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E komo mai ~ Welcome

On behalf of The Daniel K. Inouye College of Pharmacy (DKICP) faculty and staff, we would like to extend our aloha and welcome you to the Class of 2017. We are delighted that you have joined our DKICP ‘ohana (family).

In an effort to serve and support you through the Doctor of Pharmacy (Pharm.D.) program, The Daniel K. Inouye College of Pharmacy has created this student handbook for your use. This handbook includes expectations of the University of Hawai‘i at Hilo (UHH) and The Daniel K. Inouye College of Pharmacy for student pharmacist conduct and contains important information on major policies and procedures which guide our community academically, professionally and socially. Becoming familiar with the information and content of the handbook is the responsibility of all student pharmacists as it defines the guidelines that will ensure student success in the Pharm.D. program.

The next four years of your education here will be an unforgettable journey on the road to becoming a well respected professional and essential member of a health care team. As student pharmacists, from this point forward, we ask that you fully embrace the ethics and conduct expected of Pharmacists in all areas of your life; in the classroom, on rotations, socially and even while off duty from your educational pursuits. Your actions now, as student pharmacists, reflect on UH Hilo, DKICP, your chosen profession, and yourself.

Congratulations on your acceptance into the Doctor of Pharmacy program, this is a testament to your academic accomplishment and potential for success in the field of pharmacy. Please note that the faculty and administration within The Daniel K. Inouye College of Pharmacy reserve the right to make changes to this handbook at any time and to make those changes applicable to enrolled students so long as such changes are consistent with current University policies.

Your questions and comments are welcome.

With Aloha,

Edward Fisher
Professor and Associate Dean of Academic Affairs
Message from the Dean

Welcome to the 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 your success as a future pharmacist. The next four years of your life will be unforgettable. We hope the opportunities you find here will exceed your expectations as they offer a diversity of experiences. Our goal is to help you become a culturally competent, intellectually inquisitive, self-directed, caring pharmacist; one who thinks critically, solves problems proactively, and is dedicated to life-long learning.

Founded in 2006 as the first and only accredited pharmacy school in the state and Pacific Basin, The Daniel K. Inouye College of Pharmacy (DKICP) has reached historical milestones. Our first class of student pharmacists graduated in May 2011 and, the following month, the College was granted full accreditation status by the Accreditation Council of Pharmaceutical Education (ACPE). In May of 2013, our third class of student pharmacists successfully completed the curriculum and received their PharmD degrees. These graduates have now entered their professional careers in PGY1 residencies and as pharmacists in Arizona, California, Colorado, Hawaii, Illinois, Indiana, Michigan, Nevada, New York, Oregon, Texas, Utah, Vermont, Washington and elsewhere.

The Daniel K. Inouye College of Pharmacy is destined to establish the University of Hawaii at Hilo as a hub of academic excellence. We strive for the improvement of healthcare in Hawaii and throughout the Pacific, while embracing Hawaii’s unique cultural, physical, and geographic features and garnering unique opportunities that serve as a catalyst for innovations and discoveries.

Over the past few years, the DKICP has achieved some remarkable goals:

1) In addition to the PharmD program, three new degree programs have been launched since the creation of the College: the Bachelor of Arts in Pharmacy Studies, the Master’s Degree in Clinical Psychopharmacology; the PhD in Pharmaceutical Sciences.
2) A residency program for pharmacy graduates has been established.
3) Planning is currently underway to launch a new program leading to the Doctorate in Physical Therapy.
4) DKICP is accredited to offer continuing education for pharmacists and physicians.
5) DKICP is well-positioned to conduct cutting-edge research and serves as the administrative center for multi-million dollar community-based research programs.
6) Our high-impact student organizations are vibrant and highly respected.
7) Architectural designs for a state-of-the-art permanent facility have been completed.

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 stay with you for the rest of your career. As a student pharmacist, you represent DKICP and your professional conduct is important when interacting with community members and colleagues.

The profession of pharmacy is at the pinnacle of its history. Pharmacists are frequently regarded as the most respected health professionals in our nation and play significant roles as members of healthcare teams. Our faculty and staff are dedicated to providing you with the education, professional training, and inspiration necessary to foster a high level of competency, compassion, and knowledge necessary for success in an ever-changing health care environment.

Working together, we will succeed in building a preeminent College of Pharmacy that will be the legacy of the entire Pacific Basin.

Best wishes for a successful academic year.

John M. Pezzuto
Professor and Dean
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 Institute of Medicine 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 21st 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 DKICP is to drive improvement in the quality of healthcare in Hawai’i and throughout the Pacific Basin.

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.
Faculty and Staff
For contact information, faculty biographies and faculty photos, please visit:
http://pharmacy.uhh.hawaii.edu/cop

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 Community Partnerships, Director of Continuing/Distance Education, and the Director of Pharmacy Innovation, the office includes support staff for fiscal services, human resources, library resources, and public relations.

- **John M. Pezzuto, Ph.D., Professor and Dean**
- **Nadine Hara, B.B.A. – Budget Officer**
- **Christine Iha, B.A. – Secretary to the Dean**
- **Kristi Kaniho, B.S. – Personnel Officer, Personnel Coordinator**
- **Darlene Lehua Miller – Fiscal Specialist**
- **Maggie Morris, M.A. – Public Information Officer**
- **Karen Pellegrin, Ph.D., M.B.A. – Director of Continuing/Distance Educ & Strategic Planning**
- **Lillian Tavares – Office Assistant**
- **Helen Wong Smith, MLIS, CA – Pharmacy/Health Sciences Librarian**
- **Andrea Yugawa – Administrative and Fiscal Support**

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. Currently the respective Chairs of the DKICP Curriculum and Assessment Committees reside in this unit.

- **Edward Fisher, Ph.D., R.Ph. – Professor and Associate Dean, Academic Affairs**
- **Charlene Awa Cockett – Secretary to the Associate Dean for Academic Affairs**
- **Paula Zeszotarski, Ph.D. – Assessment Coordinator**
Office of Student Services
The Office of Student Services (OSS) is responsible for developing and administering student service programs for all Student Pharmacists. With six student organizations, and new ones in the planning stages, the OSS has an array of opportunities for co-curricular learning and involvement. In addition, the OSS also oversees the admissions process, provides academic advising, registration support, and additional student services.

- Daryl Masanda, B.A. – Academic Advisement Specialist
- Kristy Nakamura, B.B.A. – Admissions Counselor
- Tracey Niimi, B.B.A. – Student Support Specialist
- Cara Suefuji, B.B.A. – Academic Support Specialist

Department of Pharmaceutical Sciences
The Department of Pharmaceutical Sciences, as the name suggests, is a multidisciplinary department that provides in depth education in several scientific areas of direct relevance to the profession, e.g., pharmaceutics, 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 that pharmaceutical science concerned with the biological, chemical, and therapeutic uses of drugs obtained from natural sources (e.g., plants, animals, and microbes).

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.

- Kenneth R. Morris, Ph.D. – Interim Chair and Professor, Pharmaceutical Sciences
- Kris Aoki – Office Assistant, Department of Pharmaceutical Sciences
- Andre Bachmann, M.S., Ph.D. – Associate Professor, Pharmaceutical Sciences
• Leng Chee Chang, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Mahavir Chougule, M. Pharm., Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Linda Connelly, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Jean Cruz – Secretary, Department of Pharmaceutical Sciences
• Daniela Guendisch, Ph.D. - Assistant Professor, Pharmaceutical Sciences
• Aaron Jacobs, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Susan I. Jarvi, M.S., Ph.D. – Associate Professor, Pharmaceutical Sciences, and Director of the Pre-Pharmacy Program
• Tamara Kondratyuk, Ph.D. – Assistant Specialist, Laboratory Manager
• Dana-Lynn Koomoa-Lange, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Anthony Otsuka, Ph.D. – Instructor
• Dianqing Sun, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Ghee T. Tan, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Gary R. Ten Eyck, Ph.D. – Assistant Professor, Pharmaceutical Sciences
• Anthony Wright, Ph.D. – Associate Professor, Pharmaceutical Sciences

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, pharmacoeconomics and 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, 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.

- Carolyn Ma, Pharm.D., BCOP – Associate Professor and Chair, Pharmacy Practice
- Linnea Aguiar – Office Assistant, Pharmacy Practice
- Julie Ann Luiz Adrian, DVM – Assistant Professor, Pharmacy Practice
- Katherine Anderson, Pharm.D., CGP, FASCP – Assistant Professor, Pharmacy Practice
- Jennifer Aguiar, B.B.A. – Assistant Clinical Education Coordinator
- Forrest Batz, Pharm.D. – Assistant Professor, Pharmacy Practice
- Anita E. Ciarleglio, Ph.D., R.Ph. – Assistant Professor, Pharmacy Practice
- Kendra Demaris, Pharm.D., Junior Specialist, Pharmacy Practice
- Lara Gomez, Pharm.D. – Director of Clinical Education, Assistant Specialist
- Roy Goo, Pharm.D. – Assistant Professor, Pharmacy Practice
- James Hall, Pharm.D., Instructor
- Deborah Juarez, Sc.D. – Associate Professor
- Patricia Jusczak, B.S., R.Ph. – Clinical Education Coordinator
- Eryn Kishimoto, Pharm.D. – Assistant Specialist
- Christina Mnatzganian, Pharm.D. Junior Specialist
- Yaw B. Owusu, Pharm.D. – Assistant Professor, Pharmacy Practice
- Lily Pua-Kaipo – Secretary, Department of Pharmacy Practice
- Victoria Rupp, Pharm.D. – Assistant Specialist
- Candace Tan, Pharm.D., BCACP – Assistant Professor, Pharmacy Practice
- Sheri Tokumaru, Pharm.D., BCPS – Assistant Professor, Pharmacy Practice
Office of Research Affairs

The Office of Research Affairs oversees the research enterprise of The Daniel K. Inouye College of Pharmacy with the goal of enabling every researcher at the College to actively pursue their research interests. The ORA has assembled an extensive array of major instrumentation that is shared by our entire faculty, and is available for use by other researchers at UH Hilo and in our community. While infrastructure development is important, helping our faculty to develop is even more so. The Office of Research Affairs is a resource for DKICP faculty seeking to implement their own research programs. It assists our researchers with all aspects of their research, such as crafting a viable research concept, identifying emerging opportunities for research, identifying potential partners or funding sources, preparing applications for extramural funding, promoting research integrity and compliance with funding agency requirements, and advising faculty on issues such as patenting, INDs, research contracts and protection of intellectual property. Upon request, it provides critical reviews of grant proposals and research manuscripts, striving to make every document the best it can be.

- Robert Borris, Ph.D., FLS – Associate Dean for Research and Associate Professor
- Joy Aito, B.B.A. – Information Technology Specialist
- Laura Libal, B.S. - IT Specialist, College of Pharmacy
- Tammy M. Tanaka, B.A. – Secretary to the Associate Dean for Research
The Daniel K. Inouye College of Pharmacy Directory

Office of the Dean
(808) 933-2909
Rainbow Drive Annex, 34 Rainbow Dr.

Division of Academic Affairs
(808) 933-2865
Pharmacy Modular Building A, 722 S. A’ohoku Pl.

Office of Student Services
(808) 933-7664
Pharmacy Modular Building A, 722 S. A’ohoku Pl.

Department of Pharmaceutical Sciences
(808) 933-2807
Rainbow Drive Annex, 34 Rainbow Dr.
Pharmacy Modular Building C, 722 S. A’ohoku Pl.,
Waiakea Research Center, 94 Stainback Hwy

Department of Pharmacy Practice
(808) 933-2927
Rainbow Drive Annex, 34 Rainbow Dr.
Pharmacy Modular Building D, 722 S. A’ohoku Pl.

Office of Research Affairs
(808) 981-8000
Waiakea Research Center, 94 Stainback Hwy

Pharmacy Librarian
(808) 933-3856
Pharmacy Modular Building D, 722 S. A’ohoku Pl.

Pre-Pharmacy Program
(808) 933-3162
PB-13, Room D6 (Main Campus)

***Information subject to change without notice***

Last updated 6/07/12.
Please refer to http://pharmacy.uhh.hawaii.edu/cop/ for the most up-to-date information.
The Daniel K. Inouye College of Pharmacy
2013-2014 Academic Calendar

The Daniel K. Inouye College of Pharmacy’s Academic Calendar operates on a two semester schedule which differs from UH Hilo’s General Academic Calendar. DKICP’s Fall Semester runs July 1 - December 31, 2013 (UH Hilo’s Fall Semester runs August 26 – December 20, 2013). DKICP’s Spring Semester runs January 1 - June 30, 2014 (UH Hilo’s Spring Semester runs January 13 – May 16, 2014). The didactic portion of the DKICP curriculum mirrors UH Hilo’s General Academic Calendar. However, depending on the class level of the student, the Pharmacy Practice Experiential portion of the DKICP Curriculum may fall outside these traditional dates. First Year Pharmacy Students (P1s) will have their hospital rotation either during the UH Hilo’s Fall or Spring semester and the retail rotation will be completed during the summer of 2014. Second Year Pharmacy Students (P2s) will have their P2 IPPE during the P2 school year and will have their P3 IPPE rotations in May, June or August following their second year of classes. Upon completion of the third year, Forth Year Pharmacy Students (P4s) will begin APPE rotations immediately after the didactic session in May. **Dates are subject to change**

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<td>First Day of Instruction</td>
<td>Jan. 13 (M)</td>
<td>Jan. 13 (M)</td>
<td>Jan. 13 (M)</td>
<td>APPE Rotations</td>
</tr>
<tr>
<td>Holiday: Martin Luther King Day</td>
<td>Jan. 20 (M)</td>
<td>Jan. 20 (M)</td>
<td>Jan. 20 (M)</td>
<td>See schedule</td>
</tr>
<tr>
<td>Last day to apply for Spring 2014 Graduation</td>
<td></td>
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<td></td>
<td>Jan. 31 (F)</td>
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<tr>
<td>Holiday: Presidents Day</td>
<td>Feb. 17 (M)</td>
<td>Feb. 17 (M)</td>
<td>Feb. 17 (M)</td>
<td>APPE Rotations</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>Mar. 24-28 (M-F)</td>
<td>Mar. 24-28 (M-F)</td>
<td>Mar. 24-28 (M-F)</td>
<td>See schedule</td>
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<tr>
<td>Holiday: Good Friday</td>
<td>Apr. 18 (F)</td>
<td>Apr. 18 (F)</td>
<td>Apr. 18 (F)</td>
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<tr>
<td>Last Day of Instruction</td>
<td>May 7 (W)</td>
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<td>May 7 (W)</td>
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<tr>
<td>Final Examinations</td>
<td>May 12-16 (M-F)</td>
<td>May 12-16 (M-F)</td>
<td>May 12-16 (M-F)</td>
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<tr>
<td>UH Hilo Commencement</td>
<td></td>
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<td>May 17 (Sa)</td>
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<tr>
<td>Pharmacy Practice-IPPE</td>
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</tr>
</tbody>
</table>

- P1 IPPE rotations
- Hospital or Transitional Care: Fall 2013 semester
- or Spring 2014 semester
- Retail: Dates TBA
- 4-week rotation during Summer 2014

- P3 IPPE rotations
- Dates TBA
- 2-week rotation during Summer 2014

- APPE Rotations
- TBA
- Schedule Pending
P4 Year Sample Schedule *(Dates subject to change)*

P4s will participate in 6 out of 8 rotation blocks. Rotations will be assigned based on a random method of submitted student preferences. Rotation sites may or may not observe all holidays; it will be at the discretion of the rotation site/preceptor to observe the holiday(s) noted below.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>DATES</th>
<th>HOLIDAYS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>May 14 – June 22</td>
<td>Memorial Day</td>
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<td>Kamehameha Day</td>
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<tr>
<td>2</td>
<td>July 2 – August 10</td>
<td>Independence Day</td>
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<tr>
<td>3</td>
<td>August 13 – September 21</td>
<td>Admissions Day</td>
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<td>Labor Day</td>
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<tr>
<td>4</td>
<td>September 24 – November 2</td>
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<tr>
<td>5</td>
<td>November 5 – December 14</td>
<td>Election Day</td>
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<td>Veterans Day</td>
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<td></td>
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<td>Thanksgiving</td>
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<tr>
<td>6</td>
<td>January 7 – February 15</td>
<td>Martin Luther King Jr Day</td>
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<tr>
<td>7</td>
<td>February 18 – March 29</td>
<td>President’s Day</td>
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<td></td>
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<td>Prince Kuhio Day</td>
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<tr>
<td>8</td>
<td>April 1 – May 10</td>
<td>Good Friday</td>
</tr>
</tbody>
</table>

Students who experience academic difficulty will be invited to meet with the Student Promotion & Graduation Committee (SPGC) to discuss their case. Students should be informed that failure to appear before the committee could have consequences regarding their academic future. This committee meets after the end of each didactic semester during the break to review the academic progress and performance of students in relation to institutional academic policies. Please review the student handbook pages for more information on academic standing and the SPGC. Please contact Dr. Edward Fisher, Associate Dean for Academic Affairs if you have specific questions on this process.
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 for a period of two years and was extended for another two years in June 2013, which is customary for new programs achieving initial accreditation status. Continuation will be determined at a future ACPE Board meeting, following a site visit to assess the ongoing progress of the program.

