IMPORTANT NOTICES

CHANGES IN PROGRAMS OF STUDY AND/OR COURSES
The programs of study that our calendar lists and describes are available for the year(s) to which the calendar applies. They may not necessarily be available in later years. If the University or the Faculty must change the content of programs of study or withdraw them, all reasonable possible advance notice and alternative instruction will be given. The University will not, however, be liable for any loss, damages, or other expenses that such changes might cause.

For each program of study offered by the University through the Faculty, the courses necessary to complete the minimum requirements of the program will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, pre-requisites and co-requisites, grading policies, requirements for promotion and timetables without prior notice.

REGULATIONS AND POLICIES
As members of the University of Toronto community, students assume certain responsibilities and are guaranteed certain rights and freedoms. The University has several policies that are approved by the Governing Council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Faculty are listed in this calendar. In applying to the Faculty, the student assumes certain responsibilities to the University and the Faculty and, if admitted and registered, shall be subject to all rules, regulations and policies cited in the calendar, as amended from time to time. All University policies can be found at www.governingcouncil.utoronto.ca/policies.htm. Those which are of particular importance to students are: Code of Behaviour on Academic Matters; Code of Student Conduct; Grading Practices Policy; and Policy on Official Correspondence with Students. More information about students’ rights and responsibilities can be found at www.students.utoronto.ca/The_Basics/Rights_and_Rules.htm.

ENROLMENT LIMITATIONS
The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programs to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient. The University will not be liable for any loss, damages, or other expenses that such limitations or withdrawals might cause.

COPYRIGHT IN INSTRUCTIONAL SETTINGS
If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or other similar materials provided by instructors, he or she must obtain the instructor’s written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by students with disabilities, the instructor’s consent will not be unreasonably withheld.

PERSON I.D. (STUDENT NUMBER)
Each student at the University is assigned a unique identification number. The number is confidential. The University, through the Policy on Access to Student Academic Records, strictly controls access to Person I.D. numbers. The University assumes and expects that students will protect the confidentiality of their Person I.D.’s.

FEES AND OTHER CHARGES
The University reserves the right to alter the fees and other charges described in this calendar.

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen’s Park Crescent West, Toronto, Ontario, M5S 1A8. An expanded version of this notice can be found at www.fippa.utoronto.ca/policy/nocx.htm.
Contents

SESSIONAL DATES

THE LESLIE DAN FACULTY OF PHARMACY
Historical Sketch
The Evolution of the Profession of Pharmacy
Changes in Pharmacy Education
Pharmacy: Is It For Me?
The Practice of Pharmacy
Degrees
Accreditation Status
Structured Practical Training and Licensing as a Pharmacist
International Student Exchanges

ADMISSION
Academic Criteria
Post-Admission Requirements
Orientation/Registration

FEES
Tuition Fees
Late Registration Fee
Special (Non-degree) Students
Other University Fees

REGULATIONS AND GENERAL INFORMATION
Withdrawals or Transfers
Student Participation in Laboratory Procedures
General Regulations
Policy on Official Correspondence with Students
Guidelines Concerning Access to Official Student Academic Records
Policy on Academic Sanctions for Outstanding University Obligations
Regular Officer Training Plan
Transcripts
New College
University Student Housing Service
Family Care Office
Programs and Services for Students with a Disability
The Sexual Harassment Office
Office of the University Ombudsperson

CURRICULUM
“ROSI” (Repository of Student Information)
Key to Academic Activity (Course) Descriptions
Course Load
Course Exemptions
First Year Curriculum (Effective 2011-12)
Second Year Curriculum (Effective 2012-13)
Curriculum (For students admitted prior to 2011)
Interprofessional Education
## FIRST, SECOND AND THIRD YEARS

### FALL SESSION, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3 Monday</td>
<td>Labour Day; University closed</td>
</tr>
<tr>
<td>September 5 Wednesday</td>
<td>Orientation/Registration in person of First Year students</td>
</tr>
<tr>
<td>September 10 Monday</td>
<td>Classes commence</td>
</tr>
<tr>
<td>September 21 Friday</td>
<td>Last day to add courses with F and Y section codes</td>
</tr>
<tr>
<td>October 8 Monday</td>
<td>Thanksgiving; University closed</td>
</tr>
<tr>
<td>November 2 Friday</td>
<td>Last day to cancel (drop) courses with F section codes</td>
</tr>
<tr>
<td>December 7 Friday</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 10 to 21</td>
<td>Examination period</td>
</tr>
</tbody>
</table>

### WINTER SESSION, 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 Monday</td>
<td>Classes commence</td>
</tr>
<tr>
<td>January 18 Friday</td>
<td>Last day to add courses with S section codes</td>
</tr>
<tr>
<td>February 15 Friday</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>February 15 Friday</td>
<td>Last day to cancel (drop) courses with Y section codes</td>
</tr>
<tr>
<td>February 18 Monday</td>
<td>Family Day; University closed</td>
</tr>
<tr>
<td>February 18 to 22</td>
<td>Reading Week</td>
</tr>
<tr>
<td>March 8 Friday</td>
<td>Last day to cancel (drop) courses with S section codes</td>
</tr>
<tr>
<td>March 29 Friday</td>
<td>Good Friday; University closed</td>
</tr>
<tr>
<td>April 12 Friday</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 15 to 30</td>
<td>Examination period</td>
</tr>
</tbody>
</table>

## FOURTH YEAR

### FALL SESSION, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3 Monday</td>
<td>Labour Day; University closed</td>
</tr>
<tr>
<td>September 4 Tuesday</td>
<td>Classes commence</td>
</tr>
<tr>
<td>September 17 Monday</td>
<td>Last day to add courses with F and Y section codes</td>
</tr>
<tr>
<td>October 8 Monday</td>
<td>Thanksgiving; University closed</td>
</tr>
<tr>
<td>October 29 Monday</td>
<td>Last day to withdraw without academic penalty</td>
</tr>
<tr>
<td>October 29 Monday</td>
<td>Last day to cancel (drop) courses with F section codes</td>
</tr>
<tr>
<td>November 30 Friday</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 3 to 12</td>
<td>Final examinations</td>
</tr>
</tbody>
</table>

### WINTER SESSION, 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 Monday</td>
<td>SPEP Commences</td>
</tr>
<tr>
<td>April 26 Friday</td>
<td>SPEP Ends</td>
</tr>
</tbody>
</table>
Pharmacy education in Ontario began over 140 years ago with informal academic experiments tracing back to 1868. The Faculty of Pharmacy at the University of Toronto came into being July 1, 1953, when the University assumed responsibility for the school that had been operated by the Ontario College of Pharmacy (now Ontario College of Pharmacists) since 1882. A lineal descendant of the Canadian Pharmaceutical Society and its short-lived predecessor, the Toronto Chemists’ and Druggists’ Association, established in 1867, the Ontario College of Pharmacists remains the provincial regulatory body of pharmacy; it retains vestiges of its educational functions in the internship of Ontario pharmacy graduates, and in its representation (a reciprocal arrangement) on the Faculty of Pharmacy Council at the University of Toronto.

The evolution of pharmaceutical education in Ontario shows a remarkable growth from a few evenings in 1868 of voluntary classes, with relatively no prerequisites, and with predominant emphasis upon a long, traditional apprenticeship controlled by a professional association, to the present compulsory, four-year second entry scientific and professional university course with supervised periods of external professional practice. The change is a significant one, for it represents the maturation of pharmaceutical education in Ontario from the nineteenth-century preoccupation with training for a trade by mastering primarily manual techniques, largely in the shop to meet the current practice situation, to today’s stress upon theoretical study embracing generalized principles whose application can, with continuing renewal, serve the future as well as the present needs of the profession. At the same time, a revival of the importance of experiential education has been recognized in academia. Students entering our new curriculum will receive more hands-on training within actual practice than ever before. In many cases this includes interprofessional practice opportunities and direct patient care contact.

The initiation of the first baccalaureate program by the Ontario College of Pharmacy in 1948 served as a natural and necessary prelude to the first graduate program, with the launching in 1953 of the MSc degree in pharmacy, and with the University now carrying the graduate and undergraduate teaching functions. The first affiliation of the College with the University came nearly six decades earlier in 1892, with primarily optional degree privileges being involved, while the first control of the University Senate over College examinations came in 1927, when certain courses were first taken by pharmacy students in University departments and the PhmB degree became mandatory.

Another consequence of University faculty status for pharmacy was the move of the teaching college to a new building on the University campus at 19 Russell Street in 1963 from facilities it had outgrown at 44–46 Gerrard Street East, facilities which when first opened in 1887 had been the first of their kind in Canada. The physical and symbolic move to the University campus coincided with the first arrangements for a student to earn a PhD degree at the University of Toronto with pharmacy as a major area of research. In 2006, the Faculty moved to new enlarged quarters at 144 College Street. This move allowed for significant growth in professional and graduate programs, a new Specialist Program in Pharmaceutical Chemistry and expansion of continuous professional development programs.

As the demands upon the profession change, so does professional education. Recognizing the growing need for graduates with additional clinical experience and preparation in therapeutics, the Faculty introduced a post-baccalaureate Doctor of Pharmacy (PharmD) degree in 1992. It is a two-year program with one year of didactic instruction and one year of clinical placements. In 2004, a distance learning on a part-time basis (over 4 years) version of this program was introduced. The baccalaureate program itself changed in 1994, when entering students were required to have a minimum of one year of university course work as a prerequisite for admission. This pre-requisite education was extended to two years in 2011 which allowed for more pharmacy based coursework within the curriculum. The professional program has remained a four year program with new courses in pharmacotherapy and medication management becoming the core of the curriculum. Our professional program emphasizes understanding and applying the concept of ‘patient-centred care’ throughout its four years. The program culminates with a 36-week component of clinical professional practice in a variety of practice sites including hospitals, clinics, and community pharmacies.
DEANS, ONTARIO COLLEGE OF PHARMACY

E.B. Shuttleworth 1882-1891  R.O. Hurst  1937-1952
A.Y. Scott  1891-1892  F.N. Hughes  1952-1953
C.F. Heebner  1892-1937

ASSISTANT DEAN, ONTARIO COLLEGE OF PHARMACY

F.N. Hughes  1948-1952

DEANS, FACULTY OF PHARMACY

E.W. Stieb, Acting  July-Dec. 1985  H.J. Mann  2009-

ASSOCIATE DEANS

J.P. Uetrecht  1994-1998  R.M. Reilly  2010-
R.B. Macgregor  2005-2010  H. Boon  2012-
R. Bendayan  2007-2011  L. Raman-Wilms  2012-

ASSISTANT DEANS

M. Nawrocki  2001-2007  D.M. White  2007-
K.A. Boyd  2005-2006

FACULTY SECRETARIES/REGISTRARS

F.M. Ward  1959-1973  B.A. Thrush  2001-

THE EVOLUTION OF THE PROFESSION OF PHARMACY

With the advent of large-scale industrial processes to produce high quality drugs and dosage forms, the pharmacist’s primary role shifted in the middle of this century from that of accurate compounding to one of distribution for the pharmaceutical industry. During this time the scientific basis of industrial drug discovery and development inspired parallel changes in pharmacy education, from empirical and descriptive knowledge focusing on the procurement, preparation, and evaluation of pharmaceuticals, to knowledge organized around scientific paradigms. The resulting divergence of pharmacy practice and pharmacy education led inevitably to a vocational paradox: the average pharmacist, trained as a scientist, did not “do” science in practice.

The concept of clinical pharmacy emerged in the late 1960’s as society’s economic base changed from industry to information. Within this model, the pharmacist was to function as a therapeutic consultant: the member of the health care team able to apply knowledge, skills, and values to ensure optimal drug use. In spite of this change, research evidence indicated that a significant percentage of North Americans were not receiving maximum benefit from drug therapy and adverse drug reactions constitute a significant cause of hospital admissions and mortality.

In 1990 a new model of Pharmacy practice proposed that the pharmacist accept responsibility for minimizing drug-related morbidity and mortality. Termed ‘patient-centred care’, this model requires the pharmacist to work in partnership with the patient and allied health care professionals to:
identify actual or potential health care needs of the patient;
• determine if these health care needs are drug-related, and;
• work with the patient and other health care professionals to design, implement, and monitor a pharmacy care plan which will resolve or prevent the patient’s resulting drug-related problems.

Therefore, the profession of pharmacy serves society by being responsible for the optimal use of drugs. In assuming this responsibility, each pharmacist’s primary responsibility is to individual patients by aiding them in optimizing their quality of life. The ultimate goal of patient-centred care is to improve an individual patient’s quality of life. This is achieved by working with the patient to determine if any drug-related needs exist which are preventing the patient from attaining their desired quality of life and then meeting those needs.

CHANGES IN PHARMACY EDUCATION
The program at the Faculty of Pharmacy was developed to provide pharmacy students with the knowledge, skills and values needed to provide patient-centred care. Although the traditional lecture format is still employed, a portion of the curriculum focuses on the acquisition of skills through the use of problem-based, student-centred learning. Students are taught to identify, research and solve drug related problems both independently and as members of groups. This learning model enables students to acquire such skills as problem-solving, self-directed learning, critical appraisal, communication and self-evaluation. Learning groups also provide the opportunity for students to develop the necessary skills of assertiveness, delegation, leadership and compromise. Lastly, as drug-related problems may not have simple solutions, the student requires the maturity to cope with the demands of this challenging approach to education.

PHARMACY: IS IT FOR ME?
What kind of person does it take to practise patient-centred care?
• The pharmacist must be willing and able to establish a relationship with patients based on mutual respect and trust.
• The pharmacist must be able to cooperate effectively as a member of a health care team for the direct benefit of the patient.
• The pharmacist must be capable of life-long learning to keep pace with the rapid change of knowledge.
• The pharmacist must be an inquisitive and discriminating problem-solver to identify and solve drug-related problems.
• The pharmacist must be an instrument of change. The health of the profession depends on it!

THE PRACTICE OF PHARMACY
In earliest times, pharmacy was closely interwoven with medicine to the extent that one person usually carried out both functions. As both professions matured, the need for separate specialties became clear, although it remained equally clear they would need to retain close relationships for the greatest benefit to the patient. The physician may prescribe drugs, nurses may administer drugs, but the pharmacist is the member of the health care team whose expertise is in the appropriate use of medications.

The primary role of a pharmacist is to assure that the medications used by the patient are the most effective and are used in the most appropriate manner. This is done through cooperation with the patient and in consultation with other health care professionals.

Pharmacists assume a wide variety of specializations within the health care field. The majority of licensed pharmacists work in community pharmacies where they have responsibility for the medication and health care needs of the general community. Licensed pharmacists may also work in hospitals, in research and teaching, in the pharmaceutical industry and government laboratories. Whereas hospital pharmacists are primarily responsible for assuring the appropriate use of medicine by institutionalized patients, research pharmacists are generally involved in the development of new medicines and dosage forms, in the determination of how medicines alleviate disease, and in the assessment of the social and
economic factors influencing the use of medicines. As professors/teachers they may be involved in the education of pharmacy students and pharmacy technicians. Industrial pharmacists might work in sales, drug information, regulatory affairs, production, quality control or research within the pharmaceutical industry. Government departments with public health concerns also employ pharmacists in analytical or toxicology laboratories, as inspectors, health supplies officers or in the armed forces. These areas are outlined more fully under the following headings:

COMMUNITY PHARMACY

Since its beginning, pharmacy has been practised in the community environment. Although other types of pharmacy practice have evolved from community pharmacy, more than 70% of all pharmacy graduates still find their “place of practice” in a community setting. Today a community pharmacy or “drugstore” may take one of many forms such as an independently-owned pharmacy, a chain drug store, or a unit within a department store, supermarket or clinic.

The community pharmacist is an important member of the health care team and, as well, a part of the business community. As such, the requirements of community practice include both professional capability, and management and marketing skills with an understanding of competitive enterprise.

The community pharmacist has a thorough knowledge of all medications including prescription drugs, non-prescription products such as cold remedies, vitamins, pain medications and herbal products, designed for self medication. Being the most readily accessible health care professional and seen most often by the public, the community pharmacist needs to be able to meet patient needs by assuring the proper use of all drug and related products.

