2 **OR** Positive Varicella titer
9. Health Insurance
10. American Heart Association BLS Provider CPR certificate or card(front and back with signature)
11. Annual Pharmacist Letter- Training completion statements for:
  - a. -HIPAA& Privacy
  - b. -HIPAA & Security
  - c. -Blood Borne Pathogens
  - d. Medicare Fraud, Waste, and Abuse
12. Immunization certification (P1 Spring)
13. NABP eProfile # (P1 Spring, when you sign up for immunization training)
14. Pharmacy Intern license (P1 Spring)
15. Curriculum Vitae (P1 Spring)

Students are expected to keep their **CORE PORTFOLIO** current, including curriculum vitae, address, email, phone, and emergency contact information. Immunization and certification due dates should also be monitored in CORE. *\*NOTE: Some sites may ask for hard copy of specific items, i.e. intern license*

### **Professional Liability Insurance**

All students are required to purchase professional liability insurance for their participation in the experiential portion of the curriculum. Payment is collected at the beginning of each academic year, with the exception of

your P4 payment which will be collected during Spring of your P3 year.

### **Scope of Practice**

Students are not to perform the following activities without the supervision of the site preceptor or designee.

- Dispense medications
- Evaluation of drug therapy
- Suggestions on drug therapy to patients or health care professionals
- Patient education or advice
- Compound or dispense medications without supervision
- Receive verbal orders for prescriptions from physicians or transfer of prescriptions

### **Sexual Harassment**

The University of Hawai'i at Hilo is committed to providing an environment in which students and employees can study and work without intimidation, hostility, or unreasonable interference. Sexual harassment is a form of sex discrimination and is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and university policy and will not be tolerated. Sexual harassment is illegal and unwelcome behavior of a sexual nature. It may occur between a faculty member and student, employer and employee, or between students or co-workers. Both men and women can be victims and it can occur between people of the same or opposite sex. It can be physical, verbal or nonverbal. The UH policy on Sexual Harassment may be found at: <http://www.Hawai'i.edu/apis/ep/e1/generalp.html>

### **Social Media/Networking**

Students are to remain mindful of the potential risks of using social media. See Social Media Guidelines for Student Pharmacists in the Student Administrative Policies of the Student Handbook.

### **Transportation**

Students are required to provide their own transportation for all experiential rotations. It is the student's responsibility to assure that he/she has appropriate arrangements for transportation to/from rotation sites throughout the curriculum. Transportation is **not** provided by the College. Students are not considered an agent or an employee of the University and are not insured for any accidents or mishaps that may occur during any traveling that is done as a part of the student's professional program. Rotation sites will primarily be confined to the greater Hilo area for P1 and P2 years, but may extend to other islands of Hawai'i. P3 and P4 years will extend to islands of Oahu, Kauai, Maui and West Hawai'i. Accommodations for rotation sites assignments will **NOT** be made based upon transportation needs. If parking is not free at a site, it will be the student's responsibility to pay for any parking fees.

### **Work**

Work is not an excuse for missed rotation days/activities, and/or competencies on time. Students should not schedule work during rotation hours. Any work schedule that conflicts with a student's ability to perform all required rotation assignments to the satisfaction of the preceptor will jeopardize the student's evaluation and may result in failure of the rotation.

# Infection Control and Exposure Management

(Copied from DKICP PPE Policy and Procedures Student Manual)

## Introduction

The exposure of pharmacists to infectious diseases and transmission by pharmacist of infectious agents is fairly low risk. As pharmacists become increasingly involved with direct patient care, the risk of being involved in transmission of an infectious agent, either to the pharmacist or to another individual will increase. Pharmacists have the potential to be involved in infectious disease transmission if they participate in:

1. Response to cardiac arrest resuscitation or participation on rapid response teams.
2. Patient evaluation (particularly if the evaluation includes any physical examination of the patient by the pharmacist)
3. Phlebotomy to evaluate drug and non-drug (e.g. glucose) plasma/serum concentrations.

Pharmacists and other pharmacy personnel can also directly cause infection transmission due to improper use of aseptic technique when preparing sterile products.

## INFECTION EXPOSURE PREVENTION

All students are required to comply with the following measures designed to minimize transmission of infectious disease.

1. Universal Precautions – Students must treat all blood, saliva, and other body fluids as if known to be infectious with a blood born pathogen. As such, students must follow the following procedures:
  - a. Washing hands: all students and faculty must wash their hands **before** touching patients, preparing a sterile product or eating while on rotation or at work. Hand washing should also be performed **after** touching patients, using gloves (in sterile product production as well), wiping one's nose or mouth, contact with any other body substances and using the bathroom. Hand gel is permissible as well.
  - b. Personal barriers:
    - Gloves – clean gloves should be put on immediately prior to a contact with a patient's mucous membranes or open skin, before entry into a patient's room where glove use is required, and preceding any phlebotomy. Use of gloves is required during preparation of sterile products. The student will adhere to sterile technique and all institutional policy that upholds USP 797.
    - Facial barriers – masks, goggles, and face shields should be worn when splashing or splattering of body fluids into nose, mouth or eyes could occur. Masks must be put on prior to entry into a room where mask use is required.
    - Isolation signs should be respected. This may require mask, glove, and/or gown, according to instructions on the door of the patient's room, before entering the room. Students should ask their preceptors for guidance regarding when they should enter isolation rooms.
    - Students handling any materials with body fluids must dispose of all materials in a marked biohazard bag.
    - All biohazard materials and medical waste must be thrown away into the appropriate marked container.
  - c. Management of sharps: All Policy and Procedure from the rotation site will be followed regarding sharps.

Most pharmacists' involvement with needles occurs during the preparation of sterile products. In this case, there is little danger of serious infectious complications resulting from needle puncture to a person preparing these products, although injury could result from accidental introduction of caustic chemicals via needle puncture.

Pharmacists may also be involved with potentially infectious contaminated sharps during a code situation or when drug monitoring requires the use of phlebotomy.

As mentioned, improper sterile technique could introduce pathogens into a medication. The proper precautions should be observed:

- Discard all sharps into correctly labeled rigid plastic containers with no needles protruding.
- Needles or other sharps should NEVER be re-capped unless it is unavoidable.
- A syringe with an uncapped needle should never be handed to another person. Uncapped syringes should be placed on a sterile or clean surface and then picked up by the other person.

2. Personal sickness: Students with following should not go to the rotation site and receive a written note from their physician for an excused absence.
  - a. Productive/uncontrollable cough or sneezing
  - b. Fever (oral temperature > 100 F)
  - c. Unidentified rash
  - d. Excessive nasal discharge
  - e. Vomiting
  - f. Diarrhea

The student should contact the preceptor and present the appropriate document to the preceptor and course coordinator before or at the next site visit. If an absence is excused due to illness and a site visit is missed, the student must still makeup that site visit.

3. Pregnancy  
Female students, who are pregnant or suspect pregnancy, should use extra caution when around body fluids or try to avoid patients who may have communicable diseases. Health care facility policy and procedure will be followed in cases of pregnancy in a student.

#### **HIV Policy or Infectious Hepatitis status**

- There is no mandatory testing of students by the College of Pharmacy
- Students who believe they are at risk for HIV (Human Immunodeficiency Virus) infection either by behavior or exposure are encouraged to seek testing.
- Every effort will be made to protect the personal rights of HIV positive students, including the right to freedom from unwanted disparate treatment and improper handling of private information. All information related to students' HIV status will be held in strictest confidence.
- In order to provide expert and safe patient care, any modification of the pharmacy practice experiences of the HIV positive pharmacy student will be determined on a case-by-case basis, taking into account the nature of the experience, the technical expertise of the infected person, and the risks posed by HIV carriage, attendant functional disabilities and the transmissibility of simultaneously carried infectious diseases.

Students are not required to tell the DKICP their HIV or infectious hepatitis status. However, the DKICP will work closely with any student who may be HIV positive to place that student in experience sites which are likely to pose less risk of significant exposure to infectious diseases. The DKICP will also work with students with infectious hepatitis who are concerned about potential disease transmission.

Information regarding the blood borne pathogen status of any student will be considered highly confidential by the staff member and should not be shared.

#### **EXPOSURE MANAGEMENT**

Students should discuss potential exposure to any infectious agents with the preceptor as soon as possible. If the preceptor feels the exposure was significant or if the preceptor is not comfortable making a judgement as to whether the exposure was significant, the preceptor should discuss this with the course coordinator and/or the Director of Clinical Education.

**If body fluid exposure occurs, the following steps should be taken.**

Any exposure will follow this general policy but will defer to any policies or procedures of the institution in which the exposure occurs.

- Immediately remove gloves, clothing soaked with blood or other high-risk body fluids, and place in biohazard container.
- Wash any potentially exposed site with antiseptic soap and water, unless material entered the eyes. In this case, the eyes should be flushed constantly for 15 minutes.
- Inform the preceptor, employee health services of the institution and /or emergency department at the site where the exposure occurred.
- Seek emergency medical care.
- If necessary, ask for initiation of HBV, Hepatitis C(HCV) and HIV protocol
- Contact the Director of Clinical Education as soon as possible. Avoid signing any Incident Report or Accident Report form until the Director of Clinical Education has consulted with Risk Management of the institution. If a significant exposure is determined to have occurred, the Director of Clinical Education will work closely with the student to determine the best course of action.