**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](http://www.acpe-accredit.org).
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.

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 137 semester hours of credit: 87 hours in required courses, a minimum of 8 credit hours in elective professional courses, and 42 credit hours in clinical/experiential education.

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. 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/baps/#BAPSADM.

Master of Science in Clinical Psychopharmacology
The University of Hawai‘i at Hilo is the first in the nation to offer a Master of Science in Clinical Psychopharmacology (MSCP) degree solely within a College of Pharmacy after an August 25, 2011 vote by the University of Hawai‘i Board of Regents. Typically offered by schools of psychology, the degree gives clinical psychologists in the military, as well as in Guam and two states (New Mexico and Louisiana), the authority to write prescriptions once they pass a national board exam. The program is currently offered to students at the Tripler Army Medical Center on Oahu.

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/graduate/admissions.php.

Readmission after Dismissal for Poor Academic Performance

Readmission into DKICP will not be considered until full accreditation status has been achieved. After that juncture, DKICP will implement the following policy in consideration of students applying for readmission.

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 semester) 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.

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. ***Curriculum subject to change without notice*** Last updated 7/8/2011.

<table>
<thead>
<tr>
<th>First Professional Year (P-1), Fall</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHPP 501 Introductory Pharmacy Practice Experiential (IPPE) I</td>
<td>1</td>
</tr>
<tr>
<td>PHPS 504 Pharmaceutical Immunology</td>
<td>3</td>
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<tr>
<td>PHPS 501 Biochemistry - biomolecules</td>
<td>3</td>
</tr>
<tr>
<td>PHPS 505 Pharmaceutics I</td>
<td>3</td>
</tr>
<tr>
<td>PHPP 511 Culture &amp; Inter-professional Health Care</td>
<td>2</td>
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<tr>
<td>PHPS 503 Pharmaceutical Calculations</td>
<td>2</td>
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<tr>
<td>PHPS 512 Introduction to the Pharmaceutical Sciences</td>
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<thead>
<tr>
<th>First Professional Year (P-1), Spring</th>
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<tbody>
<tr>
<td>PHPP 502 Introductory Pharmacy Practice Experiential (IPPE) II</td>
<td>1</td>
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<tr>
<td>PHPP 508 Introduction to Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PHPS 509 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>PHPS 502 Biochemistry - metabolism</td>
<td>3</td>
</tr>
<tr>
<td>PHPS 506 Pharmaceutics II</td>
<td>3</td>
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<tr>
<td>PHPP 510 Foundation of Integrated Therapeutics and OTC drugs</td>
<td>3</td>
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<thead>
<tr>
<th>Second Professional Year (P-2), Fall</th>
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<tbody>
<tr>
<td>PHPP 503 Introduction Pharmacy Practice Experiential (IPPE) III</td>
<td>1</td>
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<tr>
<td>PHPP 514 Evidence-Based Medicine and Critical Literature Review</td>
<td>3</td>
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<tr>
<td>PHPP 515 Integrated Therapeutics I</td>
<td>7</td>
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<tr>
<td>PHPS 511 Pharmacokinetics</td>
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<th>Second Professional Year (P-2), Spring</th>
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<tr>
<td>PHPP 504 Introduction Pharmacy Practice Experiential (IPPE) IV</td>
<td>1</td>
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<tr>
<td>PHPP 520 Pharmacy Law and Ethics</td>
<td>3</td>
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<tr>
<td>PHPP 523 Wellness and Disease Prevention</td>
<td>2</td>
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<tr>
<td>PHPP 516 Integrated Therapeutics II</td>
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<tr>
<td>PHPP 519 Health Care Systems</td>
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<td>Electives*</td>
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<th>Third Professional Year (P-3), Fall</th>
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<tr>
<td>PHPP 505 Introduction Pharmacy Practice Experiential (IPPE) V</td>
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<td>PHPP 522 Pharmacy Practice Management and Marketing</td>
<td>3</td>
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<td>PHPP 517 Integrated Therapeutics III</td>
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<tr>
<td>PHPP 525 Complementary Medicine</td>
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<td>Third Professional Year (P-3), Spring</td>
<td>Credits</td>
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<tr>
<td>PHPP 524 Pharmacoeconomics</td>
<td>3</td>
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<td>PHPP 518 Integrated Therapeutics IV</td>
<td>7</td>
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<td>PHPP 521 Applied Pharmaceutical Care</td>
<td>3</td>
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<tr>
<td>PHPS 591 Basic and Applied Toxicology</td>
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<td>Electives*</td>
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<tr>
<th>Fourth Year (P-4) - Advanced Professional Practice Experiences: 42 weeks</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHPP 540 Advanced Pharmacy Practice Experiential - Ambulatory Care</td>
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<tr>
<td>PHPP 541 Advanced Pharmacy Practice Experiential - Community Practice</td>
<td>6</td>
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<tr>
<td>PHPP 542 Advanced Pharmacy Practice Experiential - Medicine</td>
<td>6</td>
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<tr>
<td>PHPP 543 Advanced Pharmacy Practice Experiential - Hospital Pharmacy</td>
<td>6</td>
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<tr>
<td>PHPP 544 Advanced Pharmacy Practice Experiential - Elective I</td>
<td>6</td>
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<tr>
<td>PHPP 545 Advanced Pharmacy Practice Experiential - Elective II</td>
<td>6</td>
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<tr>
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<table>
<thead>
<tr>
<th>Potential Electives</th>
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<tbody>
<tr>
<td>PHPP 550 History of Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>PHPP 553 Current Topics in Health Care</td>
<td>1</td>
</tr>
<tr>
<td>PHPP 554 Zoonotic diseases</td>
<td>1</td>
</tr>
<tr>
<td>PHPP 555 Overview of Veterinary Medicine and Veterinary Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PHPP 557 Personal Finance</td>
<td>1</td>
</tr>
<tr>
<td>PHPP 559 Spanish for Healthcare Professionals</td>
<td>1</td>
</tr>
<tr>
<td>PHPP 560 Pharmacy Leadership</td>
<td>1</td>
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<tr>
<td>PHPP 561 Pharmacy &amp; Therapeutic Committee</td>
<td>1</td>
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<tr>
<td>PHPS 550 Genetics in Medicine</td>
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<tr>
<td>PHPS 553 Radioactivity in Pharmacy – An Introduction to Radiopharmaceutical Sciences</td>
<td>1</td>
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<tr>
<td>PHPS 554 Herbal Medicines</td>
<td>1</td>
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<tr>
<td>PHPS 555 Geographic Medicine and Global Health</td>
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<tr>
<td>PHPS 558 Drug Development and Regulation in the 21st Century</td>
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<td>PHPS 559 Environmental Toxicology</td>
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<tr>
<td>PHPS 560 Genetics and Pharmacology of Malaria</td>
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<tr>
<td>PHPS 561 Emerging Trends in Drug Discover</td>
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<tr>
<td>PHPS 562 Discovery and Development of Blockbuster Drugs</td>
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<tr>
<td>PHPS 563 Current Advances in Neuropharmacology</td>
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<tr>
<td>PHPS 567 Pharmacogenetics</td>
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<tr>
<td>PHPS 568 Antibiotic Mechanisms and Applications</td>
<td>1</td>
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<tr>
<td>PHPS 569 Cancer Prevention</td>
<td>1</td>
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*Students will be informed as to the availability of electives before the start of each semester

**Course Descriptions**

**FIRST PROFESSIONAL YEAR (P-1), FALL**

**PHPS 501 Biochemistry - Biomolecules**

**Fall, 3 credit hours**

The course will lay the biochemical foundation for the understanding of medicinal chemistry,
pharmaceutics, pharmacology and pathophysiology. The course will cover protein, DNA, and RNA function, in addition to their regulation and repair. The ultimate goal of this course is to present principles critical for understanding the biochemical basis for disease states and drug action.

**PHPS 505/L Pharmaceutics I**  
*Fall, 3 credit hours*  
Students will be introduced to issues, theory, and practice involved in the rational choice of drugs, dosage forms, and drug delivery systems, and the legal and professional issues in drug compounding. Discussion of Good Manufacturing Practices and Good Compounding Practices will carry over into the lab portion of the class. Students will become comfortable with equipment, procedures, and records used in the compounding of various dosage forms, and will practice clinical dispensing skills vital to shaping a truly professional pharmacist.

**PHPP 511 Culture & Inter-professional Health Care**  
*Fall, 2 credit hours*  
The concept of health care teamwork is not new but also not well-understood. The purpose of this course is to provide a framework for optimizing teamwork in health care. Examples of how team conflicts can be minimized or avoided will be discussed. In addition, the impact of culture on pharmaceutical care and teamwork will also be discussed, stressing the importance of recognizing potential differences between individuals.

**PHPS 503 Pharmaceutical Calculations**  
*Fall, 2 credit hours*  
In this course, students will learn the fundamentals of pharmaceutical calculations, including use of the SI system of units, methods of measurement and expressions of concentration. In addition they will learn what constitutes an accurate, understandable and legal prescription or medication order. Through a series of lectures and exercises based on intensive problem solving, students will learn to perform the calculations required for the preparation of a range of pharmaceutical dosage forms as well as for their proper administration to the patient. Emphasis will be placed on accuracy and prevention of medication errors.

**PHPS 504 Pharmaceutical Immunology**  
*Fall, 3 credit hours*  
Basic concepts of immunology, including innate immunity, antigen recognition, lymphocyte development and adaptive immunity will lay the groundwork for understanding immunity in a clinical context. Students will learn the role of the immune system in allergy, auto-immune disease, graft rejection and tumor immunogenicity. Methods of manipulating the immune system pharmacologically will be discussed as well as biotechnology applications.

**PHPP 501 Introductory Pharmacy Practice Experiential I**  
*Fall, 1 credit hour (This course will be offered as Pass/No Pass)*  
First year pharmacy students will spend a semester in either the retail pharmacy setting or hospital pharmacy setting to observe pharmacy practice.

**PHPS 512 Introduction to the Pharmaceutical Sciences**  
*Fall, 3 credit hours*
This course is designed to introduce first year pharmacy students to the areas included in Pharmaceutical Sciences. Areas that will be presented are Introduction to Pharmacology, Medicinal Chemistry and Pharmacognosy. This course will allow students to successfully transition into the integrated Therapeutics sequences of courses taught in years 2 and 3.

FIRST PROFESSIONAL YEAR (P-1), SPRING

PHPS 502 Biochemistry - Metabolism
Spring, 3 credit hours
“Biochemistry – Metabolism” will delve into metabolism and the interrelationships of metabolic processes. The biochemistry of metabolism focuses on glycolysis, the tricarboxylic acid cycle, the electron transport chain and oxidative phosphorylation, gluconeogenesis, and the synthesis and breakdown of biomolecules (carbohydrates, lipids, and amino acids). Metabolic control and regulation of pathways will be emphasized, including a discussion on the fundamentals of signal transduction in relation to hormone action. Clinical correlates and metabolic diseases will be examined.

PHPP 508 Introduction to Biostatistics
Spring, 3 credit hours
This course serves as the structural framework for a career that relies heavily on the ability to understand, evaluate and communicate medical information. The student will learn basic statistical and epidemiologic skills critical for the evaluation of medical literature and for conceptualizing what constitutes truly evidence-based medicine.

PHPS 506/L Pharmaceutics II
Spring, 3 credit hours
Students will be introduced to issues, theory and practice, involved in the rational choice of drugs, dosage forms and drug delivery systems, and the legal and professional issues in drug compounding. Discussions of Good Manufacturing Practices and Good Compounding Practices will carry over into the lab portion of class. Students will become comfortable with equipment, procedures and records used in the compounding of applications.

PHPS 509 Pathophysiology
Spring, 4 credit hours
This course will begin with a review of basic physiological topics that are of special importance to pharmacy, e.g. the autonomic nervous and cardiovascular systems. Following this will be an introduction to the discipline of pathology.

PHPP 502 Introductory Pharmacy Practice Experiential II
Spring, 1 credit hour (This course will be offered as Pass/No Pass)
The second course in the IPPE sequence will build on the skills and the knowledge of PHPP 501 to develop pharmaceutical care practice.

PHPP 507 Foundation of Integrated Therapeutics and OTC drugs
Spring, 3 credit hours
This course serves as an introduction to the integrated therapeutics sequences of courses. The integrated
therapeutics series is the core of the pharmacy curriculum. Material presented will emphasize topic areas that are foundational to the integrated therapeutics sequence of courses. Additionally, an in-depth review of over-the-counter medications will be presented.

SECOND PROFESSIONAL YEAR (P-2), FALL

PHPP 503 Introduction Pharmacy Practice Experiential (IPPE) III
Fall, 1 credit hour (This course will be offered as Pass/No Pass)
Second year students will begin to develop their patient interview, chart gathering and case development and presentation skills. Students will spend one semester in community health care clinics and one semester in a long term care facility. Students will present actual patient care cases in a seminar format throughout the semester.

