

IV. Standards for Students

A. Basis for Assessment

Description and Analysis

Organization of Office of Student and Professional Affairs

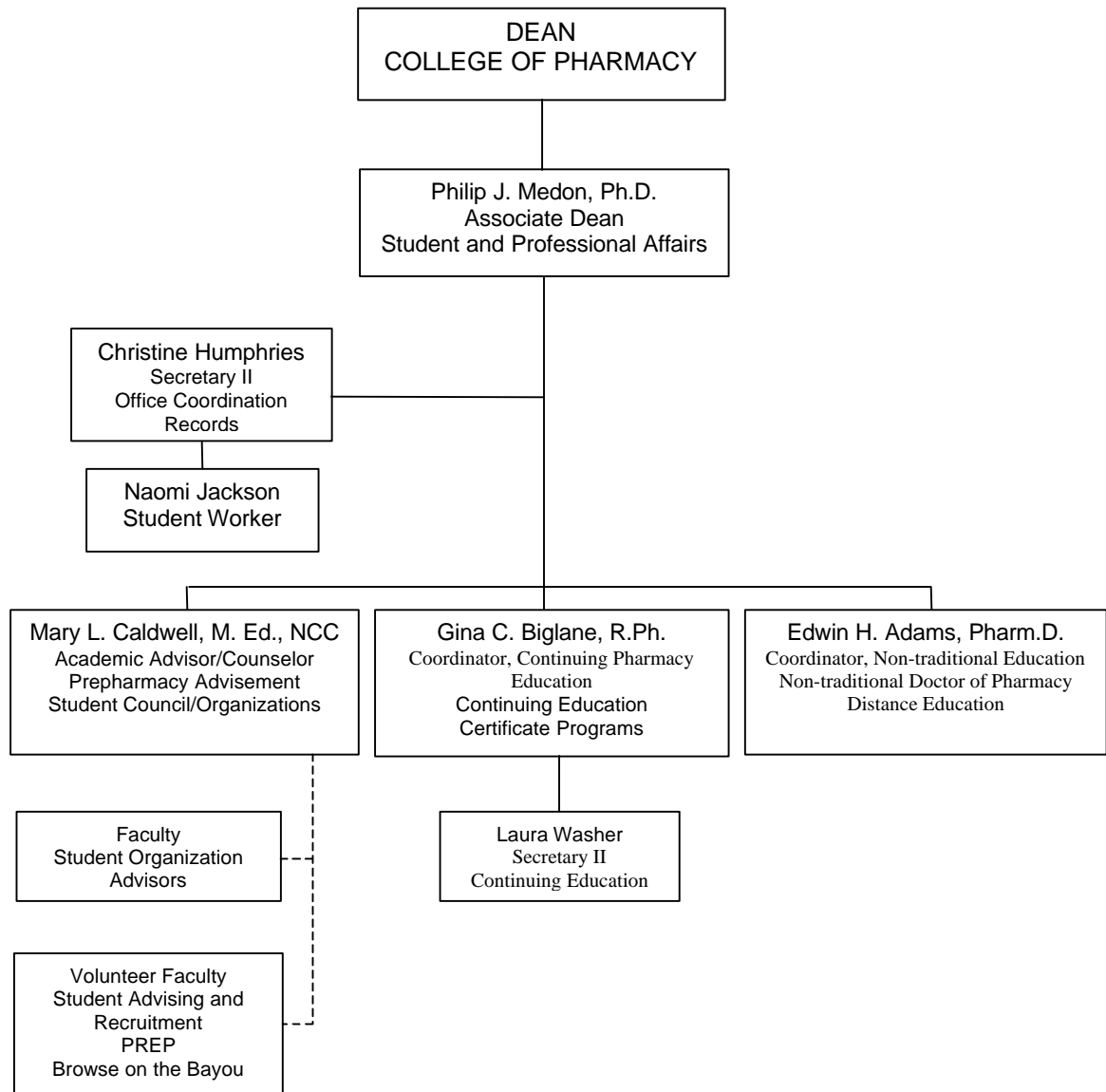
The Office of Student and Professional Affairs (OSPA) in the College of Pharmacy is responsible for most of the administrative activities normally considered in the realm student affairs. The OSPA works with the Dean of Student Affairs of The University of Louisiana at Monroe and other segments of the College of Pharmacy administration to complement and expand activities/responsibilities for students.

The College of Pharmacy is housed on the main campus of the University of Louisiana at Monroe, and the various offices and service facilities administered through the University also serve to promote and manage the activities of students enrolled in the professional program of the College of Pharmacy. In particular the Office of Student and Professional Affairs receives support and works with the Admissions Office, the Registrar, the Office of Student Affairs, the Counseling Center and the Office of Career Services of ULM.

The OSPA is administered through the Associate Dean of the College of Pharmacy and a small staff dedicated to the day-to-day activities of the office. See OSPA Organizational Chart. (Figure IV-A1] Although the OSPA is responsible for a wide range of functions within the College of Pharmacy, the office maintains primary responsibilities in the areas of recruitment, supervision of admission, coordination of academic advising and coordination of registration. The office staff includes one Secretary, an Advisor/Counselor, a Director of Continuing Pharmacy Education and a Director of Nontraditional Education.

Responsibilities for the maintenance of academic records and reports of student activities are coordinated with the Dean of the College of Pharmacy, the Director of Internal Operations and the Records Clerk. The Office of Student Affairs works with Internal Operations and the Office of the Dean to develop consistent and comprehensive records for pre-professional and professional students in the College of Pharmacy.

Figure IV-A. College of Pharmacy Office of Student and Professional Affairs
Organizational Chart



The OSPA also enjoys the benefits of a large cadre of volunteer support faculty/staff who assist in the coordination of student activities in the College of Pharmacy. This support faculty/staff includes but is not limited to:

1. Advisor, Academy of Students of Pharmacy (ASP): W. Greg Leader, Pharm.D.
2. Advisor, American Association of Health System Pharmacists: Nancy Toedter, Pharm.D.
3. Advisor, Kappa Epsilon Fraternity: Lesa Lawrence, Ph.D.
4. Advisor, Phi Delta Chi Fraternity: Edwin H. Adams, Pharm.D.
5. Advisor, Rho Chi Honorary Society: Samir Kouzi, Ph.D.
6. Advisor, Phi Lambda Sigma Leadership Society: William Kolling, Ph.D.
7. Advisor, Student Council: Lesa Lawrence, Ph.D. Ms. Mary Caldwell, Advisor/Counselor for the College of Pharmacy serves as Student Council liaison for the OSPA.
8. Other faculty volunteers for pre-pharmacy PREP activities, Honor Student Day, Browse on the Bayou, high-school recruitments, etc.

Description of Student Recruiting Process

The Office of Student and Professional Affairs is responsible for all academic recruitment, advisement and registration efforts of the College of Pharmacy, and the activities associated with each area vary according to the student's status as either pre-pharmacy or pharmacy. The primary difference between the two groups is open and unlimited admission into pre-pharmacy, with pharmacy admission being selective and limited. In addition, pre-pharmacy students may reside throughout the South Central region and beyond (and indeed many complete pre-pharmacy required courses at any accredited college/university) while pharmacy students all matriculate on the ULM campus. Because of these main differences, recruitment/advisement takes different forms. Support services of the Office of Student and Professional Affairs are available to both groups regardless of program/affiliations as necessary.

- ULM utilizes a multifaceted approach to student recruitment. The University Office of Enrollment Services works closely with the Dean's Office, and the OSPA in facilitating the recruitment process. Through this process the OSPA participates in numerous high school, junior college and other universities career day programs, as well as ULM's on-campus career- and scholar's day-activities. Mass mailings lists are also forwarded to the College of Pharmacy from Enrollment Services for signatures/ mailing. Individual responsive correspondence with potential students is prepared by the OSPA. These often coincide with receipt of ACT scores of potential applicants.

The OSPA coordinates, plans, and implements all NE-AHEC (Northeast Louisiana Area Health Education Center) programs that take place on the ULM campus. These programs include M*A*S*H* (Medical Application for Health Sciences), "AHEC of a Summer" High School Student Workshop and AHEC High School Counselor Workshop.

M*A*S*H is a two week on-campus camp during which time exceptional high school juniors and seniors participate in an intensive college class for college credit. This class is designed to introduce students to the various areas of Health Science careers. "AHEC of a Summer" High School Student Workshop is a one-day workshop in which students receive an overview of health science programs offered at ULM. "AHEC High School Counselor Workshop" is designed to inform and provide resources for High School Counselors who will in turn be better able to advise and assist their students in the selection of a major course of study.

The ULM College of Pharmacy also provides literature and information to pharmacists throughout the state when they are invited to participate in career day programs sponsored by their local area schools. Samples of recruitment materials utilized and/or provided by OSPA are included in Folio IV – A1.

In addition, the Office of Enrollment Services works closely with the OSPA in facilitating the recruitment process. Enrollment Services schedules appointments for visitors with the College of

Pharmacy pre-pharmacy Academic Advisor/Counselor (Ms. Mary Caldwell), coordinates participation in high school and junior college career planning activities and provides mail lists for direct mail campaigns. They forward requests for Pre-Pharmacy/Pharmacy information to the OSPA permitting the College of Pharmacy an opportunity to personally contact these students and develop a relationship with the student prior to high school graduation and during their pre-pharmacy careers at ULM or elsewhere.

- Admission to the University of Louisiana at Monroe as a pre-pharmacy declared major is accomplished through the ULM Office of Admissions operated by the Office of the Registrar. Beginning freshman are required to submit high school transcript or GED, ACT Scores, and proof of immunization. Admissions are open and there are no minimum academic criteria required of beginning freshman. Admission of pre-pharmacy transfer students is also accomplished through the ULM Office of Admissions. Such students must be eligible for continued enrollment in the institution from which they transfer and must provide appropriate academic transcripts and proof of immunizations.