Many community pharmacists offer additional professional services such as surgical and home care supplies, self diagnostic machines and kits and athletic supplies. Community pharmacists can practice, as well, in personal care or extended care homes and specialize in such areas as geriatric pharmacy. Clear and knowledgeable communication is important in each area of community pharmacy practice.

The professional capability of the community pharmacist is further enhanced by the use of computers to maintain patient specific information and for access to detailed knowledge of modern medications, and by the use of pharmacy technicians enabling pharmacists to better fulfill their professional role as consultants.

HOSPITAL PHARMACY

The general duties are very similar to those of a community pharmacist but the hospital pharmacy department is only one of several units serving the patient. The hospital pharmacist provides optimum care to the patient by: the provision of drug information, the selection and purchase of drugs to be used in the hospital, the method by which these drugs are distributed, and preparation of intravenous solutions. The hospital pharmacist provides patient care at various locations throughout the hospital: on the ward, in an outpatient clinic, in a “satellite” pharmacy, in patient seminars, and as a participant in an interdisciplinary health care team.

Hospital pharmacists co-operate with physicians and nurses to provide patient care. They may be involved in determining patients’ drug related needs while in the hospital, in counselling patients about their medication before they are discharged, as well as monitoring drug therapy while in and after leaving the hospital. Informing community pharmacists of a patient’s drug profile, on discharge, ensures optimal medication use.

PHARMACEUTICAL INDUSTRY

The Pharmaceutical industry in Canada is engaged in the research, development, production and marketing of modern drugs. The pharmacist working in industry may act as a liaison with government or may be involved in providing drug information and technical correspondence, or may be responsible for the preparation of educational materials to both the public and health care professionals, or take part in research. Some pharmacists in industry act as pharmaceutical sales representatives presenting drug information to physicians and pharmacists. It is possible for pharmacy graduates to find many positions in industry but specialty areas such as the research and development of new drugs may require postgraduate degrees.
GOVERNMENT SERVICES

Interesting careers in pharmacy are available in government agencies at the local, provincial and federal levels. The armed services also provide positions for pharmacists in military hospitals both in Canada and overseas. Pharmacists are commissioned as officers and may hold a rank from second lieutenant to lieutenant colonel.

Both provincial and federal governments require pharmacists to monitor the distribution of schedule drugs (poisons, narcotics, etc.) and administer various drug plans and health care programs. Health Canada (Therapeutic Products Program), the Provincial Ministries of Drug Program Branches and Forensic laboratories employ pharmacists in a variety of capacities.

EDUCATION AND RESEARCH

Careers in pharmaceutical education combine teaching with research and administrative activities. Most positions in education require an advanced degree (e.g., PharmD or PhD); however, there are a few roles for BScPhm and MSc trained pharmacists. Many community and hospital pharmacists participate in the educational programs of the Faculty as professional teaching assistants or providing classroom instruction in specialty areas of practice. A particularly important role is their involvement with the training of undergraduate students during their structured practical experience programs (SPEP).

OTHER

Other areas open to pharmacists with particular interests or abilities include executive or administrative work in professional pharmaceutical organizations at the provincial and national level. There are also positions available within provincial licensing and regulatory bodies as inspectors and executives. Some pharmacists work within health organizations and other pharmacists combine their pharmaceutical background with other professional endeavours such as law or business administration.

Pharmacists with good communication skills will find many opportunities to participate in professional relations and continuing education programs presented to groups ranging from school children to service clubs and health specific organizations, as well as to other health professionals.

Acknowledgement and appreciation is extended to the Canadian Foundation for Pharmacy from whom some of the above description was obtained.

DEGREES

The degrees offered are:

- Bachelor of Science in Pharmacy – BScPhm
- Doctor of Pharmacy – PharmD
- Master of Science – MSc
- Doctor of Philosophy – PhD

BACHELOR OF SCIENCE IN PHARMACY

The degree of Bachelor of Science in Pharmacy is the degree conferred upon the completion of the undergraduate program in pharmacy.

ACCREDITATION STATUS

The Bachelor of Science in Pharmacy Program of the Leslie Dan Faculty of Pharmacy at the University of Toronto has been granted Full Accreditation Status until 2013 by The Canadian Council for Accreditation of Pharmacy Programs.
STRUCTURED PRACTICAL TRAINING AND LICENSING AS A PHARMACIST

A degree in pharmacy does not in itself confer the right to practice pharmacy. To acquire this right, university graduates must be licensed in accordance with the legislation of the province in which they wish to practice. The requirements for licensure (called registration) with the Ontario College of Pharmacists (OCP) include successful completion of the Pharmacy Examining Board of Canada Qualifying Examination, the Pharmaceutical Jurisprudence Examination and Structured Practical Training (SPT) as well as a Declaration of Good Character.

The Ontario College of Pharmacists is the body that is responsible for regulating the profession of pharmacy in Ontario which includes the issuance of certificates of registration for pharmacy students, interns, pharmacists and pharmacy technicians. The Ontario College of Pharmacists’ SPT requirements consist of a studentship and internship training period. OCP’s studentship requirements are satisfied by completion of the Faculty’s required experiential training throughout the curriculum including rotations (currently 16 weeks) during fourth year. Only students registered with OCP are allowed to perform the controlled acts of a pharmacist under the direct supervision of a pharmacist. Once registered as a pharmacy student and prior to graduation, if a pharmacy student intends to work in Ontario, the position must be registered with OCP. For graduates of the pharmacy program at the University of Toronto, a structured internship period (currently 12 weeks) must be completed after OCP has received confirmation of graduation and before registration as pharmacist.

Communications regarding practical training, the jurisprudence examination, registration as a pharmacy student, intern, or pharmacist in the province of Ontario should be addressed to Client Services, Ontario College of Pharmacists, 483 Huron Street, Toronto, ON, M5R 2R4. Telephone: 416-962-4861. www.ocpinfo.com. Information on the PEBC Qualifying Examination can be obtained from: The Pharmacy Examining Board of Canada, 717 Church Street, Toronto, ON, M4W 2M4. Telephone: 416-979-2431. www.pebc.ca.

INTERNATIONAL STUDENT EXCHANGES

Students from all faculties are encouraged to participate in international exchanges offered through the Centre for International Experience. Exchange programs are a unique opportunity to immerse yourself in a new culture while earning academic credit. On exchange you will find yourself in classes with locals and living close to the pulse of the host culture. The University of Toronto has agreements with various universities around the world which allow you to pay your regular U of T tuition while studying abroad. Please note that you can go out on exchange only where an existing exchange agreement exists.

For more information, please visit the Centre for International Experience website (http://cie.utoronto.ca/exchange-programs/U-of-T-Students.htm).

Centre for International Experience
Cumberland House
33 St. George Street, Room 204
Toronto, Ontario M5S 2E3
Tel: 416-946-3138

E-mail: student.exchange@utoronto.ca
http://cie.utoronto.ca
Information related to admissions cited in this section was accurate at the time of printing; however, since changes may occur, prospective candidates and individuals selected for admission are advised to obtain up-to-date information from the Leslie Dan Faculty of Pharmacy website at http://pharmacy.utoronto.ca.

2013 Admission to the four-year professional (BScPhm) program in pharmacy.

SELECTION FACTORS (AN OVERVIEW)
For the 2013 admission cycle 240 candidates will be admitted to the four-year professional program. Since the number of applicants generally exceeds the number of available places the Faculty recommends that prospective applicants take a program of study which will not only meet the requirements for entry to Pharmacy but will make them eligible for entry to alternative programs/faculties.

Applicants are selected on a competitive basis in which overall performance is considered. The Faculty website provides up-to-date information and should be consulted for important information and relevant details for the current cycle.

APPLICATION PROCEDURES
All prospective applicants must access up-to-date information from the Faculty’s website at http://pharmacy.utoronto.ca. An online application and online application fee payment must be submitted by the published deadline. In addition, required documents must be submitted as outlined in the ‘Application Procedures and Items Required to Complete Your Application’ section of the Faculty website.

The admission requirements outlined in this calendar pertain only to the 2013 admission cycle and are based on information available at the time of printing. All prospective applicants who read this calendar should be aware that there may be changes for the current and future admission cycles and are advised to obtain updated information on the website. Detailed information related to application procedures, deadlines and the application fee for 2013 will be available on the Faculty’s website by September 2012.

If you wish to be considered for any alternative faculty choices at the University of Toronto, contact Enrolment Services at 416-978-2190 for details on procedures and application deadlines. It is advisable to do this early (by December) since application deadlines vary. The Pharmacy application and application fee will NOT be used for alternative faculty or university choices. Separate applications and relevant fees must be submitted for consideration for admission to other faculties or universities.

ACADEMIC CRITERIA
Consideration for entrance to the first year of the professional program will be given to candidates who:

i) have obtained a cumulative university average of at least 70% (i.e., equivalent to a ‘B-’ at U of T);

ii) amongst years of study at the university level*, have carried a full course load in a single academic session. Full-time is defined as a minimum of 5.0 full-credit equivalents completed in one academic session (i.e., September to April);
iii) have successfully completed all specific required subjects at the appropriate level (Grade 12U or University) as listed below. This normally necessitates a minimum of 2 years of study at the university level.* Candidates must refer to the Faculty’s website for detailed information related to these subject requirements.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENG4U</td>
</tr>
<tr>
<td>Physics</td>
<td>SPH4U or university</td>
</tr>
<tr>
<td>Introductory Biology</td>
<td>University – minimum of 2 terms/semesters</td>
</tr>
<tr>
<td>Introductory/General Chemistry</td>
<td>University – minimum of 1-2 terms/semesters (must be 2 terms at universities which offer first year general chemistry over 2 terms)</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>University – 2 terms/semesters</td>
</tr>
<tr>
<td>Physical Chemistry</td>
<td>University – minimum of 1 term/semester</td>
</tr>
<tr>
<td>Calculus</td>
<td>University – minimum of 2 terms/semesters</td>
</tr>
<tr>
<td>Statistics</td>
<td>University – minimum of 1 term/semester</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>University – minimum of 1 term/semester</td>
</tr>
</tbody>
</table>

*Plus:
One full-credit equivalent (2 terms/semesters) at the university level in Humanities and/or Social Sciences.

Applicants who are lacking any of the required subjects, or who have obtained a cumulative university average below 70%, or who have not completed a minimum of one year of full-time study at the university level will not be considered. Although 70% (B-) is the minimum required average in the initial screening of applicants the minimum acceptable average in the final selections may be higher.

Prospective applicants cannot take a required course in the summer session in the same year for which application is made since grades are issued too late for admission consideration. Normally all required courses must end by April/May to allow the final grades to be received by the Faculty of Pharmacy no later than the June deadline.

The university requirements may be completed at any university provided that university is an accredited institution where the courses are considered equivalent to the required courses at the University of Toronto. Special preference will not be given to students enrolled at the University of Toronto.

*It is important to distinguish the difference between ‘university level’ as it refers to courses taken at a university and ‘university preparation level’ as it refers to the current Ontario Grade 12 curriculum.

OTHER REQUIREMENTS

All candidates must write the Pharmacy College Admission Test (PCAT). Information related to the PCAT, including PCAT registration procedures, is available at www.pcatweb.info. Candidates who meet minimum PCAT requirements will also be selected to attend an interview (MMI).

Candidates must refer to the Faculty’s website for detailed information related to these and other application requirements.

GEOGRAPHIC DESIGNATIONS

The Faculty may admit a maximum of 10% of the entering class from the non-Ontario applicant pool. To be considered an ‘Ontario’ applicant, candidates must be permanent Ontario residents. Permanent Ontario residents will be defined as Canadian citizens or permanent residents (landed Immigrants) who have resided in the Province of Ontario for a period of at least 12 consecutive months immediately prior to September 1st of the year in which their registration would be effective. A Canadian citizen or permanent resident who wishes to submit a request for exemption from this definition should present the reasons for the request in writing to the Faculty.
Non-Ontario/non-resident designations will be comprised of candidates who are:

i) Canadian citizens/permanent residents who reside outside the province of Ontario (either in another province or outside Canada),

ii) Canadian citizens/permanent residents who reside in Ontario, but who do NOT meet the one year Ontario residency requirement,

iii) Canadian citizens/permanent residents who reside in the Province of Ontario solely for the purpose of study and,

iv) Non-Canadian residents (e.g., Visa students).

**ENGLISH FACILITY**

Applicants whose first language is not English and who have not successfully studied in an *English language school system* for at least four full years must present an acceptable score on one of the recognized English Facility Tests.

*An English language school system must be located in a country where the dominant language is English.*

Details on acceptable tests and required scores can be found on the Faculty’s web site.

**APPLICANTS PRESENTING MORE THAN MINIMUM PREREQUISITES**

Applicants who have completed more than the minimum academic prerequisites in any program, including those who have completed one or more degrees, are advised that they must meet the requirements and will be considered for admission to Year 1. Advanced standing or course exemption/transfer credit for those entering Year 1 in September 2012 is considered only for PHM145H1 (Human Histology and Anatomy) and PSL205H1 (Basic Human Physiology), and for those from Pharmaceutical Chemistry programs, PHM140H1 (Molecular Pharmacology) and PHM141H1 (Pharmaceutics). Admitted students who have completed one or more years of a Pharmacy program at a CCAPP or ACPE accredited school of pharmacy may be considered for additional course exemptions and would be considered on a case-by-case basis and placed appropriately.

**SPECIAL (NON-DEGREE) STUDENTS**

Students may be admitted to various individual courses as special (non-degree) students provided places are available, the course pre-requisites have been met, the permission of the instructor is obtained, and a need for registration in the requested course(s) is demonstrated. No credit towards the professional program will be allowed for students admitted in this category. Although preference may be given to hospital, industrial and community pharmacy residents, other candidates who are often considered for admission as special (non-degree) students include foreign Pharmacy graduates (whose qualifications have been evaluated and recognized by the Pharmacy Examining Board of Canada), as well as graduates from other Canadian schools of Pharmacy, and past graduates of this Faculty who wish to take courses either to upgrade their skills/knowledge or out of interest. Candidates wishing to apply to take individual courses as a special (non-degree) student must write directly to the Undergraduate Admissions Assistant at the Faculty to obtain the Special (Non-Degree) Student Application Form. These are available as of May 1st of each year. For all candidates applying from within Canada the deadline for receipt of these applications, with required documents, is August 1st for courses beginning in September, and December 1st for courses beginning in January. For prospective candidates applying from outside Canada the deadline for receipt of the applications with required documents, is July 1st for courses beginning in September and November 1st for courses beginning in January. Special (non-degree) students will not be considered for registration in certain courses, such as the upper year Professional Practice courses (unless the pre-requisite course(s) have been successfully completed) and the Fourth Year Structured Practical Experience Program. Candidates applying as special (non-degree) students whose first language is other than English must also meet the English facility requirements as listed in the ‘English Facility’ section.
ABORIGINAL PEOPLES

The Leslie Dan Faculty of Pharmacy welcomes applications from aboriginal peoples descended from the first inhabitants of North America. This includes people of Metis, Indian and Inuit heritage. Such applicants will be expected to meet the published admission requirements but may be considered separately from the mainstream applicants if further minimum standards in each of the admissions criteria, as established during final selections, are met. Aboriginal students are asked to identify themselves on the application form. A scholarship in the amount of $1,000 is available for one aboriginal student entering First Year.

ADMISSION TO A REDUCED COURSE LOAD

Normally, students are required to take all courses for each respective year of the Pharmacy program during that specific academic year. However, students who have extenuating circumstances may request permission to undertake a reduced course load (for one or more years) which may, in some cases, alter their status to part-time. Such requests will be considered only if the applicant can demonstrate he or she is unable to attend on a full-time basis. Only students who have a clearly identified need may be considered for a reduced course load; academic weakness or a preference for a lighter course load shall not be valid reasons.