PHPP 506 Introduction Pharmacy Practice Experiential (IPPE) Retail-Rotation
Fall, 1 credit hour
This course is the third in a sequential series. Content encompasses an introduction to pharmacy practice in the community setting through observational and direct delivery of care to patients.

PHPP 514 Evidence Based Medicine and Critical Literature Review
Fall, 3 credit hours
In this course, students will learn about research methods and biostatistics necessary for the critical evaluation of medical literature. Students will be exposed to descriptive statistics, inferential statistics, probability, Type I and Type II errors, bias and confounding, sample size and statistical power, absolute and relative risk, intention-to-treat analyses, number needed to treat and confidence intervals. Students will learn how to critically evaluate medical literature and recognize errors in study design or statistical methodology and determine the internal and external validity of published research trials. Pre: PHPP 508 (Biostatistics).

PHPP 515 Integrated Therapeutics I
Fall, 7 credit hours
This is the first course in a sequence of four courses. Pathophysiology, medicinal chemistry, pharmacology and therapeutics will be integrated into one discipline in this course that will examine pharmacotherapy based on organ systems of the body. Students will learn to blend their factual knowledge of basic sciences and apply this knowledge to drug treatment of specific disorders in disparate patients. Beginning in this course the pharmacotherapy of all major diseases states covered by organ system, including the pulmonary, cardio-vascular, endocrine, genitourinary, gastrointestinal, renal, and central nervous systems, as well as infectious diseases, oncology, and other topics.

PHPS 511 Pharmacokinetics
Fall, 3 credit hours
Students will learn about the time course a drug occupies in the human body. Topics to be covered include drug bioavailability, drug absorption, distribution, metabolism and elimination, pharmacokinetics of various dosage forms, routes of administration and drug effects over time. The effects of patient weight, gender and age on drug pharmacokinetics will be discussed along with the therapeutic variation that occurs with these patient parameters. Students will use pharmacokinetic...
calculations to be able to solve problems in clinical pharmacokinetics. Emphasis will be placed on using pharmacokinetic principles to decrease the risk of toxicity and improve therapeutic outcomes using a variety of commonly used medications.

SECOND PROFESSIONAL YEAR (P-2), SPRING

PHPP 504 Introduction Pharmacy Practice Experiential (IPPE) IV
Spring, 1 credit hour (This course will be offered as Pass/No Pass)
Second year pharmacy students will begin to develop patient interview, chart gathering and case development and presentation skills. Students will spend the semester either in a community health care clinic or in a long term care facility. Student will present actual patient care cases in a seminar format throughout the semester.

PHPP 520 Pharmacy Law and Ethics
Spring, 3 credit hours
The evolution of the practice of pharmacy has led to pharmacists facing an overwhelming number of legal issues. In addition to the standard coverage of the FD&C Act, the Controlled Substances Act and regulations of the Federal Trade Commission, this course will help student understand legal issues such as HIPAA privacy issues in the pharmacy, electronic prescribing, medication error reporting, professional liability insurance and Medicaid/Medicare issues. Current and past cases in the law will be used as practical examples of these concepts. In addition, students will participate in discussions and debates of ethical issues facing pharmacists in today's health care environment.

PHPP 516 Integrated Therapeutics II
Spring, 7 credit hours
Continuation of the medicinal chemistry, pharmacology, pathophysiology and therapeutic use of drugs which was started in Integrated Therapeutics I.

PHPP 523 Wellness and Disease Prevention
Spring, 2 credit hours
This course provides students with an overview of what constitutes a healthy lifestyle and how it contributes to the prevention of chronic disease. Pharmacists are key providers in helping to educate patients about wellness and disease prevention. Disease State Management (DSM) is an organized, coordinated process to manage specific disease states over the entire course of the disease to improve clinical and economic outcomes for the patient. Students will be exposed to important DSM models such as the Asheville Project in North Carolina and utilize this information in creating a disease management program.

PHPP 519 Health Care Systems
Spring, 2 credit hours
The American healthcare payment system is comprised of a variety of payers and participants. Payers for healthcare services are private insurers, employer groups, Medicare and Medicaid. Other participants in the system are hospitals, government hospitals such as the VA system, staff model HMO's, and individual/corporate healthcare providers. This course will examine the unique role of each participant as well as the current dynamics of these inter-relationships, and the sustainability of such a system in the
current financial/healthcare crisis.

THIRD PROFESSIONAL YEAR (P-3), FALL

PHPP 505 Introduction Pharmacy Practice Experiential (IPPE) V
Spring, 1 credit hours (This course will be offered as Pass/No Pass)
This course is a continuation of PHPP 501, 502, 503, and 504.

PHPP 522 Pharmacy Practice Management and Marketing
Fall, 2 credit hours
Regardless of the practice setting, pharmacists are called upon to be managers of people, finances and business. Most of the didactic education focuses on the basic sciences and clinical practice. The goal of this course is to teach students management principles and skills universal to all management scenarios. Students will practice skills necessary for time management organization, business planning, operations management, people management, and quality control. The course section on finance will include financial statements and analysis budgeting, 3rd party payer considerations, inventory management and labor costs. Discussion of marketing theory and application will be included.

PHPP 517 Integrated Therapeutics III
Fall, 7 credit hours
Continuation of pharmacotherapy of disease states by organ systems which was started in PHPP 515, Integrated Therapeutics I, and continues in PHPP 516, Integrated Therapeutics II.

PHPP 525 Complementary Medicine
Fall, 3 credit hours
This course is designed as an overview of complementary medicine. Students will be presented a balanced unbiased view of the theory and practice of some of the more popular complementary therapies such as acupuncture, traditional Chinese medicine, homeopathy, herbal medicine, and other dietary supplements.

THIRD PROFESSIONAL YEAR (P-3), SPRING

PHPP 521 Applied Pharmaceutical Care
Spring, 3 credit hours
This course will consist of workshop and case presentations to incorporate physical assessment skills and multi-disease state cases. Students will work in large and small sized groups to review patient cases and present in the SOAP format. This course will be the capstone course for the Pharmacy Practice curriculum before the Advanced Pharmacy Experiential rotations and will emphasize critical thinking and evaluation for multi-disease state patient cases as well as patient education.

PHPP 524 Pharmacoconomics
Spring, 3 credit hours
This course introduces pharmacy students to the basic concepts, terminology, and applications of pharmacoconomics and its usefulness in making informed decision in health care. Students will learn
types of outcome evaluation and outcome measures, the appropriate uses and applicability of cost-of-
illness, cost-minimization, cost-effectiveness, cost-benefits, cost-utility, and decision analyses.
Evaluation of the humanistic outcomes associated with drug therapy and the provision of pharmaceutical
care on quality of life including the utilization of sensitivity analyses, decision analysis models, and
dISCOUNTING will also be reviewed. Emphasis is placed upon the reading, interpretation, and critical
evaluation of different types of published pharmacoeconomic studies in the medical literature. The goal
of this course is to nurture the student an appreciation for the role of pharmacoeconomics in health care.

PHPP 518 Integrated Therapeutics IV
Spring, 7 credit hours
This course is a continuation of PHPP 515, 516, and 517.

PHPS591 Basic & Applied Toxicology
Spring, 3 credit hours
This course will provide a general foundation in the understanding of basic toxicological principles. The
mechanisms of toxicity and contemporary treatment plans for the most common chemical,
environmental and pharmaceutical agents are presented. Additionally this course will provide an in-
depth review of the neuropharmacology of substances of abuse including stimulants, depressants,
hallucinogens and anabolic steroids. Pre: Second year standing in the College of Pharmacy.

FOURTH PROFESSIONAL YEAR (P-4)

Advanced Pharmacy Practice Experiences (APPE)
Students must successfully complete 36 credit hours of practical experience during the academic
program. Students are required to complete four required advanced patient care experiences and two
elective experiences. During their experiences, students spend time in a community pharmacy setting
developing the skills necessary to dispense prescriptions, provide patient information, acquire and store
drugs, and keep accurate records. They also spend time in a hospital setting developing the skills
necessary to distribute medications, manufacture intravenous products, process drug information
requests, and perform quality assurance audits. During their clinical clerkships, students work closely
with clinical faculty to develop competencies in the areas of patient monitoring, pathophysiology and
disease treatment, drug information retrieval and interpretation, patient education, and pharmacokinetics.
Students can also select an elective rotation that may or may not involve direct patient contact,
depending on the site of practice. All rotations place an emphasis on problem solving skills, critical
thinking, and communications in the delivery of pharmaceutical care.

PHPP 540 Advanced Pharmacy Practice Experience (APPE) – Ambulatory Care
6 credit hours (This course will be offered as Pass/No Pass)
This six week rotation focuses on pharmaceutical care in the ambulatory care environment where
students will interface with their pharmacist preceptor, physicians, nurses and other health professional
to provide services to ambulatory care patients. Some examples of ambulatory care practices will
include hypertension clinics, anticoagulation clinics, hyperlipidemia clinic, medication therapy
management (MTM) services and disease state management.

PHPP 541 Advanced Pharmacy Practice Experience (APPE) – Community Practice
6 credit hours (This course will be offered as Pass/No Pass)
This six week rotation focuses on pharmaceutical care in the community pharmacy setting where students will work with pharmacy preceptors to learn about dispensing techniques, pharmacy databases, community pharmacy management, patient counseling, over the counter (OTC) medications, medication therapy management (MTM), and disease state management.

PHPP 542 Advanced Pharmacy Practice Experience (APPE) – Medicine
6 credit hours (This course will be offered as Pass/No Pass)
This six week rotation will place students in a hospital or other acute care facility to learn about pharmaceutical care in an inpatient environment. Students will work closely with physicians and clinical pharmacists to provide services to acutely ill patients and provide clinical pharmacy services. Students may round with medical teams or be partnered with other physicians to learn more about the interface between medicine and pharmacy.

PHPP 543 Advanced Pharmacy Practice Experience (APPE) – Hospital Pharmacy
6 credit hours (This course will be offered as Pass/No Pass)
Six week rotation will place students in a hospital pharmacy where they will learn about unit dose systems, automated dispensing units, parenteral drugs, intravenous mixture systems, sterile produce preparation, hospital pharmacy computer systems, physician order entry, crash cart systems and DRG/ICD-9 systems used in tracking patient diagnoses and reimbursement for services.

PHPP 544, 545, 546 Advanced Pharmacy Practice Experience (APPE) – Electives
6 credit hours per elective. Students need to successfully complete 2 elective APPE rotations. (This course will be offered as Pass/No Pass)
These six week rotations will place students where they may spend time in the many different areas of pharmacy practice including: adult medicine, pediatrics, geriatrics, infectious disease, critical care, oncology, psychiatry, ambulatory care, community practice, drug information, pharmacy compounding, home health care, clinical or basic sciences research, and pharmacy administration.

POTENTIAL ELECTIVES

PHPP 550 History of Pharmacy
2 credit hours
This elective is of value to appreciate the origin of pharmacy and the manner in which ancestors of the field practiced their art. These historical aspects will be discussed as well as techniques, tools, symbols, and art in pharmacy.

PHPS 550 Genetics in Medicine
2 credit hours
This elective course will introduce the student to the basics of genetics and molecular mechanisms of inheritance as they apply to the treatment of disease and to the response of patients to drug therapy. Students will learn how genetics may lead to new strategies in drug development and treatment, how genetics may be used to predict patient response to specific treatments, and how responses are mediated. Emphasis will be placed on clinical and research applications.
PHPS 553 Radioactivity in Pharmacy: An Introduction to Radiopharmaceutical Sciences
1 credit hour
Radiopharmaceuticals are playing a more and more important role worldwide. Particularly, the development of radiolabeled compounds for in vivo biochemical imaging tools like PET (positron emission tomography) and SPECT (single photon emission computed tomography) increased considerably.

PHPS 558 Drug Development and Regulation for the 21st Century
1 credit hour
The mechanism by which drug products are developed and approved for use in a global market is an evolving process. Concepts of quality by design employed in other industries such as aerospace are being adapted for pharmaceuticals with the intense encouragement of major regulatory agencies.

PHPS 555 Geographic Medicine and Global Health
1 credit hour
This elective course will cover: policy makers and public health experts who have emphasized the growing need for global health literacy and global health capacity among U. S. healthcare professionals. The Institute of Medicine defines global health as health problems, issues, and concerns that transcend national boundaries, may be influenced by circumstances or experiences in other countries, and are best addressed by cooperative actions and solutions.

PHPS 554 Herbal Medicines
1 credit hour
This elective course will cover the most popular herbal medicines, their chemistry (natural products), information resources, part(s) of plant origin, use, efficacy, safety, and potential drug interactions. A small student-centered research project is assigned with approval by the chair of the department.

PHPP 557 Personal Finance
1 credit hour
This course will provide an introduction to the basic principles and skills of personal financial management, including saving, borrowing, insurance, investment, and budgeting. Special emphasis will be given to the issues most relevant to new pharmacists, such as student loan repayment, financial implications of career mobility, and retirement options based on type of healthcare employer.

PHPS 560 Genetics and Pharmacology of Malaria
1 credit hour
This course will provide students with a better understanding of the role that genetic variation plays in disease susceptibility at both the individual and population levels. Genetic variation of human hosts and parasites will be covered with an emphasis on co-evolution. Drug action and mechanisms of drug resistance will be explored. The contemporary role of molecular genetic techniques in the detection of genetic variation, with applications toward vaccine development, will also be covered. Pre: Second year standing in the College of Pharmacy.

PHPP TBD Current Topics in Health Care
1 credit hour
Healthcare is no longer defined as a patient seeking the services of a provider. Healthcare inflation is
exacerbated by the cost of government programs such as Medicare, unemployment, fraud, defensive medicine and increasingly sophisticated technology in healthcare. Healthcare reform will change healthcare delivery as we know it today. This course will focus on healthcare system related challenges for providers, payers, and users of the system, with a focus on pharmacy. Current events will be the basis of topics for discussion.

**PHPP TBD Overview of Veterinary Medicine and Veterinary Pharmacology**
2 credit hours
This course is designed to introduce students to the profession of veterinary medicine and how it is dependent on pharmacology. Lectures include veterinary medical education; and practicing small animal medicine, large animal medicine (equine and food animal), and exotic animal medicine, inclusive of the daily challenges encountered in practicing medicine. The realms of veterinary medicine, for example, diagnostic tools (physical examination, imaging, clinical pathology, etc.), treatment options (medicinal, surgical, physical therapy, conservative, etc.) and career opportunities will be emphasized. This course also introduces students to veterinary pharmacology, in particular the drugs routinely used in veterinary medicine. Included in this course are discussions on drug residues, antimicrobial veterinary case studies, and answers to questions pharmacists may commonly get asked.

**PHPP TBD Zoonotic Diseases**
1 credit hour
This course is designed to introduce students to the definition, history, origin and transmission of zoonoses; commonly encountered zoonotic diseases as well as those commonly encountered in Hawaii. Covered are bacterial, tick-borne bacterial, fungal, parasitic, viral and prion zoonoses.

**PHPS TBD Discovery and Development of Blockbuster Drugs**
1 credit hour
There is a critical point and an interesting story behind each pioneering breakthrough in medicine, when decisions were made as to whether to continue or terminate the development of a promising new drug. Throughout the lectures, the historical discovery and development of representative blockbuster drugs, which changed the world and saved millions of lives, will be discussed.

