

Online POP Student Handbook

Version 04.2022

Contents

I.	Introduction	3
II.	Promoting Diversity	3
III.	Program Overview	4
A.	Leadership and Faculty	4
B.	Distance Education	4
C.	Distinguishing Credentials Offered by Online POP	4
D.	Academic Calendar	5
E.	Course Schedule.....	5
F.	Students Services	5
G.	Accreditation.....	5
H.	Technology.....	6
IV.	Master’s Degree.....	6
A.	About	6
B.	Curriculum	6
C.	Seminar	7
D.	Comprehensive Exam.....	8
E.	Student Learning Outcomes.....	9
V.	Graduate Certificates	9
A.	About	9
B.	Curriculum	9
C.	Certificate Descriptions and Student Learning Outcomes.....	9
1.	Applied Pharmacoeconomics	9
2.	Pharmaceutical Regulation	10
3.	Managed Care Pharmacy Systems	10
4.	Medication Safety and Quality Systems.....	10
5.	Pharmaceutical Value Assessment and Communications	10
D.	Transition from Graduate Certificate to MS.....	11
E.	Multiple Certificates.....	11
VI.	Academic Policies.....	12
A.	UF Graduate Catalog and Policies	12
B.	Communication Policies and Procedures	12

Online POP Student Handbook

Version 04.2022

C.	Student Orientation	12
D.	Student Honor Code	12
E.	Academic Integrity	12
F.	Student Privacy	13
G.	Academic Advising	14
H.	Registration and Clearing Holds	14
I.	Students Requiring Academic Accommodations.....	14
J.	Course Syllabus	15
K.	Course Canvas Page	15
L.	Program Grade Policy	15
M.	Attendance Policy	16
N.	Course Load Limits	16
O.	Graduation Information	16
VII.	General Policies and Procedures.....	17
A.	UF ID Number, Email, and Student ID Card	17
B.	LinkedIn Group.....	17
C.	Tuition and Financial Aid.....	18
D.	Veteran Affairs and Military Students.....	18
E.	Timeline for Degree Completion	18
F.	Transferring credits.....	18
VIII.	Partnerships.....	18
A.	ASHP Foundation Institutional Pharmacy Leadership Program	18
B.	Tuition Discount Partnerships	19
C.	MS & MBA Dual-Degree Program with Stetson University	19
IX.	Library and Additional University Resources.....	21

Online POP Student Handbook

Version 04.2022

I. Introduction

The Online Graduate Program in Pharmaceutical Outcomes and Policy ([Online POP](#)) exists for students to explore paths to improving pharmaceutical outcomes in populations. Students are offered a choice of specializations and educational paths to complete their studies in a flexible, online environment. Graduates leverage their POP education and experience to develop distinguished careers in the biopharmaceutical industry, managed care organizations, health systems, and government agencies.

The Online POP program was established in 2006 by Dr. David Brushwood, RPh, JD, Professor Emeritus, and more than 500 students have completed the program. Since inception, the program has been delivered in an online format, enabling working professionals across the country and internationally to enroll. The program was initially focused pharmaceutical policy and regulation – an area that remains a key focus today.

Most students in the Online POP program complete a Master’s of Science (MS) in Pharmacy degree in combination with a graduate certificate in their specialization of choice; however some students pursue a graduate certificate alone.

The Online POP program is part of the Department of Pharmaceutical Outcomes and Policy ([POP Department](#)) in the University of Florida College of Pharmacy. In addition to the online graduate program, the POP Department offers residential MS and PhD degree programs. Research and teaching in the POP Department is focused on the use and effects of medications in society and ways to improve the drug use process. The residential degree programs are research intensive; in contrast, the Online POP curriculum emphasizes the application of the subjects to real world settings.

The [University of Florida](#) ranks Number 5 among public schools and its online bachelor’s degree is Number 1, according to U.S. News and World Report. The [College of Pharmacy](#) is ranked in the Top 5 nationally and Number 1 among pharmacy colleges in Florida.

II. Promoting Diversity

Online POP values and promotes diversity as described by both the UF College of Pharmacy and in the UF Graduate Catalog.

[UF College of Pharmacy](#): The University of Florida College of Pharmacy strives to stimulate a culture that promotes diversity and inclusion within an exceptional community of students, faculty and staff. We welcome applicants from diverse backgrounds and are committed to developing leaders who respect, support and have a positive impact on all individuals.