As the only state-supported College of Pharmacy in Louisiana, the OSPA provides a link between students who are declared pre-pharmacy majors at ULM as well as those who are pursuing pre-pharmacy majors/coursework at other universities. This generally involves coordinating coursework and advisement directly with students at ULM and other universities, as well as working closely with other "advisors" at those Universities. A single academic advisor/counselor manages the advisement and registration of approximately 400 pre-pharmacy majors at ULM, and an estimated 150 students pursuing pre-pharmacy (or equivalent) at other universities. Because of the high work load that would be associated with advisement/registration for this number of students the OSPA utilizes mass advisement/registration assistance wherever possible [see Appendix IV - A6]

- The ULM College of Pharmacy maintains course equivalency listings for the following Universities to assist students enrolled at other Universities/Colleges.

1. University of Louisiana at Monroe
2. Other Louisiana Colleges/Universities
 - a. Baton Rouge Community College
 - b. Bossier Parish Community College
 - c. Centenary College
 - d. Delgado Community College
 - e. Dillard University
 - f. Grambling State University
 - g. Louisiana College
 - h. Louisiana State University at Alexandria
 - i. Louisiana State University at Baton Rouge
 - j. Louisiana State University at Eunice
 - k. Louisiana State University at Shreveport
 - l. Louisiana Tech University
 - m. Loyola University at New Orleans
 - n. McNeese State University
 - o. Nicholls State University
 - p. Northwestern State University
 - q. Nunez Community College
 - r. Our Lady of Holy Cross College
 - s. Our Lady of the Lake College
 - t. St. Joseph Seminary College
 - u. South Louisiana Community College
 - v. Southeastern Louisiana University

- w. Southern University at Baton Rouge
 - x. Southern University at New Orleans
 - y. Southern University at Shreveport
 - z. Tulane University
 - aa. University of Louisiana at Lafayette
 - bb. University of New Orleans
 - cc. Xavier University of Louisiana.
3. Arkansas Colleges/Universities
- a. Arkansas State University
 - b. Arkansas State University at Beebe
 - c. Central Baptist College
 - d. Harding University
 - e. South Arkansas Community College
 - f. Southern Arkansas University
 - g. Southern Baptist College
 - h. University of Arkansas at Fayetteville
 - i. University of Arkansas at Monticello
 - j. University of Central Arkansas
4. Florida Universities
- a. Florida International University
 - b. University of North Florida
5. Mississippi Colleges/Universities
- a. Belhaven College
 - b. Copiah-Lincoln Community College
 - c. Delta State University
 - d. Hinds Community College, Holmes Community College
 - e. Jackson State University
 - f. Mississippi College, Mississippi Delta Junior College
 - g. Mississippi Gulf Coast Community College, Mississippi State University
 - h. Pearl River Community College
 - i. Southwest Mississippi Community College
 - j. University of Mississippi
 - k. University of Southern Mississippi
 - l. William Carey College.
6. Texas Colleges/Universities
- a. Central Texas College
 - b. Cisco Junior College
 - c. East Texas Baptist College
 - d. Kilgore College
 - e. Lamar University at Beaumont
 - f. Panola College
 - g. Tarrant County Junior College
 - h. Texarkana College
 - i. Texas A & M University
 - j. Trinity Valley Community College
 - k. Tyler Junior College
 - l. University of Texas at Austin.
7. Others as required.

Students may complete requirements at any other accredited College or University. Upon submission and evaluation of catalogs from other University/Colleges students may receive pre-approval for courses at those Universities as being equivalent to ULM courses. In most instances this pre-approval process permits students to complete pre-pharmacy requirements at those Colleges/Universities, and this information is used to prepare equivalency listings for these Colleges/Universities for use by other interested students.

By continually updating pre-pharmacy course equivalencies at these universities as required, the College of Pharmacy has been able to effectively advise students throughout Louisiana and the region regarding course requirements for admissions to ULM College of Pharmacy.

Wherever possible, the ULM Office of Student and Professional Affairs maintains contact with academic advisors at other State and private universities who might be involved with pre-pharmacy students. Often this may require contact through the Chief Academic Officers of those institutions regarding significant changes in ULM's program. In addition, the OSPA has direct contact with identified academic advisors/students. The OSPA also attempts to keep in contact with all known pre-pharmacy majors who have expressed an interest in matriculating at ULM through direct contact with the student on a semester-by-semester basis.

The OSPA also recognizes that advisement and registration assistance as provided with the equivalency sheets is not sufficient to meet the needs of pre-pharmacy students, and maintains full advising/counseling services for students that can be identified. This is accomplished by the Academic Advisor/Counselor in the OSPA, as well as a full Counseling program at the University. Students are assessed upon initial contact regarding their needs for these services, and are referred as required. The College of Pharmacy has a required advisement/registration system that requires each student to receive pre-registration advisement/counseling each semester of enrollment. In this manner those students enrolled at ULM receive advisement/registration assistance each semester. Those students in pre-pharmacy elsewhere (with whom we maintain contact) can be advised by mail, phone or in person on campus. The OSPA will, upon invitation, visit other "feeder" schools to advise pre-pharmacy majors.

Description of the Admissions Process

Applicants requesting admission to the professional program of pharmacy must also submit a ULM general admission application to the Office of Admissions. In addition, applicants must apply to the College of Pharmacy, Office of the Dean, for admission to the professional program. Students are admitted once a year for the fall semester only. The application deadline has traditionally been May 1 of each year. However, upon recommendation of the Admissions Committee the application deadline for Fall 2000 has been changed to February 1. This change will permit earlier notification of applicants selected for on-campus oral and written interviews, time to conduct the interviews and a more timely notification of admitted students.

Applicant files are assembled and maintained by the Records Clerk who provides the necessary information to the OSPA and the College of Pharmacy Admissions Committee. Once the application deadline has passed and applicant transcripts/grades are completed, applicant dossiers are forwarded to the Admissions Committee with an applicant listing ranked in descending order by pre-pharmacy GPA [grade point average computed by grades with all required pre-pharmacy courses utilizing last grade earned in a course] and candidates are subsequently selected for on-campus interviews. Applicants are generally invited for an interview if their pre-pharmacy GPA combined with an exceptional interview score would likely make the applicant successful in their request for admission. Admission into the professional program is determined by the combined scores from the Grade Point Average and the oral and written interviews.

Admissions are competitive and applicants are evaluated on the basis of both demonstrated academic skills -- pre-pharmacy grade point average in required pre-pharmacy courses, and completion of the pre-

pharmacy subject requirements with a grade of "C" or better, and communication skills -- an oral interview and written essay -- criteria. Preference for admission is extended to applicants classified as residents of the state of Louisiana for educational purposes. Admission of non-resident applicants is permitted and may comprise up to 5% (or more) of any entering class provided the applicant has outstanding academic credentials. The Admissions Committee may make such a recommendation to the Dean. Because preference is extended to Louisiana residents the number of out-of-state (non-resident) applications each year is relatively low.

In addition to meeting the requirements for admission to the University, applicants for admission to the professional program in the College of Pharmacy must:

1. have completed the required pre-pharmacy curriculum with no grade less than C; and,
2. possess a cumulative grade point average of at least 2.50 (uncorrected based on a 4.0 system) in all previous course work undertaken, exclusive of developmental courses, whether passed or failed at all higher institutions of attendance.

Completed application forms for admission to the class entering the fall semester each year must be submitted to the Dean of the College of Pharmacy and Health Sciences on or before Feb 1 (May 1 prior to the Fall 2000 admission class). Admission to the professional program of the College of Pharmacy is considered on the basis of qualifications. Completion of the pre-pharmacy curriculum does not guarantee admission into the professional program in the College of Pharmacy.

Admissions are competitive and are determined annually based upon the availability of appropriate resources. In making its recommendations, the Admissions Committee monitors the size and profile of the applicant pool in comparison with previous years and makes projections concerning the expected applicant pool at the deadline. Included as Appendix IV – A5 is a tabulation of applicant pool comparisons for the years 1990-1999.

Pre-Pharmacy and Pharmacy Curriculum

The pharmacy curriculum is composed of two segments, pre-pharmacy and professional pharmacy. Pre-pharmacy is the segment comprising four academic semesters, or the equivalent, in an accredited college or university. It includes instruction in the basic physical and biological sciences necessary to prepare the student for professional pharmacy studies. The professional program in pharmacy consists of eight academic semesters, or the equivalent, after admission to the College of Pharmacy and involves extensive instruction in professional pharmacy preclinical and clinical sciences. The pre-pharmacy curriculum and course descriptions are summarized below. The pharmacy curriculum is described under Curriculum and is included here as Standard Curriculum Sequences for 1992 - 1999 (Appendix IV-A1).

The minimum criteria which applicants must satisfy in order to be considered for admission to the professional program of the College of Pharmacy includes:

English Composition	6 hrs
English Literature	3 hrs
General Chemistry (with laboratory)	8 hrs
Organic Chemistry (with laboratory)	8 hrs
Mathematics through elementary calculus	6 hrs
Biology (with laboratory)	4 hrs
First Aid and Personal Safety	1 hr
Stress and the Impaired Professional	1 hr
Physics (with laboratory)	8 hrs
Microbiology (with laboratory)	4 hrs
Macroeconomics	3 hrs

Accounting	3 hrs
Statistics	3 hrs
Seminar in Child Abuse and Neglect	2 hrs
Humanities	8 hrs
Arts	3 hrs
Total	71 hrs

An enrollment pattern leading to 75 graduates per year is targeted for the Pharm.D. program. This ceiling is based upon the availability of instructional resources available to the program – specifically, faculty resources and experiential training sites. The primary determinant of admissions is the faculty resources in the clinical pharmacy practice area. The current ceiling is also predicated on a curriculum structure and cycle of course offerings which will accommodate an enrollment pattern permitting a final year experiential class of 75 students through summer, fall and spring semester clerkships.