**PHPS TBD Environmental Toxicology**
1 credit hour
This elective is designed to introduce students to the field of environmental toxicology. This course will focus more on ecotoxicology, rather than classical toxicology, and include topics such as xenobiotics, toxic and radioactive metal, toxicity of solvents and pesticides, halogenated aromatic compounds, environmental endocrine disruptors, and pharmaceuticals and personal care products in the environment. The objectives of this course will be to examine some of the major areas of environmental toxicology. Student presentations will focus on current studies that are a major concern in today’s global society. This course will use a combination of lectures, discussion, and literature presentations to cover areas in environmental toxicology.

**PHPS TBD Current Advances in Neuropharmacology**
1 credit hour
This elective is designed to cover the current literature and latest discoveries in neuropharmacology. Course topics are from a variety of areas and can have a clinical or basic science emphasis but must
cover the most recent findings in that field. The effect of a drug on the brain is a paramount concern for pharmacists. The action of drugs on the nervous is the science of neuropharmacology. It comprises several areas of investigation of critical importance to science and medicine. The overall goal of this course is to examine the latest, current neuropharmacologic studies that are now being employed to investigate both function and dysfunction in the nervous system. Student presentations are intended to familiarize the student with the latest advances and studies in neuropharmacology and also to stimulate discussion during class.

**PHPS TBD Emerging Trend in Drug Discovery**  
*1 credit hour*

This 1 credit elective course is designed to enhance the student’s knowledge of emerging drug targets and related efforts in the drug discovery and development process. Articles have been selected from recent scientific literature. Each student will read the assigned article (according to the schedule of instruction) before class meets and be prepared to participate in a thoughtful discussion. The emphasis of the course is on the drug development process, focusing on the phases of target identification and validation. This elective is intended to reveal: a) how novel drug modalities will complement existing treatment options for various disease states; b) scientific basis for the selection of a particular target; c) the validation of target choice through experimental methods; and, d) methods to integrate a novel target into the drug development pipeline. Limited discussions may also be held on the special topics such as common problems encountered in drug development, as well as the impact of intellectual property and reach-through patents in drug discovery efforts.

**PHPS 598 Pharmacogenetics**  
*1 credit hour*

This elective is designed to introduce students to the field of pharmacogenetics, the study of the genetic basis for variation in drug response. This course will discuss the development of pharmacogenetics, genetics and epigenetics within pharmacogenetics, age-related and ethnic factors in pharmacogenetics, some genomic tools used in pharmacogenetic research, cancer and HIV treatment and pharmacogenetics, and the future of pharmacogenetics research and discoveries. The objectives of this course will be to thoroughly examine the concepts of pharmacogenetics and to investigate current studies. This will be achieved by a combination of lectures, discussion, and literature presentations.

**PHPS TBD Antibiotic Mechanisms and Applications**  
*1 credit hour*

This course will provide an exposition of the fundamental mechanisms of antibiotic action. The basic differences between prokaryotes and eukaryotes that provide for specific antibiotic targets will be emphasized. Mechanisms of antibiotics will include those that affect cell wall biosynthesis and metabolism, membrane structure and function, nucleotide biosynthesis, DNA replication and other nucleic acid transactions, transcription, and protein synthesis, as well as novel mechanisms. For each biological mechanism, the biological process, for example protein synthesis, will be reviewed to provide a framework for understanding the role of the antibiotic. Classes of antibiotics will include, but are not limited to, β-lactams, β-lactamase inhibitors, glycopeptides, isoniazid, aminoglycosides, tetracyclines, macrolides, lincomycin, streptogramins, oxazolidinones, fusidic acid, fluoroquinolones, nitroimidazoles, rifamycins, sulfonamides, DHFR inhibitors, and polymyxins. Antibiotics from natural sources as well as synthetic antibiotics will be addressed. In addition, mechanisms by which microbes develop antibiotic resistance will be discussed.
PHPP 559 Spanish for Healthcare Professionals
1 credit hour
This course provides a unique opportunity in developing culturally aware clinical language skills for the Spanish speaking patient population, optimizing all aspects of medication therapy management for this patient population. Pre: Second year standing in College of Pharmacy
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.

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

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 12th 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 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.
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. These guidelines are currently under revision and an addendum may be added to this handbook in the near future.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>USUAL ACTION</th>
<th>ACADEMIC STATUS</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>All passed with yearly GPA &gt; 2.0</td>
<td>Promote</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>All passed, but yearly GPA &lt; 2.0</td>
<td>Extended</td>
<td>Probation</td>
<td>---</td>
</tr>
<tr>
<td>First grade of F and no more than 1 D (cumulative)^&lt;sup&gt;^&lt;/sup&gt;</td>
<td>Remediation*~</td>
<td>Probation</td>
<td>Fail – Dismissal Pass – Promote</td>
</tr>
<tr>
<td>The following combinations of grades: F, F (cumulative) or F, D, D or D, D, D</td>
<td>Extended</td>
<td>Probation</td>
<td>---</td>
</tr>
<tr>
<td>3 grades of F (cumulative) or 4 or more grades of D and/or F</td>
<td>Dismissal</td>
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INTRODUCTORY PHARMACY PRACTICE EXPERIENTIAL (IPPE) ROTATIONS

<table>
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<tr>
<th>COURSES</th>
<th>USUAL ACTION</th>
<th>ACADEMIC STATUS</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 grade of No Pass (NP)</td>
<td>Remediation based upon availability</td>
<td>Probation</td>
<td>---</td>
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<tr>
<td>2 grades of No Pass (NP)</td>
<td>Dismissal</td>
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ADVANCED PHARMACY PRACTICE EXPERIENTIAL (APPE) ROTATIONS

<table>
<thead>
<tr>
<th>COURSES</th>
<th>USUAL ACTION</th>
<th>ACADEMIC STATUS</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Passed</td>
<td>Promote</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1 grade of No Pass (NP)</td>
<td>Remediation++</td>
<td>Probation</td>
<td>---</td>
</tr>
<tr>
<td>2 grades of No Pass (NP)</td>
<td>Remediation++</td>
<td>Probation</td>
<td>---</td>
</tr>
<tr>
<td>3 grades of No Pass (NP)</td>
<td>Dismissal</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
P-1, P-2, P-3 OR P-4 YEAR RETURNING** OR EXTENDED STUDENTS
DURING THE EXTENDED YEAR

<table>
<thead>
<tr>
<th>COURSES</th>
<th>USUAL ACTION</th>
<th>ACADEMIC STATUS</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>All passed with GPA &gt; 2.0</td>
<td>Promote</td>
<td>---</td>
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</tr>
<tr>
<td>All passed, but semester GPA &lt; 2.0</td>
<td>Dismissal</td>
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<tr>
<td>1 grade of F</td>
<td>Dismissal</td>
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<td>or</td>
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<tr>
<td>2 grades of D</td>
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</tbody>
</table>

* All remediations will be accomplished during the summer and will be scheduled based on the availability of the faculty member.
~ Integrated Therapeutics courses cannot be remediated.
^^ Cumulative refers to the 6 semesters of the P1, P2 and P3 years.
++ Based on rotation availability and may result in delayed graduation.
** Returning students refer to those who have successfully completed an extended year.

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.
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” in one or more courses.
3. 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” are 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” 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.

**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” in one or more courses or a “D” in two 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 or professional organization. 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, remediate or successfully retake a course in which an “F” was earned), as determined by the SPGC.

If a student is placed on academic probation during the last didactic semester due to earning two “D” grades, but has an annual GPA greater than 2.0 they will be removed from probation upon successful completion of all APPE rotations.

**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
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 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, or www.nabp.net.

For further information regarding licensure, please contact Daryl Masanda at the Office of Student Services, 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 Advisor Program**

Students are placed in small groups upon entry into the DKICP. Each group of students is 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, and the Academic Advisement Specialist, as well as other faculty members are also available to assist students with academic advising, 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 counselor,
2. Overseeing and 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. Accompanying the student if requested when the advisee’s future academic progression may be discussed,
5. 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. Facebook, Twitter, Google+, and 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 likenesses 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 medial 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.

Student Liaisons

Each pharmacy class will elect two student liaisons. The duties of the student liaisons will be to
communicate shared student concerns with individual course coordinators. Additionally, the student liaisons will meet with both Department Chairs and the Associate Dean for Academic Affairs at the midpoint of each semester in order to discuss student concerns. Additional meetings may be scheduled if and when the need arises.

The elections for the student liaisons will be held during the first month of the academic year. The elected student liaisons will serve for the entire academic year. Elections will be held each new academic year, and at this time the previously elected students may or may not choose to run for reelection. Before the election takes place two student volunteers will be asked to serve as interim liaisons.
Pharmacy Practice Experience (PPE) Handbook
August 2013

The following policies and procedures will be reviewed with the student. A signed and dated copy of their understanding and agreement for each of these policies will be on file. Preceptors are welcome and expected to hold students to these policies and guidelines.

General Considerations

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 Daniel K. Inouye 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 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

Students will attend all site visits.

Attendance is mandatory for all seminars, experiential site visits, presentations or otherwise assigned off line activities. 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.

**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 Clinical Education Coordinator 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: Requests for time off for 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 Daniel K. Inouye 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.

For Hilo Medical Center:
Random drug screening is required before the start of the Hilo Medical Center rotation. If possible, screening should occur as close to the start of the commencement of the first year rotations.

A statement of clearance from the Hilo Medical Center employment officer to the PPE Clinical Coordinators will indicate that the student may proceed with the IPPE. Once these steps are done before the first year, then requirements will be fulfilled unless a future rotation site requests an update. The student must comply with all screening and updates required by future rotation sites.

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
- Students must maintain and use the UH Hilo student email account and notify the University, and The Daniel K. Inouye 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 Daniel K. Inouye 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.
• Students 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 when 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 PPE Director, but not with any other students, pharmacy staff, other preceptors, patients or other health care personnel.

Disability
Please refer to the general UH Hilo Student handbook for disabilities.
Office: Hale Kauanoe A Wing Lounge, uds@hawaii.edu , 933-0816 (V)/ 933-3334 (TTY)
www.uhh.hawaii.edu/studentaffairs/uds/

The Disability Services (DS) Office provides services and supports to disabled students, faculty, and staff at UH Hilo, in compliance with section 504 of the Rehabilitation Act (1973) and the ADA. Direct services, provide in conjunction with the Student Support Services Program, focuses on accommodation and access issues relating to the student with disability educational needs. In addition to serving as an advocate for people with disabilities at UH Hilo, the office provides consulting on facilities development, public accommodations for campus programs, services or activities, educational and awareness programs, and general support diversity activities at UH Hilo. Services and supports provided
through the DS Office include:
Disability review and referral for assessment, Provision of accommodation, Policy review and implementation, Disability counseling, and Campus and community disability resource.

**Disability Complaints**
Notice to Persons with Disabilities- please refer to the DKICP Student Handbook
Students are not required to carry Disability Insurance, but should be aware of their risk.

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:
- DKICP Student 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.

Evaluations of Students
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, E*Value 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 UH Hilo process to challenge a grade.

Evaluations of Sites and Preceptors
Students must complete the evaluation of their site and preceptor online thru E*Value. 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 Clinical Education Coordinators 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 Experientials.

FERPA - Family Educational Rights and Privacy Act
All information regarding student activity and performance is kept as confidential information by The Daniel K. Inouye 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. Students are not considered an agent or an employee of the University or rotation site and costs associated with injury or mishaps that may occur during experiential activities are the student’s responsibility.

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.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Mumps/Rubella (MMR)</td>
<td>Positive Titers for Measles (Rubeola), Mumps, and Rubella. If titers are negative documentation of 2 doses of MMR</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Positive Hepatitis B Surface Antibody Titer. Unless documented 3 Hepatitis B Vaccinations prior to 1997 are on file.</td>
</tr>
<tr>
<td>Varicella</td>
<td>Positive Varicella Titer. If titer is negative, documentation of 2 doses of Varicella vaccine</td>
</tr>
<tr>
<td>Tetanus/Diptheria/Pertussis</td>
<td>Tdap Vaccination within the past 10 years; and documented history of at least 3 tetanus, diphtheria, and/or including pertussis vaccinations.</td>
</tr>
</tbody>
</table>
TB Screening
- Two step PPD within the past 12 months or
- Two PPD’s given 12 months or less apart, or the most recent PPD within the past 12 months, or
- If history of a positive PPD:
  - Documentation of the positive PPD, and
  - A chest X-ray within the past 12 months indicating no signs of pulmonary TB
- Maintain annual TB screening thereafter

CPR
- All students are responsible to be CPR-BCLS certified at the start of the P1 year and for maintaining current active status of their CPR certification throughout all academic years at DKICP. Online CPR renewals are not acceptable.

Housing
Students are responsible for securing their own housing for ALL IPPE/APPE rotation sites. Housing costs are the student’s responsibility.

Infection Control and Exposure Management

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:
- Response to cardiac arrest resuscitation or participation on rapid response teams.
- Patient evaluation (particularly if the evaluation includes any physical examination of the patient by the pharmacist).
- 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. See also: Health and Immunization Policy above.

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 may be permissible as well.
  b. Personal barriers:
i. Gloves – clean gloves should be put on immediately prior to a contact with 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. Sterile technique and all institutional policy that upholds USP 797 will be adhered to by the student.

ii. 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.

iii. 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.

iv. Students handling any materials with body fluids must dispose of all materials in a marked biohazard bag.

v. 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 pharmacist 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 in to 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.

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

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 Daniel K. Inouye 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 judgment as to whether the exposure was significant, the preceptor should discuss this with the course coordinator and/or the Clinical Education Coordinators.

**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 occur.

1. Immediately remove gloves, clothing soaked with blood or other high-risk body fluids, and place in biohazard container.
2. 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.
3. Inform the preceptor, employee health services of the institution and/or emergency department at the site where the exposure occurred.
4. Seek emergency medical care.
5. If necessary, ask for initiation of HBV, Hepatitis C(HCV) and HIV protocol
6. Contact the Director of PPE/Clinical Education Coordinator. Avoid signing any Incident Report or Accident Report form until the Director of PPE has consulted with Risk Management of the institution. If a significant exposure is determined to have occurred, the Director of PPE will work closely with the student to determine the best course of action.

**If exposure to other communicable diseases occurs:**
1. **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.

2. **Chicken pox:** All students should have verbal history of chicken pox or immunization with the varicella vaccine. A sitter 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 26th day of exposure. If this occurs, the Director of PPE will try to work out alternative arrangements between student and preceptor so that credit is not lost.

3. **Measles, mumps, rubella, pertussis:** If exposure to any of these diseases occurs, it will be considered on a case-by-case basis.

4. **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.

5. **Hepatitis A, B, or C:** Will be evaluated on a case-by-case basis.

**If exposure to hazardous chemicals occurs:**
1. Wash any exposed sites if applicable.
2. Institute any safety or hazardous protocol from the institution.

**Intern License**

**State of Hawaiʻi:** Students will be eligible to apply for a Hawaiʻi intern license after successful completion of their first professional year. State of Hawaiʻi Applications will be available to students toward the end of their first professional year. An active intern license is required for all PPE’s completed during the 2nd thru 4th professional year.