[UF Graduate Catalog](#): The University of Florida is committed to creating a community that reflects the rich racial, cultural, and ethnic diversity of the state and nation. No challenge that exists in higher education has greater importance than the challenge of enrolling students and hiring faculty and staff who are members of our country’s diverse groups. This pluralism enriches the university community, offers robust academic dialogues, and contributes to better

Online POP Student Handbook

Version 04.2022

teaching and research. The University benefits from the richness of a multicultural student body, faculty, and staff who can learn from and support one another. Diversity and inclusion empower and inspire respect and understanding among us. Importantly, the University does not tolerate the actions of anyone who violates the rights of another person.

Through policy and practice, the university strives to embody a diverse and inclusive community, creating a university that truly reflects the greatness of our state and nation.

III. Program Overview

A. Leadership and Faculty

The Online POP program is led by a group of faculty and staff, who are together responsible for administrative oversight and the academics of the program. The primary leadership positions include the Department Chair, Graduate Director, Program Director, and Assistant Program Director. In addition, there are Directors for each of the specialty tracks who are experts in the respective fields of study. Most faculty members teaching in Online POP are adjunct professors at UF and hold positions in other organizations or academic institutions.

A current list of the faculty and program leadership is available [here](#).

B. Distance Education

Online POP is a distance education program, meaning that the curriculum is delivered in an online format. The one exception to the online format is the Pharmaceutical Outcomes and Policy Seminar course, which is held on campus in Florida over one weekend each spring. Students completing the MS program are required to attend this course in person. (see IV.C Seminar)

Students access course content through an online learning management platform, [Canvas](#). Courses involve asynchronous work that can be completed at any time, such as readings, recorded lectures, and assignments. Courses also include synchronous class meetings, allowing students to engage with one another and the instructor in real time. Synchronous meetings are held on the [Zoom](#) platform and attendance is required in most courses.

Additional information on the technology used for Online POP is available [here](#).

C. Distinguishing Credentials Offered by Online POP

Online POP offers a both a master's degree and multiple graduate certificates, described in detail in subsequent sections. Every student who completes a master's degree will also complete a graduate certificate as a part of their course of study. Alternatively, students may complete a stand-alone graduate certificate without completing a full master's degree.

Online POP Student Handbook

Version 04.2022

D. Academic Calendar

Online POP operates on a trimester system: Fall, Spring, and Summer. There are two terms in each trimester: A and B. Each term is approximately 7 weeks in length. Students take only one course in each term. Students can start their course of study in any term.

Year 1	Fall A	Fall B	Spring A	Spring B	Summer A	Summer B
Year 2	Fall A	Fall B	Spring A	Spring B	Summer A	Summer B

A current academic calendar, including dates, is available [here](#).

E. Course Schedule

Each course is offered in a specific term according to the course schedule. Most courses are only offered once per year. Most courses do not have a prerequisite requirement, meaning that they can be taking in any order. However, some courses do have a prerequisite and must be taken in a specific order.

An individual student's course schedule will vary based on which term they start the program, whether they take time off, and their course choices. Some of these variations may prevent a student from completing their degree within 2 years.

Students are advised to study the academic calendar and course schedule to map out the specific course schedule that best meet their needs. Program staff are available to work with students on their course schedules.

The current course schedule, which includes prerequisite information, is available [here](#).

F. Students Services

Traditional student services are provided by the [Distance Education Support Services \(DESS\)](#) team. DESS supports students in online graduate programs in the UF Colleges of Pharmacy, Medicine, Veterinary Medicine, and Agricultural and Life Sciences.

DESS assists students with the following activities and can also connect students with other UF resources:

- Course registration
- Dropping a course
- Tuition
- Accessing course Canvas pages

The email for DESS is [dessa@ahc.ufl.edu](mailto:dess@ahc.ufl.edu). General FAQs are available [here](#).

G. Accreditation

The University of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education

Online POP Student Handbook

Version 04.2022

specialist, and doctoral degrees. Contact the Commission on Colleges at 404-679-4500 for questions about the accreditation of the University of Florida.

H. Technology

Requirements: Technology requirements for Online POP students are available [here](#).

Security: Online activity in Canvas requires an active UF GatorLink account to log in, as well as enrollment in courses. The Zoom Conference meetings for weekly classes are accessed within Canvas. These meetings have a pass code applied as an additional security setting. Students in the class do not need to enter the passcode, however anyone not enrolled in the course cannot join the meeting without it.

