

# NEWS

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Fall 2017, (Designed as a quick reference guide)

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Denise Grisanti, Editor

Fall Semester.....8/28/17– 12/8/17  
Final Examinations.....12/11/17 – 12/18/17  
Fall Recess.....11/22/17 -11/25/17

Spring Semester 2018 begins 1/29/18

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## P-4 CLASS INFORMATION

YOU MUST FILE FOR DEGREE BY  
**FEBRUARY 15, 2018 IN ORDER TO HAVE  
YOUR DEGREE CONFERRED FOR JUNE 1,  
2018.**

Using the steps below, please make sure you apply for graduation by February 15, 2018. If you do not apply for graduation by the deadline date, the University will not confer your degree until September 1, 2018.

**How to apply for graduation via the HUB system:**

1. Sign into [www.MyUB.buffalo.edu](http://www.MyUB.buffalo.edu)
2. Click on HUB Student Center
3. In the Student Center, click on "Self Service" (on the tab across the top of the screen)
4. Place the cursor over "Degree Progress/Graduation", and click "Apply for Graduation"
5. Next to "Academic Program", click on "Pharmacy PharmD"
6. From the drop-down menu for Expected Graduation Term, select "Spring 2018" and click "Continue"
7. Verify that the info is correct, and click "Submit Application"

**GRADUATION:** Saturday, May 19, 2018, at 5:00pm in the Center for the Arts on the North Campus.

## NYS BOARD EXAMINATION DATES

Part III – The 2018 Written and Compounding Examinations dates are:

January 9<sup>th</sup> (Written)  
January 10<sup>th</sup> (Laboratory Section)

June 5<sup>th</sup> (Written)  
June 6<sup>th</sup> (Laboratory Section)

The written and the lab portions of the NYS Pharmacy Licensure Exam will be held at the University at Buffalo.

**The New York State Board of Pharmacy will allow the Class of 2018 Doctor of Pharmacy candidates the opportunity to sit for the Part III Pharmacy Licensing Examination in January 2018. Denise Grisanti will provide information on the application process later in the semester.**

As part of the eligibility process, students must complete and document (Form 4) 1040 NYS Pharmacy Intern hours. The NYS BOP will accept all hours worked (even those during the semesters).

If you are planning on taking the Part III Pharmacy Licensing Examination in January 2018, please make sure you complete the

Form 4 and have it notarized by you and your preceptor. The Form 4's must be sent with your application (Form 1) so keep them until you apply to take the examination.

More information on the application process will be forthcoming.

## Best Wishes on your Advanced Professional Pharmacy Experiential Program!

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### P-3 CLASS INFORMATION

**NOTE: P-3 ALL SCHOOL CONFERENCES WILL BE HELD ON MONDAYS, 4:30-5:50pm IN 190 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.**

**Active Shooter Training will be provided by the University Police Department during the September 11<sup>th</sup> All School Conference. Attendance is required for all P-3 students.**

**A Residency Information Session will be held on September 18<sup>th</sup> during the All School Conference. Attendance is optional for all P-3 students.**

**Cheryll Moore of the Erie County Health Department will give a presentation/training session on Narcan during the September 25<sup>th</sup> All School Conference. This training is required for all P-3 students.**

**"The Healthcare Community's Role in Preventing & Addressing Sexual Violence" presentation by Aaron Maracle of Wellness Education Services will be held during the October 9<sup>th</sup> All School Conference. This meeting is required for all P-2 & P-3 students.**

**Pharmaceutical Sciences Awards Program will be held on October 23<sup>rd</sup> during the All School Conference. This meeting is required for all P-2 & P-3 students. Light refreshments will be provided.**

**Discussion on Fellowships and the Clinical Research Program with Dr. Meaney will be held during the November 13<sup>th</sup> All School Conference. All interested students are invited to attend.**

**N.Y. STATE LICENSING FEES:** Now is a good time to start planning for the cost of the New York State Licensing Examination. The total cost (to date) is \$1,379.

Licensing Fees:

\$339 NYS Board of Pharmacy  
\$215 CASTLE  
\$575 NAPLEX  
\$250 MPJE

It is the responsibility of each student to make sure that they are registered for and complete all courses that are required to fulfill the Doctor of Pharmacy degree. This includes core pharmacy courses, elective courses and General Education requirements. Failure to do so will delay your graduation.