PRE-PHARMACY CURRICULUM

First Year

First Semester	Hours	Second Semester	Hours
English 101	3	English 102	3
Chemistry 107, 109	4	Chemistry 108, 110	4
Mathematics 113	3	Mathematics 114	3
H&HP 201	1	Biology 120, 121	4
Electives ¹	6	Electives ¹	<u>3</u>
Pharmacy 301 ²	<u>1</u>		17
	18		

Second Year

First Semester	Hours	Second Semester	Hours
Chemistry 303, 305	4	Chemistry 304, 306	4
Physics 203, 209	4	Physics 204, 210	4
Economics 201	3	Accounting 110	3
Social Work 406 ²	2	Microbiology 201, 203	4
Psychology 439	3	Literature Elective ³	<u>3</u>
Electives ¹	<u>2</u>		18
	18		

¹A minimum of eight hours credit to be selected from the areas of Foreign Languages, History, Literature, Philosophy, Religion and Speech.

¹A minimum of three hours credit to be selected from the areas of Art, Music, Dance or Theater.

²Pharmacy 301 and Social Work 406 may be completed after admission to the professional program of the College of Pharmacy.

³Literature elective must be selected from offerings at the sophomore level (200) or above.

Based on the 1999-2000 University Catalog

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Changes in admissions policies are generally recommended to the Dean by the College of Pharmacy Admissions Committee. If the Dean accepts the recommendation, it is then referred to the College of

Pharmacy faculty for approval. Before implementing a change, it must also be approved by the Provost/Vice-President for Academic Affairs and the President. Depending on the nature of the change, the President may refer the policy to the Board of Supervisors for the University of Louisiana System and/or the Board of Regents. Major policy decisions in recent years have been the inclusion of an interview portion of the admissions process which received approval through the level of the President. The admissions policy is reviewed annually by the Admissions Committee. The Admissions Committee is chaired and coordinated by the Associate Dean for the College of Pharmacy.

- A complete description of the professional pharmacy program at The University of Louisiana at Monroe is updated annually in the appropriate catalog (Bound Resource IV - A1 and IV - A2). Undergraduate and Graduate catalogs are reviewed each year for content and accuracy by the College of Pharmacy. The Associate Dean for the College of Pharmacy Office of Student and Professional Affairs, the Director of Internal Operations and the Office of the Dean share responsibility for assuring that the various University catalogs provide the necessary information regarding the professional program in pharmacy. The Office of the Dean informs the Associate Dean for Student and Professional Affairs and Director of Internal Operations by memorandum of any required changes. These generally emanate following recommendations from College of Pharmacy committees including Admissions, Curriculum, Faculty and others. The Director of Internal Affairs provides an initial draft incorporating any changes on an annual basis, and these are reviewed by the Associate Dean for Student and Professional Affairs. This process has been sufficient to provide for currency, adequacy and accuracy of included information.

The baccalaureate program in Pharmacy has traditionally been included in the NLU/ULM Undergraduate Catalog (Bound Resource IV-A1) with materials regarding other programs in the College of Pharmacy and Health Sciences. Beginning with the institution of the Doctor of Pharmacy program, the professional doctorate in pharmacy has been included in the NLU/ULM's Catalog of Graduate and Professional Programs (Bound Resource IV-A2) with referrals from the Undergraduate Catalog. With some courses being offered solely for Professional Program credit, and others being offered for graduate/professional program credit, information regarding the complete program in Pharmacy currently resides in two distinct and separate areas of the Catalog of Graduate and Professional Programs. Although current, complete and accurate, the presentation of the program in this manner is confusing and therefore inadequate. The process to correct this inadequacy by listing the entire professional Pharm.D. program under professional programs in the next ULM Graduate and Professional Programs catalog has been initiated and should be completed for the 2000-2001 ULM Graduate and Professional Programs Catalog.

Programmatic information relating to the College of Pharmacy is included in the University Catalog. The Catalog is published by the University and individual departments/schools/colleges are responsible for editing program-specific information. The Director of Internal Operations coordinates the submission of catalog changes. Such changes are submitted to the Provost/Vice-President for Academic Affairs by the Office of the Dean of the College of Pharmacy. The catalog is updated annually.

The following quotes from the University catalog serve to illustrate the institution's policy concerning its catalog:

"The provisions of this catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the University. The University reserves the right to change any provision or requirement, including fees, at any time with or without notice. The University further reserves the right to require a student to withdraw from the University for cause at any time" [page 1].

"After the first registration, students will not be permitted to change curricula except on the advice and consent of both department heads, and the deans of both colleges concerned. A Change of Curriculum Request form must be used, and the proposed change is not official until

the required approved have been obtained and the slip has been filed in the Registrar's Office. When students change their major after the last date for adding courses in a semester or summers session, the change does not become effective until the next period of enrollment. If a new catalog is in effect when the change becomes official, the student will be subject to regulations of the new catalog.

Students who interrupt their college work for one calendar year or more or who change their curriculum, will graduate according to the requirements of the catalog in effect at the time of their re-entry or curriculum change. Students must change catalogs if they change their major, stay out of ULM for one full year, or gain admission to a professional program (except for teacher education majors)."

[page 53]

Based on these policies, the College of Pharmacy has traditionally considered the Catalog to be a current representation of the curriculum, subject to change in accord with developments in the pharmacy profession and trends in pharmaceutical education.

- The Associate Dean in the Office of Student and Professional Affairs, the Director of Internal Operations and the Office of the Dean similarly share responsibility for assuring appropriate reference to the programs ACPE accreditation status.
- Beginning with the first class admitted in the Doctor of Pharmacy program in Fall 1998, ULM has included admission criteria/policies and procedures to give full consideration to motivation for success in pharmacy, industry and communications skills through a formal on-campus oral and written interview process. This process has been incorporated by including academic performance and the interview in a ratio of either 70:30% (Class of Fall, 1998) or 60:40% (Class of Fall, 1999) in calculating an admissions score and ranking. The ratio of academic to interview performance is recommended annually by the Admissions Committee and must be approved by the Dean.

Academic Performance. Academic performance is assessed through the applicant's grade point average in all required pre-pharmacy courses (pre-pharmacy GPA). This pre-pharmacy GPA is determined by the Records Clerk from grades earned at ULM or other colleges/universities utilizing final transcripts of applicants. For the purposes of determining pre-pharmacy GPA, grades earned during the last enrollment in any particular course are used. In addition to pre-pharmacy GPA, the Admissions Committee is presented with the applicant's cumulative GPA for all college-credit coursework (uncorrected for repeated courses) and the applicants Math-Science GPA (grade point average in all required math-science coursework). This information is presented to the Admission Committee in descending order of pre-pharmacy GPA. This listing includes the residency status of all applicants.

The Admissions Committee recommends the number of students that should be invited to campus for an oral and written interview. This recommendation is usually on the basis of minimum pre-pharmacy GPA. This recommendation reflects approximately 50% more invitations than available openings in the Doctor of Pharmacy class. In both Fall 1998 and Fall 1999 the number of invited applicants has been 125.

During each admission cycle the Admissions Committee evaluates the results of the previous year's interview process and recommends changes in the dimensions (interview criteria) used for assessment, the specific interview questions utilized (oral and written) and the relative weight of academic vs. interview performance in the final admissions (score) decision. This has resulted in some changes in the process during the first two admissions interview cycle. In the initial year of the Doctor of Pharmacy admissions, the committee recommended the use of fourteen dimensions (criteria) for assessment and a 30% weighting of the interview in the final decision. This was subsequently modified to nine dimensions for assessment and a 40% weighting for the interview in the following year (1999-2000). These numbers were recommended following extensive

discussions involving simplification of the process for interviewers and an increased confidence in the interview process. Other included portions of the process including the use of two oral interviews, and two readers for the written portion were retained. All interviewers receive annual training in the interview process prior approximately one week before the interviews. Materials regarding the interview process/dimensions, interviewer training, etc., may be seen in Appendix IV-A2.

ULM plans to utilize academic and clinical performance as indicators of the value of academic criteria and communication skills in both the admissions process and in the development of pharmacy students. Information is being gathered in a database regarding all admitted students and future linkages to academic and clinical performance will be possible.

The Admissions Committee has considered other criteria each year including the Pharmacy Colleges Admissions test (PCAT). General satisfaction with the current use of pre-pharmacy GPA as the primary academic measure of applicant readiness and the lack strong evidence of the value of the PCAT has caused some hesitancy in including the PCAT as an admission criterion. Information regarding the PCAT performance of those students completing this examination is available to the Admissions Committee but has not been used. In recent years the incorporation of the interview process and an evaluation of communication skills as admission criteria has received the attention of the Admissions Committee. It is likely that that Admissions Committee will return to consideration of the PCAT as an admissions criterion.

Qualitative and quantitative information concerning the qualifications of students admitted to the professional program in pharmacy are shown in Table IV-A1. Specific applicant academic and demographic data are further shown in Tables IV-A2 to IV-A6.