Support: Student technology support is provided by the UF Computing Help Desk at 352-392-HELP (4357) and helpdesk@ufl.edu. Alternatively, students can submit a ticket to the help desk using the [online request form](#). If a technical problem causes a student to miss an assignment, professors may require a ticket number from the UF Computing Help Desk for the student to receive an extension.

Use: All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

IV. Master's Degree

A. About

Online POP offers a non-thesis master's degree inclusive of 31-32 credit hours. All graduates earn a Master of Science (MS) in Pharmacy with a concentration in Pharmaceutical Outcomes & Policy. In addition, students earn a graduate certificate in their chosen field of study (see V Graduate Certificates). The program is designed for working professionals and students only take one course at a time. As such, the degree can be completed in 2 years.

B. Curriculum

The MS degree consists of 10 credit hours of concentration coursework required for all students.

Concentration Coursework (links to course descriptions provided)

- [PHA6186 Foundations of Pharmaceutical Outcomes and Policy I: Drug Discovery, Development, and Approval](#)

Online POP Student Handbook

Version 04.2022

- [PHA6187 Foundations of Pharmaceutical Outcomes and Policy II: Drug Marketing, Regulation, Distribution, and Use](#)
- [PHA6935 Writing for Pharmaceutical Outcomes and Policy](#)
- [PHA6279 Pharmaceutical Outcomes and Policy Seminar](#) (see C Seminar)

In addition to these concentration courses, students must choose a graduate certificate program in their field of study (see V. Graduate Certificates). Required graduate certificate coursework from the student's chosen certificate program ranges between 15 and 16 credit hours. Finally, students take 6 credit hours of elective coursework.

Summary of credit hours sources

Concentration coursework	10 credit hours
Certificate coursework	15-16 credit hours*
Elective coursework	6 credit hours†
Comprehensive exam	0 credit hours
TOTAL	31-32 credit hours

*The Pharmaceutical Value Assessment and Communications certificate has 16 credit hours, while the other certificates have 15 credit hours.

†The Pharmaceutical Regulation certificate has 9 credit hours of electives

C. Seminar

The one-credit hour course “Seminar” is the hallmark of Online POP. Seminar is a weekend conference that involves speaker presentations, group work, meals, and networking. Each seminar has a theme topic that is relevant to all Online POP certificates. High caliber speakers are recruited from across the US from organizations including biopharmaceutical companies, professional societies, universities, and government agencies. Students enjoy the opportunity to network with one another, faculty, and presenters.

When and Where: Seminar is offered annually and is typically scheduled on the weekend between Spring A and Spring B. Seminar is required for all students taking the MS program. Seminar can be taken in either the first or second year of study.

Seminar is held on the UF campus in Gainesville, Florida. Students living abroad, students requiring accommodations for disabilities, and students with extenuating circumstances can petition to attend seminar virtually by contacting the Program Director. Petitions from students living abroad or from student with accommodations preventing attendance at seminar will always be approved. Requests from students with other extenuating circumstances (e.g., work

Online POP Student Handbook

Version 04.2022

conflict, vacation) are rarely approved. As such, students should consider personal or professional commitments that may prevent them from attending seminar in any given year, and plan accordingly.

Students are responsible for all travel costs associated with seminar.

Attendee Expectations: Seminar is open to alumni and friends of UF. Students and non-students alike are able to obtain continuing education credits for pharmacists if eligible. Students have academic activities they are required to complete to earn one college credit hour towards their MS degree that are not required of non-student attendees. All academic activities are provided in the course Canvas page.

D. Comprehensive Exam

Students are required to pass a comprehensive exam to complete their MS degree. The comprehensive exam is graded as Satisfactory (pass) or Unsatisfactory (fail). No credit hours are awarded for the comprehensive exam; as such, there is no tuition or fees due for the comprehensive exam.

When: The comprehensive exam is offered in every trimester (Spring, Summer, or Fall) between the A and B terms. Current exam dates are posted on the [academic calendar](#). Students must take their comprehensive exam during their final trimester of study. In other words, students should plan to take their final exam in the same semester they graduate. Additionally, students must be concurrently enrolled a 3-credit hour course in the same trimester as the comprehensive exam.

Scope: Comprehensive exams are designed to combine and integrate skills and knowledge from the across the curriculum in a manner that extends beyond any singular course. Students will take a comprehensive exam that is specific to their graduate certificate. The scope of the exam covers both concentration courses that are required of all MS students, as well as the specific courses from any of the graduate certificate programs.