POST-ADMISSION REQUIREMENTS

1. Pharmaceutical Calculations
   It is mandatory that all graduates be able to perform basic pharmaceutical calculations efficiently and accurately. Therefore, it is required that all students meet the pharmaceutical calculations requirements.

2. Academic Service Learning
   The ability to work with a variety of people in different situations is critical for success as a pharmacist. Academic Service Learning is designed as an opportunity to expose students to the realities of working with different populations in a variety of settings. Successful completion of 20 hours of Academic Service Learning is a requirement for completion of Year 1 of the program.

Note for items 3, 4, 5 and 6 below:
Students who have not complied with Immunization, CPR, First Aid and OCP registration requirements (items #3-5) will not be permitted to proceed to experiential placements (i.e., Academic Service Learning, EPE-1, EPE-2, SPEP) and will be denied access to the experiential database (E*Value) until all requirements are met. In addition, site-specific Police Record Check/Vulnerable Sector Screening requirement must be completed in order to proceed to experiential placements (see section 6 below). Please review the Office of Experiential Education website for the most up-to-date information on these requirements (www.pharmacy.utoronto.ca/oee).

3. Immunization Policy
   Year 1, 2, and 4 students must provide documentation to indicate compliance with the ‘Policies on Communicable Disease and Immunizations for Undergraduate Pharmacy Students’. Prior to experiential placements in Years 1, 2 and 4, students are notified of the specific immunization requirements and deadlines for submission of supporting documentation.

i) Requirements:
   a) Tuberculosis and Other Chest Diseases:
      Students must have a two-step Mantoux skin test after April 1 and before September 1 of the academic years in which experiential visits and rotations are scheduled. This test involves two injections approximately one to three weeks apart. A chest x-ray is required if TB skin test is positive. If the student is known to be skin-test positive, the Mantoux skin test is not required, nor is an annual chest x-ray, unless symptoms develop or the student is exposed to an active case of tuberculosis. However, in this case documentation of skin-test positive history must be submitted in lieu of Mantoux skin test results.
b) **Measles, Mumps, Rubella:**
Proof of either immunization or a positive blood test for antibodies is required. A positive history of *measles* infection will be accepted for students born prior to 1957.

**Note:** Proof of two doses of MMR or one dose and positive blood test are required.

c) **Chicken Pox:**
Either a positive history of chicken pox or the titre of varicella zoster antibodies must be reported. A signed letter from the student attesting to positive history of chicken pox is acceptable.

d) **Diptheria/Tetanus:**
Proof of current immunization status is required. Immunization against diphtheria/tetanus is effective for approximately ten years.

e) **Polio:**
Proof of a complete primary series of polio vaccinations is required. Should immunization be required prior to the commencement of SPEP rotations, inactivated poliomyelitis vaccine (IPV) is indicated rather than oral poliomyelitis (OPV) vaccine because people receiving OPV may shed the virus and inadvertently expose immunocompromised patients to live virus. Persons who have not been given a full primary course should have the series completed with IPV regardless of the interval since the last dose.

f) **Hepatitis B vaccination:**
Since immunization against Hepatitis B requires a series of three injections, at least the initial injection must be completed prior to registration, with the other two injections to follow. The University of Toronto Health Services supplies the vaccine at minimal cost to students. The risk of contracting Hepatitis B is increased for health care workers who may be exposed to blood or blood products, or who may be at increased risk of sharps (needle prick, broken glass, etc.) injury.

ii) **Recommendations:**

a) Influenza vaccination: It is strongly recommended for all pharmacy students participating in experiential visits and rotations. Some sites require students to have influenza vaccination and produce documentation. Students with the following chronic conditions should consider vaccination:
- diabetes and other metabolic diseases
- cancer
- immunodeficiency
- immunosuppression
- renal disease
- anemia
- hemoglobinopathy
- infection with human immunodeficiency virus (HIV)

The University of Toronto Health Services supplies the vaccine to students in October/November of each year.

iii) **Site Specific Requirements:**

a) Students must comply with institutional/corporate policy of the site to which they are assigned. Individual institutions and practice sites may have immunization, testing or documentation requirements for student placements beyond those required by the Faculty. Information regarding these requirements will be provided to students when site assignments are confirmed.

iv) **Students with a Communicable Disease:**
- All students are expected to be in a state of health such that they may participate in the
academic program, including patient care, without posing a risk to themselves or to others. Students with a communicable disease may participate in experiential visits and rotations only as long as their continued involvement does not pose a health or safety hazard to themselves or others.

- Students who acquire a communicable disease are required to seek medical opinion.
- In addition to complying with other regulations, students with tuberculosis, hepatitis B, hepatitis C or HIV infection must notify the Associate Dean, Professional Programs who may consult with experts as appropriate.
- The health status of the students shall remain confidential.

v) Student Participation in Care of Patients with Communicable Diseases:

- Students are required to participate in the care of all patients assigned to them, including patients with communicable diseases, to a level commensurate with their level of training. Such participation is necessary for the student’s learning as well as for satisfactory completion of academic requirements.
- All students are expected to understand and adhere to infection control policies, including the principles of body substance precautions, when participating in the assessment and care of all patients, regardless of the patient’s diagnosis.
- Students are responsible for conducting themselves in a manner which is consistent with the health and safety of themselves and others and shall be given appropriate training to do so. Students who fail to meet these responsibilities may, depending on the circumstances, face sanctions under the provisions of the Standards of Professional Practice Behaviour for All Health Professional Students.
- Students are required to comply with the immunization policies of the Faculty.

4. Standard First Aid and Level C CPR

It is mandatory that all students enrolled in the BScPhm program be able to perform Standard First Aid and Level C CPR. To meet this requirement all students must submit:

i) prior to experiential placements in Year 1 of the program, evidence of currently valid certification or re-certification and,

ii) prior to experiential placements in Year 2 of the program, evidence of (further) re-certification no later than one month before the expiry date of the certification initially submitted to the Faculty; and,

iii) prior to experiential placements in Year 4 of the program, evidence of re-certification that is valid at least until June of Year 4.

Students are held individually accountable for submission of required documentation.

5. Registration with the Ontario College of Pharmacists

It is mandatory that Year 1 students register with the Ontario College of Pharmacists. Registration requirements include submission of application, payment of fee, proof of identity, declaration of good character and acquisition of liability insurance. Once a student has fulfilled registration requirements, the registration is valid for the duration of the academic program at the Faculty.

6. Police Record Check / Vulnerable Sector Screening (PRC/VSS)

Pharmacy students, as part of their curriculum, will have experiential placements (rotations) at various pharmacy practice settings. At some of these, students may work directly with, or in close proximity to, children or vulnerable persons. To protect these groups and maintain their safety, sites may require Pharmacy students to obtain a Police Record Check. Police Record Checks are sometimes also referred to as a Vulnerable Sector Screening. We refer to Police Record Check/Vulnerable Sector Screening as PRC/VSS. PRC/VSS are more comprehensive than “Criminal Record Checks” and “clearance letters”.

16
Students undertaking experiential rotations in subsequent years of the program, and who have already completed a PRC/VSS, may be required by placement sites to show proof of an updated PRC/VSS.

Please note: The requirement for a PRC/VSS is between the student and the placement site. Students DO NOT submit PRC/VSS results to the Faculty of Pharmacy.

CORRESPONDENCE

All enquiries and communications regarding admission and the Pharmacy program should be addressed to the Leslie Dan Faculty of Pharmacy, University of Toronto, 144 College Street, Toronto, Ontario M5S 3M2. General enquiries regarding the University and other Faculties/programs should be addressed to Enrolment Services, University of Toronto, 172 St. George Street, Toronto, Ontario, M5R 0A3.

FURTHER INFORMATION

Practice as a professional pharmacist requires a certificate of registration as a pharmacist, which is issued by the Ontario College of Pharmacists. More detailed information may be obtained from the Registrar, Ontario College of Pharmacists, 483 Huron Street, Toronto, Ontario M5R 2R4.

ORIENTATION/REGISTRATION

1. Specific information regarding the date, time and location of the first year Orientation/Registration session will be provided to students directly. Students are expected to be present at this session.
2. Students who fail to register by the prescribed time are required to pay a late registration fee of $44 plus $5 for each day of delay.
3. Students who have been in attendance in the Bachelor of Science in Pharmacy program and who are proceeding to the next higher year will be expected to enrol without further application. Any student who for any reason has decided not to proceed with the program is requested to notify the Faculty Registrar as soon as feasible.
TUITION FEES

Each session students are required to pay tuition fees as established by the Governing Council and set out in the Fees Schedule. Tuition fees normally consist of two parts: academic fees (including instruction and library) and incidental/ancillary fees (including Hart House, Health Services, Student Services, Student Affairs, Athletics and student organizations). In some divisions, additional fees may also be assessed to cover such items as instruments, photocopied handouts, field trips and special laboratory manuals or other laboratory charges.

The information which follows is intended only as a general guideline and may be superseded by that on the Student Accounts invoice. For further details, consult the Student Accounts website: www.fees.utoronto.ca.

METHOD OF PAYMENT

Students who are eligible to register may view and print their fees invoice on the Student Web Service (www.rosi.utoronto.ca). All fee payments are to be made at a bank. Any enquiries regarding fees can be made by calling Student Accounts at 416-978-2142 (Monday to Friday 8:45 a.m. to 5:00 p.m.; July and August 8:45 a.m. to 4:30 p.m.), or via e-mail at info.studentaccount@utoronto.ca.

PAYMENT DEADLINES (FOR THE FALL/WINTER SESSIONS)

Fees are due prior to registration and may be paid in full or a minimum payment may be made as indicated on the Student Accounts Invoice. All accounts must be paid in full by the end of the Winter Session.

SERVICE CHARGES

All outstanding balances, regardless of the source of payment, are subject to a monthly service charge of 1.5% compounded (19.56% per annum). It is first assessed on the current fall/winter session as of November 15 and as of the 15th of each month thereafter until the account is paid in full.

SANCTIONS FOR NON-PAYMENT OF FEES

Students who have not paid their accounts in full may not receive official statements of results or transcripts and may not re-register at the University until these accounts are paid. At least the minimum payment is due at the commencement of the academic year; the balance is due by the end of the Winter Session.

2011-12 FEES:

<table>
<thead>
<tr>
<th>Year 1:</th>
<th>Academic Fee</th>
<th>Incidental/Ancillary Fee*</th>
<th>Total Fee (if paid in one installment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2:</td>
<td>$13,884.00</td>
<td>$1,094.50</td>
<td>$14,978.50</td>
</tr>
<tr>
<td>Year 3:</td>
<td>$13,370.00</td>
<td>$1,094.50</td>
<td>$14,464.50</td>
</tr>
<tr>
<td>Year 4:</td>
<td>$12,875.00</td>
<td>$1,094.50</td>
<td>$13,969.50</td>
</tr>
<tr>
<td>Year 5:</td>
<td>$12,752.00</td>
<td>$1,094.50</td>
<td>$13,846.50</td>
</tr>
</tbody>
</table>

* There may be additional Incidental/Ancillary fees levied for enrolment in specific courses or for other circumstances.
RECEIPTS FOR INCOME TAX
Tuition and Education Credit certificates are available at the end of February on the Student Web Service (www.rosi.utoronto.ca) which students may view and print as needed. There is a $5 charge for replacement certificates prepared by the University.

LATE REGISTRATION FEE
Any student who registers after the last date for normal Registration is required to pay (directly to the Faculty) a late registration fee of $44 plus $5 for each day of delay.

SPECIAL (NON-DEGREE) STUDENTS
Students taking only a few courses, and not proceeding to a degree, will pay fees on a per course basis.

2011-12 FEES:

<table>
<thead>
<tr>
<th>Year</th>
<th>Academic Fee Per Full Course</th>
<th>Incidental/Ancillary Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,776.80</td>
<td>$350.78</td>
</tr>
<tr>
<td>2</td>
<td>$2,674.00</td>
<td>$350.78</td>
</tr>
<tr>
<td>3</td>
<td>$2,575.00</td>
<td>$350.78</td>
</tr>
<tr>
<td>4</td>
<td>$2,550.40</td>
<td>$350.78</td>
</tr>
</tbody>
</table>

OTHER UNIVERSITY FEES
Students are required to pay such of the following fees as may be required.

Divisional Fees: (payable to the Leslie Dan Faculty of Pharmacy)

- Special Examination .................................................................$70
- Repeat of SPEP Rotation .........................................................Academic fee for full course
- Re-read of Final Examination Paper .........................................$36
- Card Reader ...............................................................................$10
- Replacement Card Reader .........................................................$50
WITHDRAWALS OR TRANSFERS

Students who wish to withdraw, or are considering a change of program, should consult the Faculty Registrar immediately.

STUDENT PARTICIPTION IN LABORATORY PROCEDURES

At various stages of the teaching program there are occasions when biochemical, physiological or pharmacological observations are made by students on themselves or on a fellow student. These exercises include some diagnostic procedures in common use. Unless some valid reason exists, students are expected to participate in such exercises.

If any investigative work involving student participation does not form part of the teaching program, participation is entirely voluntary.

GENERAL REGULATIONS

As the current Bachelor of Science in Pharmacy (BScPhm) program is phased out, the general regulations listed below may not apply for students enrolled in Years 3 and 4.

Students should be aware that any delay in their ‘normal’ progress increases the risk that they could be adversely affected by the discontinuation of the current program.

Students with extenuating circumstances or students who encounter academic difficulty will be considered on an individual basis. However, it may not be possible to apply the regulations that are now in place that would permit a third or fourth year student to continue in the current program. Consideration of circumstances may result in a student being invited to apply for admission to the new professional degree program.

1. Degree students in the BScPhm program are students who are registered in all academic activities (courses) which are offered in each specific academic year of the program. Students who may have exemptions in any given year must be registered in a minimum course load of 4.0 full course equivalents to maintain full-time status.

   Students* who have extenuating circumstances may request permission to take a reduced course load which may, in some cases, alter their status to part-time. Such requests will be considered only if the student can demonstrate he or she is unable to attend on a full-time basis.

   *Students enrolled in Year 3 in 2012-13 may not apply for a reduced course load as the program in which they are enrolled is being discontinued and replaced with a significantly different curriculum. Students who must reduce their course load due to extenuating circumstances must re-apply for admission to the new professional degree program.

2. Students must successfully complete all of the academic requirements of one year before proceeding to the next higher year.

3. The maximum duration allowed for a student to complete the BScPhm program is 8 years from the initial year of registration.

4. A student who is required to repeat a course or courses must meet the requirements of each professor concerned with respect to attendance, tests and assignments.
5. A student who receives permission to repeat a failed year must repeat the entire work of the year, including all examinations.

6. A student who has withdrawn voluntarily from any year and who is eligible to re-apply to the Faculty shall apply to Council for re-admission. Requests for re-admission must be submitted to the Faculty Registrar by May 31, 2013.

POLICY ON OFFICIAL CORRESPONDENCE WITH STUDENTS

Effective September 1, 2006

The University and its divisions may use the postal mail system and/or electronic message services (e.g., electronic mail and other computer-based online correspondence systems) as mechanisms for delivering official correspondence to students.

Official correspondence may include, but is not limited to, matters related to students’ participation in their academic programs, important information concerning University and program scheduling, fees information, and other matters concerning the administration and governance of the University.

POSTAL ADDRESSES AND ELECTRONIC MAIL ACCOUNTS

Students are responsible for maintaining and advising the University, on the University’s student information system (currently ROSI), of a current and valid postal address as well as the address for a University-issued electronic mail account that meets a standard of service set by the Vice-President and Provost.

Failure to do so may result in a student missing important information and will not be considered an acceptable rationale for failing to receive official correspondence from the University.

UNIVERSITY RIGHTS AND RESPONSIBILITIES REGARDING OFFICIAL CORRESPONDENCE

The University provides centrally-supported technical services and the infrastructure to make electronic mail and/or online communications systems available to students. University correspondence delivered by electronic mail is subject to the same public information, privacy and records retention requirements and policies as are other university correspondence and student records. The University’s expectations concerning use of information and communication technology are articulated in the guidelines on Appropriate Use of Information and Communication Technology (available on the web site of the Office of the Vice-President and Provost: www.provost.utoronto.ca/English/Appropriate-Use-of-Information-and-Communication-Technology.html).