**If exposure to other communicable diseases occurs:**

- Tuberculosis: All students should have baseline TB screening prior to beginning their experiential. Follow-up skin test or chest x-ray should be done 10-12 weeks after the exposure.
- Chicken pox. All students should have verbal history of chicken pox or immunization with the varicella vaccine. A titer may be measured shortly after exposure if there is any question of immune status. If the titer is negative, the student will not be able to attend the rotation from the tenth day after exposure until the 26<sup>th</sup> day of exposure. If this occurs, the Director of Clinical Education will try to work out alternative arrangements between student and preceptor so that credit is not lost.
- Measles, mumps, rubella, pertussis. If exposure to any of these diseases occurs, it will be considered on a case-by-case basis.
- Meningococcal disease or Haemophilus influenza meningitis exposure. Possible exposures will be dealt with on a case-by-case basis. If exposure is determined, appropriate medical intervention will be instituted.
- Hepatitis A, B, or C. – Will be evaluated on a case-by-case basis.

**If exposure to hazardous chemicals occurs:**

- Wash any exposed sites if applicable
- Institute any safety or hazardous protocol from the institution.

# DKICP Co-Curricular Plan

Effective Fall Semester 2018 for Class of 2022, and subsequent Classes

Co-curricular activities complement what students learn in the classroom and can contribute significantly in developing the values and attitudes of the profession of Pharmacy. The DKICP co-curricular plan was designed to encourage student involvement in different types of activities, and provide a framework for tracking participation. The College has defined five domains, or “types” of co-curricular activities, as shown in Section 1, below. In Section 2, the DKICP outlines its expectations for student participation. Although completion of the co-curricular benchmarks is not an academic requirement for completion of the PharmD degree, we encourage student involvement as a means to reinforce and apply what is learned in the classroom, and to enhance one’s personal and professional growth. To incentivize student involvement, those meeting the co-curricular benchmarks outlined in Section 2 will be recognized with a special cord to wear along with their graduation regalia. Section 3, below, outlines the educational outcomes of the co-curriculum, which provides educators with a framework for monitoring student achievement and the attainment of their programmatic goals at the DKICP. Section 4, below, explains the processes by which student involvement in the co-curriculum will be tracked and reported.

## SECTION 1. DOMAINS (types of co-curricular activities)

### Area 1. Physical Screening and Services (examples):

- Blood glucose, A1c
- BP
- BMI
- Immunizations

### Area 2. Patient Counseling (examples):

- Medication brown bag
- Nutrition
- Diabetes
- Smoking cessation
- Hypertension

### Area 3. Educational Outreach (examples):

- Health Education/Information Booths
- School and Community Education

*Example topics:* Tobacco use/cessation; Illicit drugs/prescription med abuse; Diet and hygiene; Diabetes management; Cardiovascular health; Immunization education

### Area 4. Student Leadership (examples):

- Provide tutoring and review sessions to other Pharmacy students
- Organize and/or deliver a pharmacy-related workshop or symposium
- Provide a significant leadership role in a health fair or educational outreach activity
- Participate in a clinical skills competition
- Mentoring other students in preparation for health fairs or related professional activities
- Serve as a member on a DKICP or UH Hilo committee (e.g. curriculum or assessment committees) or HPhA

- Serve a leadership role in a student-run professional organization or on student council
- Complete StrengthsQuest, Strengths Finder, or other leadership assessment tool

**Area 5. Professional Activities** (examples):

- Attend a professional meeting/conference related to the profession of Pharmacy
- Attend a continuing education (CE) event
- Present a poster or deliver a presentation at a state or national meeting related to the profession of Pharmacy
- Author/co-author a research publication in a peer-reviewed journal
- Author/co-author a non-research article in a state or national professional publication
- Attend a professional development workshops or seminar (e.g. TIPed conference)
- Participate in legislative advocacy at the local, state or federal level
- Complete CITI Training (Human Subjects Protection)

**SECTION 1 FOOTNOTES:**

\*IPPE, course-related, and employment-related activities may not be used in satisfaction of co-curricular benchmarks.

**SECTION 2. BENCHMARKS (expectations for student involvement)**

**Minimum\* Number of Co-Curricular Events for Satisfactory Progress:**

**Years P1-P3:** (each with a submitted reflection statement)\*\*

**Area 1.** Physical screening: **2 events**

**Area 2.** Patient counseling: **2 events**

**Area 3.** Educational outreach: **3 events**

**Area 4.** Student leadership: **1 event**

**Area 5.** Professional activities: **2 events**

**Faculty Advisor Meeting.** Once every semester: **6 meetings\*\*\***

**SECTION 2 FOOTNOTES:**

**\*Students completing the co-curricular benchmarks shall receive acknowledgment** at the DKICP annual awards banquet and given a cord recognizing their accomplishment to wear with their graduation regalia.

**\*\*Students are required to upload a reflection statement** (written in 11 or 12-point font with 1-inch margins) **within one week of attending each event that they want counted toward the minimum requirement.** Students may submit additional reflection statements, to include on their co-curricular transcript.

**\*\*\*Students are required to meet with assigned faculty advisors at least once each semester,** as part of the co-curricular benchmarks. At these meetings, the faculty member will review the student's academic performance, co-curricular progress, experiential education assessments (IPPE evaluation), reflection statements, electronic dossier and CV progress, and career plans. A checklist will be provided to faculty advisors to facilitate these meetings, and completed checklists will be submitted to the "co-curricular sub-committee" to verify that the advising meeting was held.



## SECTION 3. EDUCATIONAL OUTCOMES (of Co-Curricular Involvement)

### **A. EXAMPLE CAPE Educational Outcomes Relevant to Co-Curricular Activities\***

- **Domain 3 - Approach to Practice and Care**
  - **3.1. Problem Solving (Problem Solver)** – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.
  - **3.2. Educator (Educator)** – Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.
  - **3.3. Patient Advocacy (Advocate)** - Assure that patients’ best interests are represented.
  - **3.4. Interprofessional collaboration (Collaborator)** – Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.
  - **3.5. Cultural sensitivity (Includer)** - Recognize social determinants of health to diminish disparities and inequities in access to quality care.
  - **3.6. Communication (Communicator)** – Effectively communicate verbally and nonverbally when interacting with an individual, group, or organization.
  
- **Domain 4 – Personal and Professional Development**
  - **4.1. Self-awareness (Self-aware)** – Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
  - **4.2. Leadership (Leader)** - Demonstrate responsibility for creating and achieving shared goals, regardless of position.
  - **4.3. Innovation and Entrepreneurship (Innovator)** - Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
  - **4.4. Professionalism (Professional)** - Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

### **B. EXAMPLE Learning Objectives for Co-Curricular Activities\***

- Develop an event plan which balances available resources, patient access to care, and identifies and meets the needs of a targeted population.
- Provide leadership amongst peers and work as a part of interprofessional teams to plan and execute events.
- Communicate effectively and professionally with event organizers, preceptors, and student volunteers while planning event.
- Ensure that information and services are accurate, relevant and appropriate for the intended audience.
- Reflect on the implementation of the event, the impact on the targeted population, and identify specific plans to improve future performance.
- Communicate assertively, persuasively, confidently, and clearly, demonstrating empathy during patient interactions.
- Display positive self-esteem and confidence when working with others.
- Provide education to patient, including basic information regarding the significance of the health screening activity being performed.

- Demonstrate persistence and flexibility in all situations and seek assistance from peers, faculty or preceptors when appropriate.
- Communicate information effectively with patients from various cultural backgrounds in a professional and respectable manner.
- Document patient care activities clearly, concisely, and accurately using appropriate medical terminology.
- Demonstrate satisfactory competency of skills to a faculty member before presenting health education information, consultation, health screening or professional advocacy.

### **SECTION 3 FOOTNOTES:**

\***CAPE outcomes** (at the “x.x.x level”) and **Learning Objectives** (examples shown above) will be entered by the Student Affairs Office (in consultation with the “co-curricular sub-committee”) for each activity posted. Additional CAPE outcomes and/or Learning objectives (other than those listed) may be used, depending on the nature of the event.

### **SECTION 4. TRACKING (of student involvement)**

- **Campus Labs software** will be used as the primary method for student organizations and DKICP faculty and staff for creating, tracking, and internal reporting of co-curricular events.
- **Android/iPhone check-in app** (Campus Labs software) will be used to record student attendance at co-curricular events will be recorded by the host organization. If event is DKICP-sponsored, then attendance will be recorded by faculty or staff designated by the “Co-curricular sub-committee” either at the event (*via* check-in app) or afterward (with appropriate evidence of student attendance)
- **Reflection statements** will be submitted (uploaded *via* Campus Labs) for each activity that the student wants to have counted towards completion of the DKICP co-curricular benchmarks.
- **Co-curricular transcripts** will be made available to students (membership, roles, events, hours, reflections, etc.) and will allow students to monitor individual progression towards completion of the DKICP co-curricular benchmarks.

# Professional Standards

“Student Pharmacist” is the sole title recognized by the American Association of Colleges of Pharmacy (AACCP), American Pharmacists Association (APhA), American Society of Health-System Pharmacists (ASHP) and other professional organizations. The use of any other title (Doctor of Pharmacy Candidate, Pharm.D. Candidate, Pharm.D. C, etc.) is unprofessional and reflects poorly on the student and the DKICP.