Format: Comprehensive exams are administered in a proctored, online environment. Students have 4.5 hours to complete the exam. The exam is considered “closed book;” any resources that the student needs to complete the exam will be provided within the exam itself. Historically, the comprehensive exam has primarily been comprised of essay questions, but students should be prepared for any type of question on the exam.

Eligibility: Students must complete PHA6935 Writing for POP prior to taking the Comprehensive Exam. Note that students who take Writing for POP in Summer C are not eligible to take the exam until Fall.

Online POP Student Handbook

Version 04.2022

Registration: Students register for the comp using the same registration process for regular course work, available [here](#). Students access information about the exam and the exam itself through Canvas after registering.

E. Student Learning Outcomes

Students completing the MS degree will achieve the following learning outcomes:

- Identify, interpret, and utilize core knowledge across the spectrum of Pharmaceutical Sciences.
- Analyze and apply material from foundation courses in the curriculum, interpret data, and synthesize a response to a complex problem or case.
- Deliver a presentation of a discipline-specific topic related to Pharmaceutical Sciences for internal academic review. These presentations will be clear in providing information at an appropriate level to the audience, complete in providing the necessary and relevant background from the literature and will utilize appropriate audiovisual aids that are clearly constructed.

V. Graduate Certificates

A. About

Online POP offers multiple graduate certificates. The University of Florida defines a graduate certificate program as a formal collection of courses that together form a coherent program of study. A graduate certificate is an academic credential granted by the University of Florida.

Students who complete the master's degree will also earn a graduate certificate. Alternatively, students can complete a graduate certificate without pursuing the full master's degree.

All students earning a graduate certificate (MS or stand-alone) must apply to the certificate of their choice [here](#). MS students must apply for their graduate certificate *in addition to* applying for their MS and they must do so *after* they have started their coursework.

B. Curriculum

Please refer to webpages linked below for a listing of the course curriculum for each certificate.

C. Certificate Descriptions and Student Learning Outcomes

1. [Applied Pharmacoeconomics](#)

This course of study teaches students the economic methods to compare the relative value of pharmaceutical products or medical interventions. Students apply pharmacoeconomic principles to evaluate drug use problems facing society today. This program may be of interest to those currently working or seeking employment in the following areas: pharmaceutical companies, health economics and outcomes research consulting firms, and managed care organizations.

Online POP Student Handbook

Version 04.2022

Student Learning Outcomes:

- Apply pharmacoeconomic theories and methods to assess the cost-effectiveness of pharmaceutical interventions and critically evaluate the implications of pharmacoeconomic studies.

2. [Pharmaceutical Regulation](#)

This course of study teaches students the regulatory framework for the manufacture, dispensing, and use of pharmaceutical products. Students apply regulatory concepts and theories to address challenges in the drug supply chain within the larger context of health care. This program may be of interest to those currently working or seeking employment in the following areas: pharmaceutical companies, government agencies, clinical research organizations, and managed care organizations.

Student Learning Outcomes:

- Interpret and apply laws, regulations, guidance, and policies related to drug development and/or use.

3. [Managed Care Pharmacy Systems](#)

This course of study teaches students how to deliver evidence-based, cost-effective pharmaceutical interventions within managed care delivery models. Students apply managed care principles to evaluate cost, quality, and access priorities within prescription drug programs. This program may be of interest to those currently working or seeking employment in the following areas: managed care organizations, pharmaceutical companies, and managed markets consulting firms.

Student Learning Outcomes:

- Propose and assess the financial and clinical implications of managed care pharmacy practices.

4. [Medication Safety and Quality Systems](#)

This course of study teaches students an evidence-based, systematic approach to improving medication safety. Students apply a quality systems framework to prevent medication errors and improve the overall quality of care. This program may be of interest to those currently working or seeking employment in the following areas: health systems, pharmaceutical industry, hospitals, and managed care.

Student Learning Outcomes

- Identifies, describes, and explains concepts, theories, and methodologies in patient safety in medication use.
- Evaluate a problem that is related to patient safety in medication use.

5. [Pharmaceutical Value Assessment and Communications](#)

This course of study teaches students systematic approaches to synthesizing evidence to appraise the value of pharmaceutical products. Students translate clinical, economic, and patient-reported data into accurate and compelling communication tools to improve decision-

Online POP Student Handbook

Version 04.2022

making and health outcomes. This program may be of interest to those currently working or seeking employment in the following areas: medical communication agencies, pharmaceutical companies, consulting firms, and managed care organizations.

Student Learning Outcomes

- Assess the value of a pharmaceutical product using systematic reviews, meta-analyses, and value messaging practices.
- Create evidence-based communications that are compliant with regulations and convey the value story of a pharmaceutical product that using data-driven visuals.