**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 Academic Advisement Specialist, at the Office of Student Affairs, 722 S. A’ohoku St., Building A, Room 109. 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 Daniel K. Inouye College of Pharmacy 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 encouraged to utilize resources identified and/or provided by the UH Hilo campus.

Orientation to Site (Orientation Checklist will be available to student)
- 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 Objective 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, technicians, or other individuals’ sign-ons to experiential site computers. They should use their own assigned sign-ons if given one. There shall be no sharing of log-ins or passwords.
- 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
The student is expected to keep their portfolio binder and CV up to date for each rotation. Students are expected to arrive at the new site with their portfolio, which will include the following:
1. Immunization records – Student DKICP Health Record Form
2. Training completion statements for HIPAA Privacy and Security, Bloodborne Pathogens, Medicare Part D Fraud, Waste, and Abuse (Annually from Pharmacist’s Letter courses)
3. Rotation site clearance letters
4. Pharmacy Intern license (after first year)
5. Immunization certification (after first year)
6. Copy of CPR certification card (back and front including holder’s signature)
7. Curriculum Vitae (CV)
8. Copy of Health insurance
9. Personal Information Form - listing emergency contacts (to be kept in the front pocket of the portfolio binder) – copy to be given to the preceptor.
10. Student’s phone number and email information
11. Past PPE projects, reflections, and evaluations
12. Any necessary pocket references

Students are expected to review their portfolio with the preceptor and the preceptor is expected to look through the portfolio.
Students are expected to keep their E*Value portfolio current, including address, email, phone, and emergency contact information. Immunization and certification due dates should also be monitored in E*Value.

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.

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.hawaii.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.

Student (APPE) Expectations and Responsibility Acknowledgement Form
Must be signed prior to the start of APPE

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.
Professional Standards

“Student Pharmacist” is the sole title recognized by the American Association of Colleges of Pharmacy (AACP), 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 (AACP) 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


“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**


“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 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 this code, please contact:

Edward Fisher, PhD, RPh  
Associate Dean of Academic Affairs  
fishe re@hawaii.edu  
(808) 933-2957  
Mod 3318A Room 106

You may also report violations through your class liaisons who will in turn report the violation to the 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 student 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.

2014 Student Class Council
Faculty Advisor: Robert P. Borris, Ph.D., FLS
President: Sean Pfundstein seanpfun@hawaii.edu

2015 Student Class Council
Faculty Advisor: Linda Connelly, Ph.D.
President: Daniel Watanabe dwata@hawaii.edu

2016 Student Class Council
Faculty Advisor: Paula Zeszotarski, Ph.D.
President: Okezie Irondi oirondi@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.

Faculty Advisor: Mahavir Chougule, Ph.D.
Chair: Kehau Hagiwara kehauh@hawaii.edu

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 Chapter website at https://sites.google.com/site/uhhapha/Home and our facebook page by searching for APhA-ASP Hawai‘i Chapter.

Chapter Advisor: James Hall, Pharm.D.
President: KristiAnne Nishek nishek@hawaii.edu

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.

Faculty Advisor: Mimi Pezzuto, Pharm.D.
President: Ericson Ganotsi ericsong@hawaii.edu

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.

Faculty Advisors: Aaron Jacobs, Ph.D.
Edward Fisher, Ph.D.
President: Bryan Huynh bryan8@hawaii.edu
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.

Faculty Advisor: Patricia Jusczak, B.S., R.Ph.
President: Akio Yanagisawa akioyana@hawaii.edu

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.

Faculty Advisor: Lara Gomez, Pharm.D.
President: Le Du ledu@hawaii.edu

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.

Faculty Advisors: Supakit Wongwiwatthanukit, Pharm.D., Ph.D.
Edward Fisher, Ph.D., R.Ph.
President: Kristina Lo klo8@hawaii.edu
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.

Senator: Jairus Mahoe jairus@hawaii.edu

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.

Faculty Advisor: Forrest Batz, Pharm.D.
Student Contacts: Natalie Savona nmsavona@hawaii.edu
Andrea Brauer abrauer@hawaii.edu

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.

Faculty Advisor: Katherine Anderson, Pharm.D.
Student Contacts: Francine Amoa amoa@hawaii.edu
Chi Ngo chingo@hawaii.edu

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.

Faculty Advisors: Lara Gomez, Pharm.D.
President: Alysia Osugi osugi@hawaii.edu
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 on March 1. 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

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
Scholarships are for full-time students who are pursuing a PharmD degree at UH Hilo. Selection will consider both academic merit 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 2nd or 3rd 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
Scholarships are for full-time students who are pursuing a Pharm.D degree at UH Hilo. 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.

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
Awarded based on academic achievement.

Additional Scholarship Opportunities with Independent Application Processes

Scholars with Disabilities Achievement Grant
The Scholars with Disabilities Achievement Grant recognizes a student with a documented disability who has demonstrated superior scholastic performance and who plans to enroll at the University of Hawai‘i at Hilo. Applications are available from the University Disability Services Office, please visit:  http://www.uhh.hawaii.edu/studentaffairs/uds/students.php

Native Hawai’ian Health Scholarship Program
To be eligible for this scholarship, applicants must be Native Hawai’ian and a U.S. citizen, enrolled or accepted into an accredited health profession training program. This scholarship offers full tuition with post graduation service commitment. For the deadline and application process please visit:  www.nhhsp.org

Navy Health Services Scholarship Program
Edgar Dimagiba (808) 536-3039.
Full tuition, post graduation service commitment.

Hawai‘i Community Foundation
For the deadline and application process please visit: www.hawaiicommunityfoundation.org

Kamehameha Schools
Specifically DKICP students may qualify for the Na Ho’okama a Pauahi (needs based) and the ‘Imi na’auao (merit based). For the deadline and application process please visit: http://apps.ksbe.edu/finaid/scholarships

University of Hawai‘i Foundation
This is a UH system wide scholarship program. http://www.uhf.hawaii.edu/scholarships/studentscholarships.aspx

National Association of Chain Drug Stores Foundation
http://www.nacdsfoundation.org/wmspage.cfm?parm1=666

Pharmacy Schools.com
Resources

The Daniel K. Inouye College of Pharmacy Library Services
DKICP students have access to specialized resources. Students are introduced to the information systems that will serve as a foundation for their ability to use concepts and evidence-based medicine to answer drug information questions and compare therapeutic alternatives. Students receive hands on training in the use of PubMed/Medline, Lexi-Comp, StatRef and other databases use in the Health Sciences and beyond. Students have the opportunity to and are encouraged to learn how to download data-based programs like Facts & Comparisons, Medical Letter, Pharmacist’s Letter, and StatRef to their hand-held PDAs for the use in their pharmacy studies and careers. Links to these resources can be found in the Pharmacy Research Guide, located on the library homepage and DKICP homepage.
http://library.uhh.hawaii.edu/groups/subjectguides/wiki/bce96/pharmacy.html

Students are encouraged to visit or contact Pharmacy Librarian, Helen Wong Smith, to make individual or group appointments for help in navigating through the resources.

Helen Wong Smith, MLIS, CA
smith@hawaii.edu

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 basic reference tools, provides curriculum-based support with access to electronic drug information databases, reference books, journals, audio-visual equipment, and user education. Throughout the facility, students have access to a number of computers to obtain information resources as well as a large computer laboratory, library classroom, study carrels and study rooms that can be reserved.

The library carries leaflets and makes available online tutorials explaining library services and how to locate and use resources in the library and from campus. The libraries proxy server allows for remote access to journals and networked electronic resources. The librarians are willing to assist with your questions. Library hours are 8:00AM to 10:30PM M-TH and 8:00 AM to 6:00PM Friday and 2:00 to 10:30 on Sundays. To contact the circulation desk call 974-7344 or the reference desk at 974-7346. A complete document on library services & policies can be found on the library home page at http://library.uhh.hawaii.edu/

Pharmacy Information resources Portal
http://guides.library.uhh.hawaii.edu/content.php?pid=123839

Edwin H. Mo‘okini Library 974-7344
E-mail question to mookini@hawaii.edu
http://library.uhh.hawaii.edu/

- Campus telephone for free on-campus calls (voice or TTY)
- Pay telephones
- Special collections: e.g. Hawaiian
• Audio/visual material and equipment
• Reference assistance (974-7346) (voice or TTY)
• Group study rooms (reserve at circulation desk)
• Fax transmittal service for a fee
• Self-service scanner
• 235,000 Books, 71 print periodical subscriptions
  104,000 electronic Books, 44,000 online periodical subscriptions
  148 electronic databases
• Personal computers and laptops
• Card & coin-operated Copiers, including color Copier
• Guides to library use
• Automatic teller machine
• Course reserves

Lost and Found
The Daniel K. Inouye College of Pharmacy
Office of Student Services
DKICP Campus, Building A, Room 129; 933-7663
- Items not picked up prior to the end of the semester are donated UH Hilo
Campus Center, Room 210; 974-7499
Campus Security 974-7911
Library Circulation Desk 974-7344

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

The Daniel K. Inouye College of Pharmacy 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/infotech/ for a list of technology use policies and practices.

The Daniel K. Inouye College of Pharmacy 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.

**The Daniel K. Inouye College of Pharmacy Modular Campus Room Use Policies**

Study rooms are for interactive group studying. For quiet study, DKICP students are encouraged to use the UH Hilo Library or study from home.

The Daniel K. Inouye College of Pharmacy 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 will only be granted through key access! Students may open the outside doors to let another student in however, students are NOT permitted to place wastebaskets in the doorways or contrive any other device or method for keeping the door open. For your safety and the safety of other students 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 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.

The Daniel K. Inouye College of Pharmacy Smoking Policy

In addition to the above policy, The Daniel K. Inouye College of Pharmacy forbids smoking at the Modular Campus. The ONLY exception and approved smoking area at the Modular Campus is located directly behind Building B (Longs Pavilion Lecture Hall) and 20 feet from the building. Please do not litter your cigarettes, instead dispose of them in a proper receptacle.
University of Hawai‘i®
HILO
Campus Information
UH Hilo Telephone & Building Directory

Note: This listing is current as of June 2011. 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](http://www.uhh.hawaii.edu/directory/index.php)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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<tr>
<td>Campus Security</td>
<td>ASB 300-104</td>
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<td>Campus Operator/Switchboard</td>
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<td><strong>ADMINISTRATION</strong></td>
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<td>Chancellor</td>
<td>ADM 120</td>
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<td>Vice Chancellor - Academic Affairs</td>
<td>ADM 111</td>
<td>974-7707</td>
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<td>Vice Chancellor - Administrative Affairs</td>
<td>Kiluaea Financial Plaza 204</td>
<td>974-7750</td>
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<td>Vice Chancellor - Student Affairs</td>
<td>SSB 208</td>
<td>974-7334</td>
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<td>University Relations</td>
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<td><strong>CAMPUS OFFICES</strong></td>
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<td>Alumni Affairs</td>
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<td>CC-310</td>
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<td>Bookstore</td>
<td>Bldg 346 Lower Level</td>
<td>974-7348/7349</td>
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<td>Business Office</td>
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<td>974-7404</td>
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<td>Dining (Sodexho)</td>
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<td>Campus Center/Student Life</td>
<td>CC-210</td>
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<td>Campus Center Info Desk/Game Room</td>
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<td>Career Center</td>
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<td>Computing Center</td>
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<td>Counseling</td>
<td>SSB 202</td>
<td>974-7312</td>
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<td>Disability Services</td>
<td>Hale K Lauanoe A-Wing Lounge</td>
<td>933-0816</td>
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<td>Equal Opportunity Employment/Affirmative Action</td>
<td>UCB 238</td>
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<td>Financial Aid</td>
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<td>International Student Services</td>
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<td>Intramurals &amp; Recreational Sports</td>
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<td>Ke Kalahea (Student Newspaper)</td>
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<td>Kipuka Native Hawai`ian Student Center</td>
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<td>Kilohana, The Academic Success Center</td>
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<td>Lost and Found</td>
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<td>Parking</td>
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<td>Women’s Center</td>
<td>CC-310</td>
<td>933-7306</td>
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**Building Codes/Names**

- Bldg 320 – Athletic Complex
- ASB – Auxiliary Services Building
- CC – Campus Center
- K – Kanaka’ole Hall
- LS – Life Sciences
- SSB – Student Service Building
- W – Wentworth Hall
- ADM – Administration Building
- BO – Business Office
- CH – College Hall
- LIB – Mo’okini Library
- PB – Portable Building (individually numbered)
- UCB – University Classroom Building
- 352 – Student Life Center
Campus Policies

UH Hilo Student Conduct Code

This Code defines expected student conduct and specifies those acts subject to University sanctions. Students should familiarize themselves with the Student Conduct Code since upon enrollment at UH Hilo, students are placed under the policies, regulations and procedures of the Conduct Code. Behavior that violates the Conduct Code includes, but is not limited to, the following: academic dishonesty, cheating, plagiarism, alcohol and other drug misuses, personal misconduct, disruption and disturbances on campus, possession of lethal weapons.

One or more of the following sanctions may be imposed when a student is found responsible for violating the Student Conduct Code: Warning; probation; restitution; temporary suspension in emergency situations; suspension; expulsion; and rescission of grades or degrees.

Please visit: http://hilo.hawaii.edu/studentaffairs/conduct/ for further information about the Student Conduct Code.

Introduction

The purposes of the University of Hawai‘i are to give thorough instruction, conduct research and disseminate knowledge in and of branches of advanced learning as prescribed by its Board of Regents. The University is committed to ensuring a safe, civil learning and working environment in which the dignity of every individual is respected. All members of the University community--students, faculty and staff--share responsibility for its growth and continued welfare.

Choosing to join the University community obligates each student to abide by this code of conduct. By enrolling in the University, students accept the responsibility to become fully acquainted with the University's regulations and to comply with the University's authority. The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respects the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations.

The University views the disciplinary process as a learning experience which aims to promote growth and understanding of one's responsibilities and privileges within the University environment. To this end, the disciplinary process attempts to balance an understanding and knowledge of students and their needs with the needs of the academic community. Pursuit of a college education provides an opportunity for exploration of new ideas, experimentation, self-examination, formation of new relationships, and development of ideals and direction. However, the University does not absolve students from accepting responsibility for their behavior in their pursuit of a college education. Rather, it reaffirms the principle of student freedom that is coupled with an acceptance of responsibility for one's actions and the consequences of such actions.

Definitions

A. The term "UH" encompasses any campus or site within the University of Hawai‘i system.
B. The term "student" includes all persons taking courses at the UH, either full-time or part-time,
pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have continuing relationship with the UH or who have been notified of their acceptance for admission, are considered "students," as are persons who are living in UH residence halls, although not enrolled in the UH.

C. The term "faculty member" means any person hired by the UH to conduct classroom or teaching activities or who is otherwise considered by the UH to be a member of its faculty.

D. The term "UH official" includes any person employed by the UH, performing assigned administrative or professional responsibilities.

E. The term "Senior Student Affairs Officer" means the campus administrator (i.e., dean or vice chancellor or designee) who is in charge of the division of student affairs.