Please keep in mind; you must complete all didactic requirements by the end of the P-3 year. This includes completion of elective credits and all general education requirements. Students who have not fulfilled all requirements will not be permitted to begin their rotations.

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### P-2 CLASS INFORMATION

**NOTE: P-2 ALL SCHOOL CONFERENCES WILL BE HELD ON MONDAYS, 4:30-5:50pm IN 190 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.**

**Active Shooter Training will be provided by the University Police Department during the September 11<sup>th</sup> All School Conference. Attendance is required for all P-2 students.**

**A Residency Information Session will be held on September 18<sup>th</sup> during the All School Conference. Attendance is required for all P-2 students.**

“The Healthcare Community’s Role in Preventing & Addressing Sexual Violence” presentation by Aaron Maracle of Wellness Education Services will be held during the October 9<sup>th</sup> All School Conference. This meeting is required for all P-2 & P-3 students.

Pharmaceutical Sciences Awards Program will be held on October 23<sup>rd</sup> during the All School Conference. This meeting is required for all P-2 & P-3 students. Light refreshments will be provided.

Pharmaceutical Sciences Guest Speaker, Dr. Jean-Michel Scherrmann, will give a lecture during the November 6<sup>th</sup> All School Conference. Required for all P-2 students.

Discussion on Fellowships and the Clinical Research Program with Dr. Meaney will be held during the November 13<sup>th</sup> All School Conference. All interested students are invited to attend.

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### P-1 CLASS INFORMATION

NOTE: P-1 ALL SCHOOL CONFERENCES WILL BE HELD ON TUESDAYS, 4:30-5:50pm IN 125 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.

An All School Conference will be held on August 29<sup>th</sup> regarding the use of Examsoft. This meeting is required for all P-1 students

Rho Chi Honor Society will give a presentation on time management and study skills during the September 12<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

Dr. Erin Slazak will provide information on residency programs during the September 19<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

Cheryll Moore of the Erie County Health Department will give a presentation/training session on Narcan during the September

26<sup>th</sup> All School Conference. This training is required for all P-1 students.

Active Shooter Training will be provided by the University Police Department during the October 3<sup>rd</sup>, All School Conference. Attendance is required.

“The Healthcare Community’s Role in Preventing & Addressing Sexual Violence” presentation by Aaron Maracle of Wellness Education Services will be held during the October 10<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

Professor Fiebelkorn will discuss Academic Progression on October 17<sup>th</sup> during the All School Conference. Please bring your laptops. Attendance is mandatory for all P-1 students.

PHARMACY UNSUNG HEROS” DVD will be presented during the All School Conference on October 31<sup>st</sup> during the All School Conference. Attendance is required for all P-1 students.

Combined PharmD degrees (MBA, MPH, JD, PHC) will be discussed during the November 14<sup>th</sup> All School Conference. Attendance is mandatory for all P-1 students.

PLAID Day will be discussed during the November 28<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

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### DEADLINE DATES

#### DROP AND ADD DATES

- The Drop/Add dates for the fall 2017 semester are as follows:
- Students will have until September 5<sup>th</sup> (11:59pm) to drop classes
- Students will have until September 5<sup>th</sup> (11:59pm) to add classes.
- Last day to resign courses is Nov. 10<sup>th</sup>

If you are having difficulty registering for your pharmacy courses, please contact pharm-advise@buffalo.edu

It is the responsibility of each student to make sure that they are registered for and complete all courses that are required to fulfill the Doctor of Pharmacy degree.

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### EVENTS

**SCHOOL PICNIC** – The annual School of Pharmacy & Pharmaceutical Sciences picnic will be held on **Thursday, August 31<sup>st</sup> at Ellicott Creek Park, in Shelter #11**, beginning at noon. All pharmacy students, pharmaceutical sciences students and faculty/staff are welcome.

**Thanks to the generous support of our friends at Wegmans Pharmacy, there is no charge to attend the picnic ☺**

**Faculty/Student Baseball Game** will be held on **Tuesday, September 5<sup>th</sup>, at 4:30pm** on campus, at the softball fields directly across from the main entrance of Kapoor.