D. Transition from Graduate Certificate to MS

Students who enroll initially in a graduate certificate program may decide later to pursue a MS. These students are required to apply and be accepted to the MS program. Application information is available [here](#).

Students are advised that the minimum admission requirement for the MS has a higher GPA than the graduate certificate program. Thus, some students in the graduate certificate program may not be eligible for admission into the MS program. Completing certificate coursework does, however, strengthen a student's graduate application.

University policy only allows up to 15 credit hours earned in the graduate certificate program to be counted towards the MS degree. Further, only credits with a B or higher (not B-) are eligible to be transferred to the MS degree. As such, students are advised to apply for admission to the MS program before exceeding 15 credit hours if they wish to pursue a MS.

All work toward the master's degree must be completed within 7 years before the degree is awarded (see VII.E Timeline for Degree Completion). Therefore, students transitioning from the graduate certificate to MS program must complete the MS coursework within 7 years of taking their first certificate course.

E. Multiple Certificates

Some students wish to earn more than one certificate. In this case, students apply their elective credits to their second certificate, take the additional courses required as a part of the second certificate, and take a comprehensive exam covering both certificates. Students who pursue this path will likely not be able to complete their studies within 2 years. However, there are some combinations of certificates that may be completed more quickly than others. Specifically, Applied Pharmacoeconomics and Managed Care Pharmacy Systems can be completed as a part of an MS degree within 2 years.

Students who would like to pursue this option must request approval by contacting the Assistant Program Director.

Online POP Student Handbook

Version 04.2022

VI. Academic Policies

A. UF Graduate Catalog and Policies

The Online POP program is part of the University of Florida Graduate School, and all students must abide by the UF Graduate School policies in the [Graduate Catalog](#).

B. Communication Policies and Procedures

Official program announcements are sent from [dessa@ahc.ufl.edu](mailto:dess@ahc.ufl.edu) and made through the POP Administration and Orientation page on Canvas. Students must ensure they are set up to receive notifications from Canvas to their email.

Additional course specific communication policies are provided in the course syllabus.

All students are expected to check their UF email daily.

C. Student Orientation

All new students must complete the [Student Orientation](#) activities prior to or within the first few weeks of their first semester. Student Orientation activities include viewing pre-recorded videos, completing an academic honesty module, and passing an orientation quiz in Canvas.

D. Student Honor Code

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The [Student Honor Code](#) specifies a number of behaviors that are in violation of this code and the possible sanctions. Students are obligated to report any condition that facilitates academic misconduct to appropriate personnel.

E. Academic Integrity

Academic honesty is a fundamental principle, and the process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of dishonesty. Accordingly, students, faculty and administrators are responsible for maintaining the highest level of academic integrity at all times. Plagiarism and other acts of academic dishonesty include:

- Stealing - the work of others and passing off as your own
- Misquoting - changing or misrepresenting another’s words to make your own argument stronger
- Insufficient paraphrasing - changing another’s words without quoting the actual text

Online POP Student Handbook

Version 04.2022

- Duplicate publication - using the same work for credit in more than one course

The consequences of academic dishonesty and plagiarism can include:

- Written reprimand
- Reduced or failing grade
- Suspension from the program or University
- Expulsion from the program or University

Written assignments that contain the research or other original published work of someone else must be properly quoted, cited, paraphrased, or referenced appropriately. A software (TurnItIn) that is integrated with Canvas Assignments may be utilized to help students determine if a written submission meets the criteria for a properly referenced research paper. Please ask for help, utilize resource materials and take advantage of opportunities like creating a draft of your paper to test, ensuring you have addressed any errors prior to the final submission. The following videos provide additional information:

- [Understanding and Avoiding Plagiarism: Types of Plagiarism](#)
- [Avoiding Plagiarism](#)

F. Student Privacy

There are federal laws protecting student privacy in terms of grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Recordings of weekly class sessions in Zoom are created for the purpose of course teaching and learning, as well as for use as a resource for students who miss a class session.

The use of video (or web camera) feature in Zoom is not a requirement, but rather is voluntary for meeting participants. For both the audio and video features in Zoom, students will have the option to Start or Stop these functions.

Students who participate with their camera engaged or who utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Online POP Student Handbook

Version 04.2022

G. Academic Advising

Online POP students have a variety of academic advising needs, which are met by program leaders. The Assistant Program Director works with students on their course schedule and path of study. The Program Director and Directors of the certificate programs meet with students to discuss career or course specific topics upon request.