Table IV-A1. Summary Data for Pharmacy Admissions - 1994-1999

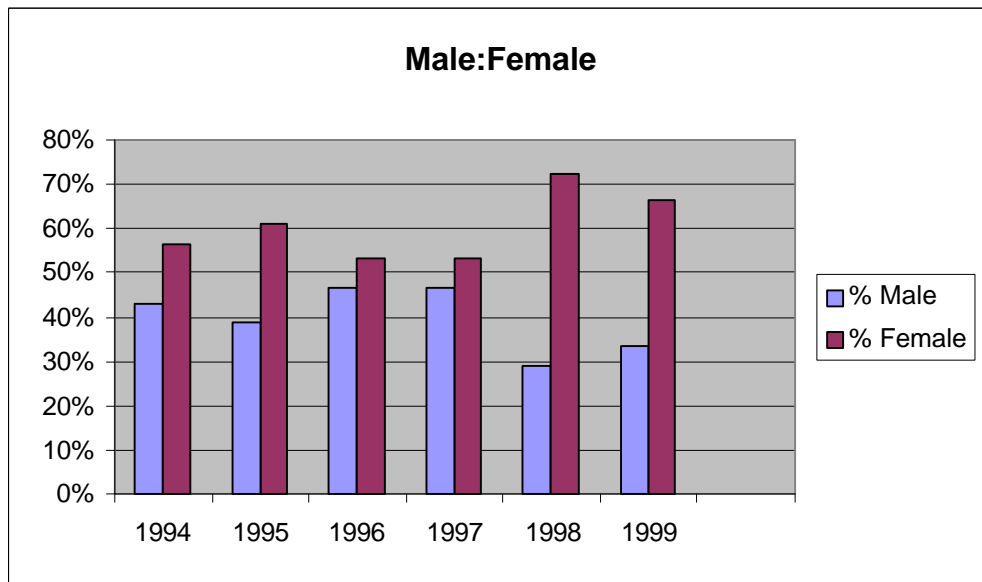
Year	Number Admitted	Gender		Average Age	Racial Minorities	Applicant Cum. GPA	Admitted Cum. GPA	Applicant MS. GPA	Admitted MS GPA	Applicant PRPH GPA	Admitted PRPH GPA	Prior Degrees	
		Male	Female									Prior BA	Prior MS/Ph D
1994	184	79	104	23	43	2.97	3.16	n/a	n/a	n/a	n/a	26	0
1995	180	70	110	23	38	3.03	3.36	3.06	3.38	n/a	n/a	39	0
1996	187	87	100	24	42	3.07	3.22	3.07	3.26	3.24	3.40	31	1
1997	159	74	85	23	44	3.10	3.25	3.15	3.25	3.31	3.45	12	3
1998	83	24	60	22	22	3.16	3.41	3.19	3.47	3.35	3.60	11	0
1999	90	30	60	24	25	3.30	3.38	3.40	3.46	3.42	3.59	11	0

Female Student Ratio for Admitted Applicants

Students admitted to the professional program of the College of Pharmacy have been increasingly female over the six years. This trend is similar to that seen in other pharmacy programs throughout the country. The female: male ratio of the entering class has increased from 1.32 in Fall 1994 to 2.26 in Fall 1999. These are summarized in Table IV-A2 and Figure IV-A2.

Table IV-A2 and Figure IV-A2. Female/Male Admitted Students – 1994-1999.

	% Male	% Female
1994	43%	57%
1995	39%	61%
1996	47%	53%
1997	47%	53%
1998	29%	72%
1999	33%	67%

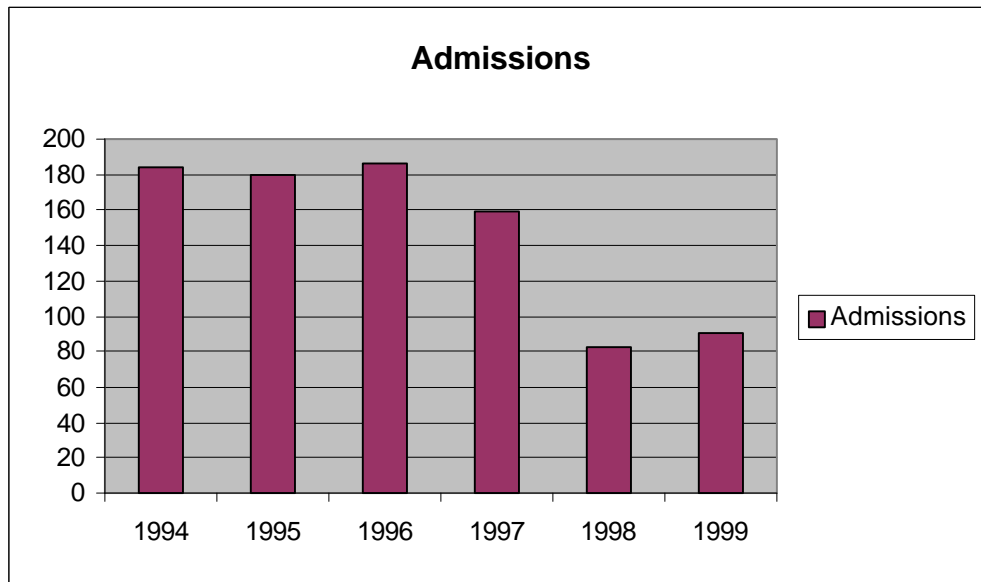


Total College of Pharmacy Admissions

The number of students admitted to the professional program has decreased during the past six year. The target enrollment for the pharmacy class during 1994-1996 had been 180 students per year. This was similar to enrollment in prior years at ULM. However, in Fall 1997 the target enrollment decreased to 150 students as the College of Pharmacy incorporated active learning and an early experiential components to the curriculum. These changes preceded the initiation of the Doctor of Pharmacy curriculum. The target enrollment for the Pharm.D. program decreased to 75 students because of projected clerkship requirements for the new program. The admission classes are summarized in the Table IV-A3 and Figure IV-A3.

Table IV-A3 and Figure IV-A3. Total college of Pharmacy Admissions – 1994-1999.

	Admissions
1994	184
1995	180
1996	187
1997	159
1998	83
1999	90

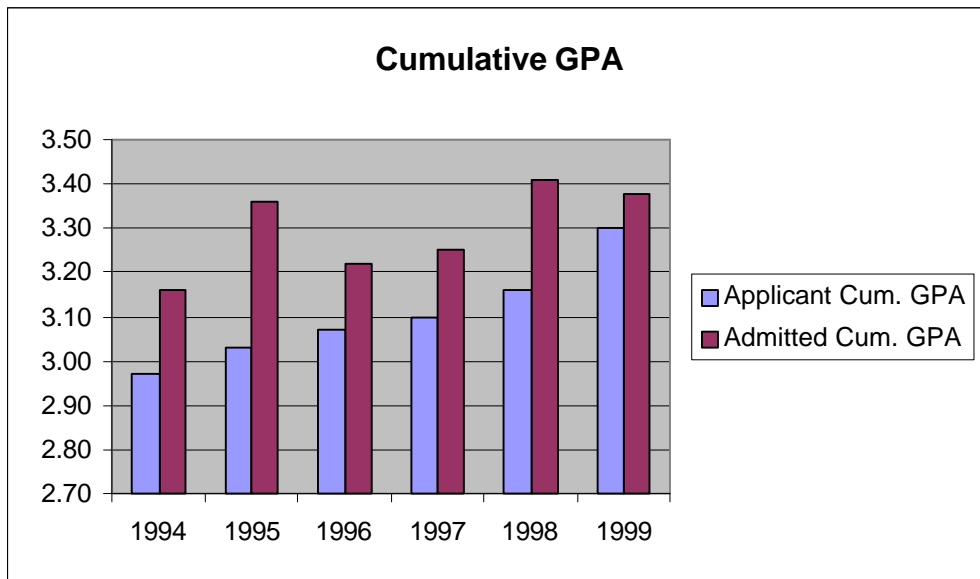


Academic Qualifications of Pharmacy Applicants and Admitted Students

The academic qualifications of newly admitted professional pharmacy students have increased during that same period of time. This is due to improved academic preparations by applicants and decreases in the number of admissions. This change was noticeable in both Cumulative Grade Point Averages of both the applicant pool and admitted students. This data is summarized in Table IV-A4 and Figure IV-A4.

Table IV-A4 and Figure IV-A4. Cumulative Grade Point Averages of Pharmacy Applicants and Admitted Students – 1994-1999.

	Applicant Cum. GPA	Admitted Cum. GPA
1994	2.97	3.16
1995	3.03	3.36
1996	3.07	3.22
1997	3.10	3.25
1998	3.16	3.41
1999	3.30	3.38



Similar increases have been seen in both Math-Science Grade Point Averages (Table IV-A5 and Figure IV-A5) and the Pre-Pharmacy Grade Point Average (grade point average earned in required pre-pharmacy courses; Table IV-A6 and Figure IV-A6).

Table IV-A5 and Figure IV-A5. Math-Science Grade Point Averages of Pharmacy Applicants and Admitted Students – 1994-1999.