STUDENTS’ RIGHTS AND RESPONSIBILITIES REGARDING RETRIEVAL OF OFFICIAL CORRESPONDENCE

Students are expected to monitor and retrieve their mail, including electronic messaging account[s] issued to them by the University, on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students have the right to forward their University-issued electronic mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to the official University-issued account is received and read.

GUIDELINES CONCERNING ACCESS TO OFFICIAL STUDENT ACADEMIC RECORDS

Received by Committee on Academic Policy and Programs, May 13, 2008

Purpose: The University supports appropriate access to, and privacy of, official student academic records consistent with its commitment to the requirements of Freedom of Information and Protection
of Privacy Act (FIPPA). These guidelines are intended to outline university-wide procedures and criteria for access, privacy, custody, and retention of the academic records of students of academic divisions of the University in order to ensure clarity and consistency of practice.

1. For the purposes of these Guidelines:

- **student** means any person registered at the University for full-time or part-time study in a program that leads to a degree or post-secondary diploma or certificate of the University or in a program designated as a program of post-secondary study at the University by the Governing Council or other University body having delegated authority. On the date of an enquiry or request relevant to this policy, persons who have been registered within a period of two calendar years shall be included in the provisions which relate to “students”.

- **alumnus or alumna** means any person who has received a degree or post-secondary diploma or certificate from the University, or any person who has completed one year of full-time studies or the equivalent thereof as determined by the Governing Council, towards such a degree, diploma or certificate, and is no longer registered at the University.

- **former student** means any person who has been registered at the University in a program as defined in Section 2(a), has not been registered at the University within a period of two calendar years, and who is not an alumna.

- **Student Society** means a recognized student group as defined by the Policy for Compulsory Non-Academic Ancillary Fees.

2. Definition of the official student academic record

These guidelines pertain to student personal and academic information regardless of where, and in what medium, it resides. The official student academic record consists of the following information relating to a student’s admission to and academic performance at this University:

(a) Permanent information

1) Personal information which is required in the administration of official student academic records such as name, student number, citizenship, social insurance number.

2) Registration and enrolment information.

3) Results for each course and academic period.

(b) Information used during the period of enrolment

4) Narrative evaluations of a student’s academic performance subsequent to his or her admission, used to judge his or her progress through an academic program.

5) Basis for a student’s admission such as the application for admission and supporting documents.

6) Results of petitions and appeals filed by a student.

7) Medical information relevant to a student’s academic performance which has been furnished at the request or with the consent of the student concerned.

8) Letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.

9) Personal and biographical information such as postal address, e-mail address and telephone number.

3. Access to official student academic records

(a) Access by a student

1) A student may examine and have copies made, at his or her expense, of his or her official student academic record defined in Section 2 above, with the exception of those portions of the record which comprise letters of reference (Section 2(b) (8)) which have been provided or obtained on the expressed or implied understanding that they shall be maintained in confidence. A student may, however, be advised of the identity of the authors of any confidential letters contained in his or her official academic record.
2) A student’s request to examine a part of his or her official student academic record shall be made in writing and shall be complied with by the responsible authorities within a division. Such compliance shall normally occur within 30 days of receipt of the request, or within such lesser period as a division may determine.

3) A student has the right to challenge the accuracy of his or her official student academic record and to have his or her official student academic record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the academic division. Reference to such comments does not appear on reports such as transcripts or statements of results.

(b) Access by alumni and former students

1) An alumnus or alumna or a former student may examine and have copies made of the portion of his or her official student academic record as defined in Section 2(a) above.

2) A request from an alumnus or alumna or a former student to examine the portion of the official student academic record as defined in Section 2(a) shall be made in writing and shall be complied with by the responsible authorities within a division. Such compliance shall normally occur within 30 days of receipt of the request, or within such lesser period as a division may determine.

3) An alumnus or alumna or a former student shall have the right to challenge the accuracy of his or her official student academic record only under such terms and conditions as the academic division may determine and publish in the divisional calendar.

(c) Access by University Staff and members of official University and divisional councils and standing committees

1) Members of the teaching and administrative staff of the University and members of official University and divisional councils and committees shall have access to portions of an official student academic record only as they need it for purposes related to the performance of their duties, and where their access to it is necessary and proper in the discharge of the University’s functions.

2) Access to medical information as defined in Section 2(b) (7) shall be granted to members of the teaching and administrative staff only with the prior expressed consent of the student.

3) The Division of University Advancement shall have access to such personal information of students and alumni as is required for its own fundraising activities, such as maintaining contact with alumni. This information includes program(s) of study, years of attendance, and degree(s) obtained, but does not include academic performance.

(d) Access by University campus organizations

1) University of Toronto Student Societies shall have access to the following information for the legitimate internal use of that organization: the name, sessional address, and telephone number of students who have been charged a compulsory non-academic incidental fee on behalf of the society. For purposes where an individual student’s identity must be verified, additional information may be provided. The nature of the information, and the terms and conditions under which it will be provided, must be satisfactory to the Vice-President and Provost or designate and shall be reflected in formal confidentiality agreements which provide that the information is adequately safeguarded and used only for the purpose for which it is provided.

2) Names and addresses of students will also be provided to Student Societies for the purpose of distributing materials when all of the following conditions are met:
   • The name and address information is not released to a third party (except as noted below).
   • The name and address information is not used for commercial purposes.
• The organization proposes to distribute materials which, in the opinion of the University Registrar, the University would be willing to distribute if reimbursed by the organization. The materials to be distributed support or are related to the University or University activities and are not advertisements for non-University organizations.

• The campus organization enters into a confidentiality agreement which includes agreeing to use the name and address information only for the specific purpose for which it was provided. In the event that the distribution of the materials is being conducted by a third party (e.g., a mailing house) on behalf of the student society, the confidentiality agreement shall be between the University and the third party.

3) Notwithstanding other provisions of these guidelines, for the sole purpose of administering drug, health and dental insurance plans organized those Student Societies which are also Representative Student Committees as designated by the Governing Council, a list of the names, addresses, student numbers, faculty codes, birth dates, and gender of students charged the compulsory non-academic incidental fee for the relevant plan may be provided to the insurance company designated by the student organization. The information included in the lists, and the terms and conditions under which they will be provided, must be satisfactory to the Vice-President and Provost or designate and shall be reflected in formal agreements which ensure that the information is adequately safeguarded and used only for the purpose for which it is provided. If it is demonstrated, to the satisfaction of the Vice-President and Provost or designate that the information is required for the administration of the plan and there is no practical means for the information to be provided directly by the University to the insurance company, a similar list may be provided directly to the student organization under the same terms and conditions.

(e) Access by others
1) The public conferral of degrees, diplomas and certificates is a core activity of the University and the information on the face of these records, together with the dates on which they were conferred, is personal information that is maintained for the purpose of creating a record that is available to the general public.

2) Any other information contained in the official student academic record shall be released to other persons and agencies only with the student’s prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies, of the Ministry of Training, Colleges and Universities for an annual enrolment audit, or otherwise as required by law. Requests granted to any persons or agencies outside the University for access to a student’s academic record shall be kept on file within a division. The release of the information concerning alumni and former students contained in the portions of the academic record as defined in Section 2(a) shall also be governed by the above provisions.

3) In the event that a student, alumnus or alumna or a former student is deceased, his or her personal representative shall be granted access to information in the individual’s official student academic record to the extent that such access relates to the administration of the estate of the deceased.

(f) Refusal of access
The University reserves the right to withhold the official transcripts, diplomas and/or degree certifications of students, alumni and former students who have outstanding debts or obligations to the University in accordance with the Policy on Academic Sanctions for Students Who Have Outstanding University Obligations.

4. Custody and retention of official student academic records
(a) Academic records of students are normally under the custodial responsibility of the academic division. Every academic division maintaining official student academic records shall draw up plans for the eventual disposition of their records in consultation with the University Archivist and in accordance with an approved records schedule which is in compliance with this policy.
(b) Those portions of the official student academic record as defined in Section 2(a) shall be maintained permanently. Each academic division’s records schedule shall specify the document, form or medium in which these records will be maintained.

(c) Official student academic records preserved in the University Archives because of their archival value shall become open to researchers authorized by the University thirty years after a student has died.

(d) Academic records shall be kept at all times under appropriate security.

POLICY ON ACADEMIC SANCTIONS FOR STUDENTS WHO HAVE OUTSTANDING UNIVERSITY OBLIGATIONS

In January, 1984 the Governing Council approved a policy on academic sanctions for students who have outstanding university obligations. (Revisions were approved in 1988 and 1993). The full text is available at www.governingcouncil.utoronto.ca/policies/sanction.htm.

RECOGNIZED UNIVERSITY OBLIGATIONS

The following is a list of recognized University obligations:

- tuition fees
- academic and other incidental fees
- residence fees and other residence charges
- library fines
- Bookstore accounts
- loans made by colleges, faculties or the University
- Health Service accounts
- unreturned or damaged instruments, materials and equipment
- orders for the restitution, rectification or the payment of damages, fines, bonds for good behaviour, and requirement of public service work imposed under the authority of the Code of Student Conduct.

ACADEMIC SANCTIONS

The following academic sanctions will be imposed on students who have outstanding recognized University obligations:

1. Statements of results or official transcripts of record, or both, will not be issued.

2. The University will not release either the official document (normally called diploma) which declares the degree, diploma or certificate earned nor provide oral confirmation or written certification of degree status to external enquirers.

3. Registration will be refused to a continuing or returning student.

UNDERGRADUATE PHARMACY SOCIETY

All undergraduate students registered with the Leslie Dan Faculty of Pharmacy are members of the Undergraduate Pharmacy Society (UPS). Every student pays a fee, as part of incidental fees, which is dispersed by the UPS in the interest of the student body. Sports, social and educational programs are funded with the money collected.

For the proper functioning of the UPS, all students are encouraged to participate.

REGULAR OFFICER TRAINING PLAN

TRANSCRIPTS

The transcript of a student’s record reports the standing in all courses attempted, information about the student’s academic status including refusal of further registration, completion of degree requirements and conferral of the degree.

As of May 3, 1999, the University issues a consolidated transcript. It contains a student’s entire academic record while at the University of Toronto, for all divisions in which the student has been or is currently registered.

Transcripts may be ordered on the Student Web Service at www.rosi.utoronto.ca, in writing to the University of Toronto Transcript Centre (UTTC), Room 1006, 100 St. George Street, Toronto, Ontario M5S 3G3, or in person at UTTC.

The fee for transcripts is $10 per copy. The University no longer issues internal transcripts, that is transcripts formerly produced by one division for use by another division. Administrative and/or financial holds may be placed on a student’s academic record. Should this occur, students would not receive Statements of Results, nor would transcripts be issued. Students can check their account status on the Student Web Service at www.rosi.utoronto.ca.

NEW COLLEGE

New College is a multi-faculty College. While most of the St. George Campus Colleges enrol only Faculty of Arts and Science students as members, New also welcomes those from the professional faculties and has a long tradition of association with Pharmacy. A number of Pharmacy students live in the New College Residences.

Because such a wide range of academic interests is represented by its students, membership in New College can be an education in itself. New offers a spirited and challenging environment in which members have the opportunity to broaden their experience through meeting others from different fields. The College reflects, on a more personal level, the variety and diversity of the University as a whole.

The New College Residences are in three buildings: Wilson Hall, Wetmore Hall and 45 Willcocks Street. There is accommodation for over 800 students. Each building is co-ed; Wilson and Wetmore Halls also offer single-sex floors. Rooms are fully furnished (bed, desk, easy chair, dresser, closet); a telephone and local telephone service are provided; all rooms are wired for Internet access and cable TV. Common rooms and laundry facilities are located on each floor. There is 24-hour security at a central Stewards’ Lodge.

New College’s facilities and residences are housed together in the same buildings, and this promotes contact between resident and non-resident students. The lower floors of the three buildings contain the Donald G. Ivey Library which has computer facilities and spacious reading/study areas, lecture halls and classrooms, common rooms, a commuters’ lounge, a large marché-style dining hall, an auditorium, group study space, student club space, music practice rooms and other recreational areas. The Writing Centre gives assistance with preparing assignments and reports. The New College Student Council organizes a variety of social, cultural and athletic activities in which all members are encouraged to participate.

A few scholarships and grants are available to professional faculty members. Information may be obtained from the New College Registrar’s Office. Information about the New College Residences may be obtained from the Office of Residence and Student Life (telephone 416-978-8875) or the Registrar’s Office (416-978-2460) at New College. Website: www.newcollege.utoronto.ca.

UNIVERSITY STUDENT HOUSING SERVICE

<table>
<thead>
<tr>
<th>Student Housing Service – Main Office</th>
<th>Student Family Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Koffler Student Services Centre</td>
<td>Main Floor Admissions Office</td>
</tr>
<tr>
<td>214 College Street</td>
<td>35 Charles Street West</td>
</tr>
<tr>
<td>Toronto, ON M5T 2Z9</td>
<td>Toronto, ON M4Y 1R6</td>
</tr>
<tr>
<td>Tel.: 416-978-8045</td>
<td>Tel.: 416-978-8049</td>
</tr>
<tr>
<td>Fax: 416-978-1616</td>
<td>Fax: 416-946-5466</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:housing.services@utoronto.ca">housing.services@utoronto.ca</a></td>
<td>E-mail: <a href="mailto:family.housing@utoronto.ca">family.housing@utoronto.ca</a></td>
</tr>
<tr>
<td>Web: <a href="http://www.housing.utoronto.ca">www.housing.utoronto.ca</a></td>
<td>Web: <a href="http://www.studentfamilyhousing.utoronto.ca">www.studentfamilyhousing.utoronto.ca</a></td>
</tr>
</tbody>
</table>
The University of Toronto Student Housing Service is a year-round source of up-to-date off-campus housing, family housing, and residence information. Our online registry of off-campus housing is available to U of T students, providing listings for both individual and shared accommodations. Students interested in learning more about their housing options are encouraged to contact the Student Housing Service or visit www.housing.utoronto.ca.

**SINGLE STUDENT RESIDENCES**

Every U of T residence has its own admission office and application procedure. If you are interested in living on campus, contact the office of each residence you are eligible for to inquire about their specific application process. Because demand for residence space is high, it is important to apply early – if possible, *before* you are admitted to U of T. It is also wise to apply to independent residences located near the U of T campus to increase your chances of obtaining a residence offer. Visit the Student Housing website for more details.

All U of T residences offer a complimentary high speed internet connection in-room, and are completely non-smoking. The following U of T residences accommodate Pharmacy students:

**Shared Apartment-Style Residence – No Meal Plan**

- **Graduate House:** [http://ghcommunity.info/gradhouse](http://ghcommunity.info/gradhouse)
  
  Graduate House is primarily a graduate residence, but six spaces are reserved for students in their first year of the Bachelor of Science in Pharmacy (BScPhm) program. To be considered for one of the six spaces, you **must check the appropriate box on the BScPhm application form.** If you indicate your interest on the Pharmacy application form, and if you are offered admission to the Faculty, you will receive notification as to whether you have been offered one of the six spaces. Decisions will be made strictly on the basis of students’ rank on the Admissions Index.

  If you receive notification from the Faculty that you have been assigned one of the six spaces, you will be asked to complete and submit an application form and deposit to the Graduate House office. Failure to formalize the residence arrangements by the given deadline will result in forfeiture of your reserved residence space.

  **In addition to applying for a reserved spot, if eligible, Pharmacy students are encouraged to apply directly to Graduate House since additional spaces are available for students who are not selected for one of the reserved spaces.**

**Dormitory-Style Residence – Compulsory Meal Plan**

- **89 Chestnut:** [www.chestnutresidence.utoronto.ca](http://www.chestnutresidence.utoronto.ca)
  89 Chestnut is a residence with over 1000 spaces for undergraduate, graduate, and second-entry professional faculty students.