H. Registration and Clearing Holds

Students in the Online POP will NOT use the University's ONE.UF system to register for classes. Instead, students request registrations for courses using a Web-based system, available [here](#). The program will verify eligibility, and then process the request officially into ONE.UF. Information on how to access the registration site is sent to each student via their Gatorlink account (UFL email address) each semester.

Students must register for courses [here](#). Registration open and close dates are available in the [Academic Calendar](#).

Every semester all UF students must clear holds before they can access their courses. Follow these instructions to clear holds:

- Go to [OneUF](#)
- Log In with Gatorlink Username and Password
- Under Action Items, click Holds
- Expand the drop down under Prevent Registration
- Click on each hold and follow instructions to clear it

Additional information is available [here](#). Direct questions to dess@ahc.ufl.edu.

I. Students Requiring Academic Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the [Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course technologies meet online learning accessibility standards for sight and hearing-impaired learners. Likewise, course materials are developed in accordance with accessibility standards. Course documents and webpages are formatted for screen-reader accessibility with the use of headings, styles, or alternative text tagging for images. Accessibility design tools in Microsoft Office products and in Canvas are used to evaluate and update accessibility issues detected in the instructional materials. Synchronous class sessions in Zoom are recorded. These recordings are posted to the course site to accommodate students unable to attend.

[Canvas Accessibility](#)

Online POP Student Handbook

Version 04.2022

[Zoom Accessibility](#)

J. Course Syllabus

An unofficial syllabus for each course is posted on the [Course Schedule website](#). Unofficial course syllabuses are posted approximately 2 months before the start of a new term. The time and dates of synchronous class meetings in the unofficial syllabus will only change in rare, extenuating circumstances. Textbook and software requirements in the unofficial syllabus will only change in rare, extenuating circumstances.

Official course syllabuses are posted in the course Canvas page and supersede unofficial syllabuses.

K. Course Canvas Page

Students are able to access course Canvas pages one week before the start of the course.

L. Program Grade Policy

The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S (Satisfactory, or Pass). Grades of B-, C+ or C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+, A- and A, respectively. Grade points are not given for S and U (Unsatisfactory) grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average. Letter grades of C-, D+, D, D- or E are not considered passing at the graduate level, although the grade points associated with these letter grades are included in grade point average calculations. See the [UF graduate academic regulations](#) for more information.

Students are required to maintain a minimum of 3.0 GPA in all program coursework. Students failing to maintain this GPA may be placed on academic probation or dismissed from the program.

The Online POP program course grading scale is as follows:

A	>92.500%
A-	89.500–92.499%
B+	86.500–89.499%
B	82.500–86.499%
B-	79.500–82.499%
C+	76.500–79.499%
C	72.500–76.499%
C-	69.500–72.499%
D+	66.500–69.499%

Online POP Student Handbook

Version 04.2022

D	62.500–66.499%
D-	59.500–62.499%
E	<59.499%

M. Attendance Policy

Attendance policies for Online POP courses are set at the individual course level. Students should refer to the syllabus for each course.

Students may not attend classes unless they are registered officially or approved to audit.

Students who do not attend course meetings, log into Canvas, etc., are **not** automatically dropped from the course. The Online POP program does not officially drop students from a course unless the student requests it. Students can request to drop a course by completing a [drop form](#) by the deadline posted on the [Academic Calendar](#).

N. Course Load Limits

Students only enroll in one course per term (eg, Summer A, Fall B).

There are 2 exceptions to this:

- In the Pharmaceutical Value Assessment and Communications Graduate Certificate, MMC6456 and MMC5435 are spread over 2 terms, or 14 weeks. Students can enroll in these two courses concurrently or enroll in one of these courses and another course.
- PHA6935 is offered in the summer spread over 2 terms, or approximately 14 weeks. Students can enroll in this course and another course concurrently.

Beyond these exceptions, students are not permitted to enroll in 2 courses concurrently without permission from the program.

O. Graduation Information

Students earning a MS or certificate must apply to graduate. Students earning an MS must apply for both the MS and certificate.

Detailed information about how to apply is available [here](#).

Most Online POP students do not attend in-person graduation ceremonies; however, all are encouraged to. Current information about in-person graduation ceremonies is available [here](#).