	Applicant MS GPA	Admitted MS GPA
1994	n/a	n/a
1995	3.06	3.38
1996	3.07	3.26
1997	3.15	3.25
1998	3.19	3.47
1999	3.40	3.46

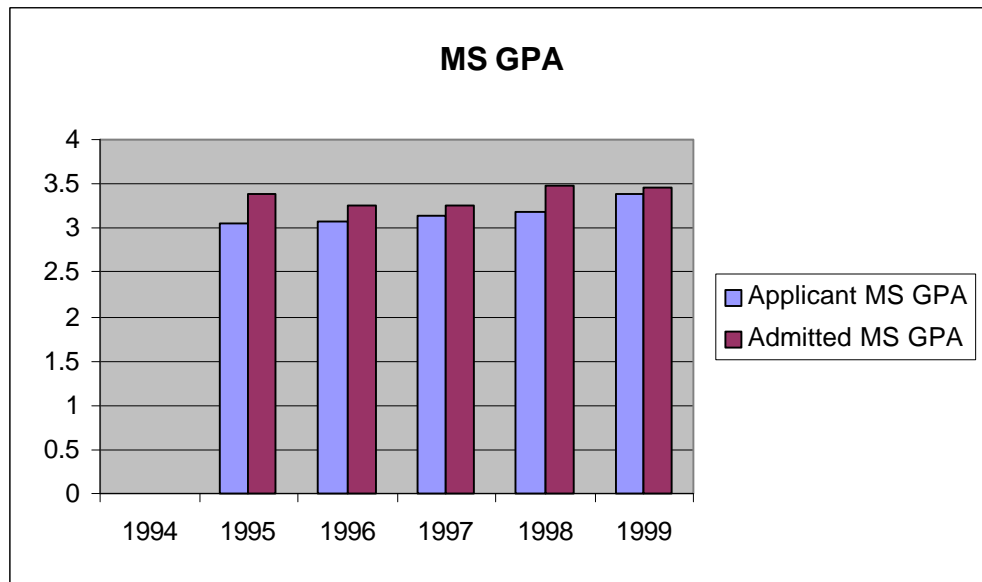
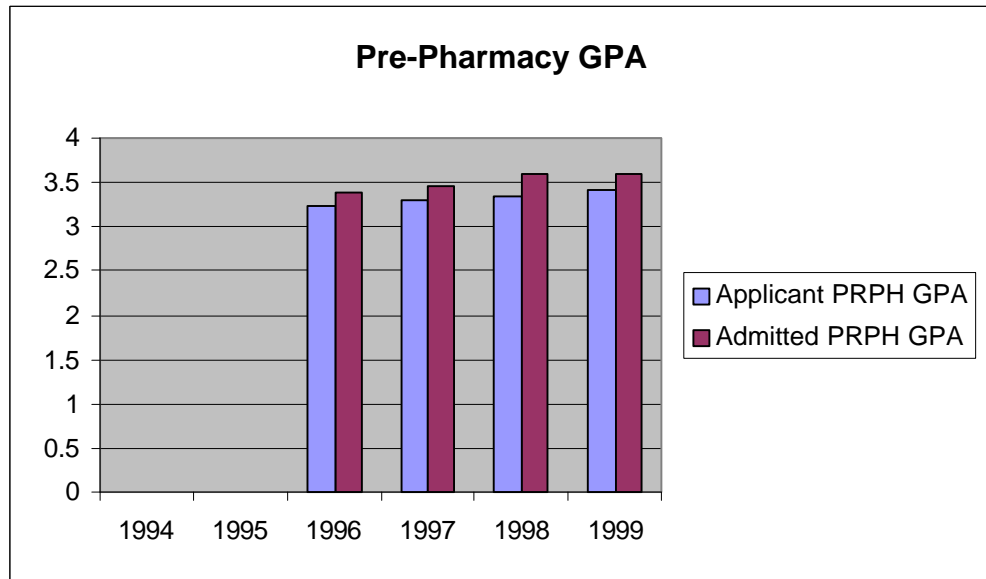


Table IV-A6 and Figure IV-A6. Pre-Pharmacy Grade Point Averages of Pharmacy Applicants and Admitted Students – 1994-1999.

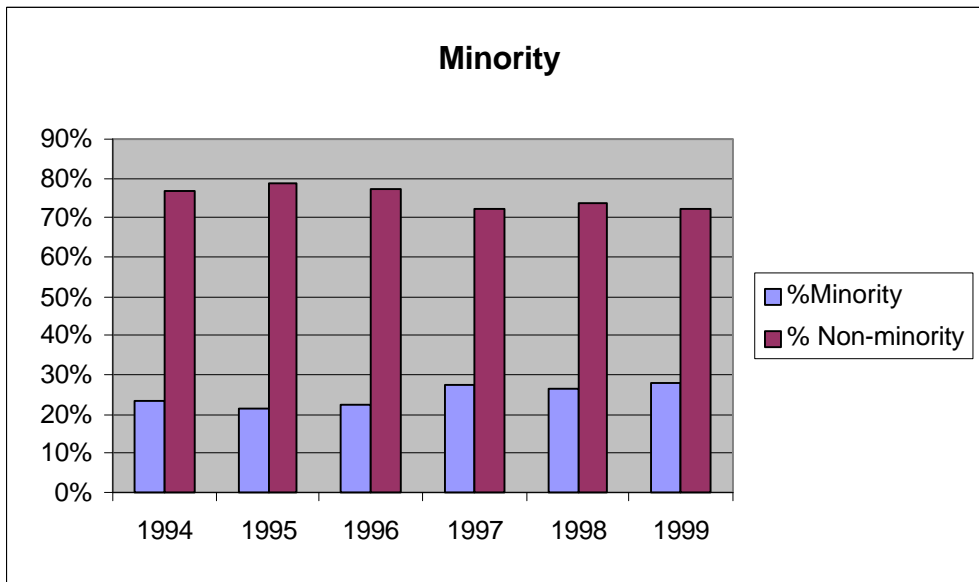
	Applicant PRPH GPA	Admitted PRPH GPA
1994	n/a	n/a
1995	n/a	n/a
1996	3.24	3.40
1997	3.31	3.45
1998	3.35	3.60
1999	3.42	3.59



The enrollment profile of the professional program has not changed remarkably over the past six years. The composition of the student body has been extremely stable during this period. The percentage of minority students in the program has increased slightly. These are summarized in the Table IV-A7 and Figure IV-A7.

Table IV-A7 and Figure IV-A7. 1994 - 1999 Minority Enrollment in the College of Pharmacy.

	%Minority	% Non-minority
1994	23%	77%
1995	21%	79%
1996	22%	78%
1997	28%	72%
1998	27%	73%
1999	28%	72%



Progression and Graduation Rates – Professional Programs in Pharmacy

Progression through the professional programs in pharmacy is summarized in the following Tables IV-A8 - IV-A11. Progression is evaluated and reported by the number of semesters an admitted applicant requires to complete the pharmacy program. On-time progression is defined as graduation in six (B.S.) or eight (Pharm.D.) semesters following the semester of admission. Graduation rates are further evaluated the total number of graduates from the program by admission class.

On-time graduation rates (progression) through the B.S. program have varied during the past five years. The primary factors involved in these changes in progression rates have been:

1. Institution of the “C” progression rule for the entering class of Fall 1994,
2. A programmatic change from a three-track system (Fall, Spring and Summer graduations) to a two-track system (Fall and Spring graduations), and
3. Incorporation of active and group learning techniques and early experiential training in the curriculum in Fall 1997.

On-time progression and graduation rates are summarized in the following tables (Tables IV-A8-IV-A11). *Grayed-out areas indicate projected enrollments since these progression sequences are in progress and data is incomplete.*

Table IV-A8 Baccalaureate Program (six semester program) Progression

Class Year	Number of Admissions	Number of Semesters to Graduation						Total Graduates
		On-Time (6)	7	8	9	10	>10	
1993	181	155	8	2	3	4	1	173
1994	183	114	10	8	1	1	26	169
1995	178	113	0	28	9	0	13	163
1996	187	115	0	27	3	21	5	171
1997	159	79	0	59	0	11	0	149

Table IV-A9. Doctor of Pharmacy Program (eight semester program) Progression

Class Year	Number of Admissions	Number of Semesters to Graduation				Total Graduates
		On Time (8)	9	10	>10	
1998	83	75	0	6	0	81
1999	90	90	0	0	0	90

The inclusion of a “C” progression rule in the professional program had a dramatic effect on the progression of students through the professional program on an “on-time” schedule. This is seen in Table IV.10 as a reduction in on-time graduation from 86 to 61-63% beginning with the entering class of 1994. Enforcement of this rule with this class generally requires students failing to progress through core courses to move through the program more slowly as progression courses are usually only offered once per year. Prior to the “C” progression rule students could continue through the program with “D” grades as prerequisites to advanced courses. Overall graduation rates, however, have continued to exceed 91%.

The change from the “three-track” to a “two-track” program coincided with enforcement of the “C” progression rule contributed to this reduction in on-time graduation as core curriculum courses are generally not offered during summer sessions.

Table IV-A10. Baccalaureate Program (six-semester program) Graduation Rates

<i>Class Year</i>	<i>Number of Admissions</i>	<i>Total Graduates</i>	<i>On-Time Graduation Rate (%)</i>	<i>Total Graduation Rate (%)</i>
1993	181	173	86	96
1994	183	169	62	92
1995	178	163	63	92
1996	187	171	61	91
1997	159	149	50	94

Table IV-A11. Doctor of Pharmacy Program (eight-semester program) Graduation Rates

<i>Class Year</i>	<i>Number of Admissions</i>	<i>Total Graduates</i>	<i>On-Time Graduation Rate (%)</i>	<i>Total Graduation Rate (%)</i>
1998	83	75	90	98
1999	90	90	100	100

Most students who have been admitted to the professional pharmacy program at ULM do graduate, although a significant number do not graduate “on-time”. The failure to graduate “on-time” is due to many factors including academic difficulties (the majority). Certainly other factors have also contributed in many unknown ways. Personal situations often affect academic performance and progress through the program.

These same factors have also contributed to the failure of student to graduate from the pharmacy program. These are described where known by entering class below.

Class of Fall 1993.

A total of eight (8) students who entered the program in Fall 1993 did not graduate. Four (4) of these students did not graduate because of academic problems and were suspended by the Office of the Dean. Two (2) other students transferred to other programs and two (2) withdrew.

Class of Fall 1994.

A total of twenty-four (24) students who entered the program in Fall 1994 did not graduate. Twelve (12) of these students did not graduate because of academic problems and were suspended by the Office of the Dean. Eight (8) other students transferred to other programs, three (3) withdrew and one (1) student died while enrolled.

Class of Fall 1995.

A total of fourteen (14) students who entered the program in Fall 1995 did not graduate. Two(2) of these students did not graduate because of academic problems and were suspended by the Office of the Dean. Three (3) other students transferred to other programs and nine (9) withdrew.

Class of Fall 1996.

A total of sixteen (16) students who entered the program in Fall 1996 did not graduate. Three (3) other students transferred to other programs and thirteen (13) withdrew.

Class of Fall 1997.