Student pharmacists are expected to act professionally in all of their dealings with the DKICP and the community. Responsible behavior, respect for others, good judgment, and cooperation are qualities valued by the pharmacy profession. Students are encouraged to cultivate these qualities during their didactic and professional experience with the DKICP. The Oath of a Pharmacist, the Pledge of Professionalism, the Code of Ethics for Pharmacists, and the Student Code of Professionalism are documents which emphasize the importance of these qualities in the Pharmacy profession.

## Oath of a Pharmacist

*This Oath was adopted by the American Association of Colleges of Pharmacy (AACCP) House of Delegates in July 2007 and has been approved by the American Pharmacists Association.*

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

*I will consider the welfare of humanity and relief of suffering my primary concerns.*

*I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for my patients.*

*I will respect and protect all personal and health information entrusted to me.*

*I will accept the lifelong obligation to improve my professional knowledge and competence.*

*I will hold myself and my colleagues to the highest principles of our profession’s moral, ethical, and legal conduct.*

*I will embrace and advocate changes that improve patient care.*

*I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.*

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

## Code of Ethics for Pharmacists

*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994.*

*“A pharmacist respects the covenantal relationship between the patient and pharmacist.*

*A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.*

*A pharmacist respects the autonomy and dignity of each patient.*

A *pharmacist* acts with honesty and integrity in professional relationships.

A *pharmacist* maintains professional competence.

A *pharmacist* respects the values and abilities of colleagues and other health professionals.

A *pharmacist* serves individual, community, and societal needs.

A *pharmacist* seeks justice in the distribution of health resources.”

## **Pledge of Professionalism**

*Developed by the American Pharmaceutical Association Academy of Students of Pharmacy/American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994.*

“As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity must be an essential part of my everyday life and I must practice pharmacy with honesty and commitment to service. To accomplish this goal of professional development, I as a student of pharmacy should:

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

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

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

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

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

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

## **The Daniel K. Inouye College of Pharmacy Student Code of Professionalism**

Students enrolled in the Doctor of Pharmacy professional program are expected to conduct themselves in a manner that is respectful towards all individuals (fellow students, faculty, staff, preceptors, patients, etc) in all settings (on campus and in the community), involved in their education and training. The Daniel K. Inouye College of Pharmacy (DKICP) is committed to instilling a sense of professionalism and a desire to adhere to this professional code of conduct. While the institution must create an environment in which professional attributes may be cultivated, each student (as a future member of the profession) has the responsibility to uphold the honor of the profession and accept and practice its standards of conduct.

The following Code of Professionalism, written and adopted by the students of UH Hilo DKICP, represents what we deem critical in displaying professional conduct as pharmacists. The conduct expected of ourselves and our peers includes, but is not limited to, the following:

### **Conduct at rotation sites:**

#### **I agree to...**

Arrive on time, every time.

Wear appropriate attire: this includes my white coat, appropriate name badge, closed-toe shoes, etc. Appropriate attire does NOT include jeans, shorts, t-shirts, tennis shoes, tight or revealing clothing or other casual attire. I recognize that this applies to all professional activities and events.

Treat all patients and health professionals at all rotation sites with respect.

Leave my cellular phone at home or switched off during the entirety of rotation activities.

### **Conduct in the classroom:**

#### **I agree to...**

Arrive on time to each class, lab or exam. I recognize that arriving late to a class, lab, exam, or presentation is disruptive to the presenter(s) and to my fellow classmates.

Only leave the classroom when **absolutely necessary**, i.e., if I need to use the restroom and cannot wait until class is over, have an emergency phone call, or another similar situation.

Always ask the exam proctor for explicit permission in the event that I need to use the restroom during an examination.

Avoid personal conversations and distracting activities during lectures and presentations.

Keep my full attention on the classroom activity, and avoid other activities during class (e.g., browsing the internet, playing video games, personal electronic communications, etc.), because I recognize that these behaviors are distracting and disrespectful to my peers, faculty and guests.

Leave my cellular phone at home or switched off while attending class activities.

Contribute to group activities and projects to the extent that I expect other members of the group to contribute.

**Conduct on campus:**

**I agree to** treat the UH facilities and equipment including, but not limited to, parking areas, classrooms, student lounge, break-out rooms, restrooms, patio area, etc. with respect and care. I understand that I am expected to clean up after myself in these common areas.

**Conduct associated with being a pharmacist:**

**I promise to avoid** all behavior, inside and outside the classroom, that could cause embarrassment to myself, my peers, DKICP, affiliated organizations and sites. I recognize that my behavior inside and outside the classroom affects how the public perceives our college and our profession.

**Enforcement of this Code:**

If you feel that any of your peers have violated the DKICP code of Professionalism, please contact:

Daryl Masanda, Director of Student Services  
darylm@hawaii.edu, Ph: (808) 932-7134, Mod 3318A Room 109

Lara Gomez, Pharm D., Associate Dean of Academic Affairs  
lhgomez@hawaii.edu, Ph: (808) 932-7697, Mod 3318A Room 106

You may also report violations through your class liaisons who will in turn report the violation to the Director of Student Services and Associate Dean of Academic Affairs. All reports of violation to the Code will be kept strictly confidential and thoroughly investigated. When necessary, appropriate action will be taken by the Associate Dean of Academic Affairs.

# The Daniel K. Inouye College of Pharmacy Student Involvement Opportunities

With multiple fraternities, organizations and projects to participate in, the Daniel K. Inouye College of Pharmacy offers its students a variety of involvement opportunities that will challenge their leadership, serve their community, and transfer their classroom learning into an experiential environment. For more information contact the organizations listed below or stop by the Office of Student Services.

## DKICP Student Class Councils

The DKICP Student Class Councils serve as the organizational and representative bodies of the DKICP P1, P2, P3, and P4 classes. Each council's primary goals are to foster unity and friendship among their class, coordinate fundraising efforts, host and promote participation in community service and social events, and act as a forum for student and faculty concerns. Each DKICP student class council carries on the ideals and traditions of the Daniel K. Inouye College of Pharmacy as well as establishes new ones for generations to come.

### 2020 Student Class Council

Faculty Advisor: Julie Adrian, DVM  
President: Tony Moua [tmoua@hawaii.edu](mailto:tmoua@hawaii.edu)

### 2021 Student Class Council

Faculty Advisor: Michelle Kim, Pharm.D.  
President: Destinee Ogas [drogas@hawaii.edu](mailto:drogas@hawaii.edu)

### 2022 Student Class Council

Faculty Advisor: Bryce Fukunaga, Pharm.D.  
President: Cleighton Lagmay [clagmay3@hawaii.edu](mailto:clagmay3@hawaii.edu)

## The American Association of Pharmaceutical Scientists (AAPS)

The University of Hawaii at Hilo (UH Hilo) Student Chapter of AAPS is devoted to furthering the goals and objectives of AAPS by providing a local forum for graduate and postdoctoral students at UH Hilo who are interested in the Pharmaceutical Sciences. Our focus is to incorporate UH Hilo's distinctive location in the Pacific Rim, unique environment and diverse student interest as the driving forces to further the AAPS goal of propagating scientific knowledge to the public and scientific communities at the local, regional, national and international levels.

## Academy of Managed Care Pharmacy

AMCP's mission is to empower its members to serve society by using sound medication management principles and strategies to improve health care for all. Managed care pharmacy principles are based upon the use of scientific evidence to achieve healthy outcomes while making the best use of money spent on medications and their management.

## American Pharmacist Association – Academy of Student Pharmacists (APhA-ASP)

APhA-ASP Hawai'i Chapter is the Daniel K. Inouye College of Pharmacy's first and largest professional student organization. Our Chapter is part of a nationwide organization that consists of more

than 30,000 student pharmacists from each of the 113 schools and colleges of pharmacy nationwide. The mission of APhA-ASP is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. They hold annual health fairs and go to local schools and teach students how to compound, as well as many other events. For more information, please contact one of the Chapter officers with any questions you may have or please visit our [facebook page](#).

### **DKICP Chapter of National Community Pharmacist Association (NCPA)**

The National Community Pharmacists Association, founded in 1898 as the National Association of Retail Druggists (NARD), represents the pharmacist owners, managers, and employees more than 23,000 independent community pharmacies across the United States. The nation's independent pharmacies, independent pharmacy franchises, and independent chains dispense nearly half of the nation's retail prescription medicines. The nation's independent pharmacists are small business entrepreneurs and multifaceted health care providers who represent a vital part of the United States' health care delivery system. They have roots in America's communities. They are community leaders actively involved in community-oriented public health, civic, and volunteer projects. Many hold local elected offices; others serve as state legislators. NCPA Student Chapters offer pharmacy students a wide array of opportunities to broaden and enrich their educational experience, gain valuable, real world skills, and have some fun in the process. Some of these opportunities include: hosting roundtable discussions, conducting health screenings, presenting expert speakers, networking, developing leadership, and providing valuable public services.

### **Phi Delta Chi Professional Pharmacy Fraternity Gamma Theta Chapter**

Established in at the DKICP in the Spring of 2010, the Gamma Theta chapter for Phi Delta Chi fraternity is the DKICP's first professional fraternity. PHI DELTA CHI, *a lifelong experience*, promotes scholastic, professional, and social growth in its members while developing leaders to advance the profession of pharmacy. PDC strives to provide quality services to its patients, thereby advancing public health and strengthening its members as health professionals.