F. The term "member of the UH community" includes any person who is a student, faculty member, UH official or any other person employed by the UH. A person's status in a particular situation shall be determined by the Senior Student Affairs Officer.

G. The term "UH premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the UH (including adjacent streets and sidewalks).

H. The term "organization" means any group of persons who have complied with the formal requirements for UH registration.

I. The term "Student Conduct Board" means any person or persons authorized by the Senior Student Affairs Officer to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.

J. The term "Student Conduct Administrator" means a UH official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Senior Student Affairs Officer may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Senior Student Affairs Officer may authorize the same Student Conduct Administrator to impose sanctions in all cases.

K. The term "Appellate Board" means any person or persons authorized by the Senior Student Affairs Officer to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator.

L. The term "shall" is used in the imperative sense.

M. The term "may" is used in the permissive sense.

N. The Senior Student Affairs Officer is that person designated by the UH Chancellor to be responsible for the administration of the Student Conduct Code.

O. The term "policy" means the written regulations of the UH as found in, but not limited to, its Policies and By-Laws of the Board of Regents, its Administrative Procedures, the Student Conduct Code, any residence hall handbooks, the UH web page and computer use policy, and school catalogs.

P. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the UH community submitted the charge.

Q. The term "Accused Student" means any student accused of violating this Student Conduct Code.
Student Conduct Code Authority
A. This Student Conduct Code applies at all locations of the UH, including any affiliated residence hall.
B. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
C. The Senior Student Affairs Officer shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Conduct Code.
D. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeal process.
E. At Student Conduct Board Hearings and for purposes of any appeal, the technical rules of evidence applicable to civil and criminal cases shall not apply.

Proscribed Conduct
A. Jurisdiction of the UH Student Conduct Code
   The UH Student Conduct Code shall apply to conduct that occurs on UH premises, at UH sponsored activities, in distance/online courses and events, and to off-campus conduct that affects the UH community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Conduct that occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded), is subject to the Student Conduct Code. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school or a particular course while a disciplinary matter is pending. The Senior Student Affairs Officer shall decide whether the Student Conduct Code shall be applied to conduct occurring off-campus, on a case-by-case basis, at his/her sole discretion.

B. Conduct -- Rules and Regulations
   The following are examples of the types of behavior that conflict with the community standards that the UH values and expects of students. Engaging in, or attempting to engage in, any of these behaviors subjects a student to the disciplinary process and sanctions of each campus.
   1. Acts of dishonesty, including but not limited to the following:
      a. Cheating, plagiarism, or other forms of academic dishonesty.
      b. Furnishing false information to any UH official, faculty member, or office.
      c. Forgery, alteration, or misuse of any UH document, record, or form of identification.
   2. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
   3. The term "plagiarism" includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
4. **Disruption or obstruction** of teaching, research, administration, disciplinary proceedings, other UH activities, including its public service functions on or off campus, or of other authorized non-UH activities when the conduct occurs on UH premises. This includes creating noise or other disturbances on campus or in student life areas sufficient to disrupt the normal functioning of campus activities including classroom instruction.

5. Any **conduct which threatens or endangers the health or safety of any person** including but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and stalking.

6. **Sexual advances**, requests for sexual favors or other behavior of a sexual nature that is unwelcome and sufficiently severe or pervasive that it interferes with a person's academic or professional performance or creates an intimidating, hostile or offensive educational or employment environment. The behavior can be verbal, non-verbal or physical. Examples include sexual innuendo, spreading sexual rumors, sexual put-downs and jokes, remarks of a sexual nature about a person's clothing or body, offensive written notes or emails, sexual propositions, insults or threats, leering, whistling, suggestive or insulting sounds and gestures, and touching someone's body when unwelcome. The University of Hawai'i Executive Policy on Sexual Harassment and Related Conduct contains detailed information. (E1.203 http://www.hawaii.edu/svpa/ep/e1/e1203.pdf)

7. **Discrimination** of any person based on the UH protected classes.

8. Attempted or actual **theft of and/or damage to property** of the UH or property of a member of the UH community or other personal or public property, on or off campus.

9. **Hazing**, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for the continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; both are violations of this rule.

10. **Failure to comply with any directions of UH officials or law enforcement officers** acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.

11. **Unauthorized possession, duplication, or use of keys, keycards, or other security mechanisms** to any UH premises or unauthorized entry to or use of UH premises.

12. **Violation of any UH policy, rule, regulation, contract or agreement**.

13. **Violation of any federal, state or local law**.

14. Use, possession, manufacture, or distribution of marijuana, heroin, narcotics, or other **controlled substances** except as expressly permitted by law.

15. Use, possession, manufacture, or distribution of alcoholic beverages by any person under twenty-one (21) years of age. Public intoxication is expressly prohibited.

16. **Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals** on UH premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

17. **Participating in an on-campus or off-campus demonstration, riot or activity** that disrupts the normal operations of the UH and/or infringes on the rights of other members of the UH community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

18. **Obstruction of the free flow of pedestrian or vehicular traffic** on UH premises or at UH sponsored or supervised functions.
19. **Conduct that is disorderly, lewd, or indecent;** breach of peace; or aiding, abetting, or procuring another person to breach the peace on UH premises or at functions sponsored by, or participated in by, the UH or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on UH premises without his/her prior knowledge or without his/her consent, when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom.

20. **Theft or other abuse of computer and other electronic facilities and resources,** including but not limited to:
   a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual's identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member of UH official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Online harassment of members of the UH community.
   g. Use of computing facilities and resources to interfere with normal operation of the UH computing system.
   h. Use of computer facilities and resources in violation of copyright laws.
   i. Any violation of any UH computer use policy.

21. **Abuse of the Student Conduct Code system,** including but not limited to:
   a. Failure to obey a notice from a Student Conduct Board or UH official to appear for a meeting or hearing as part of the Student Conduct Code system.
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
   c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
   d. Attempting to discourage an individual's participation in or use of the Student Conduct Code system.
   e. Attempting to influence the impartiality of a member of the Student Conduct Board prior to and/or during the course of a Student Conduct Board proceeding.
   f. Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Board prior to, during, and/or after a Student Conduct Code proceeding.
   g. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
   h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

22. **Violations of residence hall regulations** where the violation also involves some aspect of this Student Conduct Code may subject the student to disciplinary procedures under this Student Conduct Code.

**Violation of Law and UH Discipline**

1. UH disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal
proceedings off campus at the discretion of the Senior Student Affairs Officer. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged with federal, state, or local authorities with a violation of law, the UH will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the UH may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the UH community. The UH will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the UH community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Sanctions

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this Code.

A. Warning: Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. This sanction may be imposed by the Chancellor after a Student Conduct Board hearing, or it may be imposed by the Dean of Students as part of the administrative disposition of any case.

B. Probation: A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case. This sanction may be imposed by the Chancellor after a Student Conduct Board hearing, or it may be imposed by the Dean of Students as part of the administrative disposition of any case. If a student, while on disciplinary probation and after a hearing, is found guilty of further violating this Code, the student will be subject to further disciplinary action.

C. Restitution: Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or other forms of indirect compensation. This sanction may only be imposed by the Chancellor after a Student Conduct Board hearing.

D. Temporary Suspension in Emergency Situations: In an emergency, the Chancellor or designee is authorized to suspend a student prior to a hearing, provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when the student poses a danger of inflicting bodily harm on himself/herself or others, or creating a substantial disruption of normal campus activities, including classroom instruction. If, after a Student Conduct Board hearing, it is determined that the student did not violate the Student Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

E. Suspension: Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time. This sanction may only be imposed by the Chancellor after a Student Conduct Board hearing.

F. Expulsion: Termination of student status for an indefinite period. This sanction may only be imposed by the Chancellor after a Student Conduct Board hearing. Conditions for readmission, if any, shall be stated in the notice of expulsion. The Dean of Students will determine if the conditions for readmission have been met.
G. Rescission of Grades or Degree: The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements. This sanction may only be imposed by the Chancellor after a Student Conduct Board hearing.

Disciplinary Procedures
The following procedures are designed to afford procedural protection to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters. For purpose of these procedures, the term "Dean of Student Services" shall mean the Dean of Students or his/her designated representative.

Academic Dishonesty
In cases of suspected or admitted dishonesty, the instructor shall attempt to discuss the matter with the student. The instructor may bring it to the attention of the department chairperson, the student's advisor, division chairperson, and/or appropriate academic dean. Additionally, an instructor may refer such cases to the Dean of Students for action under this Code.

In cases where the student admits that an act of academic dishonesty has committed, the instructor may, within the context of the course:
- require the student to re-do the assignment
- give the student a failing or reduced grade for the assignment
- give a failing or reduced grade for the course

If the student contests his/her liability, the instructor may not take action against the student but must refer the case to the Dean of Students for hearing and disposition under this Code. The Dean of Students may pursue such matters as disciplinary actions under this Code if, after a preliminary investigation, it is his/her determination that probable cause exists to establish that acts of academic dishonesty took place.

A. Pre-Disciplinary Hearing Stage
1) Reporting infractions: Infractions of this Student Conduct Code should be reported to the Dean of Students. Reports of infractions must be submitted in writing and signed by the complainant. No matter except temporary suspensions in emergency situations will proceed without such written reports.
2) Preliminary investigation: Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Dean of Students shall promptly initiate an investigation. Within five (5) school days of receiving a written report, the Dean of Students shall contact the student or group named in the complaint, and request that they appear before the Dean to discuss the alleged misconduct and possible charges. The student or group should be informed that they are under no obligation at any time to admit that the complaint is true or to make any other statement to any member of the University community, including the Dean of Students, relevant to the complaint. The Dean shall not promise that any statement made by the student will be held in confidence.

B. Initiation of Charges and Their Disposition
If the Dean of Students determines that there is reasonable cause to believe that the student committed the violation and in his/her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Dean of Students that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

1) **Administrative disposition**: The Dean of Students, after investigating the charges, shall have the authority, when accepted by the student in writing, to settle matters in lieu of proceeding with a formal disciplinary hearing. In this instance, the Dean of Students may impose only the sanctions of warning or probation. A student shall have five (5) school days within which to accept or reject in writing any proposed administrative disposition. When the settlement proposed by the Dean of Students is rejected by the student in writing, the Dean may request a hearing before the Committee. If a student fails to make any response in writing to a proposed administrative disposition within five (5) school days, it will be assumed that the student has rejected the proposed administrative disposition and the Dean of Students may refer the case to the Student Conduct Board.

2) **Student Conduct Board disposition**: Failing to secure an administrative disposition of any alleged violation of this Code, the Dean of Students may refer the case to the Student Conduct Board for a hearing. The Dean of Students may also refer cases to the Student Conduct Board without first offering an administrative disposition. Moreover, any violation of this Code that may result in the imposition of the sanction of restitution, suspension, expulsion, or rescission of grades or degree, must be heard by the Student Conduct Board.

C. **Student Conduct Board**

The Student Conduct Board shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Dean of Students involving behavior which is alleged to be in violation of this Student Conduct Code.

1. The Student Conduct Board shall be appointed by the Vice Chancellor for Student Affairs and consist of five (5) voting members and shall be constituted as follows:
   i. Two (2) students.
   ii. Two (2) faculty members.
   iii. One (1) staff member from the Division of Student Affairs or Library.
2. The Chancellor shall designate one of the Board members to serve as the chairperson, who shall be a nonvoting member of the committee except in the case of a tie vote.
3. Three (3) members of the Student Conduct Board shall constitute a quorum.
4. If any member of the Board feels that his/her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the Board member shall disqualify himself/herself. This does not relieve the Student Conduct Board of maintaining a quorum; thus it may be necessary to supplement the membership of the committee.
5. When the Chairperson determines there is a need, legal assistance may be requested from the Department of the Attorney General.

**Note**: Student Conduct Board hearings will usually not be available during the last two weeks of each
semester (study period and finals week) nor during the summer. During these periods, a hearing before a designee of the Chancellor may be conducted for students accused of violating the Student Conduct Code or special Board hearings may be arranged.

Disciplinary Hearing Stage

1. Notice: A student shall be given written notice of a hearing by registered or certified mail with return receipt requested, at least fifteen (15) calendar days prior to the date of the hearing.
   a. The notice of a hearing shall include a statement of the following:
      - The date, time, place, and nature of the hearing.
      - The board under which the hearing is to be held.
      - The particular sections of this Student Conduct Code involved.
      - An explicit statement in plain language of the issues involved and the facts alleged in support of the charges, provided that if the Board is unable to present such issues and facts in detail at the time the notice is served, initial notice may be limited to a statement of the issues involved with more detailed statements to be provided at a later date but prior to the hearing.
      - The fact that the student is entitled to retain counsel or an advisor, at his/her expense, or that the student may appear on his/her own behalf at any meeting or hearing relevant to the complaint.
      - That the student has the right to inspect, before any hearing, any affidavits or exhibits to be introduced at the hearing.

2. Hearing procedures: Hearings held pursuant to this Student Conduct Code shall be conducted in such a manner as to assure equity for all parties. Having determined through a preliminary investigation that there is reasonable cause to believe that the student has committed a violation of this Code, the Dean of Students or his/her representative shall present the case against the student.
   a. The student and his/her counsel and the Dean of Students or his/her representative shall be afforded the opportunity to present evidence and argument on all issues involved.
   b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and the Dean of Students or his/her representative subject to the approval of the Board.
   c. The following process shall apply in all hearings before the Student Conduct Board:
      i. Unless otherwise determined by the Student Conduct Board, testimony shall be submitted in the following order: testimony submitted by the accused, rebuttal testimony in support of the charges, rebuttal testimony submitted by the accused, and closing arguments.
      ii. Any oral or documentary evidence may be presented, but the Board shall exclude irrelevant, immaterial, or repetitious evidence. The Board shall honor the rules of privilege recognized by law.
      iii. Documentary evidence may be presented in the form of copies or excerpts, if the original is not readily available, provided that the student and the Dean of Students or his/her representative may compare the copy with the original.
iv. No testimony shall be received by the Board when the opposing party has not been afforded the right of confrontation and a reasonable opportunity for cross-examination.

v. Members of the Board are entitled to ask questions of any participants in the hearing. The student or the student's counsel, and the Dean of Students or his/her representative are entitled to ask questions of the Board.

vi. The University shall have the burden of proof, including the burden of producing evidence as well as the burden of argument. Proof of guilty shall be established when confirmed by a preponderance of the evidence.

d. Both the student and the Dean of Students or his/her representative are expected to be present at the hearing. If the student is not present at the hearing, the Board will proceed to conduct the hearing if its members are satisfied that the student has been given notice of the hearing as provided for in this Code. In the absence of the student, the Board will hear the evidence, consider the facts, and render a judgment.

e. All hearing will be closed unless the student requests that the hearing be open.

f. In hearings involving more than one student in which one or more of them shall request a separate hearing, a severance shall be allowed upon request.

g. The Board may adopt any further rules or make any further regulations necessary for a fair and impartial hearing that are not inconsistent with the provisions of this Code.