Online POP Student Handbook

Version 04.2022

VII. General Policies and Procedures

A. UF ID Number, Email, and Student ID Card

UF ID Number: The University of Florida uses an 8-digit unique identifier system, called the UF ID, as a unique identification number for UF students, staff, faculty. When you applied to the University, you created this ID number, and it will not change. If you have forgotten your UF ID, you can call the UF Computing Helpdesk at 352-392-HELP (4357) for assistance.

Gatorlink and UFL Email: Upon acceptance to the program, students create a Gatorlink ID, which becomes the major identifier used to access UF email, the e-Learning site, the course registration site, and other UF systems. The Gatorlink ID makes up the first part of the UFL email address (the part before @ufl.edu). All official UF and program communication will be sent to the student's UF email account, and UF College of Pharmacy policy prohibits the forwarding of this account to non UF addresses. Thus, we expect that students will check their UF email accounts regularly.

You will sometimes receive email announcements directly from the UF Graduate School and other administrative offices besides our program office. Please pay close attention to these announcements, as they often provide important information about upcoming academic deadlines.

You will be able to set up your UFL Email account about 2 weeks after you have been admitted to the program. At this time, use the following instructions to set up your UFL Email.

- Use the [Student Email Setup](#) to setup and access your GatorCloud email inbox.
- Once you have set up your GatorCloud email inbox make sure your UF Business Email is set up to send to your @ufl.edu email. Use [these instructions](#) to do this.
- If you have any questions or trouble, please contact DESS@ahc.ufl.edu.

UF Student ID Card: Enrolled students may request a [Gator 1 Identification Card](#) online and have it mailed to them. The Gator 1 serves as the official student ID card. While on campus, you can use your card to access university libraries, to enter student recreation centers, to purchase tickets to university events, and to ride Gainesville-area buses for free. A UF student ID card is not required for Online POP Students.

B. LinkedIn Group

Students are encouraged to join the [Online POP LinkedIN group](#). This group serves as a professional communication venue for students, professors, staff, and alumni.

Online POP Student Handbook

Version 04.2022

C. Tuition and Financial Aid

Tuition and fees are due on a rolling basis, with separate deadlines for each A and B term and for seminar. Registered students receive information via email (to UF email addresses only) from the UF Bursar's Office and program administration regarding deadlines.

Students receiving financial aid benefits will have the full semester's tuition and associated fees automatically deducted. Please contact the Financial Aid Coordinator for questions related to aid benefits at pharmacysfa@cop.ufl.edu.

Online POP has certain Educational Tuition Discount Partnerships (see VIII.B)

Additional information on tuition, including methods of payment and financial aid is available [here](#).

D. Veteran Affairs and Military Students

Students eligible to receive benefits from the GI Bill or VA Tuition Assistance can apply this benefit to a graduate certificate Program, MS degree program, or a single course(s) (non-degree). For more information or questions about your benefits, please contact: VAcounselor@ufl.edu, or visit review [Grants and Scholarships](#) for veterans and spouse and dependents of veterans.

E. Timeline for Degree Completion

All work (including transferred credit) counted toward the master's degree must be completed within 7 years before the degree is awarded.

F. Transferring credits

Only graduate-level (5000-7999) work with a grade of B or better, is eligible for transfer of credit. No more than 9 credit hours can be transferred from another university. Credits transferred from other universities are applied toward the degree requirements, but grades earned are not computed in the student's grade point average. Acceptance of transfer of credit requires approval of the student's supervisory committee and the Dean of the Graduate School.

VIII. Partnerships

A. ASHP Foundation Institutional Pharmacy Leadership Program

Students interested in pursuing a career as a leader in an institutional pharmacy can take advantage of a special partnership between the [ASHP Foundation](#) and Online POP by enrolling in the [Institutional Pharmacy Leadership \(PLA\) Academy](#).

Online POP Student Handbook

Version 04.2022

In this innovative program, students concurrently enroll in the ASHP Foundation's PLA and Online POP. Upon completion of the PLA, students become eligible to earn 6 graduate credits toward the MS degree tuition-free (University fees still apply). Students work with faculty advisors to develop an individualized plan of study for their remaining 25 credits.

Additional information is available [here](#).

B. Tuition Discount Partnerships

Online POP works with certain professional organizations to give their members tuition discounts. In these partnerships, MS students who are members of the partner organization are eligible to receive a 50% tuition discount of the first and last 3 credit hour course taken as a MS student. Only students enrolled in the MS degree program are eligible to receive these tuition discounts. Students who transition from a graduate certificate program to the MS degree program are eligible starting with their first MS course.