A total of ten (10) students who entered the program in Fall 1997 will not graduate. Three (3) of these students did not graduate because of academic problems and were suspended by the Office of the Dean. One (1) other student transferred to another program, five (5) withdrew and one (1) student died while enrolled.

Class of Fall 1998.

A total of two (2) students who entered the program in Fall 1998 will not graduate. Both students have withdrawn from the program.

Class of Fall 1999

There are no changes yet in the class of Fall 1999.

- New Student Orientation. Orientation of students occurs in two ways. First, a two-day orientation/registration program for beginning freshmen is provided. This preregistration enrichment program known as "PREP" is coordinated by the ULM Office of Enrollment Management and is repeated approximately six times during the Summer. Two of the sessions are earmarked for students enrolling in the various health science programs at ULM. This program provides a wide variety of procedural and policy information associated with University enrollment. Scheduling, retention policies, codes of conduct, campus services, administrative offices, housing policies, academic policies, etc. are all included in this orientation activity. The capstone of the program for the pre-pharmacy student is two to three hour session in the College of Pharmacy involving pharmacy faculty advisors and administrators. At this session, program-specific information is provided to the student. The ULM Office of Enrollment Management administers assessment questionnaires to both the student and parent participants in the PREP sessions. Additionally, during recent years, student assessments of the PREP process have been collected by the ULM Office of Institutional Effectiveness. The results of these assessments have consistently confirmed the value of the process.

Second, all students who did not participate in PREP must schedule a registration conference with the Associate Dean or Academic Advisor/Counselor in the OSPA prior to enrolling in the professional or pre-pharmacy programs at ULM.

Beginning in Fall 1999 the ULM College of Pharmacy presented a two-day orientation program for newly admitted professional program students. These sessions permit the OSPA staff to orient the students to the registration process and pertinent academic policies of the pre-pharmacy and professional programs in the College of Pharmacy. Additionally, all new professional students receive a "Welcome Packet" which includes letters from all professional student organizations which also serves to orient them to extracurricular opportunities associated with enrollment in the College of Pharmacy.

Third, Pharmacy 300 (Introduction to Pharmacy) provides a medium through which pertinent orientation topics are discussed and materials are distributed. Programmatic policies and operational procedures are presented and clarified during the semester. Mandatory advisement also serves to reinforce orientation information.

- The ULM College of Pharmacy has utilized currently enrolled students in a variety of mentoring capacities (both formal and informal). This has evolved into growing network of student mentors who assist underclass enrolled students. These efforts might be categorized as:

- a. Student Council. Although this will be elaborated upon on subsequent sections, the Student Council has allowed upperclass students to share their experiences with underclass students and serve as mentors.
 - b. This past year the Student Council members and other students participated in the Interview Day for 1999 applicants to the pharmacy program. Applicants are invited to campus over a four day period of time during which they participate in an orientation session, two interviews with faculty, and a written interview in the afternoon. Because of the logistics associated with interviewing a large number of students per day, there are periods of time during which applicants are available to meet with current students in the program. Volunteer students were available each day to socialize with applicants to reduce apprehension, give information regarding ULM and provide additional information regarding the pharmacy program. On the basis of mentor/applicant comments this program was very successful.
 - c. In Fall 1999, the Office of Student and Professional Affairs initiated a formal mentoring program for entering pharmacy students. This program, in which newly admitted students were paired with upperclass pharmacy students, was very successful during this first year, and will be continued and expanded in the future. This program is further described in the Appendix IV-A3.
- The University of Louisiana at Monroe offers students a variety of advising, health and career pathway services. These include University wide efforts which are coordinated with College of Pharmacy services.

Counseling Services. The Counseling Center on the ULM campus considers each student as an individual with a distinct personality and individual characteristics. This philosophy stresses the necessity of working with each student in terms of the student's particular needs, whether they are personal, social, academic, physical or vocational.

Free confidential counseling services are available for students who seek help in solving personal or social problems, as well as students needing vocational guidance or assistance in selecting a major field of study.

The Counseling Center also provides a variety of group or workshop experiences ranging from stress management to vocational exploration workshops. In addition, outreach presentations are given upon request.

Students may also receive counseling at the ULM Community Counseling Center and Marriage and Family Therapy Center. Both of these Centers are staffed by advanced graduate students in Counseling and Marriage and Family Therapy who work under the direct supervision of full-time credentialed faculty. Counseling for nutritional concerns and eating disorders may be received at The ULM Activity Center.

The Office of Student and Professional Affairs provides counseling services specifically targeted towards pre-pharmacy and pharmacy students. These are coordinated through the Academic Advisor/Counselor who works closely with other counseling facilities on campus. Referrals to off-campus may also be recommended upon the request of the student.

Services for Students with Special Needs. The Counseling Center seeks to help make the special needs students' college experiences successful and positive. The Counseling Center coordinates the services available to the student with learning and/or physical disabilities. Pre-admissions counseling, educational planning, registration assistance, and personal-social counseling are available. The Counseling Center also sponsors the Special Needs Awareness Committee, a support action group.

Career Services. ULM graduating seniors, graduate students and alumni are entitled to the free services of the Department of Career Services and Testing. Students should register with this

Office at the beginning of their last year. Registering will enable the registrant to participate in on-campus recruiting activities and to utilize the various services of the department.

A permanent credentials file containing a transcript of grades and personal data is maintained on each registrant. This folder can be mailed to prospective employers at the request of the student.

The Department of Career Services and Testing plans and coordinates a Health Careers Day each semester for prospective employers to present information regarding their companies/opportunities. These activities, which are planned by Career Services and the Coordinator of Externship in the College of Pharmacy, coincide with specific dates when students enrolled in Pharmacy 495 (Clinical Pharmacy Clerkship/Externship) will be on-campus. Graduating seniors may schedule private interviews with prospective employers at this time. All students enrolled in the College of Pharmacy are invited to participate in Career Day. In Fall 1999, Career Day was coordinated with Dean's Convocation Day (separately described).

Career counseling services and job search techniques are also provided to assist students in making an educated career choice.

ULM is also establishing a CASS Center (Center for Academic and Student Success). This center is scheduled to open in Fall 2000. This program will develop an Academic and Career Advising Model to advise and council an initial target group of 700 undeclared/undecided ULM students. It will also develop and initiate a comprehensive college survival skills lab which includes Math, Writing and Reading Support Centers, and develop and implement a Freshman Year Experience (FYE) program which will include a FYE 101 Seminar for all first time undeclared/undecided freshman students.

- Progression in the College of Pharmacy follows two separate but additive sets of guidelines. The University maintains probation, suspension, and readmission guidelines which apply to pre-pharmacy and pharmacy students. These are described in the University's Student Policy paper (Bound Resource IV-A3). Although these policies will occasionally apply to pre-pharmacy students, in general the academic successes of both pre-pharmacy and pharmacy students make them rarely applicable. These requirements include:

University Probation, Suspension and Readmission Regulations may be seen in Student Policy Paper (Bound Resource IV-A3).

In addition to University probation, suspension and readmission regulations, the College of Pharmacy enforces more stringent requirements for professional pharmacy students. These Retention standards include:

Probation. Any full-time or part-time student enrolled in the professional program in pharmacy who makes an average between 1.500 and 1.750 on all hours pursued during a semester or 12-week summer session will be placed on probation.

Removal From Probation. To be removed from probation a full-time or part-time student enrolled in the professional program of pharmacy must make a C average (2.000) on all hours pursued during the next regular period of enrollment.

Suspension. Any student enrolled in the professional program of pharmacy who makes less than a 1.500 grade-point average on all hours pursued during a regular semester or 12-week summer session will be suspended for one semester or 12-week summer session.

Courses Taken by Students Under Suspension. No student under suspension for scholastic reasons may obtain credit toward a degree on courses pursued at another institution while

ineligible to register in any institution under the jurisdiction of the Board of Supervisors for the University of Louisiana System.

Readmission. Any suspension for scholastic deficiency in the professional program of pharmacy will be for one regular semester or 12-week summer session. Upon reentry in the professional program of pharmacy after suspension for scholastic reasons, a student is placed on probation and will be suspended if a "C" average (2.000) is not made on all hours pursued during the next enrollment. Any student enrolled in the professional program receiving a second suspension will not be readmitted to the professional program of pharmacy. Students dismissed from the professional program of pharmacy may appeal for reinstatement to the college dean of their intended new major. University probation and suspension transfer rules apply in such cases.

Dismissal From Pharmacy. Any student enrolled in the professional program of pharmacy receiving a second suspension will not be readmitted to the professional program of pharmacy. Any student failing to satisfactorily complete a required professional pharmacy course with a minimum grade of "C" upon a third attempt will be dismissed from the professional program of pharmacy. Any student who has been admitted to the professional program of the College of Pharmacy and subsequently convicted of a drug related felony will be dismissed. In order to preserve the educational environment of the College of Pharmacy, any student enrolled in the professional program of the College of Pharmacy who is formally charged by civil authorities with the commission of a drug related felony shall be suspended from the College of Pharmacy pending the outcome of the civil judicial process. This policy is applicable to all such alleged offenses whether committed on the University campus or at an off-campus location. Should such a student be subsequently exonerated by the judicial process or civil authorities, all tuition previously paid by the student of the semester interrupted by the dismissal will be refunded to the student. Refund of activity fees to an exonerated student will be prorated from the beginning of the semester to the date of dismissal.

Degree Requirements. In addition to meeting the general requirements for graduation, the candidate for the Doctor of Pharmacy degree must, after completing the requirements of the pre-pharmacy curriculum, be enrolled in the professional pharmacy curriculum for a minimum of four academic years (eight semesters or equivalence) and have earned a minimum grade of "C" in all courses comprising the degree requirements. Courses graded on a credit (C), no credit (NC) basis are excluded.