- **Knox College:** [www.knox.utoronto.ca](http://www.knox.utoronto.ca)
  Knox College residence accommodates approximately 100 students, most of whom are graduate students, and is co-ed, with genders separated by floor.

- **New College:** [www.newcollege.utoronto.ca](http://www.newcollege.utoronto.ca)
  New College houses over 800 undergraduate students in 3 halls.

- **Loretto College:** [http://stmikes.utoronto.ca/loretto](http://stmikes.utoronto.ca/loretto)
  Loretto College is an all-female residence. Undergraduate, graduate, and second-entry students comprise Loretto’s residence community.

- **Wycliffe College:** [www.wycliffecollege.ca](http://www.wycliffecollege.ca)
  Wycliffe College houses 75 graduate and second-entry students in single rooms, with genders separated by floor. Lunch is not included in the meal plan.

The following independent residences are not owned or operated by U of T, but are located close to the St. George Campus, and house a large number of U of T students:

- **St. Vladimir Institute:** [www.stvladimir.ca](http://www.stvladimir.ca)
- **Tartu College:** [www.tartucollege.ca](http://www.tartucollege.ca)
OFF-CAMPUS HOUSING
The Student Housing Service maintains a registry of available off-campus housing advertised by private landlords and by students seeking others to room with them. The registry of housing ads is available to students in the Housing office, as well as on the web. Students search the ads in the registry as they would the classifieds section of a newspaper and make appointments to view potential units. Students coming to Toronto from outside the area should arrange to stay in temporary housing while conducting their housing search. The Student Housing Service will provide a list of temporary accommodations on request.

Housing in Toronto is usually advertised four to six weeks in advance of the date the unit becomes available for occupancy. If you will be looking for rental housing off-campus, please note that it generally takes one to three weeks to locate suitable accommodation, depending on the type of housing desired and one’s budget. At the Student Housing Service, phones are provided free of charge for students to contact landlords. Since the accommodations listed are not inspected, the quality cannot be estimated or guaranteed therefore it is very important for students to meet with the landlord and inspect the premises before entering into any rental agreement.

STUDENT FAMILY HOUSING
Student Family Housing is available in 712 apartments on the St. George campus. Priority for these unfurnished apartments is given to student families. The term “family” refers to students residing with their dependent children and to childless couples in a permanent relationship.

While many students can be housed within 9 to 18 months of their application, this is only an average and depends on many variables, the most important of which is the supply of vacant apartments in any given month. However, if you are able to move with less than two months’ notice, then the waiting period can be significantly shorter. It is advisable to apply as soon as you are seriously considering attending the University – if possible before being given an offer of admission to the University. For more information, or to apply, contact the Student Family Housing offices or visit the website.

FAMILY CARE OFFICE
Koffler Student Services Centre
214 College Street, Room 103, Toronto, Ontario M5T 2Z9
Telephone: 416-978-0951
E-mail: family.care@utoronto.ca
Website: www.familycare.utoronto.ca

The Family Care Office supports students and their families with family related issues. Services include information, guidance, referrals, educational programming and advocacy.

Students can meet with a family care advisor to discuss their particular situation including:
• Planning for parenthood and pregnancy
• Child care options
• Financial resources and subsidies
• Managing school and family life
• Looking after aging relatives or siblings

We offer free workshops, family events, and discussion groups throughout the year. Sample offerings include:
• Planning for Pregnancy and Beyond
• Debt Management for Student Parents
• Parenting workshops
• Student Parents Discussion Group
• Separation and Divorce workshops

All services are free and confidential.
PROGRAMS AND SERVICES FOR STUDENTS WITH A DISABILITY

Accessibility Services – St. George Campus
There are two locations:

Robarts Library
1st Floor (ground entrance off St. George Street)
130 St. George Street, Toronto, ON M5S 3H1
Voice: 416-978-8060
Fax: 416-978-8246
TTY: 416-978-1902

and

215 Huron Street
9th Floor, Room 939
215 Huron Street, Toronto, ON M5S 1A2
Voice: 416-978-7677
Fax: 416-978-5729
TTY: 416-978-1902

E-mail: accessibility.services@utoronto.ca
Website: http://studentlife.utoronto.ca/accessibility.htm

UNIVERSITY COMMITMENT

The University’s statement of institutional purpose states: “The University of Toronto is dedicated to fostering an academic community in which the learning and scholarship of every member may flourish with vigilant protection for individual human rights, and a resolute commitment to the principles of equal opportunity.” The University’s “Statement of Commitment Regarding Persons with Disabilities” is part of the University of Toronto Ontarians with Disabilities Act Plan 2004-05 and can be found at www.accessibility.utoronto.ca.

Faculty and staff carry a responsibility for creating and maintaining a community that is inclusive of all persons and treats all members of the community in an equitable fashion, responding appropriately to requests for accommodation of a disability as per the Ontario Human Rights Code ‘Guidelines on Accessible Education’ (2004). The guidelines can be found online at http://www.ohrc.on.ca/english/consultations/ed-consultation-report.shtml.

RESPONSIBILITIES OF STUDENTS WHO HAVE DISABILITIES

Students who request accommodations for their academic programs and related activities at the University are obligated to disclose their disabilities to the respective campus Service for Students with Disabilities, and request accommodations in a timely manner to facilitate the implementation of support and services. It is vitally important that students discuss their needs as early as possible with the Service in order to put accommodations in place. Students must present relevant and up-to-date documentation, as outlined on the website, from an appropriate health care professional.

SUPPORT SERVICES FOR STUDENTS

There are offices on all three U of T campuses that work to facilitate the inclusion of students with disabilities into all aspects of university life. The focus is on skills development, especially in areas of self-advocacy and academic skills. Services are provided to students who have a physical, sensory, or learning disability, mental health disability, acquired brain injury or chronic health condition as well as students who have temporary disabilities such as a broken dominant arm.

The Service provides a wide range of support, including:

• Learning disability assessments
• Adaptive technology assessments
• Adaptive technology and assistive devices
• Alternative test and examination arrangements
• Volunteer note taking services
• Sign-language interpreters
• Information on disability-related issues
• Liaison with academic and administrative offices within the University and with off-campus agencies
• On-campus transportation (St. George campus only)
To access the Service, students meet with a disability advisor to discuss individual needs, accommodations, and strategies for success. Where appropriate, eligible students are referred to one of the professionals on staff such as the Adaptive Technology Equipment Consultant, Learning Disability Specialist or Occupational Therapist, for assessments to identify strategies and determine accommodations. Any information about a student’s disability is confidential and is not shared outside the Service unless the student gives permission. Students are encouraged to meet and discuss their needs with their instructors.

There is a Bursary for Students with a Disability (BSWD) for students who have applied and established eligibility for OSAP. The BSWD helps students with disability related educational costs while attending post-secondary institutions. To access the bursary, students meet with a disability advisor on their campus. University alternate bursaries are also available for eligible support and services.

THE SEXUAL HARASSMENT OFFICE

The University of Toronto Sexual Harassment Office addresses harassment based on sex and sexual orientation. Sexual harassment may take the form of verbal abuse or insults, innuendo, homophobic comments or jokes, unwelcome advances or physical contact, persistent pressure for dates, or any offensive emphasis on your sex or sexual orientation. The University of Toronto endeavours to provide to all students, staff and faculty an environment that is free from sexual harassment. The University’s Sexual Harassment Policy provides a procedure for making a formal complaint of harassment.

The Sexual Harassment Office provides education to the university community and deals with complaints, on a completely confidential basis. If you feel that you are being harassed, or are worried that a complaint may be made about your behaviour by someone else, contact the Office. You can phone simply to talk or to find out about the policy, and unless you decide to make a formal complaint you need not give your name.

The Sexual Harassment Office can provide you with leaflets, posters, copies of the Sexual Harassment Policy, and training materials; the Officer is available to run educational sessions, to facilitate workshops and training programs, to talk to your class, or to provide individual advice, referral, and information.

The best way to contact the office is by telephone. Visits are by appointment. Telephone: 416-978-3908; Fax: 416-971-2289; Website: www.utoronto.ca/sho Online Harassment Website: www.enough.utoronto.ca.

OFFICE OF THE UNIVERSITY OMBUDSPERSON

As part of the University’s commitment to ensuring that the rights of its individual members are protected, the University Ombudsperson investigates complaints from any member of the University not handled through regular University channels. The Ombudsperson is independent of all administrative structures of the University and is accountable only to Governing Council. In handling a complaint, the Ombudsperson has access to all relevant files and information and to all appropriate University officials. All matters are in strict confidence, unless the individual involved approves otherwise. The Ombudsperson offers advice and assistance and can recommend changes in academic or administrative procedures where this seems justified.

For additional information, please visit our website at www.utoronto.ca/ombudsperson or telephone 416-946-3485.

The services of the office are available by appointment at all three U of T campuses. For an appointment, please telephone 416-946-3485 or e-mail ombuds.person@utoronto.ca. The office is at McMurrich Building, 12 Queen’s Park Crescent, Room 102, Toronto, Ontario M5S 1S8.
“ROSI” (REPOSITORY OF STUDENT INFORMATION)

The University of Toronto’s automated student records system called ROSI (Repository of Student Information) allows Pharmacy students access to information via the Student Web Service (SWS). Specifically, students can do the following:

**Student Web Service**

[www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)

- list their courses
- add/cancel elective courses
- check available space in courses
- view/print their academic record
- change their PIN
- set up PIN Reactivation
- access their grades, GPA and academic status
- check their personal information
- keep their address up to date
- check their fees account balance
- order transcripts
- view and print their T2202A form for tax purposes
- view a log of all their most recent successful SWS transactions

**KEY TO ACADEMIC ACTIVITY (COURSE) DESCRIPTIONS**

The following terms and symbols are used in the descriptions for academic activities (courses).

**ACADEMIC ACTIVITY CODE**

Under ROSI, a course listing is called an academic activity code, and consists of a series of 8 characters (e.g., PHM463H1):

- three letters which indicate the Faculty or Department offering the course
- three numbers which indicate the level of the course
- one letter which indicates the weight value of the course (H = a half credit; Y = a full credit)
- one number which indicates the campus where the course is offered (1 = St. George; 3 = University of Toronto at Scarborough; 5 = University of Toronto at Mississauga).

**SECTION CODE**

A section code indicates the duration of a course:

- F = fall session (from September to December)
- S = winter session (from January to April)
- Y = fall and winter sessions (from September to April)

**COURSE LOAD**

Degree students in the BScPhm program are students who are registered in all academic activities (courses) which are offered in each specific academic year of the program. Students who have exemptions must be registered in a minimum course load of 4.0 full course equivalents to maintain full-time status.

Degree students are eligible to take required courses in advance of the year in which they are required provided pre- and co- requisites are met, the permission of the course coordinator has been obtained and there are no timetable conflicts. Students wishing to add or drop such courses must do so through the Registrar’s office. If a course is taken ahead of the year in which it is required, the regular pass mark
will apply, unless otherwise specified. The course grade will be included in the calculation of the annual grade point average of the year in which it is taken.

**COURSE EXEMPTIONS**

In accordance with the guidelines of the ‘Report of the Council of Ontario Universities’ Transfer Implementation Committee’, and as adopted by Governing council at the University of Toronto, acceptance of transfer credits shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of content and rigour. This premise should be based on an understanding that the integrity of the Pharmacy program must be maintained. Although, in general, students should not be required to repeat previous learning experiences in which they have demonstrated competence, the fact that Pharmacy is a professional faculty where most courses are specially tailored for Pharmacy students must be taken into consideration. Therefore, a very limited number of courses are eligible for transfer credit consideration. The following is applicable for the 2012-13 academic year:

- Students entering Year 1 may request exemption for PHM145H1 Human Histology and Anatomy and/or PHM205H1 Basic Human Physiology.
- Students entering Year 1, and who were registered in the Pharmaceutical Chemistry program at the University of Toronto, may request exemption for PHM140H1 Molecular Pharmacology and/or PHM141H1 Pharmaceutics if they have completed PHC301H1 and/or PHC230H1.
- Students entering Year 1, and who were registered in a Pharmaceutical Chemistry program at a university other than the University of Toronto, may request exemption for PHM140H1 Molecular Pharmacology and/or PHM141H1 Pharmaceutics if compatible courses have been completed. Such requests will be assessed on a case-by-case basis.
- Students with previous attendance at CCAPP or ACPE accredited schools of pharmacy may be considered for exemption in various courses on a case-by-case basis.
- Students entering Year 3 (of the former program) in September 2012 may be considered for exemption in PHM325H1 Introductory Toxicology and PHM331H Pharmacology II.
- Students entering Year 2 should note that there are no known equivalents to any of the Year 2 courses (other than possibly for those from CCAPP or ACPE accredited programs).

The minimum grade requirement for course exemption is 70% (i.e., equivalent to B- at U of Toronto) for students in the revised BScPhm program (i.e., for students entering Year 1 in 2011 or later). For students entering Year 3 of the former program in 2012-13 the minimum required grade for PHM325H1 is 60% and for PHM331H1 is 70%.

A completed ‘Course Exemption Request Form’ must be submitted by September 21, 2012 for courses beginning in September 2012 or by January 11, 2013 for courses beginning January 2013. The form is available for downloading at http://www.pharmacy.utoronto.ca/bscphm/current-students/registrar/course-load.

Students granted course exemptions will not be eligible for awards based on the overall grade point average.

Students are limited to a maximum of 10.0 fce exemptions if no other degree or diploma requirements were met in previous studies, and 5.0 fce exemptions if degree or diploma requirements were met in previous studies. Students must notify the Faculty if they have satisfied other degree or diploma requirements while also registered with the Leslie Dan Faculty of Pharmacy. Students initially eligible for 10.0 full-credit equivalent course exemptions, will have this reduced to 5.0 upon completion of the other degree requirements prior to the BScPhm degree being conferred. If such a reduction occurs, students who have received more than the allowable 5.0 full-credit equivalent course exemptions will be responsible for making up those courses which were lost by the reduction in order to complete the requirements for the BScPhm degree.

Students proceeding toward another degree, while simultaneously pursuing a BScPhm degree, must be registered as a full-time student in Pharmacy and as a part-time student in the other degree program.

Further information on course exemptions is available on the Faculty’s website (http://www.pharmacy.utoronto.ca/bscphm/current-students/registrar/course-load).
<table>
<thead>
<tr>
<th>Subject</th>
<th>Fall Term</th>
<th>Winter Term</th>
<th>Weight Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM101H1 Pharmacotherapy 1: Foundations and General Medicine</td>
<td>–</td>
<td>–</td>
<td>23* 20**</td>
</tr>
<tr>
<td>PHM105H1 Medication Therapy Management</td>
<td>–</td>
<td>–</td>
<td>12</td>
</tr>
<tr>
<td>PHM110H1 Health Systems I</td>
<td>24</td>
<td>2</td>
<td>–</td>
</tr>
<tr>
<td>PHM112H1 Pharmacy Informatics and Clinical Trials</td>
<td>19.5</td>
<td>6.5**</td>
<td>–</td>
</tr>
<tr>
<td>PHM114H1 Social and Behavioural Health</td>
<td>–</td>
<td>–</td>
<td>24</td>
</tr>
<tr>
<td>PHM140H1 Molecular Pharmacology</td>
<td>–</td>
<td>–</td>
<td>39 ***</td>
</tr>
<tr>
<td>PHM141H1 Pharmaceutics</td>
<td>–</td>
<td>–</td>
<td>39 ***</td>
</tr>
<tr>
<td>PHM142H1 Metabolic Biochemistry and Immunology</td>
<td>26</td>
<td>13</td>
<td>–</td>
</tr>
<tr>
<td>PHM143H1 Pathobiology and Pathology</td>
<td>–</td>
<td>–</td>
<td>36</td>
</tr>
<tr>
<td>PHM144H1 Pharmacokinetics</td>
<td>33</td>
<td>6</td>
<td>–</td>
</tr>
<tr>
<td>PHM145H1 Human Histology and Anatomy</td>
<td>34</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>PHM151H1 Early Practice Experience</td>
<td>1</td>
<td>–</td>
<td>2</td>
</tr>
<tr>
<td>PSL205H1 Basic Human Physiology (Online course)</td>
<td>36</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

* Includes online learning components.
** Combination of large group problem-based or case-based learning and small group tutorials.
*** A number of optional tutorial hours may be arranged.
# Experiential hours to be completed in the summer after Year 1.