**AMERICAN PHARMACIST MONTH** is October 2017.

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### GENERAL INFORMATION

**IF YOU LEGALLY CHANGED YOUR NAME OR ADDRESS YOU MUST NOTIFY THE NYS BOP IMMEDIATELY.**

For official name changes, you must complete and mail the Address/Name Change Form located at <http://www.op.nysed.gov/documents/anchange.pdf> with proper documentation to:

**NYS Education Department  
Office of the Professions  
Division of Professional Licensing Services  
Records & Archives Unit  
89 Washington Avenue  
Albany, NY 12234-1000**

For address changes you can email the customer service unit at [op4info@nysed.gov](mailto:op4info@nysed.gov).

**ATTENDANCE IS MANDATORY AT SCHEDULED ALL SCHOOL CONFERENCES for all scheduled events, guest speakers or anything else that is planned and publicized for the All School Conference time period.**

**COMPUTER LAB ACCESS:** The computer lab (268 Kapoor Hall) will be open Monday through Friday between 7:00am and 6:00pm.

**Absolutely no food or drink are permitted in the computer lab, and the door must be kept closed at all times.**

Several printers are installed throughout Kapoor Hall. These printers have been made available to the SPPS student population to access from lab computer workstations or their own personal laptops.

All students are given a 1000 sheet print quota for the semester. When a student prints to any printer connected to our internal print server, the print job is subtracted from their quota. Students cannot add to this quota so please be mindful of what you are printing.

This includes the following printers:

K130 – Pharmacy Compounding Lab  
K260 – Gumtow Library (printer to be made available to student laptops)  
K252 – Model Pharmacy  
K268 – SPPS Student Lab  
K345 – SPPS Student Lab  
K340 – 3<sup>rd</sup> Floor Lounge (printer to be made available to student laptops)  
K440 – 4<sup>th</sup> Floor Lounge (printer to be made available to student laptops)

In addition to the 1000 page print quota provided by the School of Pharmacy, students also have access to an additional 650 copies from UB.

**STUDENT E-MAIL ACCOUNTS:** Students should make a habit of checking their university e-mail account at least once a day.

## **ROBERT H. GUMTOW LIBRARY IS**

**LOCATED IN 260 KAPOOR HALL:** Please follow these simple rules while using the library; no food or drink is permitted in the library at any time and the door must be kept closed at all times (please do not wedge the door open).

## **STUDENT LOUNGE RESERVATIONS:**

Organizations/students interested in reserving the Student Lounge and break out rooms in the Gumtow Library please contact: Hailey Stapleton, SPSA Vice President at [hestaple@buffalo.edu](mailto:hestaple@buffalo.edu)

**LOCKER RENTALS:** Lockers will be available to rent beginning the first week of classes. Priority will be given to the P-2 students during the first week. The locker rental fee is \$20 (please make check payable to UBF/SPPS) for the academic year. Students will need to supply their own padlock.

Any locks found on lockers that were not assigned (rented) by the School will be cut off and the contents of the locker will be removed. All locks must be removed by the end of each academic year.

Please see Denise Grisanti in 281 Kapoor Hall if you are interested in renting a locker.

## **KEEP ADDRESS INFORMATION CURRENT**

Please make sure the University has your current address at all times. The address you have on record with the University will be the address the School uses for all school correspondence. See [Student Address](#) to submit a change of address.

**SHORT-TERM LOAN FUND:** A reminder that the School of Pharmacy & Pharmaceutical Sciences Short-term Loan Fund can help you out in a pinch with a loan for a maximum of \$250 for a three month period without interest. It takes approximately one week to process the check. These loan funds are available only to pharmacy students. See Denise Grisanti in 281 Kapoor Hall.

## **SPSA MEETINGS**

Tuesday, September 5<sup>th</sup>  
Tuesday, October 3<sup>rd</sup>  
Tuesday, November 7<sup>th</sup>  
Tuesday, December 5<sup>th</sup>

All SPSA Meetings will be held in 264 Kapoor beginning at 6:30pm. Each organization must have at least one representative present at every SPSA meeting.

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## **OFFICE HOURS**

Professor Fiebelkorn will be available on Tuesdays and Thursdays from 1:30pm to 3:00pm or by appointment.

Denise Grisanti will be available Monday through Friday between the hours of 12:30pm and 2:30pm.