### **Hawai'i Student Society of Health-Systems Pharmacy (HSSHP)**

The mission of the Hawai'i Student Society of Health-Systems Pharmacy is to increase student awareness of pharmacy practice in health systems; provide information to students about career directions and credentials needed for pharmacy practice in health systems; and encourage membership and participation in the state society and ASHP as a student and upon graduation. In conjunction with the Hawai'i Pharmacists Association, the Hawai'i Student Society of Health-Systems Pharmacist strives to advance and support the practice of pharmacy by improving the quality of care throughout the healthcare continuum in collaboration with our patient and members of the healthcare team. HSSHP is devoted to providing a forum where students, interested in health-systems pharmacy, may exchange ideas. We are dedicated to helping aspiring students interested in health-systems pharmacy practices realize their goals and dreams of working in a hospital setting and providing them a resource to attaining that goal.

### **Industry Pharmacists Organization (IPhO)**

Industry Pharmacists Organization is dedicated to preparing student pharmacists for a successful and rewarding career in the pharmaceutical and biopharmaceutical industry.

### **Kappa Psi Pharmaceutical Fraternity Epsilon Psi Chapter**

Kappa Psi Pharmaceutical Fraternity is the oldest and largest professional pharmacy fraternity in the



world. Kappa Psi strives to promote the field of pharmacy through the benefits of fraternal affiliation and innovation. The objectives of Kappa Psi are: (a) To conduct a professional fraternal organization for the mutual benefit of its members; (b) To develop industry, sobriety, and fellowship; (c) To foster high ideals, scholarship, and pharmaceutical research; (d) To support all projects which will advance the profession of pharmacy and to actively participate in them; (e) To inspire in its members a deep and lasting pride in their Fraternity and in the profession of pharmacy; (f) To render such other services to its members and its profession as may seem feasible and as may be in accordance with the constitution and bylaws of the Fraternity.

### **Rho Chi Society Delta Iota Chapter**

The academic honor society in pharmacy was established in 1922 and is a member of the Association of College Honor Societies. The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The society further encourages high standards of conduct and character and fosters fellowship among its members. The society seeks universal recognition of its members as lifelong intellectual leaders in pharmacy, and as a community of scholars, to instill the desire to pursue intellectual excellence and critical inquiry to advance the profession. Eligibility for membership is granted to the top 20% of each class after 1.5 years of didactic course work.

### **Phi Lambda Sigma Pharmacy Leadership Society Delta Lambda Chapter (PLS)**

Phi Lambda Sigma (PLS) Pharmacy Leadership Society was established in 1965 at Auburn University. The mission of PLS is to support pharmacy leadership commitment by recognizing leaders and fostering leadership development. At the DKICP, the Delta Lambda Chapter of PLS was chartered on September 14, 2013 and its members have been focused on promoting and encouraging leadership development among pharmacy students. The chapter is very active at the DKICP and upholds the ideals of leadership by example. Membership into PLS is a lifelong commitment and represents ones dedication to leadership in the pharmacy profession.

### **UHHSA College Senator**

The University of Hawaii at Hilo Student Association looks to accurately represent the views of the entire student body. They act as a liaison between the student body and the college administration through active collaboration with faculty, state legislatures and student organizations. They also encourage participation in campus governance and the college community.

The DKICP Senator represents the Daniel K. Inouye College of Pharmacy to the rest of the Student Senate, the UH Hilo student body, UH administrators, and state legislators. The senator chairs several committees and helps DKICP student organizations to gain support from UHHSA.

### **DKICP Tobacco Prevention Project (DTPP)**

The mission of the DKICP Tobacco Prevention Project (DTPP) is to provide outstanding education to the public on the harmful health effects of tobacco. In doing so, it strives to prevent the use of tobacco products in our community. Its primary goal is to educate, preserve, and improve the lives of all of our community members, adults and children alike.

### **Pacific Islander Mobile Screening Clinic Project (PIMSC)**

The Pacific Islander Mobile Clinic works to offer wellness screenings to underserved populations in Hawai'i. Its goal is to reach out to populations that are not comfortable in readily seeking health care

services through the use of interpreters, church leaders, and other prominent members of these communities. In addition, the mobile clinic provides volunteer opportunities to local high school students to serve as interpreters. In so doing, it is the hope that one day, these students will not only be able to help their communities but may also become members of the field of medicine.

### **ALOHA Project (A Life of Health and Awareness)**

The ALOHA Project is a student-led project that focuses on increasing public awareness education for the local community; both of which are included in the Healthy People 2020 mission. The project also offers educational and experiential opportunities for the students that participate in implementing the project. The ALOHA Project utilizes a unique approach: having many smaller health screening events at community pharmacies, as well as collaborating with UH Hilo nursing students to foster a team approach to patient care.

**THE DANIEL K. INOUE COLLEGE OF PHARMACY  
AT THE UNIVERSITY OF HAWAII AT HILO  
STUDENT COUNCIL BYLAWS**

Article I: DUTIES OF THE CLASS OFFICERS

A. President

1. Shall oversee the class officers of his/her pharmacy class.
2. Shall be the primary contact for addressing class-wide issues to the Dean's Office.
3. Shall prepare agendas and preside over monthly meetings of the class officers.
4. Shall oversee the duties of his/her student council. He/she reserves the right to reallocate responsibilities of the class officers as he/she sees fit.
5. He/she reserves the right to call a vote requiring two-thirds vote of the class officers to ask for the resignation of an officer who fails to fulfill the duties of his/her office.
6. Shall reassign responsibilities on an interim basis in the event of the resignation or removal of a class officer.
7. Shall approve all expenditures made by the Treasurer.
8. Shall encourage classmates within his/her class to participate as student committee representatives (i.e. Admissions, Assessment, Curriculum, Professionalism, and Distance Learning).
9. Shall serve as a liaison between classes.
10. Shall communicate pertinent information of his/her respective class to the other class Presidents.
11. Shall relay received information from other class Presidents to his/her class officers.

B. Vice President

1. Shall have all the rights and responsibilities of the President in his/her absence.
2. Shall assume the position of President and a new Vice President shall be elected in accordance with the election guidelines in the event of resignation or removal of the President.
3. Shall reserve the right to call a vote requiring two-thirds vote of the student council members to ask for the resignation of the President who fails to fulfill the duties of his/her office. This will need to be confirmed by a majority vote of the class.
4. Shall receive and look over the agenda prepared by the President at least 2 days prior to each monthly meeting of the class officers, then send out the agenda to all other class officers.
5. Shall coordinate and organize class fundraisers in conjunction with the Treasurer.
6. Shall coordinate and organize class-wide community outreach events.
7. Shall oversee the operations of each student council generated committee (i.e. yearbook, fundraising, etc.).

C. Treasurer

1. Shall approve all expenditures made by all class officers, including the President, but excluding his/her self.
2. Shall keep a current and accurate account of class receipts, expenditures, and obligations.
3. Shall complete and submit an End-of-Year report of expenditures, donations, and profits on behalf of the student council.

D. Secretary

1. Shall keep full accurate and permanent minutes of the class officer meetings.

2. Shall work with the Historian and Bulletin Editor to ensure minutes are appropriately distributed to class.

E. Public Relations Coordinator

1. Shall maintain a consistent means of appropriate communication for the class (e.g. class website, monthly newsletter, various social media platforms, etc.).
2. Shall coordinate with the Historian to document class events and accomplishments.
3. Shall coordinate with the Activities Coordinators to promote class participation in events.
4. Shall contribute no less than one article per semester to Kawili La'au pertaining to the activities of the class.

F. Delegate

1. The P2 Delegate shall coordinate the election of the P1 class officers.
2. The P2 Delegate shall coordinate and organize the mentorship program with his/her class and the P1 class.

G. Historians (2)

1. Shall have primary responsibility for documentation of all class events and accomplishments.
2. Shall submit written and visual documentation of all class events and accomplishments for the class website and student organizations to the appropriate class officer.
3. Shall organize and chair the Yearbook Committee.
4. Shall coordinate with the Bulletin Editor to document class events and accomplishments.
5. Shall coordinate with Historians of other classes and student organizations for written and visual documentation of events.

H. Activities Coordinators (2)

1. Shall organize class professional events.
2. Shall organize class social events.
3. Shall interact and work with faculty & staff on DKICP events.
4. Shall work with other class Activities Coordinators on professional and social events.

I. Class Liaisons (2)

1. Shall work together to address class concerns to faculty & staff regarding exams, grading, presentations, etc.
2. Shall formally solicit feedback about courses from all class members and convey that input to the appropriate faculty and/or staff member.
3. Shall disseminate a summary of class feedback and faculty members' responses to the class at large.
4. Shall work with the Activities Coordinators to organize and coordinate refrigerator, microwave, and breakout room cleaning in designated student areas.

## Article II: ELECTION OF OFFICERS

A. Election Procedures for Class Officers, excluding Class Liaisons, will be as follows:

1. All candidates shall prepare a statement of purpose on the last day of November of the first semester to the P2 Class Delegate, which will be publicized the following day.
2. All candidates for a position will give a speech of no more than two minutes on the last day of instruction of the first semester.
3. Closed-ballot voting will take place on the first day of final exams of the first semester.