Progression Standard. Failure of a student to earn a minimum grade of "C" in a professional pharmacy course precludes progression to courses for which it is a prerequisite. Students who fail to meet minimum progression standards may find it necessary to resign their enrollment for one or more semesters. Students who interrupt their enrollment in professional pharmacy courses for a period of more than two consecutive enrollment periods (two semesters or a 12-week summer session plus a semester) must reapply for admission to the professional program of the College of Pharmacy.

This progressions standard was instituted with the class of Fall 1994 upon recommendation of the Faculty and approval of the Dean.

Computer Literacy. Computer literacy for pharmacy majors is defined as an ability to effectively utilize representative commercially available pharmacy applications software in the pharmacy practice. Each student must demonstrate computer literacy by successfully completing Pharmacy 445 (Professional Practice Laboratory). Students who have never used a personal computer for common applications such as word processing are encouraged to complete Computer Science 163 and Computer Science 167 (or equivalent) prior to enrolling in Pharmacy 445. ULM has a "Computer Lab" available twelve hours per day for student use where full Internet and LAN access is available to all pharmacy students. This laboratory is utilized in Pharmacy Care

Laboratory I-V for assignments which help to familiarize the student with the use of computer resources.

Student Advisement/Registration. These and other regulations are communicated to students via publication in the ULM Catalog of Graduate and Professional Programs, through complete coverage in Pharmacy 300 (Introduction to Pharmacy) and individual discussion with students affected.

Both pre-pharmacy and pharmacy students are required to complete registration questionnaires with the OSPA in order to register each semester. After a student's initial registration, pre-pharmacy students are assigned to the Academic Advisor/Counselor (Ms. Mary Caldwell) in the OSPA. This advisor remains with the student throughout their pre-pharmacy career and the student meets with this advisor each semester prior to registration. In this manner the OSPA maintains contact with ULM pre-pharmacy students and is able to assure enrollment in appropriate courses in preparation for application to pharmacy. In addition, students with significant problems may be identified and appropriate intervention may be possible through this contact.

Upon admission to the professional program in the College of Pharmacy students are assigned to the Associate Dean who serves as their advisor throughout their tenure in the College of Pharmacy. Students are assigned to specific pharmacy classes according to enrollment sequences established for that entering class. Prior to Fall semester 1998 students were assigned to one of two curriculum tracks which permitted NLU to graduate students in two major blocks each year (December and May Graduation). Beginning in Fall 1998 and the institution of the Pharm.D. program students have been assigned to one graduation track (May of each year). Professional program pharmacy students follow a carefully delineated course sequence that is communicated to students each semester through distributed curriculum tracks and registration questionnaires. These provide a clear indication of when courses are to be completed as well as assurance of when courses will be offered. The OSPA monitors enrollment and progress at the start of each semester, at the drop/add date (third day of each semester), the final drop date (2/3 through the semester) and at the end of each semester. As long as students are able to maintain enrollment and progression through these graduation tracks the role of the OSPA becomes one of registration assistance.

Any student who wishes to drop a required course or fails to progress in a required course are required to schedule a meeting with the Associate Dean to review their progress, and the consequences of their decision/failure to progress are discussed. This usually results in the development of a specialized "track" for these students which will permit their continued progression through the pharmacy curriculum in a systematic and appropriate sequence. This method of advisement provides for the minimal disruption of progression possible for professional pharmacy students. These individualized "tracks" are monitored each semester during the registration, drop/add, drop and progression cycles as described above for "on-track" students.

- Student Records. The Director of Internal Operations supervises the maintenance of student records within the College of Pharmacy. These records are considered secondary as the ULM Office of the Registrar maintains the primary transcript record. The College records, however, serve as the basis for student advisement, evaluating student eligibility for admission to the professional program, monitoring progression in the professional curriculum, determining eligibility for graduation and academic certification associated with professional licensure.

An individual file is maintained for each student enrolled. Such files often begin as a prospective student file and progress through applicant status and eventually become the enrolled student record. An advisement student file is maintained in the OSPA as a supplemental file containing only registration questionnaires, academic advisement records and degree requirement sheets. These are considered part of the student's academic record and are consolidated into one student file upon graduation. The College's student record also contains all correspondence with the student as well as copies of all operational academic forms associated with the student's

enrollment. A Degree Requirement Sheet is maintained by posting grades to the sheet as courses are completed. Copies of all transcripts from institutions of previous attendance and grade reports are also included in the record.

The College works closely with the Admissions and Records Divisions of the Office of the Registrar in maintaining and tracking the status of applicants and enrolled students. Over the years, only one aspect of this relationship has proven troublesome. The ULM Admissions Office does not coordinate their notification of General University Admission for professional program applicants with the official Dean's offer of admission to the professional program of the College of Pharmacy. The result is that applicants for admission to the professional program receive notice of admission to ULM prior to notice of the disposition of their College of Pharmacy application. This sometimes results in students thinking they have been admitted to the professional program of the College of Pharmacy when, in fact, they had not. While the Office of the Registrar has added a disclaimer statement to the notice of General University Admission in an attempt to reduce the extent of the problem, applicants continue to misunderstand the process since the disclaimer statement is not program-specific.

The College of Pharmacy maintains a computerized database which includes all available information on a student except class schedules and grade reports. Class schedules and grade reports are maintained by the Office of the Registrar on the University Mainframe Computer and are available to the College of Pharmacy via the University-wide computer network. Each student's current class status is maintained on the College of Pharmacy database.

- Tutorial services for undergraduate courses are provided to ULM students through the Department of Mathematics and Department of English. In instances where professional pharmacy courses are involved tutoring is generally handled through direct interactions with professors and tutors (often graduate students or outstanding pharmacy majors identified by the professor) paid for by the student. Study groups may be coordinated in a similar manner
- Cheating and Plagiarism Policy. The University has established a definitive cheating and plagiarism policy which is published in the ULM/NLU Policy Paper and is available to all students and faculty in the College of Pharmacy each year. In addition, the College of pharmacy has published a separate cheating and plagiarism policy which is available to both students and faculty. These documents are appended to this section [Appendix IV-A4]
- Student Grievances/Appeals. The University has a clearly defined appellate process which is applicable in most instances of grievance. This Due Process Procedure is published in its entirety in the ULM Student Policy Paper (Bound Resource IV-A3) and in abbreviated form in the University Catalog. Most grievances, however, are able to be handled by individual faculty, division heads, the Associate Dean or Dean without resorting to the appellate process. Many grievances of a general nature are addressed first through the Student Council.
- The ULM College of Pharmacy inculcates professionalism in pharmacy students through moral and financial support of students participating in a variety of professional programs. Professionalism is encouraged throughout the curriculum, and is specifically addressed in Pharmacy 300 (Introduction to Pharmacy), Pharmacy 321 (Pharmacology Care Laboratory I), Pharmacy 322 (Pharmacy Care Laboratory II), Pharmacy 350 (Pharmacy Administration), Pharmacy 385 (Patient Counseling and Communication), Pharmacy 427 (Pharmacy Care Laboratory III), Pharmacy 428 (Pharmacy Care Laboratory IV), Pharmacy 429 (Pharmacy Care Laboratory V) and Pharmacy 451 (Pharmacy Management). In addition, professionalism is counseled in College of Pharmacy dealings with student organizations and the Student Council. Examples of such support include:
 - a. Invitations to students to attend meetings of the 5th District Louisiana Pharmacist Association (LPA). Through generous invitations of this local chapter of LPA, students are invited to participate in monthly dinner meetings with one hour of CE offered. These

meetings are announced in class and through posting on student bulletin boards. Student participation usually runs around 8-15 students at each meeting. The students do not take an active role in the meeting, but have an opportunity to socialize with local pharmacists and listen to the CE speaker.

- b. Students are also encouraged to participate in the annual meeting of the LPA each summer. Approximately 10 students usually attend this meeting annually with the LPA supporting registration through an "Adopt-A-Student" program. The College of Pharmacy supports this event by support for lodging for students at the host hotel. Students usually provide their own transportation. Other expenses may be waived by the LPA for students who volunteer to assist the LPA at the meeting. Students often work the registration booth, staff the day care activities, and assist in the CE meetings.
 - c. Approximately 20 students attend the Academy of Students of Pharmacy (ASP) Midyear meeting each Fall. The College of Pharmacy provides a bus to transport interested students to the meeting. Each student is responsible for his own meals, hotel, and registration. The students attend the meetings scheduled by ASP.
 - d. Students are also encouraged to attend the Annual meeting of the American Pharmaceutical Association (APhA). Attendance varies according to the expense of the meeting. The College of Pharmacy supports this effort by supporting full travel expenses for the National Patient Counseling Competition winner, the President of Phi Lambda Sigma and others as resources permit. Attendance has ranged from 10 to 25 students at this meeting.
 - e. The Division of Continuing Education has occasionally invited students enrolled in Pharmacy 495 (Clinical Pharmacy Clerkship/Externship) to attend to attend selected continuing education programs on a space available basis. One student opted to attend the program on Immunizations.
 - f. The College of Pharmacy encourages student attendance at a variety of in-state pharmacy meetings through appropriate support as requested. The College will also support speakers for meetings of professional organizations as appropriate and requested. This generally occurs once or twice a semester.
- The University of Louisiana at Monroe offers a full range of services for the professional pharmacy students obtaining financial aid or scholarships through the Financial Aid Office. The Office of Student and Professional Affairs coordinates opportunities for pharmacy students with the Office of Financial Aid as appropriate. The Director of Financial Aid has consulted with the American Association of Colleges of Pharmacy to determine the most appropriate student designations to maximize opportunities for pharmacy students.