In addition to the above courses, the first year curriculum includes online course work in jurisprudence, language of practice, pharmacy calculations and the patient care process.

**DESCRIPTION OF ACADEMIC ACTIVITIES (COURSES)**

**PHM101H1 – Pharmacotherapy 1: Foundations and General Medicine  L. Raman-Wilms and S. Yamashita**

This is the first of a series of courses taught over three years of the program which will provide the required knowledge and skills to effectively manage patients’ drug therapy. In addition to covering selected therapeutic topics, the course will integrate relevant pathophysiology, pharmacology, clinical pharmacokinetics, selected pharmaceutics and principles of evidence-based pharmacotherapy. Principles of drug therapy in geriatrics, pediatrics and other special populations will be addressed. Various learning and teaching methodologies will be used including didactic teaching, small group case discussions, and in-depth discussions of cases in small case study seminar groups. This course will help students prepare for the Medication Therapy Management course and the other Pharmacotherapy courses.

Prerequisite: PHM112H1; PHM142H1; PHM144H1; PHM145H1; PSL205H1
Co-requisite: PHM105H1; PHM141H1; PHM143H1

**PHM105H1 – Medication Therapy Management 1  M. Rocchi**

Medication Therapy Management (MTM) is an array of pharmacist services that seeks to provide outcomes-based patient-centred care, and is founded on the philosophy of Pharmaceutical Care. In this model, the patient care process is systematic and involves the assessment of a patient's medication therapy needs, development of care plans in collaboration with the patient and other healthcare providers, monitoring and follow-up. Importantly, the goal of Pharmaceutical Care is to identify, prevent and resolve actual and potential drug therapy problems. In addition to exploring the core aspects of the patient care process, this course will introduce and develop the knowledge, skills and
attitudes that students will require when they undertake their early practice experience course at the end of Year 1. Through a combination of lectures and laboratory simulations, students will progress through a series of large and small group activities, combined with individual work, that simulate practice in a community pharmacy setting, with the understanding that these knowledge, skills and attitudes are transferable to other pharmacy practice settings (family health teams and hospital pharmacies). This course intentionally intersects with Pharmacotherapy 1, and students will be expected to apply knowledge from all Year 1 courses, including selected online material.

**Prerequisite:** PHM110H1; PHM112H1
**Co-requisite:** PHM101H1; PHM114H1; PHM141H1

**PHM110H1 – Health Systems I**

H. Boon

This course provides a critical introduction to Canada’s healthcare system for pharmacy students. Pharmacy students require knowledge about the policies, structures, processes and players within the system in which they will eventually work. The emphasis of this course is to provide a framework the students can use to contextualize all their other learning and experiences while they are at the faculty. By understanding how the healthcare systems works (and as much as possible why it works the way it does), this course will facilitate students’ understanding of their possible roles within the system. This course will challenge students to become agents of change as future alternatives for pharmacy are explored within the evolving Canadian healthcare system.

**PHM112H1 – Pharmacy Informatics and Clinical Trials**

M. Rocchi and A. Taddio

This course is the first in a series that connects data’s creation and relationship to information, followed by the constitution of knowledge and its use in the provision of patient care. There are two main aspects to the course: Pharmacy Informatics and Clinical Trials. The Pharmacy informatics aspect introduces students to two core types of information: 1) patient-specific information created in the care of patients and 2) knowledge-based information, which includes the scientific literature of health care. First year undergraduate pharmacy students will develop the introductory knowledge and skills to assume responsibility for identifying, accessing, retrieving, creating and exchanging relevant information to ensure safe and effective patient care throughout the medication use process. The Clinical Trials aspect introduces students to clinical trial design and focuses on randomized controlled trials as the primary method of generating therapeutic evidence. Students will learn how randomized controlled trials are designed, executed, analyzed, published and used. They will learn how to critically appraise randomized controlled trials. In subsequent courses, students will learn about how to integrate randomized controlled trials and other study designs that make up the evidence base for therapeutic decision making.

**PHM114H1 – Social and Behavioural Health**

Z. Austin and A. Thompson

This course is composed of three components: 1) introduction to sociological theories and concepts that impact health and health care; 2) introduction to professional and clinical ethics and 3) introduction to the ways in which individual psychology shapes and affects health and health care. Topics such as the social determinants of health and related ethical issues; the social construction of disease; and the exploration of when and why people seek health care services will be used to stimulate discussion about how social forces impact pharmacy practice. Codes of ethics and other ethical principles for guiding professional practice in pharmacy will be discussed through the analysis of ethics cases. Behaviouralist, cognitivist, developmentalist, and psychoanalytic theories will be used to help students understand the range of responses and behaviours individuals may demonstrate when dealing with health-related issues. Students will apply these theories to discussion of different patient education (counselling) approaches designed to optimize personal and health-related outcomes.

**Prerequisite:** PHM110H1
**Co-requisite:** PHM105H1

**PHM140H1 – Molecular Pharmacology**

J.W. Wells (Co-ordinator)

Many drugs act via the receptors and other proteins that mediate cellular signalling. Such proteins can be grouped into several families on the basis of their structural and functional similarities. Examples from each family are examined at the molecular level from a pharmacological, biochemical and
biophysical point of view for insight into their structure, their mechanism of action, their modulation by drugs and the underlying dysfunctions toward which the drugs are directed. Basic principles of molecular pharmacology are introduced as a tool for decoding the relationship between dose and response across all families, with an emphasis on the explicit nature of concepts such as potency and efficacy.

**Prerequisite:** PHM142H1; PSL205H1

**PHM141H1 – Pharmaceutics**  
*S. Wu (Co-ordinator)*  
Achieving effective treatment of a disease while minimizing adverse effects of a drug requires rational selection, formulation and administration of an appropriate dosage form. This course teaches the scientific background and technical aspects important in dosage form design, basic dosage forms and their therapeutic applications. This course will focus on the biopharmaceutical considerations and physicochemical foundation of various dosage forms. Discussion will include preformulation factors (melting point, solubility, viscosity, dissolution, particle and solid state properties), rheology, pharmaceutical solutions, pharmaceutical powders, colloids and dispersions, complexation, chelation, and protein binding.

**PHM142H1 – Metabolic Biochemistry and Immunology**  
*J. Henderson*  
This course examines aspects of mammalian biochemistry, metabolism and molecular immunology pertinent to pharmacologically significant drug actions in vivo. Where appropriate the biochemical basis, mechanism, and effect of specific drugs on human physiology are also discussed. In addition this course examines the biochemical basis of pharmacogenetics and metabonomics differences seen in different human populations.

**PHM143H1 – Pathobiology and Pathology**  
*R. Bendayan*  
This course is designed to introduce pharmacy students to the physiological and biochemical mechanisms which lead to pathological states and includes the laboratory investigation and follow-up associated with specific diseases.

**Prerequisite:** PHM142H1; PHM145H1; PSL205H1

**PHM144H1 – Pharmacokinetics**  
*C. Cummins*  
This course will examine how physiologic and biochemical processes influence the fate of drugs in the body. The interrelationship between the physiochemical properties of the drug and the rate/extent of absorption will be explored. Mathematical modeling of the plasma concentration time curves following drug administration will constitute a major part of the course. Fundamental pharmacokinetic principles and quantitative relationships will be used to determine approaches in designing dosage regimens, evaluating pharmacologic response and explaining mechanisms of drug-drug interactions. The resulting theory will form the basis for selecting a particular route of drug administration, determining the frequency of administration and identifying patient factors which require a modification of normal drug dosing regimen.

**Co-requisite:** PSL205H1

**PHM145H1 – Human Histology and Anatomy**  
*B. Ballyk*  
This course introduces the student to the structure of the human body and its relationship to function. Following an introduction to basic human histology, the course will use a systemic approach to the study of human anatomy.

**PHM151H1 – Early Practice Experience I**  
*K. Tan*  
This course is the first of two early experiential rotations, each 160 hours. Students will undertake this first EPE-1 during the summer following Year 1 (sometime between May to mid-August). Each student will actively participate in day-to-day services within a direct patient care pharmacy practice setting, thus enabling application of knowledge, skills and values introduced in faculty-based courses and simulated practice environments (laboratories). Required activities include prescription/medication order processing, patient education, drug information provision, medication history taking, and
observation of/participation in patient safety processes in the practice setting. Students also need to demonstrate effective communication skills, professionalism and teamwork during the rotation.

**PSL205H1 – Basic Human Physiology**

A course for pharmacy students which will include functions of the blood, circulation, respiration, muscle, nervous system, the senses, gastrointestinal tract, kidney, immunology, endocrinology and organs of reproduction. Particular emphasis is placed on homeostatic mechanisms maintaining normal functions of the body. Many of these mechanisms are explained in detail at the cellular level. This course will be taught online.

\textit{Co-requisite: PHM145H1}

**SECOND YEAR CURRICULUM (Effective 2012-13)**

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Fall Term</td>
</tr>
<tr>
<td>PHM201H1 Pharmacotherapy 2: Dermatology and EENT</td>
<td>17</td>
</tr>
<tr>
<td>PHM202H1 Pharmacotherapy 3: Endocrinology, Nephrology and Urology</td>
<td>19</td>
</tr>
<tr>
<td>PHM203H1 Pharmacotherapy 4: Infectious Diseases</td>
<td>–</td>
</tr>
<tr>
<td>PHM204H1 Pharmacotherapy 5: Cardiovascular Diseases</td>
<td>–</td>
</tr>
<tr>
<td>PHM205H1 Medication Therapy Management 2</td>
<td>14</td>
</tr>
<tr>
<td>PHM206H1 Medication Therapy Management 3</td>
<td>–</td>
</tr>
<tr>
<td>PHM212H1 Research Methods for Pharmacy</td>
<td>17</td>
</tr>
<tr>
<td>PHM213H1 Health Economics and Pharmacoeconomics</td>
<td>–</td>
</tr>
<tr>
<td>PHM214H1 Practice Management</td>
<td>–</td>
</tr>
<tr>
<td>PHM230H1 Physical Assessment and Injection Techniques</td>
<td>9.5*</td>
</tr>
<tr>
<td>PHM240H1 The Science of Pharmacotherapy</td>
<td>–</td>
</tr>
<tr>
<td>PHM241H1 Topics in Pharmaceutical Quality and Clinical Laboratory Medicine</td>
<td>10</td>
</tr>
<tr>
<td>PHM242H1 Microbiology of Infectious Diseases</td>
<td>38</td>
</tr>
<tr>
<td>PHM251H1 Early Practice Experience 2</td>
<td>2</td>
</tr>
</tbody>
</table>

\* Includes on-line learning components.

\** Combination of large group problem-based or case-based learning and small group tutorials.

\*** A number of optional tutorial hours may be arranged.

\# Experiential hours to be completed in the summer after Year 2.

In addition to the above courses, the second year curriculum includes online course work in jurisprudence, language of practice, pharmacy calculations and the patient care process.

**DESCRIPTION OF ACADEMIC ACTIVITIES (COURSES)**

**PHM201H1 Pharmacotherapy 2: Dermatology and EENT**

D. Sibbald and TBA

Dermatology and Eye, Ear, Nose and Throat (EENT) is the second in a series of courses taught over three years which will provide the required knowledge, skills, attitudes and behaviours to effectively manage patients’ drug therapy within this content domain. This course will build on content and skills in Pharmacotherapy I: Foundations and General Medicine, and Medication Therapy Management 1. In addition to covering selected therapeutic topics relating to Dermatology and EENT, the course will
incorporate relevant schema recognition, pathophysiology, pharmacology, clinical pharmacokinetics, pharmaceutics and evidence-based authoritative sources of best practice pharmacotherapy. Principles of drug therapy in special populations and in practice contexts ranging from self-care to emergency care will be addressed. Knowledge building classroom and online designs and teaching methodologies will vary to address recognized learning styles, including interactive instructive teaching with audience response meters, progressing to in-depth Socratic discussions of integrated evolving cases using small student panels. It will prepare students to apply these principles to patient care in the concurrent Medication Therapy Management course and the other Pharmacotherapy courses.

**Prerequisite:** PHM101H1; PHM105H1; PHM112H1; PHM140H1; PHM141H1; PHM145H1; PSL205H1

**Co-requisite:** PHM202H1; PHM205H1; PHM242H1

**PHM202H1 Pharmacotherapy 3: Endocrinology, Nephrology and Urology**  
*M. Battistella and TBA*

This course is designed for pharmacy students to develop a broad understanding of pathophysiology, pharmacology, clinical pharmacokinetic and pharmacotherapy in major areas of endocrinology, nephrology and urology. The course will use a problem-based approach with emphasis on the integration and application of fundamental principles to specific clinical situations.

**Prerequisite:** PHM101H1; PHM105H1; PHM112H1; PHM144H1; PHM145H1; PSL205H1

**Co-requisite:** PHM205H1; PHM212H1

**PHM203H1 Pharmacotherapy 4: Infectious Diseases**  
*G. Wong and TBA*

This course is designed to provide students with the knowledge in pathobiology, pharmacology, pharmacotherapy, clinical pharmacokinetics and relevant pharmaceutics required to be a practitioner in infectious diseases therapeutics. The course will be taught using a variety of techniques including online lectures, case-based learning and small interactive group learning.

**Prerequisite:** PHM101H1; PHM105H1; PHM112H1; PHM140H1; PHM141H1; PHM142H1; PHM143H1; PHM144H1; PHM145H1; PHM205H1; PHM212H1; PHM242H1; PSL205H1

**Co-requisite:** PHM206H1; PHM230H1

**PHM204H1 Pharmacotherapy 5: Cardiovascular Diseases**  
*N. Crown and TBA*

This course is designed to provide students with the knowledge in pathobiology, pharmacology, pharmacotherapy and clinical pharmacokinetics required to be a practitioner in cardiovascular therapeutics. The course will be taught using a variety of techniques including online lectures, case-based learning and small interactive group learning.

**Prerequisite:** PHM101H1; PHM105H1; PHM112H1; PHM140H1; PHM141H1; PHM142H1; PHM143H; PHM144H1; PHM145H1; PHM205H1; PHM212H1; PHM242H1; PHM230H1; PSL205H1

**Co-requisite:** PHM206H1; PHM230H1

**PHM205H1 Medication Therapy Management 2**  
*D. Kalamut and TBA*

This Medication Therapy Management (MTM) course is the second of the four-part series of simulated pharmacy practice courses. MTM 2 will enable a student to continue to apply knowledge and develop skills needed by a pharmacist to provide patient care, using a systematic patient-care process to define and achieve the goals of optimizing safe and effective and pharmacotherapy. MTM 2 course content is drawn from relevant co- and pre-requisite courses. Lectures and simulated practice sessions are designed to facilitate independent and collaborative learning that will be transferrable to diverse practice settings and prepare a student for early experiential learning. Students will be responsible to perform and document a comprehensive patient assessment to identify, resolve and prevent drug therapy problems, and educate patients on the appropriate use of medications. Students will be required to assess a patient’s health status; integrate relevant information to recommend appropriate therapy, determine efficacy and safety endpoints for monitoring therapy, document a care plan, and follow-up with patients to evaluate their response to therapy, in a simulated practice environment. Students will also actively participate in the medication dispensing process, prepare extemporaneously compounded
pharmaceutical products, and interpret the pharmacist’s professional, ethical and legal obligation within provincial and federal frameworks.