4. A majority vote of the students present is required for election. In the event that a majority is not obtained, there will be a re-election with a ballot that consists of the two candidates with the most votes.
- B. Election Procedures for P1 Class Liaisons will be as follows:
1. Election will be for two P1 Class Liaisons who shall serve an interim position for the first semester and a term of one semester for the second semester.
  2. All candidates shall prepare a statement of purpose on the first Friday of classes of the respective semester to the P2 Class Delegate, which will be publicized the following day.
  3. Closed-ballot voting will take place during the first class meeting in September for the first semester and during regular elections for the second semester.
  4. A majority vote of the students present is required for election. In the event that a majority is not obtained, there will be a re-election with a ballot that consists of the two candidates with the most votes.
- C. Election Procedures for P2 and P3 Class Liaisons will be as follows:
1. Election will be for two P2 and two P3 Class Liaisons who shall serve a term of one academic year.
  2. All candidates shall prepare a statement of purpose on the first Friday of classes to their respective Class Delegate, which will be publicized the following day.
  3. Closed-ballot voting will take place during the first class meeting in September.
  4. A majority vote (50% + 1) of the students present is required for election. In the event that a majority is not obtained, there will be a re-election with a ballot that consists of the two candidates who receive the most votes.

#### Article III: PROCEDURES FOR COUNCIL MEETINGS

All meetings shall follow Robert's Rules of Order. <http://www.robertsrules.org/rror--00.htm>

#### Article IV: FINANCE

Authorized signers for financial purposes shall be the President and Treasurer.

#### Article V: COMMITTEES

DKICP Committees listed below shall consist of one P1, one P2, and one P3 student representative. Searches for the student candidates will take place during the start of the Fall Semester for the P2 and P3 cohorts, and during the start of the Spring Semester for the P1 cohort. All candidates shall prepare a statement of purpose to be forwarded to their respective Class President. Class Officers shall select three nominees from each class by a majority vote of the Class Officers, from which the Committee shall select one student from each class. Student representatives will serve for a one year term.

##### A. DKICP Committees with Student Representatives

1. Admissions Committee
2. Assessment Committee
3. Curriculum Committee
4. Distance Learning Committee
5. Professionalism Committee

*Last Amended January 16, 2018*

**THE DANIEL K. INOUE COLLEGE OF PHARMACY  
AT THE UNIVERSITY OF HAWAII HILO  
STUDENT COUNCIL CONSTITUTION**

Article I: NAME

The students at the Daniel K. Inouye College of Pharmacy (DKICP) at the University of Hawaii at Hilo shall be known collectively as the Student Body. Their official representative body shall be known as the Class Officers.

Article II: PURPOSE

The purpose of the Student Council shall be to coordinate the activities of and to represent the students in order to preserve and maintain the good name and traditions of the DKICP.

Article III: POWERS

The Student Council will have the right and power to develop policies, set standards, and to make and enforce any rules necessary for the betterment of the DKICP's interests and activities.

Article IV: MEMBERSHIP

A. Student Body

All registered students at the DKICP shall be members of the Student Body regardless of race, creed, color, age, national origin, ethnic background, gender, disability or handicapped status, sexual orientation, or religion.

B. Class Officers

Any member of the Student Body in good academic and disciplinary standing as outlined in the Student Handbook is eligible to serve on the Student Council of their respective class. No individual may hold more than one class officer position on the Student Council at any given time.

Article V: CLASS OFFICERS

Each class shall consist of the following elected officers: President, Vice President, Treasurer, Secretary, Bulletin Editor, Delegate, Historians (2), Activity Coordinators (2), and Class Liaisons (2). The duties and responsibilities of the officers, duration of their office, and the manner of their election shall be designated in the Bylaws. Each class shall have a Faculty Advisor selected by the class officers at the first meeting of the second semester with the approval of the Faculty Advisor's Department Chair.

Article VI: COMMITTEES

The Class Officers may create committees that are deemed necessary. Committees may consist of any student volunteers and be chaired as designated in the Bylaws. Removal and reappointment of committee members shall be at the discretion of the Class Officers.

Article VII: ELECTIONS

Class Officers shall be nominated and elected by the Student Body. Members' term, excluding Class Liaisons, will be for the duration of their academic career in pharmacy school. Class Liaisons' term will be for one semester during the P1 year, one academic year during the P2 and P3 years, and may seek re-election upon completion of their term. The election procedure shall be provided in the Bylaws. Any member may resign by submission of a written resignation to the Class President and Faculty Advisor. An Officer may be impeached by a two-thirds vote of the Class Officers.

#### Article VIII: MEETINGS

1. Call to Meetings

The President shall call regular monthly meetings. A majority of the Class Officers shall constitute a quorum. Meetings shall be open to the Student Body and faculty members.

2. Special Meetings

Special meetings of the Class Officers may be called to consider a special item of business by any member of the Class Officers.

#### Article IX: BYLAWS

The Student Council shall have the right to develop and adopt Bylaws as may be necessary for the conduct of its business. Bylaws shall not in any way conflict with the provisions of the Constitution.

#### Article X: AMENDMENTS

Amendments to the Constitution and Bylaws may be made, upon a two-thirds vote of the Class Officers, followed by a majority vote of the P1, P2, and P3 classes.

#### Article XI: VACANT POSITIONS

In the event that there are no candidates for a Class Officer position(s), a second election of the vacant position(s) shall take place by the second week of the semester and follow the election procedure provided in the Bylaws. If any vacant position(s) remains after the second election, the Council shall reallocate responsibilities of that position to the elected Class Officers or hold another election as seen fit.

#### Article XII: GRAND COUNCIL

A Grand Student Council meeting shall convene no less than once a year in the beginning of the Spring semester. This meeting will encompass all members of the P1, P2, and P3 Class Councils and serve as an opportunity to review the Constitution and Bylaws, as well as to pass down information to the newly elected P1 officers.

*Last Amended March 2, 2017*

# DKICP Extracurricular Policy and Procedures

## Introduction

For the purpose of this policy, DKICP organizations include:

Professional Student Organizations & Student Led-Projects:

- American Association of Pharmaceutical Scientists (AAPS)
- American Pharmacist Association – Academy of Student Pharmacists (APhA-ASP)
  - o ALOHA Project
- Blue Zones Committee
- DKICP Tobacco Prevention Project (What About Tobacco)
- National Community Pharmacist Association (NCPA)
- Hawai'i Student Society of Health-Systems Pharmacy & Academy of Managed Care Pharmacy (HSSHP & AMCP)
- Rho Chi Society, Delta Iota Chapter
- Pacific Islander Mobile Screening Clinic (PIMSC)
- Phi Lambda Sigma, Delta Lambda Chapter (PLS)
- DKICP P1, P2, P3, P4 Class Councils

Professional Fraternities:

- Phi Delta Chi, Gamma Theta Chapter (PDC)
- Kappa Psi, Epsilon Psi Chapter(KΨ)

Student leaders include elected and appointed leadership positions in professional student organizations, student-led projects and professional fraternities.

## Extracurricular Activity

1. All extracurricular activities shall begin no sooner than the third Monday following the start of instruction in the Fall semester except as otherwise noted below:
2. The following may begin prior to the third Monday following the start of instruction in the Fall semester:
  - a. Executive board meetings for professional student organizations, student-led projects and professional fraternities
  - b. DKICP Health Fair planning and community outreach training activities
3. Professional fraternities shall:
  - a. Begin pledging activities no sooner than the Monday following the Annual DKICP Health Fair in the Fall Semester. Rush activities shall begin no sooner than the third Monday following the start of instruction in the Fall semester.
  - b. Conclude all pledging activities one week before finals week in the Fall semester.
  - c. Resume pledging activities at the start of instruction in the Spring Semester.
4. All DKICP organizations shall submit an activity plan (template provided by the Office of Student Services) by the third Monday following the start of instruction for each semester to their respective faculty advisor(s) for approval. The approved activity plan must be submitted to the Office of Student Services prior to the student organization reserving any meeting rooms. *\*Subject to change based on approved co-curricular plan*
5. Any additional activities not listed on the approved activity plan must receive prior approval by their respective faculty advisor(s) and be submitted to the Office of Student Services.
6. Every effort should be made to ensure that scheduled events and room reservations do not exceed the



approved time periods.

7. Any violation of the above may result in disciplinary action to the organization.

### **Leadership and Participation**

1. Leadership Positions: In order to hold any student leadership position, a student pharmacist must be enrolled as a full-time student at DKICP and maintain a minimum 3.0 cumulative GPA.
2. Students on academic probation may not participate in any extracurricular activities except for academic activities (tutoring, review sessions and open study sessions) and activities needed to fulfill co-curricular requirements. *\*Subject to change based on approved co-curricular plan*

### **Student Organization Fundraising Guidelines**

Fundraising activities must be approved by each DKICP organization's respective faculty advisor(s) and the Office of Student Services.

### **DKICP Extracurricular Policy and Procedures Implementation**

For general questions about this policy, please see the Student Support Specialist or Director of Student Services. GPA requirements and clarification will be handled by the Director of Student Services.

# The Daniel K. Inouye College of Pharmacy Scholarship Program

All DKICP scholarship funds come from a variety of sources such as private donors, professional associations, and state and local business firms. The purpose of the Daniel K. Inouye College of Pharmacy scholarship program is to recognize and reward students who have demonstrated outstanding academic performance and have shown a commitment to leadership and community activities within the college. Many awards also consider financial need. The scholarship awards imply the expectation of continued exceptional performance and leadership by the recipients in the years ahead. Scholarships are contingent upon availability of funds and the continued commitment of our generous sponsors. Students are encouraged to apply for the DKICP scholarships annually by submitting an on-line scholarship application. A link to the on-line scholarship application can be found by visiting:

<http://www.uhh.hawaii.edu/financialaid/> and clicking on “Scholarship Opportunities Application.”