## **WELCOME BACK!**

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**Inquiries and Complaints (Grievances)  
Accreditation Council on Pharmacy  
Education**

Students may contact the Accreditation Council on Pharmacy Education with comments or complaints concerning their education. Complaints from students against the school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures must be in writing in detail by the complainant and submitted to the ACPE office.

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE

office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

Information on the proper procedure for filing such a complaint may be found at:

<http://www.acpe-accredit.org/complaints/default.asp>

## **UB School of Pharmacy and Pharmaceutical Sciences**

The School of Pharmacy and Pharmaceutical Sciences (UB SPPS) openly welcomes feedback from its faculty members, staff members and students in all aspects related to the educational and professional activities in all the programs. Students, faculty members and staff members should use proper channels to provide their comments and opinions and to express any complaints. Comments and/or complaints that are in writing (not email) will be addressed and a response will be sent to the appropriate person in a timely manner, but no later than thirty days from when the communication was received. A record of the comment/complaint and its response will be made and archived in the School.

In the case of student complaints (grievances), when all established procedures within the School have been exhausted, either principal may file an appeal with the Dean of the UB Graduate School (<http://www.grad.buffalo.edu/>). Policy and procedures for the Graduate School may be found at: <http://grad.buffalo.edu/study/progress/policylibrary.html> in the section titled "Academic Grievance" section.

**PLEASE NOTE: For grievances or complaints for matters within the UB SPPS please use the Student Comment/Grievance form posted on the school's website. Form is also available in the fall 2017 NEWS (see last page).**

## **Curriculum**

All students will be given the opportunity to evaluate both the course and faculty instructing the course. If other than this process, students should utilize their class officers, specifically the Curriculum Coordinator when lodging any complaint or comment as other students may have similar comments.

Problems concerning a particular course must be in writing (not email) and forwarded to the appropriate person in the following order:

1. The instructor of the section of the course.
2. The course coordinator
3. The Chair of the Department
  - a. Pharmacy Practice: Dr. Edward Bednarczyk
  - b. Pharmaceutical Sciences: Dr. Marilyn Morris
4. The Senior Associate Dean for Student, Professional and Community Affairs: Professor Karl D. Fiebelkorn

## **Student Affairs**

Issues regarding student affairs comprise a multitude of areas. These include but are not limited to: student life, student organizations academic integrity, grades, scholarships, loans, professional affairs, harassment, emergencies, illness, and family issues. Students should forward comments and/or complaints to the Senior Associate Dean for Student, Professional and Community Affairs (Professor Karl D. Fiebelkorn). The issue will be addressed and an appropriate response will be issued in a timely manner.

## **Administration**

Comments regarding the policies and procedures of the UB School of Pharmacy and Pharmaceutical Sciences should be sent in writing to the Senior Associate Dean for Student, Professional and Community Affairs (Professor Karl D. Fiebelkorn). The issue will be forwarded to the appropriate person and an appropriate response will be issued.

## **Admissions and Recruitment**

Comments or complaints regarding the policies and procedures of the UB School of Pharmacy and Pharmaceutical Sciences Office of Admissions and Recruitment should be sent in writing to the Associate Dean and Director of Admissions (Dr. Jennifer Rosenberg). The issue will be forwarded to the appropriate person and an appropriate response will be issued in a timely manner.

The Grievance Form can also be found at the following link:  
<https://pharmacy.buffalo.edu/content/pharmacy/departments-offices/our-offices/student-affairs-professional-relations/student-policies-pw/inquiries-grievances.html>



University at Buffalo  
The State University of New York  
School of Pharmacy & Pharmaceutical Sciences  
Office of the Senior Associate Dean  
Student, Professional and Community Affairs

**STUDENT COMMENT/GRIEVANCE FORM  
2017-2018**

**(Please print clearly)**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Class Year (circle one)            2018            2019            2020            2021

Contact information:

Email:

Local address  
Phone

Permanent address  
Phone

Indicate what address you want the response sent (circle):    Local            Permanent

Please detail the problem and clearly describe the solution/resolution you are seeking. Attach additional pages if necessary. Please type your response and drop off the form to the Student, Professional and Community Affairs Office (282 Kapoor Hall). A response will be made as soon as possible and in no case longer than 30 days from the date of receipt of this form. Thank you!