**Prerequisite:** PHM101H1; PHM105H1; PHM114H1

**Co-requisite:** PHM201H1; PHM202H1; PHM212H1; PHM241H1

**PHM206H1 Medication Therapy Management 3**  
*D. Moy and S. Singh*  
(Pending Faculty Council approval.)

Medication Therapy Management 3 (MTM 3) is the third of a four-part series of simulated pharmacy practice courses that is delivered longitudinally over three years of the undergraduate program. MTM 3 builds on the skills developed in MTM 1 and MTM 2, focusing on more comprehensive, integrated patient care. MTM is founded on the philosophy of Pharmaceutical Care and involves a partnership between the patient, pharmacist, and other health care providers to promote safe and effective medication use to achieve desirable patient outcomes. MTM 3 therefore provides students learning opportunities to apply and integrate materials learned through all courses in the curriculum to date, using simulated practice-based interactions to enhance their patient-care skills. Lectures will provide foundational material and skills which will be applied in the simulated interactions. Simulated interactions will focus on developing effective patient-centered management of multidimensional drug-therapy problems anchored in a professional context, in preparation for the student’s second year practice experiential course.

**Prerequisite:** PHM201H1; PHM202H1; PHM205H1; PHM212H1

**Co-requisite:** PHM203H1; PHM204H1

**PHM212H1 Research Methods for Pharmacy**  
*L. McCarthy and A. Taddio*

As scholars, pharmacy graduates are able to master, generate, interpret and disseminate pharmaceutical and pharmacy practice knowledge. This course builds upon knowledge and skills gained in PHM112H1 Pharmacy Informatics and Clinical Trials and will explore core principles in experimental and non-experimental research designs in pharmacy. The course covers a broad range of research topics at the introductory to intermediate level. Students will develop foundational knowledge and skills in research methods, statistics and ethics that will be applied in pharmacotherapy modules.

**Prerequisite:** PHM101H1; PHM105H1; PHM110H1; PHM112H1; PHM114H1; PHM143H1; PSL205H1

**Co-requisite:** PHM201H1; PHM202H1; PHM205H1; PHM241H1; PHM242H1

**PHM213H1 Health Economics and Pharmacoeconomics**  
*P. Grootendorst*

This course surveys the economic aspects of the pharmaceutical sector. Specific topics include the economics of the development of new drugs; economic appraisal of new drugs (“pharmacoeconomics”); different approaches that insurers can use to procure generic drugs and remunerate pharmacists; and economic models of the pharmacist labour market. The course will use the methods of economic analysis to investigate how markets allocate resources, when they work well and the role for government when they do not work well.

**Prerequisite:** PHM110H1

**PHM214H1 Practice Management**  
*W. Wilson*

With a focus on basic principles, this course introduces students to selected fundamental knowledge and skill domains required for effective management of any contemporary pharmacy practice. These domains include human resources management, human rights and diversity, strategic and operations planning, organizational behaviour, professional practice guidelines and standards, managing productivity and work systems, entrepreneurship, economic and financial issues, managing formulary systems/drug use management, patient safety culture, purchasing and inventory control, customer service, and marketing pharmacy services.

**Co-requisite:** PHM213H1
PHM230H1 Physical Assessment and Injection Techniques  
E. Cambly
This course will provide an introduction to physical assessment of patients in a simulated environment. Students will engage in on-line activities, lectures and skills practice in a laboratory setting. This course will also include a module pertaining to the administration of substances by injection that will allow students to meet the competencies required by the Ontario College of Pharmacists.

Prerequisite: PHM143H1; PHM145H1; PSL205H1
Co-requisite: PHM201H1; PHM202H1; PHM203H1; PHM204H1

PHM240H1 The Science of Pharmacotherapy  
J. Uetrecht
This course will build upon basic pharmacology and medicinal chemistry to make links between the basic sciences and demonstrate how basic principles can be used to improve clinical therapy. It will also include critical evaluation of evidence for specific mechanisms and therapies. The format of the course to address these issues will be an in-class discussion for specific questions that are designed to illustrate these points.

Prerequisite: PHM112H1; PHM140H1; PHM142H1; PHM144H1

PHM241H1 Topics in Pharmaceutical Quality and Clinical Laboratory Medicine  
C.J. Allen, D. Dubins and R. Reilly
This course will discuss the importance of assuring the pharmaceutical quality of medicinal products including establishment of quality control assays and specifications, bioequivalence testing of generic drugs, special considerations for biopharmaceutical products, and the regulatory process in Canada with a focus on drug quality. In addition, the course will discuss the application of analytic techniques in clinical laboratory medicine with a focus on commonly used tests to monitor patient health and the therapeutic use of drugs, including tests for personalized drug therapy. The course includes a laboratory which will present drug formulation and related quality control issues.

Prerequisite: PHM141H1; PHM144H1

PHM242H1 Microbiology of Infectious Diseases  
I. Crandall
The course provides a brief introduction to the general biology of organisms, and an overview of the host response to infection. Attention is then focused on common bacterial, fungal, viral and parasitic infections of man, and their epidemiology, prevention and treatment. Other topics include sterilization, disinfection, and a survey of antibiotics and chemotherapeutic agents.

Prerequisite: PHM142H1
Co-requisite: PHM201H1

PHM251H1 Early Practice Experience 2  
K. Mulherin
(Pending Faculty Council approval.)
This course is the second of two early practice rotations, each consisting of 160 hours of experiential education. Students will undertake EPE-2 during the summer following Year 2 (sometime between May to mid-August). Each student will actively participate in day-to-day services within a direct patient care pharmacy practice setting, thus enabling application of knowledge, skills and values learned in faculty-based courses and simulated practice environments (laboratories). Students practice and demonstrate effective patient care skills, communication and collaboration, prescription/medication distribution competency, evidence-informed approach, and professionalism during the rotation.

Prerequisite: PHM151H1; PHM201H1; PHM202H1; PHM203H1; PHM204H1; PHM205H1; PHM206H1
### Third Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM320H1 Pharmaceutical Care Ib</td>
<td>33</td>
<td>6</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM321Y1 Pharmaceutical Care II</td>
<td>24</td>
<td>3</td>
<td>–</td>
<td>36</td>
<td>6</td>
<td>–</td>
<td>1.0</td>
</tr>
<tr>
<td>PHM322H1 Pharmacology/Medicinal Chemistry Tutorial</td>
<td>–</td>
<td>13</td>
<td>–</td>
<td>–</td>
<td>13</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM323H1 Applications of Pharmaceutical Analysis</td>
<td>12</td>
<td>2</td>
<td>7</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.25</td>
</tr>
<tr>
<td>PHM324Y1 Pharmacokinetics</td>
<td>26</td>
<td>**</td>
<td>–</td>
<td>26</td>
<td>**</td>
<td>–</td>
<td>1.0</td>
</tr>
<tr>
<td>PHM325H1 Introductory Toxicology</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>26</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM326H1 Pharmacy Practice Management I</td>
<td>26</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM328H1 Professional Practice III</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>24</td>
<td>–</td>
<td>–</td>
<td>0.25</td>
</tr>
<tr>
<td>PHM329H1 Professional Practice III Laboratory</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>18</td>
<td>–</td>
<td>0.25</td>
</tr>
<tr>
<td>PHM330Y1 Clinical Biochemistry/</td>
<td>52</td>
<td>–</td>
<td>–</td>
<td>26</td>
<td>–</td>
<td>–</td>
<td>1.0</td>
</tr>
<tr>
<td>Pathophysiology/Pathology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHM331H1 Pharmacology II</td>
<td>39</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
</tbody>
</table>

### Fourth Year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM421Y1 Pharmaceutical Care III</td>
<td>60</td>
<td>6</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>1.0</td>
</tr>
<tr>
<td>PHM425H1 Pharmacy Practice Research</td>
<td>26</td>
<td>**</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM427H1 Health Systems in Society II</td>
<td>26*</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM428H1 Professional Practice IV</td>
<td>14</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.25</td>
</tr>
<tr>
<td>PHM429H1 Pharmacy Practice Seminar</td>
<td>–</td>
<td>19</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>0.25</td>
</tr>
<tr>
<td>PHM432Y1 SPEP - Community Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>PHM433Y1 SPEP - Ambulatory Care Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>PHM434Y1 SPEP - Institutional Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM435H1 SPEP - Community Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM436H1 SPEP - Institutional Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM437H1 SPEP - Ambulatory Care Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM438H1 SPEP - Institutional Pharmacy Practice II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM439H1 SPEP - Specialty Practice: Drug Information Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM440H1 SPEP - Specialty Practice: Drug Use Evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM441Y1 SPEP - Ambulatory Care &amp; Community/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>Institutional Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM442H1 SPEP - Ambulatory Care &amp; Community/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>Institutional Pharmacy Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>PHM443H1 SPEP - Specialty Practice: Investigational Drug Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
</tbody>
</table>

*Combination of Lectures/Tutorials.*

**A number of tutorial hours may be arranged.**

In addition to the above requirements, students must choose 1 of the following 3 courses:

- PHM454H1 – Selected Topics in the Pharmaceutical Industry
- PHM458H1 – Pharmacy Practice Management in the Community
- PHM459H1 – Institutional Pharmacy Practice Management

---

*CURRICULUM (For students admitted prior to 2011)*
Pharmacy Electives

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fall Term</th>
<th>Weight Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM450H1 Aboriginal Issues in Health and Healing</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM451H1 Radiopharmaceuticals in Diagnosis and Therapy</td>
<td>13</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM453H1 Selected Topics in Nuclear Pharmacy</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM454H1 Selected Topics in the Pharmaceutical Industry</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM456H1 Introduction to Paediatric Pharmacy Practice</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM458H1 Pharmacy Practice Management in the Community</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM459H1 Institutional Pharmacy Practice Management</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM462H1 Alcohol and Substance Use Disorders</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM463H1 Pharmacotherapy in Obstetrics and Gynecology</td>
<td>26</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM489H1 Research Project I*</td>
<td>78</td>
<td>0.5</td>
</tr>
<tr>
<td>PHM499Y1 Research Project II*</td>
<td>156</td>
<td>1.0</td>
</tr>
</tbody>
</table>

* For PHM489H1 students will be expected to spend approximately 78 hours. For PHM499Y1, students will be expected to spend approximately 156 hours.

PHM489H1 may be taken by students in other years of the program provided such students are in their fourth year of university (not necessarily pharmacy) and relevant supervisors are members of the graduate faculty. No exemptions are granted for research courses taken previously.

Inasmuch as the Leslie Dan Faculty of Pharmacy has a practice of treating all students registered in the Faculty equitably, the following policy sets out its concern about potential conflicts between paid employment and academic credit. Academic credit will not be granted for research/work which contributes to any of the project courses (i.e., PHM489H1 or PHM499Y1) if remuneration is received for such work.

DESCRIPTION OF ACADEMIC ACTIVITIES (COURSES)

**PHM320H1** – Pharmaceutical Care Ib  
*V. Arora*

Pharmaceutical Care Ib is the second of four sequential courses dealing with therapeutics. It continues to explore the pharmacist’s role in self-medication for mild and/or self-limiting conditions. Criteria for appropriateness of self-care versus prescription medications are developed, and fundamental principles of self-care are based on selection and use of non-drug and non-prescription drug alternatives as well as moral, ethical and legal responsibilities.

**Prerequisite:** PHM220H1; PHM231H1; PSL200Y1

**Co-requisite:** PHM331H1

**PHM321Y1** – Pharmaceutical Care II  
*L. Murphy and K. Shaw*

Through discussion of a series of paper patient cases, students will acquire and/or reinforce their skills in assessing and managing patients’ drug therapy. The case studies utilized in therapeutics will reinforce relevant pathophysiological and pharmacological concepts required to make these decisions. The specific therapeutic areas discussed will be common diseases that are not self-limiting in the areas of infectious diseases, respirology, musculoskeletal diseases, endocrine diseases and gastroenterology. In addition to large class discussions, the course also includes three small group seminars. Students will be expected to communicate both their decisions and the process followed in making these decisions in an understandable, appropriate written and verbal format, both during class discussions and in seminars. Team skills are also developed as students will work in small groups during case preparation, in-class assessments, and case study seminars.
PHM322H1 – Pharmacology/Medicinal Chemistry Tutorial  

J. Uetrecht  

The objective of this course is to use principles from pharmacology and medicinal chemistry to solve clinical problems. Another objective is to promote a more skeptical view by showing how clinical studies continually shape what is considered optimal therapy.  

Prerequisite: PHM222Y1; PHM231H1  
Co-requisite: PHM331H1

PHM323H1 – Applications of Pharmaceutical Analysis  

R. Reilly  

This course is designed to provide an appreciation of the applications of pharmaceutical analysis in the practice of pharmacy and medicine. The applications discussed in detail include analyses of herbal medicines, point-of-care devices, therapeutic drug monitoring, clinical toxicology, clinical laboratory medicine, biotechnology, nuclear medicine and drug overdose/abuse. The development of analyses for innovative drugs of the future is also introduced. A discussion of modern medical imaging technologies that have emerged from these physical analytical principles is provided. This course builds on concepts presented in PHM223H1 Methods of Pharmaceutical Analysis.  

Prerequisite: PHM223H1  
Co-requisite: PHM324Y1, PHM330Y1

PHM324Y1 – Pharmacokinetics  

D. Dubins and M. Piquette-Miller  

This course examines how the fate of drugs in the body is influenced by physiologic and bio-chemical processes and how this can be impacted by pathological, environmental and genetic factors. Discussions feature a mathematical description of the events which transpire following drug administration. The fundamental principles and quantitative relationships will be used to evaluate biological data, determine approaches in designing dosage regimens, and evaluate pharmacologic response. The resulting theory will form the basis for selecting a particular route of drug administration, evaluating different manufactured products of a drug, dose recommendations and identifying patient factors which require modification of normal therapeutic regimens.  

Prerequisite: PHM224Y1; PSL200Y1

PHM325H1 – Introductory Toxicology  

P.G. Wells  

Concerned primarily with drug-induced diseases, this lecture course provides students with a conceptual framework for understanding the broad spectrum of toxicological problems encountered in clinical practice, in drug development and regulation, and in medical research. Central biochemical mechanisms and the relevance of clinical factors to toxicological expression will be integrated and applied to illustrative models of drug-related diseases in humans.  

Prerequisite: ANA200Y1; PHM222Y1; PHM225H1; PHM226H1; PHM231H1; PHM331H1  
Co-requisite: PHM330Y1

PHM326H1 – Pharmacy Practice Management I  

W. Wilson  

With a focus on basic principles, this course introduces students to selected fundamental knowledge and skill domains required for effective management of any contemporary practice. These include human resources management, human rights, strategic and operations planning, organizational behaviour, professional guidelines and standards, managing professional productivity and work systems, entrepreneurship, economic and financial issues, managing formulary systems/drug use management, purchasing and inventory control, marketing, customer service, strategic partnering, marketing pharmacy services and patient safety.  

Prerequisite: PHM227H1
PHM328H1 – Professional Practice III

Pharmacy Practice III covers a variety of topics related to patient medication therapy including drug interactions and adverse drug reactions. Critical appraisal of the medical literature is introduced. Students must demonstrate an ability to apply their knowledge in these areas to patient specific situations. This course further develops jurisprudence issues as they pertain to practicing pharmacists.

Prerequisite: PHM228H1

PHM329H1 – Professional Practice III Laboratory

This course requires students to apply their knowledge of jurisprudence, therapeutics, drug information and pharmaceutical calculations in a variety of situations. Simulated pharmacies provide an environment for students to consolidate their technical skills, while introducing the application of clinical knowledge in a practical context. Small group sessions are employed to develop patient interviewing skills. Emphasis is placed on communication skills and the practical application of clinical knowledge with patient case scenarios while using the pharmaceutical care model to resolve actual or potential drug therapy problems.

Prerequisite: PHM229H1
Co-requisite: PHM321Y1, PHM328H1

PHM330Y1 – Clinical Biochemistry/Pathophysiology/Pathology

This course is designed to introduce pharmacy students to the basic mechanisms of pathophysiology, laboratory investigation and follow-up associated with diseases.

Prerequisite: ANA200Y1; PHM226H1; PSL200Y1

PHM331H1 – Pharmacology II

Drugs are classified and discussed with respect to their actions, uses and adverse effects. Particular emphasis is paid to mechanisms of drug action. Topics include pharmacology of the autonomic, immune, cardiovascular, and central nervous systems.