Current students seeking to taking advantage of this discount must submit a request and provide evidence of their membership status [here](#). The **deadline** for submitting a request is the first date of the term as shown in the [Academic Calendar](#).

Detailed descriptions of current tuition discount partners are available [here](#).

C. MS & MBA Dual-Degree Program with Stetson University

The MS & MBA dual-degree program is described on the Online POP website, available [here](#).

Overview of coursework: In this dual-degree program, students earn two degrees. The MS degree is conferred by the University of Florida and the MBA degree is conferred by Stetson University. Credit hours taken in the dual-degree program are transferred into the degree-granting institution and counted as elective credit hours, thereby reducing the total number of credit hours required to be taken by the student if earning both degrees independently.

For the UF MS degree program, students complete 31 credit hours of coursework, which includes 6-9 credit hours of electives. Students in the dual-degree program will use 6 credit hours of Stetson MBA coursework as their electives. They will transfer these credit hours into UF, using the regular Graduate School transfer credit process (see VII.F. Transferring Credits).

Only credits with a B or higher (not B-) are eligible to be transferred to UF for the MS degree.

For the Stetson MBA program, students complete 36 credit hours of coursework, which includes 9 credit hours of electives. Students in the dual-degree program will use 9 credit hours of UF coursework as their electives. They will transfer these credits into Stetson, using the regular Stetson transfer credit process.

Online POP Student Handbook

Version 04.2022

	MS in Pharmacy from University of Florida	MBA from Stetson University
UF courses	26 credit hours	9 credit hours (UF MS credits transferred to Stetson and counted as electives)
Stetson courses	6 credit hours (Stetson MBA credits transferred to UF and counted as electives)	27 credit hours
Total credit hours towards degrees	32 credit hours	36 credit hours

Admissions: Students apply to the UF MS in Pharmacy program and indicate interest in the dual-degree MS + MBA program on their application.

Because the admission criteria for the UF MS in Pharmacy program are more stringent than those of the Stetson MBA program, UF makes the first admission decision which is based on their program admission criteria. At this point, the student is formally admitted only into the UF MS in Pharmacy program; however, they are flagged as pursuing the dual-degree MS + MBA program.

This dual-degree program is designed for students to only take classes at one institution at any given time. Students always start at UF for a minimum of one semester. Before students begin their coursework at Stetson, UF provides a letter for each student regarding academic standing in the program.

Before beginning coursework at Stetson, students complete the formal application to the Stetson MBA program and submit their academic transcripts. Stetson then makes a formal admission decision based on their program admission standards. Because the admission standards for the MBA program are less stringent than that of the UF MS in Pharmacy program, students who were admitted to the UF MS in Pharmacy program and in good academic standing are expected to be accepted.

Sequencing of coursework: The curriculum in both programs is organized by fall, summer and spring semesters, with sessions A and B in each semester.

Students in the dual-degree MS in Pharmacy and MBA program only take classes at one institution at any given time. Students always start at UF for a minimum of one semester. Following the first semester, the student may choose to take courses at either institution in a given semester, as long as the following requirements must be met regarding sequencing of courses:

- The student must always start at UF for a minimum of one semester.
- Students must request a letter of support from the UF Associate Program Director confirming that the student is in good academic standing and has satisfactorily

Online POP Student Handbook

Version 04.2022

completed at least one semester of coursework prior to taking any courses at Stetson.

- The student must complete their UF coursework before completing their Stetson coursework.
- Among the required Stetson courses, the student must take the courses that will be transferred as elective credits first (ie, prior to the non-transferring Stetson courses).
- The student will take both courses (session A and B) of any given semester in a single institution.
- The student must meet all pre-requisite requirements to enroll in any given course.

Following this scheduled plan of study, students will earn their MS in Pharmacy degree from UF first. Once the MS degree has been conferred, students will complete their remaining coursework at Stetson to earn their MBA degree.

Discontinuing MS or MBA studies: Students who wish to discontinue their course of study at UF may do so with no associated financial penalties.

Students who wish to discontinue their course of study at Stetson University should contact Stetson to learn about potential financial penalties.

IX. Library and Additional University Resources

- For remote access to UF library resources such as e-journals or other digital collections, use the [UF VPN or proxy server to connect](#).
- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
- [Counseling and Wellness Center](#)
- Sexual Assault Recovery Services (SARS): Student Health Care Center, 392-1161.
- University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu
- [E-learning technical support](#): 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
- [Teaching Center](#): Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.
- [Writing Studio](#): 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
- [On-Line Students Complaints](#)