The on-line application opens in January of each academic year and closes at the beginning of March. The DKICP Scholarship Award Committee will select recipients and the scholarship award money will be applied to your tuition and cost of living expenses for the following academic year.

## Scholarships Previously Awarded via the Daniel K. Inouye College of Pharmacy and the UH Foundation

### Aloha Shoyu Pharmacy Scholarship:

Brian Tanigawa, President of Aloha Shoyu, had a longtime career as a pharmacist before taking over as president of the Aloha Shoyu Company which is one of Hawaii’s leaders in soy sauce sales. Under his leadership, the company established the Aloha Shoyu Pharmacy Scholarship in 2012 to support DKICP student pharmacists that exhibit strong academic performance and achievement.

### The UH Hilo Class of 2013 Scholarship:

Before graduating, the DKICP 2013 Class Council presented a gift to the college by establishing the UH Hilo DKICP Class of 2013 Scholarship to support DKICP student pharmacists who exhibit academic merit and leadership that promotes DKICP.

### Good Neighbor Pharmacy Scholarship

One scholarship available for a full-time student pursuing a PharmD degree at UH Hilo. Recipient must have an interest in independent community pharmacy with a desire to own their own store. Selection will consider both academic merit and financial need. The amount of the scholarship will be based on the availability of funds.

### Walgreens Diversity Scholarship

Scholarships are for full-time students who are pursuing a PharmD degree at UH Hilo. Recipients must have a minimum 2.0 GPA and have demonstrated efforts toward raising awareness and/or educating others of diversity in the Pharmacy profession. This scholarship will not be awarded twice to the same individual. The number and amount of the scholarships will be based on the availability of funds.

### Haga Family Endowed Scholarship

Michi Haga-Miller established the Haga Family Endowed Scholarship in 2009 in memory of her father Tokushichi Haga who was an iisei, or first generation Japanese immigrant who came from Fukushima, Japan to work on a sugar plantation in Hawaii. Consideration for this scholarship includes factors such as academic performance and financial need. Recipients must have a 3.0 GPA or higher. Preference is given to Big Island High School graduates. The number and amount of the scholarships will be based on the availability of funds.

National Association of Chain Drug Stores (NACDS) Foundation Pharmacy Partners Scholarship  
Scholarships are for full-time students who are pursuing a Pharm.D degree at UH Hilo. Recipients must have interest in pursuing a career in community pharmacy. The number and amount of the scholarships will be based on the availability of funds.

J.M. Long Foundation Pharmacy Scholarship  
Scholarships are for full-time students who are pursuing a Pharm.D degree at UH Hilo and preference is given to students in their 2<sup>nd</sup> or 3<sup>rd</sup> professional year of study. Recipients must have interest in practicing in a retail community setting. Selection will consider both academic merit and financial need. The number and amount of the scholarships will be based on the availability of funds.

Grace Miyawaki Pharmacy Scholarship  
Grace Mizuko Miyawaki is an avid supporter of the Daniel K. Inouye College of Pharmacy who was a hospital pharmacist who retired as the Director of the Inpatient Pharmacy Department at Kuakini Medical Center. Grace established the Grace Mizuko Miyawaki Endowed Scholarship in Pharmacy in 2009 in memory of her parents, Jitsuo and Sawa Doi Miyawaki. This scholarship supports DKICP student pharmacists who exhibit leadership and achievement that promotes DKICP. Preference is given to students who have graduated from a high school in Hawai'i. The number and amount of the scholarships will be based on the availability of funds.

CoP Wal-Mart Scholarship  
Scholarships are for full-time students who are pursuing a Pharm.D degree at UH Hilo. Recipients must have financial need, a minimum 3.0 GPA, desire to enter community practice and demonstrated evidence of leadership. Preference for this award will be for individuals who have achieved high academic standing over the past three years and have previous experience in community practice. The amount of the scholarships will be based on the availability of funds.

CVS Caremark  
Scholarships are for full-time students who are pursuing a Pharm.D degree at UH Hilo. Recipients must have interest in retail pharmacy. This scholarship will not be awarded twice to the same individual. The number and amount of the scholarships will be based on the availability of funds.

UH Hilo CoP Alumni Association Scholarship:  
The UH Hilo DKICP Alumni Association chapter established a scholarship to recognize students whom exhibit academic merit and leadership that promotes DKICP and who have a strong interest in participating in DKICP Alumni Association chapter activities.

Elwin & Valerie Goo Endowed Excellence Scholarship:  
Elwin and Valerie Goo are avid supporters of the Daniel K. Inouye College of Pharmacy. Elwin

retired in 2008 after a 30-year career with the US Department of Defense, Federal Civil Service where he served as Chief of Pharmacy Service in the US Army Health Clinic at Scholfield Barracks and Chief of Inpatient Pharmacy at Tripler Army Medical Center. Elwin and Valerie established the Elwin & Valerie Goo Endowed Excellence Scholarship in 2011 to support DKICP students that exhibit strong academic performance and achievement.

**Edwin and Georgiana Kam Endowed Excellence Scholarship:**

Edwin and Georgiana Kam were born and raised on Oahu. Georgiana purchased and managed City Pharmacy from 1980 for nearly 30 years until she sold City Pharmacy to Longs/CVS in 2008. The product of hard-working Chinese-American families, the Kams are big believers in education and DKICP. Establishing this scholarship in 2012, they hope to encourage students with an entrepreneurial spirit and passion to pursue their particular area of interest in innovative pharmacy practice.

**Mr. Nagakatsu Kumao Otsuka and Dr. Raymond Masashi Otsuka Memorial Scholarship**

Dr. Anthony Otsuka who retired from the DKICP Pharmaceutical Sciences Department in 2015, established the Mr. Nagakatsu Kumao Otsuka and Dr. Raymond Masashi Otsuka Memorial Scholarship to honor his father and Grandfather by providing scholarship assistance to students at the Daniel K. Inouye College of Pharmacy. Recipients for this scholarship are chosen based on a competitive process which takes into consideration a variety of factors including demonstrating promise in contributing to the health of people in the State of Hawaii and/or health sciences research.

**John M. and Mimi F. Pezzuto Excellence Scholarship:**

Longtime supporters of DKICP, Dr. Hany Guirguis and Adele Etinas, who were co-owners of Mina Pharmacy, established the John M. and Mimi F. Pezzuto Excellence Scholarship in 2015 to recognize DKICP's founding Dean and his wife for their contributions to the creation of our college. Scholarship recipients are chosen based on a competitive process which takes into consideration a variety of factors including academic merit and leadership that promotes DKICP.

**Ron and Alice Taniguchi Endowed Scholarship in Pharmacy**

Dr. Ronald Taniguchi and his wife Alice Taniguchi endowed this scholarship in 2013 to support third and fourth year student pharmacists at DKICP that are high school graduates from the neighbor islands of Kaua'i, Moloka'i and Lana'i. Dr. Taniguchi capped a 40 year pharmacy career as a faculty member at DKICP, retiring in 2011.

**Awarded via The Daniel K. Inouye College of Pharmacy and University of Hawaii Hilo**

**The Daniel K. Inouye College of Pharmacy Merit Based Scholarship Award**

Students typically apply during admissions process and is based on academic achievement.

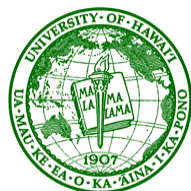


UNIVERSITY *of* HAWAI'I®

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**HILO**

**Campus Information**



## UH Hilo Telephone & Building Directory

Note: This listing is current as of July 2017. However, names, locations, and phone numbers may change over time. For the most complete and up-to-date information, please visit: <http://www.uhh.hawaii.edu/directory/index.php>

<u>Name</u>	<u>Phone #</u>
Campus Security	932-7013
Campus Operator/Switchboard	932-7446
<b>ADMINISTRATION</b>	
Chancellor	932-7348
Vice Chancellor - Academic Affairs	932-7332
Vice Chancellor - Administrative Affairs	932-7650
Vice Chancellor - Student Affairs	932-7445
University Relations	932-7339
<b>CAMPUS OFFICES</b>	
Alumni Affairs	932-7672
Athletics	932-7170
Board of Student Publications	932-7371
Bookstore	932-7394
Business Office	932-7397
Dining (Sodexo)	932-7352
Campus Center	932-7365
Campus Center Info Desk/Game Room	932-7365
Career Center	932-7777
Counseling Services	932-7465
Disability Services	932-7623
Equal Opportunity Employment/Affirmative Action	932-7641
Financial Aid	932-7449
Housing	932-7403
International Student Services	932-7467
Intramurals & Recreational Sports	932-7609
Ke Kalaheia (Student Newspaper)	932-7372
Kipuka Native Hawaiian Student Center	932-7418
Kilohana, The Academic Success Center	932-7287
Library	932-7286
Lost and Found	932-7365
Minority Access & Achievement Program	932-7463
Parking	932-7001
Technology Services and Support	932-7561
Women's Center	932-7381

# Campus Policies

These UH Hilo policies apply to all students and programs.

## UH Hilo Student Conduct Code

The complete UH Hilo Student Conduct Code may be found here:  
[https://hilo.hawaii.edu/studentaffairs/conduct/student\\_conduct.php](https://hilo.hawaii.edu/studentaffairs/conduct/student_conduct.php)

To report an alleged violation of the student conduct code, please contact the UH Hilo Director of Student Conduct (DSC), Karishma Kamath, by email: [karishma@hawaii.edu](mailto:karishma@hawaii.edu), or by phone: (808) 932-7472.