1. Records: For the purpose of determining Board findings and recommendations, a record of all hearings shall be maintained.

a. The record shall include the following:
   i. All pleadings, motions, and intermediate rulings;
   ii. All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed;
   iii. Offers of proof and rulings thereon;
   iv. Proposed findings and exceptions; and
   v. The report of the Board chairperson.

b. The Board may preserve a record of its hearings through taped recordings. A tape recorder shall be available from the office of the Dean of Students.

c. It shall not be necessary to transcribe any taped record unless requested for purpose of rehearing or judicial review. The cost of such transcription shall be paid by the requesting party.

2. Board findings and recommendations: After hearing a case, the Board will decide if the University has reasonable cause to take disciplinary action against the student. No matters outside the record shall be considered by the Board in making its determination. Accordingly, the Board may decide as follows:

a. No Cause of Disciplinary Action: No violation of the Student Conduct Code has been proven. In this case no sanction may be taken against the student.

b. Cause for Disciplinary Action: A violation of the Student Conduct Code has been proven. In this case the Board may recommend one or more of the sanctions provided for in this Code including warning, probation, restitution, suspension, expulsion, and rescission of grades or degree. Within ten (10) school days after the hearing, Board shall transmit its findings and decision as to cause and
recommendation in writing to the Chancellor. Simultaneously, a certified copy of the Board's findings, decision as to cause, and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.

c. The Board's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.

d. If the student has filed proposed findings of fact, the Board shall rule on each proposed finding in its final decision as to cause.

D. Review by the Chancellor
No Board determination adverse to a student shall be finalized by the Chancellor until the student had been afforded an opportunity to request that the Chancellor review the Board's findings, decision as to cause, and recommendations.

1. This review does not entitle the student to a full hearing of his/her case. Such review shall be requested in writing.

2. The student shall have five (5) school days after the receipt of the Board's finding, decision as to cause, and recommendations to request in writing a review by the Chancellor. The request should be sent by registered mail to the Office of the Chancellor.

3. The review by the Chancellor upon request, except in cases of newly discovered evidence, shall be confined to the record.

4. Upon request, the Chancellor shall limit the review of the Board's findings, decision as to cause, and recommendations to the following four (4) issues:
   - Did the Board follow the procedures contained in this Code?
   - Was the Board hearing conducted in such a way as to provide the student an adequate opportunity to present his/her defense?
   - Did the evidence presented at the hearing satisfy the requisite burden or proof?
   - Is the sanction reasonable in relation to the gravity of the violation?

F. Final Decision and Orders by the Chancellor
Within thirty (30) calendar days from the receipt of the Board's findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified or registered mail with return receipt requested, the student or the student's attorney of record of his/her decision regarding the sanction to be taken and any accompanying orders. The decision of the Chancellor shall be final within the University.

Authority of the Chancellor
The Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered.

Judicial Review
Any student who feels that his/her rights have been infringed upon by any final decision issued in accordance with this Student Conduct Code, may seek judicial review as provided for by law.

Severability
If any provision of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.
Alcohol and Drugs

The consumption of alcoholic beverages on University property requires a special permit approved by the Vice-Chancellor of Student Affairs or the Vice-Chancellor for Administrative Affairs.

The consumption of alcoholic beverages in on-campus resident student rooms is only permitted in Hale Ikena Apartment Complex by students 21 years of age or older. All other residence halls are dry. Consumption of alcoholic beverages is forbidden in all public or common areas of the residence halls (see Residence Hall Rules and Regulations).

The possession, use, manufacture, sale, purchase, and/or distribution of illicit substances and narcotics are prohibited from all areas of campus as well as at all University-sponsored or approved events. This includes marijuana, cocaine, heroin, morphine, LSD, and other hallucinogens, as well as barbiturates and amphetamines. Students who violate state law and/or University policies are subject to campus disciplinary action as provided for in the UH Hilo Student Conduct Code. The University fully cooperates with all agencies responsible for enforcement of laws relating to illegal use of drugs or alcohol.

Complete Copies of the UH Hilo Alcohol and Drug Policy are available in the Office of the Vice-Chancellor of Student Affairs and the Office of the Chancellor.

Illegal Drugs and Substance Abuse Policy: http://www.svpa.hawaii.edu/svpa/ep/e11/e11201.pdf

Disability

In accordance with federal and state law, it is the policy of the University of Hawai‘i at Hilo that no otherwise qualified person with a disability shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by any University program or activity. UH Hilo also adheres to a set of institutional policies and procedures for non-discrimination on the basis of disability.

Copies of these policies are available online at www.uhh.hawaii.edu/studentaffairs/uds/ or at the Office of the Vice-Chancellor for Student Affairs or the University’s Disability Director at (808) 933-0816 (V) or (808) 933-3334 (TTY).

Non-Discrimination

The University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation and veteran status. This policy covers academic considerations such as admission and access to, participation and treatment in the University’s programs, activities and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion and compensation. Sexual harassment is expressly prohibited under University policy. In accordance with federal and state law,
sexual harassment, academic, access, participation and treatment environment and work place hostility or harassment are expressly prohibited under University policy.

For information on equal opportunity policies or discrimination complaint procedures, contact the following persons. Please note that, over time, position titles, office locations, and telephone numbers may change; please check [http://www.uhh.hawaii.edu](http://www.uhh.hawaii.edu) for the most up-to-date information.

- Vice Chancellor for Student Affairs: SSB Room 208, 974-7335
- Director, Affirmative Action/Equal Employment Opportunity: Trailer E, 933-0824
- The UH Hilo Counseling Services: SSB, 2nd Floor, 974-7399
- Women’s Center: 312 Campus Center, 974-7335

**Responsible Computing & Network Access**

This policy covers the acceptable use and management of all University of Hawai‘i information technology resources. It is intended to define and provide effective protection, equitable access, and administrative guidelines for the use of those resources. The purpose of these guidelines is not to replace but to supplement existing laws, regulations, general codes of conduct, agreements and contracts that are currently in place. In support of its mission of teaching, research and public service, and within its institutional priorities and financial capabilities, the University provides access to computing, network and information systems and services for the students, faculty and staff who form the basis of the UH community. The University is committed to maintaining an information environment that is free of harassment and is accessible to all members of its community. This policy creates the basis for such an environment by outlining the philosophy and general principles for appropriate use and management of information technology resources by University faculty, staff and students.

The complete policy is online at [www.hawaii.edu/infotech/policies/itpolicy.html](http://www.hawaii.edu/infotech/policies/itpolicy.html) and posted at all UH Hilo computer labs and the Library Reference Desk.

**Sexual Assault, Rape, & Acquaintance Rape**

The University of Hawai‘i at Hilo is committed to creating a community free from violence. Sexual assault is the most extreme form of sexual harassment and may include rape, acquaintance rape, domestic violence, and stalking. Sexual assault is prohibited by law and is a serious offence that violates the basic standards of behavior expected of members of the University community. Sanctions will be imposed on the members of the University community who violate this policy.

The University’s primary responsibility is to support those affected by the offense including the victim, roommates, and family. All reports are taken with utmost seriousness. If you feel you have been a victim of sexual assault, rape or date rape, you are encouraged to report the assault to the local police department (911) or Campus Security (974-7911) and to seek medical treatment for injuries, STD’s and possible pregnancy through the University Health Center (Campus Center Room 211) or a local hospital. To preserve evidence, victims should not perform any personal hygiene until the medical exam is complete.

The University can also assist you in advocacy, counseling support, referrals to off-campus resources, and provide reasonable options to change academic and living situations after an assault.
Students may receive assistance on campus from the following persons. Please note that, over time, position titles, office locations, and telephone numbers may change; please check http://www.uhh.hawaii.edu for the most up-to-date information. If you need police, fire, or medical assistance, dial 9-1-1.

Campus Safety and Security: ASB 102 ............ 974-7911

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.

Students may request assistance from the following persons. Please note that, over time, position titles, office locations, and telephone numbers may change; please check http://www.uhh.hawaii.edu for the most up-to-date information.

- Director, The UH Hilo Women’s Center: CC Room 312 ..................................974-7335
- The UH Hilo Counseling Services: SSB Room 201 ......................................933-3116
- Vice Chancellor for Student Affairs: SSB Room 208 .......................................974-7334
- Director, Affirmative Action/Equal Employment Opportunity: UCB 238 ........933-0824

The UH policy on Sexual Harassment may be found at: http://www.hawaii.edu/apis/ep/e1/generalp.html

Smoking & Tobacco Products

In an effort to improve the working and learning environment of the university, and protect faculty, staff, students, and visitors from secondhand smoke exposure while on University of Hawai‘i campuses, smoking is prohibited in the following areas:

1. All interior space owned, rented, or leased by the university;
2. In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, and lanais;
3. Within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned;
4. Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
5. Within the gates of the university’s outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,
6. Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

For more information about the campus policy and cessation programs visit: www.hawaii.edu/smokingpolicy
Annual Security Report (Cleary Act)

The University of Hawai'i at Hilo's (UH Hilo) Annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus in certain off-campus buildings, property owned or controlled by the University of Hawai'i at Hilo, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting UH Hilo Campus Security, 808-974-7311, located in Room 104 of the Auxiliary Services Building, or by accessing the following website: http://hilo.hawaii.edu/auxsvc/security/AnnualSecurityReport.php.

Directory Information as of April 2011 & Family Educational Rights & Privacy Act (FERPA)

Under federal law, students are advised that certain personally identifiable information is considered by the University to be directory information. In response to public inquiry, directory information may be disclosed without prior consent of the student unless the student otherwise informs the University not to disclose such information. Although the University of Hawai'i at Hilo may provide directory information upon request, UH Hilo will only release directory information to preserve or promote the health and safety of our students. Requests from law enforcement will be directed to the Office of Campus Security. As a reminder, the following are considered directory information:

1. Name of student
2. Local address and zip code
3. Local telephone Number
4. Email address
5. Major field of study
6. Educational level (i.e., freshman, sophomore, etc.)
7. Dates of attendance
8. Enrollment status (full-time or part-time)
9. Degrees and awards received
10. Dean's List
11. Most recent educational institution attended
12. Fact of participation in officially recognized activities and sports
13. Weight and height of members of athletic team
14. Photographs

A student has the right to request that all of the above items not be designated directory information. Should a student wish to exercise this right, s/he must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester (or the fourth day of a summer session) inform each University Registrar at each UH campus s/he is attending which of the above items are not to be disclosed without the prior consent of that student. At UH Hilo, please report to Office of the Registrar at the Student Services Building, Room 101 (ground floor) to make this request. Or download the Request to Keep Directory Information Confidential and return it to the Office of the Registrar. The UH System policy governing student information can be found at: http://www.hawaii.edu/svpa/apm/a700/a7022a.pdf. Further information about the Family Educational Rights and Privacy Act can be found at http://www.hilo.hawaii.edu/registrar/ferpa.php.
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:

http://www.uhh.hawaii.edu/campuscenter/riso/index.php

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

Advocacy Council for Students (ACS)
Campus Center, Room 313............................. 933-3459
The Advocacy Council for Students serves as an educational clearinghouse for information on the various University policies and procedures that affect students. These policies include those that are listed in this Handbook. The ACS provides students with a confidential means to learn more about their rights and to find out how to access the appropriate resolution process. The ACS also serves students by addressing any complaints related to the chartered student organizations.

Board of Media Broadcast (BOMB)
Hale Aloha Lobby, Manono Campus ............... 933-3163
The Board of Media Broadcast governs and operates the internet University Radio Hawai‘i http://radio.uhh.hawaii.edu and broadcast radio station, AM 1640. The BOMB provides opportunities for UH Hilo and HawCC students to gain experience, education and training in radio broadcasting while improving the quality of life for the University community and the public through the broadcast of diverse, musical, cultural, educational and informational programming. University Radio Hawai‘i is directed, programmed and staffed by students who enjoy providing an alternative to commercial stations.

Board of Student Publications (BOSP)
Campus Center, Room 214............................. 933-8823
The Board of Student Publications (BOSP) acts as the publisher for three student publications, Kanilehua, the literary and arts magazine, Ke Kalahea, the student newspaper and Hohonu, the student academic journal. The BOSP oversees the publications by hiring the Editors-in- Chief, approving the budgets for publications and setting general policies. The Board is comprised of five student representatives (two UH Hilo students, two HawCC students and one at-large student from either campus), two faculty/staff representatives (one from each campus) and two community representatives. For information, email the BoSP at BOSP@uhh.hawaii.edu.

Kanilehua
Campus Center, Room 313
Published each semester, Kanilehua is the student art and literary magazine. UH Hilo and HawCC students have the unique opportunity to publish their works in an artistic format. Kanilehua is supported
by student fees as well as magazine and advertising sales. The staff encourages all past contributors to continue to submit their work and welcomes new writers and artists to participate. Awards are given to the first, second, and third place winners for both the art and the literature sections. Contact the editor for submission criteria and deadlines.

**Ke Kalahea**
Campus Center, Room 215 ......................... 974-7504
Ke Kalahea is the student newspaper for UH Hilo and HawCC. It is the "eyes, ears and communicator" of the students. Students experience the publishing process in a learning laboratory format as reporters, staff writers and editors. The staff enjoys an on-campus office. Since neither campus offers a journalism program, Ke Kalahea provides students interested in pursuing careers as journalists, the opportunity for hands-on-learning.

**Hohonu**
c/o Campus Center, Room 313
Hohonu recognizes the high quality of students’ non-fiction academic writings that demonstrate their success in rigorous courses of study. The publication accepts self-submissions by students or submissions on behalf of students by their faculty.

**Hoʻolaulima Mediation Services**
Campus Center, Room 310 ......................... 933-8823
Hoʻolaulima offers UH Hilo and HawCC students a voluntary alternative for dispute resolution. Mediation provides a formal, collaborative and confidential process that enables disputants to see their mutual responsibility for the resolution of the dispute. Resolutions are created by the disputants, with assistance from peer mediators that seek to meet each side’s needs and interests.

**Student Activities Council (SAC)**
Campus Center, Room 213 .......................... 974-7518
Staffed entirely by students, SAC offers a variety of cultural, educational, recreational and social programs for UH Hilo students, faculty, staff and the general public. Students are encouraged to join in the fun by signing up as a SAC volunteer. It’s the way for students to meet people, to bring your creative ideas to reality, to have a GREAT time! The SAC also supports the Campus Center Gallery which has earned the respect of the international art community. The Gallery’s annual student art show, from April to September, features the incredibly talented students of UH Hilo and HawCC. The SAC also supports a variety of recreational sports through the Intramurals program for the non-collegiate athlete. In addition to the student members of the SAC, volunteers are actively recruited for its many events, activities and services.

**Student Services Corps**
Campus Center, Room 316 .......................... 974-7381
Through the Student Service Corps, students can serve our community while increasing their leadership experiences and skills. The SSC offers major events, such as Make a Difference Day, World AIDS Day, Food Drive and Good Neighbor Day when large groups of students undertake a variety of projects that benefit our campus and our communities. The SSC also sponsors the annual Hunger Banquet to educate our students, faculty and staff about issues of global and local hunger and homelessness. Break-Thru Adventures is a Spring Break program of environmental service on neighboring Hawai’ian islands that
serves as way to have fun, to learn about Hawai’ian cultural traditions and to provide environmental service to restore our natural habitats and treasures.