Students enrolled in the College of Pharmacy are eligible to apply for a variety of financial assistance opportunities including scholarships, grants, loans and various VA or Social Security Benefits entitlement programs. Federal loan programs include the Perkins (NDSL) Loan Program, and the Health Professions Loan Program. Other loans include the Stafford Loan Program, Plus and SLS Loans, Louisiana Opportunity Loan Program, Out-of-State Guaranteed Load Program, Burroughs Wellcome Pharmacy Education Loan Program, Fifth District Pharmaceutical Association, Inc., Loan Fund, The Ireland Pharmacy Emergency Loan Fund, the Louisiana Rexallite Emergency Loan Fund and the Walgreen Drug Company Loan Program. Grants are available to students through the Pell Grant Program.

Students may qualify for the Louisiana Tuition Opportunity Program for Students (TOPS). TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. There are four levels to the TOPS program: Opportunity Award, Performance Award, Honors Award, and Teacher Award.

A host of scholarships, some of which are pharmacy-specific are also available. These scholarships include but are not limited to Rite Aid, Wal-Mart, NACDS (National Association of Chain Drug Stores), Big B Discount Drugs, Owen Health Care, Rienhaus, the Fifth District

Pharmacy Association and others. Students are eligible for all scholarship programs of the University as well as several pharmacy-specific scholarships. The University Catalog gives a more comprehensive list of the various loans, grants and scholarships available to qualified students.

- General acceptance of credits and degrees earned is determined by the University's Admission Office. University requirements in this regard are described in the ULM catalogs. Courses taken at other regionally accredited collegiate institutions will be accepted toward the degree, if they apply toward the curriculum the student selects at ULM and if grades are satisfactory. The Dean of the College of Pharmacy makes the final decision concerning transfer credit applicable to the student's pre-pharmacy or pharmacy curriculum.

Transfer credit may be given for professional pharmacy courses if a course is completed at another accredited pharmacy program and the course content is appropriate. This is determined through recommendations by Division Heads (Basic Pharmaceutical Sciences or Clinical Pharmacy Practice) following evaluation of detailed course descriptions and syllabus, and approval by the Dean.

Advanced standing admission to the professional curriculum may be granted on a space-available basis only. ULM does not currently offer a non-traditional option for the professional pharmacy program.

- The inclusion of students in programmatic development and evaluation includes the following:
 - a. Student membership on College of Pharmacy committees including Admission, Curriculum, Ethics and Information Resources.
 - b. Student Council. The Student Council is actively involved in College of Pharmacy planning and represents an important conduit for the transfer of information from and to the students.
- Student opinions of faculty, curriculum and other aspects of the professional program are obtained through faculty evaluations, the Student Council, the Dean's Convocation and Town Hall Meeting, and informal discussions with small groups of students. The Student Council has a suggestion box where students may submit comments and concerns anonymously. The Student Council will discuss such comments/concerns and determine appropriateness and priority for communication to the administration of the College of Pharmacy.
- Faculty participation in student activities is sporadic and insufficient. A combination of faculty and student work loads make it difficult for these two groups to become involved in joint activities. The College of Pharmacy has a group of Faculty Advisors for professional student organizations that are willing to work with student groups as desired. Student organizations receive some faculty support for planned activities, special events, etc. Only Homecoming Weekend activities receive significant faculty support.
- NLU/ULM alumni have long been active supporters of professional pharmacy students and organizations. This support is demonstrated by invitations by Louisiana professional organizations to participate in their activities.

B. Assessment (Included in Part A, Description and Analysis, above)

C. Documents Included to Support Standard

Documentation to support the Standards for Students is attached.
These include:

Appendices

1. Standard Curriculum Sequences for Fall 1992 – 1999 Admissions Classes (Appendix IV- A1).
2. Interview Training Guide for 1999 (Appendix IV-A2).
3. College of Pharmacy Mentoring Program for Pharmacy Students (Appendix IV – A3).
4. College of Pharmacy Academic Cheating and Plagiarism Policy (Appendix IV-A4).
5. Admissions Committee Applicant Pool Comparisons for 1991-1999 (Appendix IV-A5).
6. Pre-pharmacy advisement materials. (Appendix IV- A6).
7. Selected College of Pharmacy Public WebPages. (Appendix IV- A7).
8. Selected College of Pharmacy “Intranet” WebPages (Appendix IV-A8).

Bound Resources/Folios

1. 1999-2000 The University of Louisiana at Monroe Undergraduate Catalog (Bound Resource IV-A1 -- available on-site).
2. 1999-2000 ULM Graduate and Professional Programs Catalog (Bound Resource IV-A2 – available on-site).
3. ULM 1999-2000 Student Policy Paper (Bound Resource IV-A3 – available on-site)
4. ULM College of Pharmacy Recruitment Brochures and supportive materials. (Folio IV-A1 – available on site).

D. Overall Assessment of Student Affairs

The Office of Student and Professional Affairs has been in full operation for five years. Prior to Spring 1995 registration and advisement were accomplished through the Associate Dean and Faculty of the College of Pharmacy. These efforts were generally adequate and provided for base levels of advisement/registration assistance. Initial efforts of the newly formed OSPA centered on an emphasis to move all advisement/registration assistance functions into a centralized location including an expansion of student services. With the changes in progression planned, a more proactive and consistent advisement/registration process was desirable. The Office of Student and Professional Affairs has achieved these goals.

Initially the student load for the OSPA in the professional program in pharmacy approached 1000 students, and efforts were primarily directed towards managing this large number of students through that centralized location. During the transition phases from the B.S. to Pharm.D. programs, the student load for advisement has decreased to a current level of approximately 700 students, and is projected to be further reduced to approximately 500 students upon full implementation of the Doctor of Pharmacy program. This reduced load will permit further expansion of services for on-campus students.

Highlights in the area of Student Affairs during the five years of OSPA operation include:

- Annual advisement and registration of all College of Pharmacy pre-pharmacy and pharmacy students (both B.S. and Pharm.D.).
- Participation in many of the recruitment activities of the Office of Enrollment Services.
- Individualized advisement and tracking for students with academic difficulties. This includes in-house (College of Pharmacy) and other on-campus services.
- Institution and coordination of the activities of the Student Council. The Council has assisted the OSPA in the implementation of a Master Schedule for the College of Pharmacy, and assists in recommendations for course scheduling.

- Coordination with Career Services of both a Career Day for all pharmacy students and an Interview Day for graduating seniors.
- Inclusion of Counseling Services through Ms. Mary Caldwell in the Office of Student and Professional Affairs. Coordination with other campus services promotes increased access and utilization to University services by College of Pharmacy students.
- The OSPA maintains the College of Pharmacy Internet pages accessed by external constituencies. Note: The Director of Internal Operations operates the College of Pharmacy web servers and Intranet.

Areas needing further development/improvement include improved database management for advisement/registration and student tracking. Planning to convert student records and advisement into a Windows based database (Microsoft Access or other) is in progress. Current use of a DOS database is inadequate for efficient computer assisted projections, and much of this is currently accomplished either manually or through porting data into other programs. The OSPA will coordinate these efforts with the Director of Internal Operations.

E. Plans for Improvement

Plans for improvement in Student Affairs will center upon support for additional support personnel. The Office of Student and Professional Affairs has recently taken on added responsibilities for the administrative development and management of a Non-traditional Pharm.D. (External) Program. This will require increasing amounts of time in the near term, and one additional support person has been assigned to the OSPA to this task. Increases in support for this activity will come from revenues generated by the External Programs. This program is in the planning stages only and is expected to mirror the on-campus program.

Improvements in database design and management currently depends on current office personnel who are not sufficiently trained in this activity. The OSPA needs the support of an individual with appropriate training in computer databases (consulting computer sciences professionals would be sufficient). This may either be accomplished through increased support to the Office of Internal Operations or through the support of the Computing Center. The OSPA is in the process of migrating Continuing Education records into a relational database (Microsoft Access) and this experience will assist the OSPA in planning a migration of College of Pharmacy student records. The University will continue to maintain all required academic records on their mainframe computers, and the OSPA database will be used as a secondary source of data and for planning and projections.

The Office of Student and Professional Affairs needs an established and consistent budget to assist in student activities. Under the current administrative setup, the Associate Dean plans activities for and with students, and presents requests to the Dean for final approval. The institution of an OSPA budget would streamline the process, and improve overall management of College of Pharmacy support for student activities and Student Affairs. The inclusion of OSPA budgets has been recommended in the past, and has been approved by the Office of the Dean. Continuing tight budgets together with careful planning for the implementation of the Pharm.D. program have hindered progress .

The OSPA will continue to become more involved over time with the Division of Basic Pharmaceutical Sciences and the Division of Clinical and Administrative Sciences in programmatic planning. This will be required as the OSPA takes on the added responsibilities of the planned Non-traditional Pharm.D. program and the need to manage student enrollment in the on-campus and non-traditional programs. Current efforts in this regard are adequate but care must be taken to avoid conflicting priorities for the two arms of the same program.

Additional counseling services are needed through improved coordination with the Division of Enrollment Management. We have requested and expect to receive additional support in the form of a

Graduate Assistant to assist Ms. Mary Caldwell in coordinating services with The Division of Enrollment Management and other services on campus. This support should be in place no later than July 2000.

The OSPA is committed to the continued development of the Student Mentoring Program. Plans include an active student mentoring committee to expand and plan the mentoring program for Fall 2000. The Fall 1999 program was very successful, and student input is being used to design such a plan for the next admission class.

Students have requested the formation of a student/faculty cheating and plagiarism committee for the College of Pharmacy. The OSPA will seek student and faculty volunteers to determine the feasibility of such a project, and work towards implementation during 2000-2001 academic year.

The Student Council sponsored College of Pharmacy newsletter is currently a once a semester project coordinated by OSPA. Students have requested an expansion of the newsletter to include monthly updates. An exploratory committee will be established with the Student Council and other groups to determine the desirability/feasibility of such a newsletter. Students may also consider a section in the College of Pharmacy newsletter.