The DKICP ADAA is notified of incidents of DKICP student misconduct by the UH Hilo DSC. Records of student misconduct are retained within the UH Hilo Division of Student Affairs.

## UH Hilo Policies that Pertain to Student Rights and Responsibilities

The following policies may be found here: <https://hilo.hawaii.edu/studentaffairs/conduct/policies.php>

- Academic Complaint Policy
- Alcohol and Drugs
- Animals on Campus
- Computer Use
- Crime Awareness and Campus Security
- Disabilities
- Discrimination
- Facilities Use and Practices and Procedures
- Financial Aid Appeal Procedures
- Free Expression on the UH Hilo Campus
- Graduation
- Housing
- Missing Student Notification Policy and Procedures
- Records
- Residency
- Sexual Assault
- Student Conduct Code
- Student Employment Grievances
- Substance Abuse
- UH Systemwide Student Association
- Workplace Non-Violence

# UH Hilo Student Organizations

There are two kinds of student organizations at the UH Hilo. Chartered student organizations (CSOs) are authorized by the University's Board of Regents to receive and expend the mandatory student fees that you pay together with your tuition. Registered independent student organizations (RISOs), otherwise known as clubs, are groups of students with common interests in academic, social, recreational, spiritual, leisure or cultural pursuits. RISOs often get support from the CSOs for their activities. For information on how to form a RISO or for a listing of existing RISOs, go to:

<https://hilo.hawaii.edu/campuscenter/riso/>

The following are your *chartered student organizations* and the programs funded by your student fees.

For more information, go to: <http://www.uhh.hawaii.edu/campuscenter/organizations.php>

- Board of Media Broadcast (BOMB)
  - University Radio Hilo (URH)
  - Vulcan Video Productions (VVP)
- Board of Student Publications (BOSP)
  - Hohonu
  - Kanilehua
  - Ke Kalahea
- Campus Center Fee Board
- UH Hilo Student Activities Council
- UH Hilo Student Association (UHSA)

## Emergency Procedures

Whether you are living at home, off-campus or in on-campus residence halls, you should always be prepared for the variety of emergencies that could arise. The Big Island has had wind storms, earthquakes, tsunamis, hurricanes, and lava flows. It is wise to plan for and be familiar with emergency measures for each.

The UH Hilo Emergency Operations Plan for the following situations can be found here:

<https://hilo.hawaii.edu/emergency/>

- Fire
- Earthquake
- Severe Wind Storm
- Hurricane
- Tsunami or Flood
- Volcanic Eruption
- Hazardous Material Incident
- Major Utility Outage
- Explosion or Threat of Explosion
- Bomb Threat

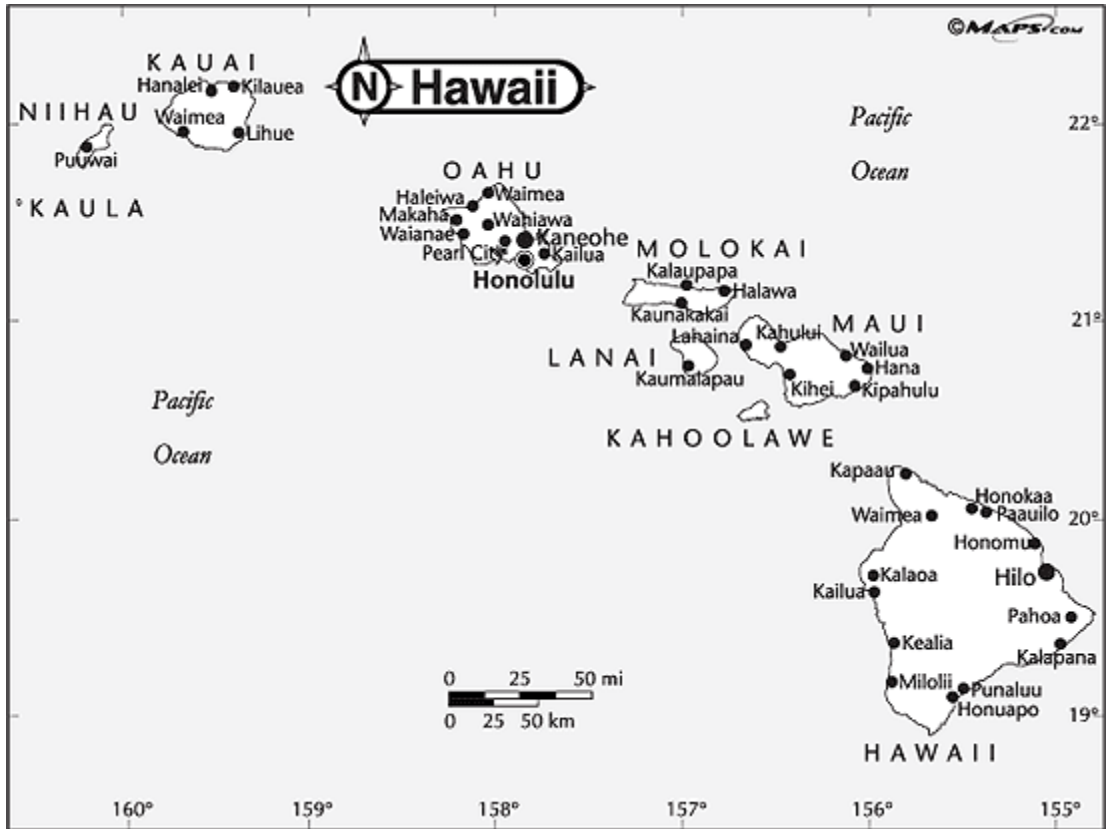


- Bioterrorist Threat
- Workplace Violence
- Shooting Incidents
- Civil Disturbance/Labor Strikes
- War

### **In Case of Injuries During an Emergency**

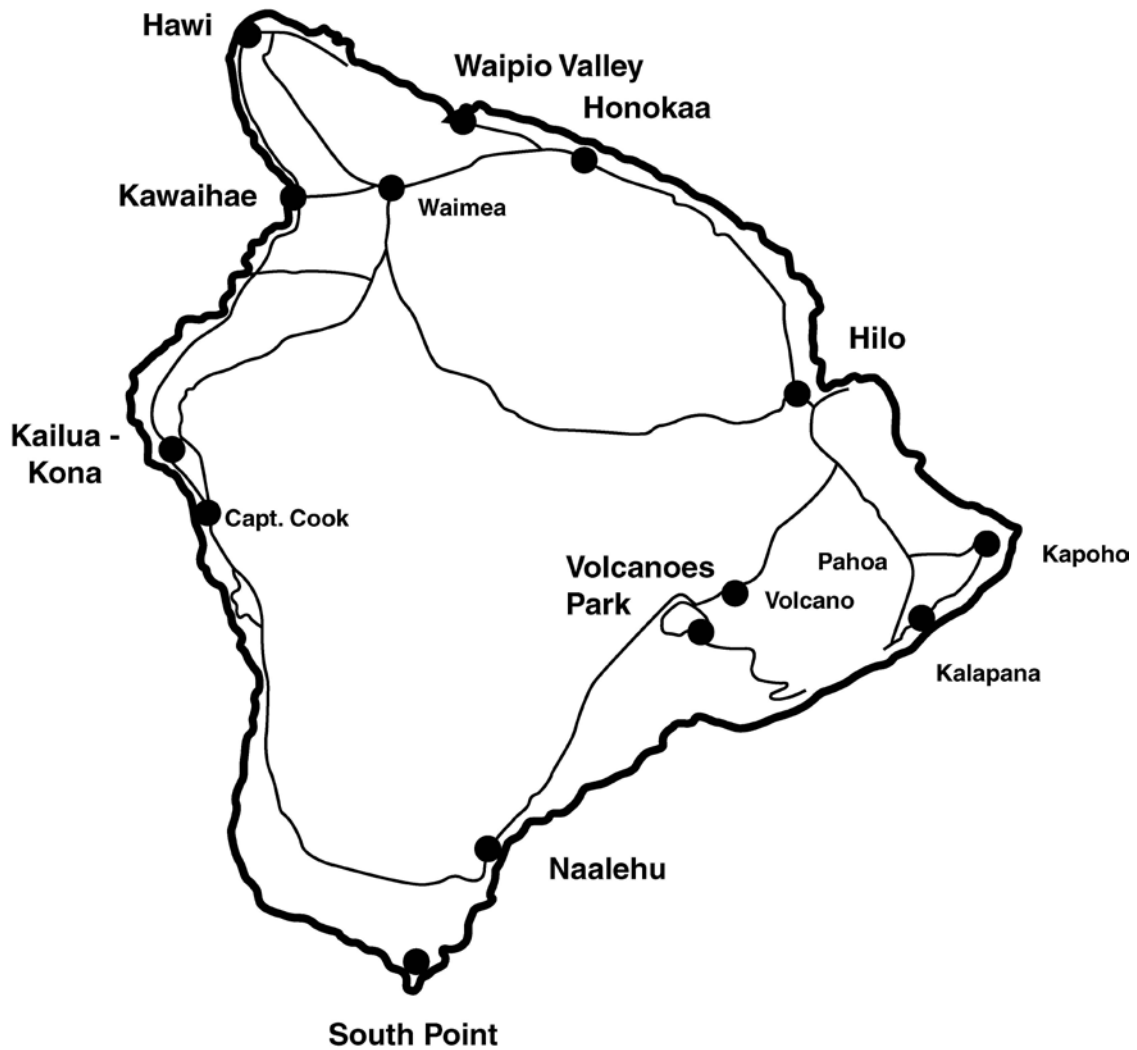
Remain calm. If someone is injured and needs assistance, immediately contact your residence hall staff, campus security or building administrator for assistance. Do not move the victim unless they are in a life threatening situation. Seek help by **calling 9-1-1** emergency assistance and inform campus security at 974-7911. University Staff members are not permitted to transport injured students.