**UH Hilo Student Association (UHHSA)**
Campus Center, Room 211............................... 974-7500
UHHSA is a group of student leaders working to strengthen the university community by empowering students and adhering to the values of honesty, communication, collegiality, humor and respect. In carrying out its primary mission, UHHSA serves its student constituents by:

- Affecting UH Hilo policy making
- Addressing campus issues/academic affairs
- Participating in UH Hilo administrative and faculty committees, including the UH Hilo Congress
- Serving on the College of Arts and Sciences, College of Agriculture, Forestry and Natural Resource Management, College of Business and Economics, and the College of Hawai’ian Studies Faculty Senates
- Sponsoring programs of interest and benefit to students
- Lobbying the UH Board of Regents and the State Legislature
- Funding registered independent student organizations
- Fax services for UH Hilo students – valid student ID required

*If you are unable to reach these programs and organizations, you may leave messages in their mailboxes in Campus Center, Rm 210.*
Campus Resources

DKICP Office of Student Services
722 South A’ohoku Place……..933-7666
http://pharmacy.uhh.hawaii.edu or 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
Building 346 (lower level)………..974-7348
Monday - Friday: 8:00 am - 3:30 pm (check for special hours during first week of the semester)
www.uhh.hawaii.edu/uhh/about/bookstore.php or 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
Bldg. 300A, Rm. 112……….. 974-7404
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. …… 974-7499
www.uhh.hawaii.edu/campuscenter/ or 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 202. …… 974-7516
- 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……….974-7784
http://hilo.hawaii.edu/auxsvc/parking/
- Parking permits
- Parking disputes

Career Development Services
Campus Center, Room 202A………. 974-7687
career.uhh.hawaii.edu or 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
- Online listings for on-Campus and Off-Campus Jobs & Internships
- Student Employment Program administration
- Career Exploration Resources
- Career Counseling & Advising (in conjunction with the counseling center)
- Employer Services

Child Care
Hawai’i Community College Children's Center………. 933-0569
www.hawcc.hawaii.edu/eece/
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)
College Hall, Room 1………. 974-7664
http://hilo.hawaii.edu/catalog/ccecs.html or 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 Hawai‘ian 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/ or 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 (Sodexho - 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 (Nicest lab on campus!)
- 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 Bldg., Room 209. …… 974-7399
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

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

_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

_Late Night "Munchies"_
Sunday - Thursday............................ 9:00pm - Midnight

_Campus Center Dining Room_

**Monday – Friday**
Breakfast.............................................. 7:00am - 10:00am
Lunch Grill.......................................... 10:00am - 3:00pm
Lunch Entrees.................................... 11:00am - 1:30pm
Sizzling Salads................................. 11:00am - 2:00pm
Gourmet Deli....................................... 11:00am - 2:30pm
Grab & Go.......................................... 11:00am - 3:00pm

_Campus Center Plaza Coffee Cart_

**Monday - Thursday**............................ 7:30am - 8:00pm
**Friday**.............................................. 8:30am - 2:00pm

_Da Cube_

**Monday - Thursday**......................... 9:00am - 2:00pm
**Friday**.............................................. 9:00am - 1:30pm

_Student Life Center Juice Bar_

**Monday - Friday**............................... 10:00am - 7:00pm
**Saturday**....................................11:30am - 5:00pm
**Sunday**.......................................... 12:30pm - 5:00pm
Disability Services Office
Hale Kauanoe A Wing Lounge. ……..933-0816 (V)/ 933-3334 (TTY)
www.uhh.hawaii.edu/studentaffairs/uds/ or 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 Bldg., Room 109………. 974-7323 or 974-7324
http://www.uhh.hawaii.edu/studentaffairs/finid.php or uhfhao@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

GLBTQ Resources
The University offers an array of resources for the GLBTQ community. A comprehensive list of
resources can be found at http://hilo.hawaii.edu/studentaffairs/lgbt/resources.php.

Pride Hilo
http://www.pridehilo.org/ or hipride@hawaii.edu
Pride Hilo (formally Gay and Lesbian Ohana: GLO) is a Registered Independent Student
Organization at UH Hilo and serves both UH Hilo and Hawai‘i Community College (HawCC).
Pride Hilo is comprised of lesbian, gay, bisexual, transgendered, intersex, and questioning/queer
(LGBTIQ) student, staff, and faculty members and heterosexual friends at both campuses. Pride
Hilo/GLO was formed in 1991 as the first organized campus based support network for the
LGBTIQ people on the island of Hawai‘i.
**Student Medical Services**  
Campus Center, Room 212………. 974-7636  
Monday - Friday: 8:00 am - 4:30 pm / as posted  
http://www.uhh.hawaii.edu/studentaffairs/health/ or 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 Building, Room 206. ……974-7313  
www.uhh.hawaii.edu/studentaffairs/international or rrobison@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 Hawai’ian Student Center**  
PB 12. ……933-0897  
http://kipuka.uhh.hawaii.edu/ or kipuka@uhh.hawaii.edu  

*Kipuka* serves Native Hawai’ian 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. ……933-3421
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

Library
Edwin H. Mo‘okini Library……….974-7344
http://library.uhh.hawaii.edu/
The Edwin H. Mookini Library, completed in 1981, is located in the heart of the campus. Available are 260,000 bound volumes and 1,100 current periodicals from Hawai‘i, the U.S. mainland, Asia, and Europe. Special formats collected include DVDs, films, audio and video cassettes, slides, compact discs, and microforms. In addition, the library is a depository for both United States and Hawai‘i State documents and currently holds more than 350,000 U.S. documents. The Hawai‘ian Collection room houses the library's extensive Hawai‘iana holdings. To ensure student proficiency in use of these collections, the Library offers a comprehensive program of library instruction.

- Campus telephone for free on-campus calls (voice or TTY)
- Pay telephones
- Special collections: e.g., Hawai‘iana
- Audio/visual material and equipment
- Reference assistance (974-7346) (voice or TTY)
- Group study rooms (reserve at circulation desk)
- Fax transmittal service for a fee
- Self service scanner
- 200,000 Books
- 1,600 periodical subscriptions
- Personal computers and laptops
- Card & coin-operated Copiers, including color Copier
- Guides to library use
- Automatic teller machine
- Course reserves

**Minority Access & Achievement Program (MAAP)**
Student Services Bldg., Room 202........974-7451  
[http://www.uhh.hawaii.edu/studentaffairs/maap/ or palsuh@hawaii.edu](http://www.uhh.hawaii.edu/studentaffairs/maap/ or palsuh@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.......... 974-7310  
[http://artscenter.uhh.hawaii.edu/](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 Bldg., Room 101........974-7322 or 974-7385  
[www.uhh.hawaii.edu/studentaffairs/records/ or uhro@hawaii.edu](http://www.uhh.hawaii.edu/studentaffairs/records/ or uhro@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 Bldg., Room 209......... 974-7334  
[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 ........... 933-7631
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 ........... 974-7522
http://hilo.hawaii.edu/housing/ or uhhhouse@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.hawaii-county.com/mass_transit/transit_main.htm](http://www.hawaii-county.com/mass_transit/transit_main.htm).

**Veteran’s Information**
Student Services Bldg., Room 204…….. 974-7312
- Application forms for educational benefits
- Enrollment certification

**Women’s Center**
Campus Center, Room 312……..974-7306
[www.uhh.hawaii.edu/studentaffairs/womenscenter.php](http://www.uhh.hawaii.edu/studentaffairs/womenscenter.php) or 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
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.

Fire Information
Fire is a potential threat in any living situation. Protect yourself and be prepared by becoming familiar with emergency exit routes from your house and work place. Look for posted emergency exit routes and exit signs. Ensure that you have a working smoke alarm in your living area and have it tested twice a year. Take notice where safety equipment (alarms, extinguishers and hoses) are located. Find an alternate escape route, in case the main way out should be blocked in an emergency. Those with disabilities should discuss evacuation plans with staff, neighbors, friends, roommates and co-workers.

Do not burn candles or place hot items near curtains, clothes, or other inflammmable objects. Do not leave stoves, hot plates, tea kettles, rice cookers, or other electrical appliances on for longer than the recommended time of use, or near inflammmable objects. Do not overload electrical outlets with multiple plugs and appliances. Take care with all smoking materials, and never smoke in bed. Do not leave appliances turned on when you are not at home.

Should you be caught in a fire, pull the nearest fire alarm if available, as soon as a fire is discovered, and call 911. Feel any door before opening, and do not open when warm or hot. Heat and fumes rise and the greatest danger from fire is smoke. If there is smoke, crawl out with your body close to the floor. Place a wet cloth or item of clothing around your head and face. Do not use the elevators; evacuate using stairs. Always assume that a fire alarm is the real thing. Failure to evacuate could result in disciplinary action.

Natural Disasters & Other Hazards
If a natural disaster should occur, remain calm. Since natural disasters may result in power outages, you should keep a working flashlight and battery operated radio available at all times.

Earthquakes
- Earthquakes strike without warning. Remain calm.
- If inside, stay where you are, and stand against a wall near the center of the building, or in the frame of a doorway. Stay away from windows, tall furniture, and heavy hanging objects (ceiling fans, chandeliers, etc.)
- If outside, stay in open areas, away from electrical wires or anything that might fall. Stay away from downed power lines.
- If you are in a car, pull off the road and stay in your car.
- Be prepared for aftershocks (additional earthquakes following the first one).
- If you are in a coastal area, go to higher ground or inland immediately. A strong earthquake can generate a tsunami (tidal wave). You may have only 1-2 minutes before the tsunami reaches shore.
- Check for fires and fire hazards.
- Avoid hazardous conditions and debris.
- If you smell natural gas, report it immediately.
- Open closets and cabinets (storage shelves) carefully, as items may have shifted and could fall.
- Do not use the telephone except for emergency calls.
- Turn on your radio or television for information and instructions.

**Windstorms/Hurricanes**
Hurricanes (sometimes called tropical cyclones or typhoons) can occur in the Pacific Ocean near the Hawai’ian Islands. Hurricane season runs from June to November. Should a hurricane threaten the campus, the staff will instruct you in what to do. If you are away from campus, turn on your TV and radio for emergency information. During windstorms, stay indoors on the downwind side of the building, in an interior room, away from windows and objects that may fall. For information about hurricane safety, visit [http://www.co.hawaii.hi.us/cd/hpg/main.html](http://www.co.hawaii.hi.us/cd/hpg/main.html).

**Flooding**
Flash floods are the deadliest natural phenomena in Hawai’i, but basic precautions and common sense can prevent injuries and deaths from flooding. Flash floods occur as a result of large quantities of rain falling quickly and suddenly. People often underestimate the power of moving water: a flow six inches deep can knock a human down, while two feet can float a car! If you encounter a flooded street or area, do not attempt to cross it: stop, turn around, don’t drown.

**Volcanoes**
Ordinarily, the Big Island’s active volcanoes do not cause problems for Hilo and other developed areas. However, in case of an emergency volcanic situation, Civil Defense and law enforcement officers will direct any activities to ensure residents’ safety. Television and radio stations will provide updates and information.

When travelling near Kilauea volcano, volcanic fog (vog) may diminish visibility on the roads, so please drive carefully. When visiting Hawai’i Volcanoes National Park, please follow all directions, and familiarize yourself with the hazards of the area. Go to [http://www.nps.gov/havo](http://www.nps.gov/havo) for information.

**Ocean Safety**
The majestic Pacific Ocean is one of the major highlights of living in Hawai’i, but it can also be unpredictable and potentially dangerous. To ensure your safety, use common sense and respect the ocean at all times. Only go in the water when and where there is a lifeguard on duty, and never go swimming or surfing alone, during inclement weather, in an unfamiliar area, or after dark. Do not enter the water if a red warning flag is waving, or a sign indicates dangerous ocean conditions. In the water, never turn your back to the ocean, do not travel too far from shore, and remember that underwater currents can overwhelm even the strongest swimmers. It is advisable to observe wave patterns and ocean conditions from land for at least 15 minutes before entering the water, and to be conservative in your decision making: When in doubt, don’t go out.

**Tsunami**
A tsunami (also called a tidal wave) is a series of waves caused by the displacement of a large
volume of water due to geological activity. Tsunamis can be caused by local seismic events, or by occurrences thousands of miles away. In case of a tsunami, stay away from all coastal areas. Listen for instructions and reports from staff and Hawai’i County Civil Defense via radio and television. You can best prepare yourself by becoming familiar with the inundation zone maps located in the front section of the Hawai’ian Telecom Telephone Directory, and at http://www.co.hawaii.hi.us/cd/.

If you are in a coastal area and feel a strong earthquake, go to higher ground or inland immediately, as a locally-generated tsunami may take only minutes to come ashore. If you notice the ocean behaving strangely, suddenly receding, or surging ashore, go to higher ground or inland immediately. If you hear the warning siren, turn on your TV or radio for emergency information right away.

**Traveling Safely**
When travelling around the Big Island, remember that many different ecosystems, environments, and conditions exist, so plan ahead and take steps to ensure your safety and security.

Not all areas of the Big Island are developed or easily accessible, and some particularly remote locations do not have gas stations, roadside shops, or cellular phone reception. It is therefore advisable when travelling any great distance on the island to be overly cautious. Ensure your vehicle is in proper working order, that it has enough gasoline and necessary fluids, and carry a roadside safety/emergency kit (containing tire repair equipment, jumper cables, flares, gloves, first aid supplies, map, flashlight, etc.). Always tell someone where you are going, when you will leave, and when you expect to arrive at your destination. Be prepared for changing weather and road conditions, and for the various different climates on the Island of Hawai‘i (deserts, plains, rainforests, and more).

Fences, barriers, and signs marked Private Property and/or No Trespassing should be taken seriously and not violated. *Kapu* (Hawai’ian for “forbidden”) is also frequently used on signs.

**Civil Defense Warning Siren**
Hawai‘i County Civil Defense tests its island-wide emergency warning systems on the first working Monday of every month at 11:45 a.m. This is only a test, and in an actual emergency, the sirens would be much louder. Refer to the Disaster Preparedness Information located in the front yellow tabbed section of the Hawai’ian Telecom Telephone Directory for more information, or visit http://www.co.hawaii.hi.us/cd/

**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 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

Main Campus
200 W. Kawili Street
Hilo, HI 96720-4091
Hawai`i’s State Song

Hawai`i Pono`i
Words by King David Kalakaua, Music by Henri Berger

Hawai`i pono`i
Be loyal to your chief
Hawai`i’s own true sons

Nana i ko`u mo`i
Your country’s liege and lord

Ka lani ali`i,
The chief

Ke ali`i

Makua lani e,
Royal father

Kamehameha e,
Kamehameha

Na kaua e pale,
Shall defend in war

Me ka ihe
With spears

Hawai`i pono`i
Look to your chief
Hawai`i’s own true sons

Nana i na ali`i
Those chiefs of younger birth

Na pua muli kou
Younger descent

Na pokii`

Hawai`i pono`i
People of loyal heart
Hawai`i’s own true sons

E ka lahui e
The only duty lies

`O kau hana nui
List and abide

E u`ie
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