# Map of the State of Hawai'i

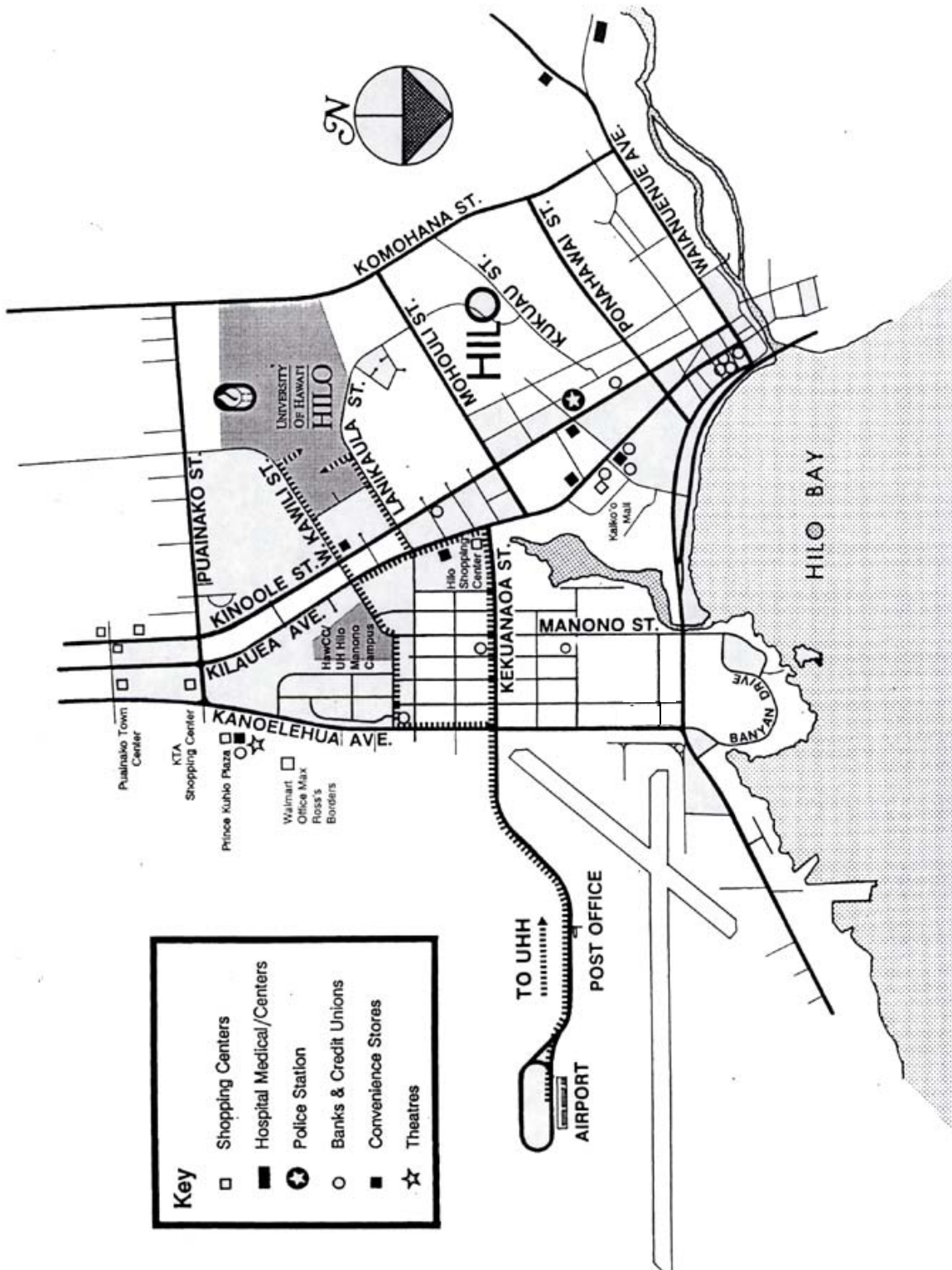


# Map of the Island of Hawai'i, "The Big Island"

(North is toward the top of the page)



# Map of Hilo

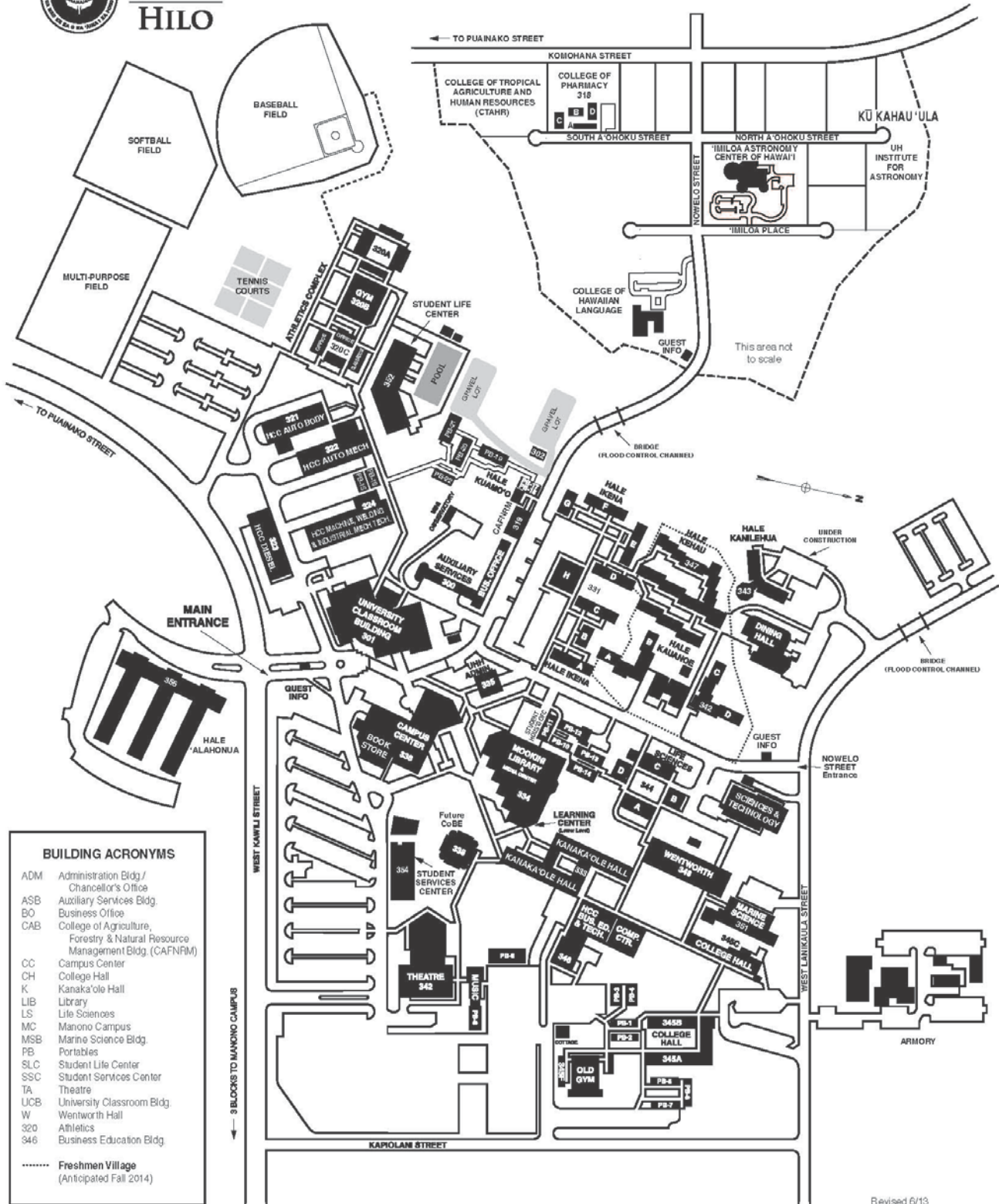


# Map of the University of Hawai'i at Hilo Campus



UNIVERSITY  
of HAWAII'  
**HILO**

Main Campus • 200 W. Kawili Street • Hilo, HI 96720-4091



Revised 6/13

# Hawai`i's State Song

## Hawai`i Pono`i

Words by King David Kalakaua, Music by Henri Berger

Hawai`i pono`i  
Nana i kou mo`i  
Ka lani ali`i,  
Ke ali`i

Makua lani e,  
Kamehameha e,  
Na kaua e pale,  
Me ka ihe

Hawai`i pono`i  
Nana i na ali`i  
Na pua muli kou  
Na poki`i

Hawai`i pono`i  
E ka lahui e  
`O kau hana nui  
E u`ie

Hawaii`s own true sons  
Be loyal to your chief  
Your country's liege and lord  
The chief

Royal father  
Kamehameha  
Shall defend in war  
With spears

Hawaii`s own true sons  
Look to your chief  
Those chiefs of younger birth  
Younger descent

Hawaii`s own true sons  
People of loyal heart  
The only duty lies  
List and abide

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