Prerequisite: PHM231H1

ALL OF FOURTH YEAR must be taken in its entirety during one academic year. All program requirements of Years 1 to 3 must be met prior to registration in Fourth year.

All fourth year courses offered in the Fall term (September to December) must be successfully completed and a sessional Grade Point Average of at least 1.70 be attained, prior to students being eligible to proceed with SPEP rotations.

PHM421Y1 – Pharmaceutical Care III

This course is a continuation of therapeutics taught in PHM321Y1. Through discussion of a series of paper patient cases, students will acquire and/or reinforce their skills in assessing and managing patients’ drug therapy. The case studies utilized in therapeutics will reinforce relevant pathophysiological and pharmacological concepts required to make these decisions. The specific therapeutic areas discussed will be common diseases that are not self-limiting and will include cardiology, oncology, psychiatry, neurology, renal disease and liver disease. In addition to large class discussions, the course also includes two small group seminars. Students will be expected to communicate both their decisions and the process followed in making these decisions in an understandable, appropriate written and verbal format, both during class discussions and in seminars. Team skills are also developed as students will work in small groups during case preparation, in-class assessments, and case study seminars.

PHM425H1 – Pharmacy Practice Research

This course introduces the student to research methods and design relevant to pharmacy practice. Drawing on what they learn in class as well as their knowledge of and experience in pharmacy practice, the health system, statistics, and bioethics, students will develop a proposal for a small research project applicable to pharmacy practice.
Trends and issues in Canadian health care with important implications for pharmacy will be discussed. The course consists of several modules: health care system reform, electronic technology in health care, systems theory and medication safety, pharmaceutical benefits management, impact of reimbursement and regulatory reform on scope of practice, and evaluation of new health care technology (pharmacoeconomics). Students will critically examine these topics from a health systems perspective and identify implications for pharmacy practice.

**PHM428H1 – Professional Practice IV**

This is a continuation of the Pharmacy Practice series of courses. This course requires students to demonstrate a consolidation of knowledge from previous courses, and to draw upon and complement material from the Pharmacy Practice, Pharmaceutical Care, and Social/Administrative Pharmacy courses and apply them to discussion of issues related to the psychology of patient care and pharmacy practice. Students will continue to utilize and develop strategic thinking and critical appraisal skills.

**PHM429H1 – Pharmacy Practice Seminar**

Pharmacy Practice Seminar is a consolidation of both the Professional Practice and Pharmaceutical Care series of courses. Working with “standardized patients” in small group interactions, students will further develop patient interviewing skills introduced in PHM329H1, while continuing to apply the pharmaceutical care process. Practical application of clinical knowledge to meet individual patients’ drug related needs, through effective patient interviewing skills, is the emphasis of this course. Students are expected to demonstrate well-developed communication skills (both verbal and written) in order to effectively apply clinical knowledge to various patient care situations.

**Preparedness for the Structured Practical Experience Program (SPEP)**

The overall goal of the Preparedness for SPEP component is to ensure that students have a clear understanding of expectations for the 16-weeks of experiential rotations. In addition, students must also comply with all post admission requirements (pages 14-17), prior to undertaking experiential education. For the SPEP Preparedness component, students are expected to have a clear understanding of rotation objectives, rotation activities to fulfill the objectives, performance assessment and evaluation procedures, SPEP policies and procedures as well as professional conduct during rotations. Students’ responsibilities and accountabilities at their practice sites will also be emphasized. Students must demonstrate that they are prepared to undertake these rotations by complying with the Preparedness for SPEP requirements which include: an assignment (letters and résumé for teaching associates), attendance and participation at a professional behaviour and ethics tutorial, and an assessment. Students will be assigned specific SPEP courses (rotations) to enable diverse learning experiences over the 16 week term of SPEP. While most students will complete PHM432Y1 and PHM434Y1, various course combinations from the list below that total 16 weeks may be assigned.

**PHM432Y1 – Structured Practical Experience Program (SPEP) – Community Pharmacy Practice**

This 8-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in community pharmacy practice sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM433Y1 – Structured Practical Experience Program (SPEP) – Ambulatory Care Practice**

This 8-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in pharmacy practice sites that have a focus on provision of excellent direct patient care. Sites may be community or institutional based, and offer a relatively unique type of practice that is not captured by either PHM432Y1 or PHM434Y1 (e.g., Nursing Home Consultant
Practice, Family Health Team, Ambulatory Care Practice). Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM434Y1 – Structured Practical Experience Program (SPEP) – Institutional Pharmacy Practice**
This 8-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in institutional pharmacy practice sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM435H1 – Structured Practical Experience Program (SPEP) – Community Pharmacy Practice**
This 4-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in community pharmacy practice sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM436H1 – Structured Practical Experience Program (SPEP) – Institutional Pharmacy Practice**
This 4-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in institutional practice sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM437H1 – Structured Practical Experience Program (SPEP) – Ambulatory Care Practice**
This 4-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning in an ambulatory care setting (e.g., Ambulatory Care Clinics at Institutional sites, Family Health Teams, Community Health Centres). These will be sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM438H1 – Structured Practical Experience Program (SPEP) – Institutional Pharmacy Practice II**
This 4-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in institutional practice sites that have a focus on provision of excellent direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

**PHM439H1 – Structured Practical Experience Program (SPEP) – Specialty Practice: Drug Information Service**
This 4-week course is designed to provide students with an opportunity to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning about drug information. These will be at sites that have a mandate to provide formalized Drug Information Services to support health care providers in provision of direct patient care (e.g., hospital based Drug Information Centres or Services, or regional Drug Information Services). Students are assigned to pharmacists, designated
as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

PHM440H1 – Structured Practical Experience Program (SPEP) – Specialty Practice: Drug Use Evaluation
This 4-week course is designed to provide students with an opportunity to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning to drug utilization. These will be at sites that provide formalized drug use evaluation support to health care providers in provision of direct patient care. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

PHM441Y1 – Structured Practical Experience Program (SPEP) – Ambulatory Care and Community/Institutional Pharmacy Practice
This 8-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in both ambulatory care practice (e.g., nursing home consultancy practice, family health teams, ambulatory care clinics at institutional sites) and either a community or institutional pharmacy practice site. In this course, there will be two ‘Teaching Associates’, one at each site, sharing the responsibility for a student, or a single ‘Teaching Associate’ providing supervision at both sites. At these sites students undertake a number of formalized activities, primarily related to direct patient care, designed to lead to the attainment of specific learning objectives.

PHM442H1 – Structured Practical Experience Program (SPEP) – Ambulatory Care and Community/Institutional Pharmacy Practice
This 4-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning. These opportunities will occur in both ambulatory care practice (e.g., nursing home consultancy practice, family health teams, ambulatory care clinics at institutional sites) and either a community or institutional pharmacy practice site. In this course, there will be two ‘Teaching Associates’, one at each site, sharing the responsibility for a student, or a single ‘Teaching Associate’ providing supervision at both sites. At these sites students undertake a number of formalized activities, primarily related to direct patient care, designed to lead to the attainment of specific learning objectives.

PHM443H1 – Structured Practical Experience Program (SPEP) – Specialty Practice: Investigational Drug Services
This four-week course is designed to provide students with a variety of opportunities to apply the knowledge, skills and professional values/behaviors gained through Faculty-based learning to investigational drug services. These opportunities will occur at sites that provide formalized investigational drug services to support health care providers and researchers conducting drug trials in direct patient care environments. Students are assigned to pharmacists, designated as ‘Teaching Associates’, at these sites; students undertake a number of formalized activities, each designed to lead to the attainment of specific learning objectives.

PHM450H1 – Aboriginal Issues in Health and Healing
As Pharmacy moves more to primary care, in a multicultural society such as ours, many of those who may become our patients view health and healing in ways radically different from the scientific perspective we have been taught. How can we counsel when we do not understand the patient’s world view? This course examines the many issues surrounding the health of Aboriginal people living in Canada as an example of cultures with a holistic understanding of health as a state of balance of body, mind, spirit and emotions. In this course, students will come to understand how cultural and economic domination, various government policies as well as indigenous spirituality and ways of knowing have affected the present-day health of Aboriginal peoples in Canada and throughout the world. Furthermore, in this time of global crisis, indigenous concepts of interconnectedness are coming to be seen as essential for our collective well being. The many highly qualified speakers from the Aboriginal
community, from traditional healers to physicians, policy analysts and epidemiologists, combined with its focus on healing process and its experiential format, make this course unique in the university. Optional field trips such as the “medicine walk” on the Six Nations reserve and a “sweat” lodge ceremony are offered to afford students first hand, some say transformational, experience and insight into Aboriginal orientations to health and healing. The course is enriched by its association with the Aboriginal Studies Department in the Faculty of Arts and Science and the participation of students from many disciplines.

PHM451H1 – Radiopharmaceuticals in Diagnosis and Therapy  
B. Bowen
This course outlines the use of diagnostic and therapeutic radiopharmaceuticals in the study of pathological conditions and the detection of disease. The focus of the lessons will be on the disease and pathology followed by the physiologic or pathologic changes that may be measured using nuclear medicine techniques. Wherever applicable, the discussion will illustrate how a knowledge of the use of this group of drugs may be incorporated into a pharmaceutical care plan for the patient. Cases will be presented and discussed throughout the course.

PHM453H1 – Selected Topics in Nuclear Pharmacy  
B. Bowen
This course examines the specialty of nuclear pharmacy by discussing a series of problems that explain the design, production, analysis and the clinical use of radiopharmaceuticals. The class will discuss the solution of each problem and using group discussions and laboratory exercises (if appropriate) will accomplish this task. Four problem cases are assigned to this course.

PHM454H1 – Selected Topics in the Pharmaceutical Industry  
R. Batal
This course is designed to expose students to the biopharmaceutical industry, its environment, inner workings, and approach to engaging customers and stakeholders. The course outlines the business model of the industry and covers both drug development and commercialization, from international and Canadian perspectives. The course is intended to broaden the students’ understanding of the industry, introduce critical concepts and terminology, build confidence and prepare students who may seek a career in the industry. Classes will include an introductory, grounding, lecture series by the course coordinator, followed by presentations by industry executives. Concepts covered will be discussed thoroughly in class.

PHM456H1 – Introduction to Paediatric Pharmacy Practice  
S. Bjelajac Mejia and J. Tjon
This course will introduce the student to many aspects of paediatric pharmacy practice. Examples include topics such as: medication use, therapeutic drug monitoring, medication safety, drug information, poison prevention, and medication teaching for parents and children. Therapeutic topics such as the following will be discussed: reflux and feeding tubes, infections, sickle cell, cystic fibrosis, transplantation and critically ill neonates and children, etc. Normal development and physiology of the fetus, neonate, infant, child and adolescent will also be addressed as well as infant, toddler and total parenteral nutrition. Lectures will primarily be given by multidisciplinary staff from SickKids Hospital.

PHM458H1 – Pharmacy Practice Management in the Community  
L. Lavack
Effective pharmacy management in the community requires the ability to manage operations, people, money, traditional goods and services, value-added services and risk. New graduates will need to learn how to manage these in a rapidly changing pharmacy practice context and, in order to do so effectively, will require good self-awareness and the ability to understand change and assume leadership responsibilities in this change. In a series of lectures, discussions and cases which build on administrative, managerial and human resource principles presented in PHM326H1, Pharmacy Practice Management, students will be further exposed to relevant management functions and business principles and will acquire related, foundational knowledge. Key elements in analyzing the market, establishing a practice, expanding services, creating business plans, managing finances, managing community pharmacy services and business ethics will be presented. John Kotter’s “Leading Change” and Daniel Goleman’s “What Makes a Leader” will serve as springboards to understanding change and leadership challenges and opportunities. In a unique component of this course students will individually complete and collectively discuss results of the BarOn EQ-i (Emotional Intelligence) Higher Education Assessment. This tool will enhance self-awareness as well as informing and
supporting essential journeys of understanding of self and others. Authentic cases of practitioner success and relevant case studies will consolidate course content.

PHM459H1 – Institutional Pharmacy Practice Management  
W. Wilson  
This course builds on the administrative, managerial and human resource principles presented in the prerequisite course, PHM326H1, with specific application to managing a pharmacy practice in an institutional setting. Students will explore institutional management issues. Topics discussed will include the organization of hospitals, the manager’s role in the hospital environment, patient oriented program development, new trends in hospital practice and the pharmacist’s impact on optimal drug therapy processes and outcomes. Other topics to be discussed will include health system changes affecting hospitals, external accountability requirements affecting hospitals and pharmacy services, the re-engineering of pharmacy practice, strategies for outcomes and process improvements, workload measurement systems, professional accountability, risk management, business ethics, and patient and medication safety.

PHM462H1 – Alcohol and Substance Use Disorders  
B. Sproule  
This elective course is designed to examine alcohol and other psychoactive substance use disorders, including prescription and over-the-counter drug abuse and dependence. Students will be exposed to the identification, prevention, and treatment (pharmacological and non-pharmacological) of alcohol and substance use disorders with an emphasis on the role of the pharmacist. Students will become familiar with alcohol and substance use disorders, comorbidity, detoxification procedures, information and treatment resources, medical and social problems associated with substance abuse, and will be exposed to real patients.

PHM463H1 – Pharmacotherapy in Obstetrics and Gynecology  
T. Brown  
Medications used in the care of Canadian women are amongst the most often prescribed pharmaceuticals. This course is designed to allow the student to obtain fundamental pharmacotherapeutic knowledge of medications used from menarche to menopause. This course will encourage the student to develop a practice that provides quality care to women.

PHM489H1 – Research Project I  
K.S. Pang, Coordinator, and Staff  
This elective project course is designed on the same basis as PHM499Y1 (see course description below). However, it is on a smaller scale, i.e., half the hours and half the weight. PHM489H1 may be taken by students in other years of the program provided such students have completed three years of university (not necessarily pharmacy) and relevant supervisors are members of the graduate faculty. No exemptions are granted for research courses taken previously. Project work may commence during the summer. Detailed course information, including information on application procedures, may be found at www.pharmacy.utoronto.ca/bscphm/research-projects.

PHM499Y1 – Research Project II  
K.S. Pang, Coordinator, and Staff  
This elective project course is designed to introduce to students who are entering their fourth and final year, the philosophy, methodology and performance of research in scientific fields offered by members of the graduate faculty at the Leslie Dan Faculty of Pharmacy. Students may work through the summer, but the research and write up must be finished by the end of the fall term of the fourth year. The research will involve the review of pertinent scientific literature and generation of new information. Depending upon the project and the supervisor, the research may be conducted in a laboratory at the Faculty, in a hospital, community pharmacy, pharmaceutical company, etc. Fields of study include: medicinal chemistry, pharmaceutics, pharmacokinetics, pharmacy administration and pharmacoeconomics, radiopharmacy, receptor biology, drug metabolism, therapeutics, and toxicology. Enrolment is limited and students are required to obtain prior written consent of the supervisor. Detailed course information, including information on application procedures, may be found at www.pharmacy.utoronto.ca/bscphm/research-projects.
Interprofessional education (IPE) encompasses a learning continuum that stretches from the university to clinical practice in many types of settings. It involves numerous stakeholder groups, among them students, faculty, clients/patients/families, clinicians and administrators. IPE expands the traditional uniprofessional education model to an educational process where two or more professional groups are brought together to “learn about, from and with each other to enable effective collaboration and improve health outcomes” (World Health Organization, 2010). In current strategic planning that is occurring at Health Canada, the Ontario Ministry of Health and Long-Term Care, and the University of Toronto, IPE is seen as key to developing well-prepared professionals who will assume leadership roles in health care upon graduation.

The University of Toronto (IPE) curriculum/program builds upon a rich history of IPE and is focused on the development of specific values and core competencies across eleven health professional programs (i.e., dentistry, medical radiation sciences, medicine, nursing, occupational therapy, pharmacy, kinesiology and physical education, physician assistant, physical therapy, social work and speech-language pathology). The knowledge, skills/behaviours and attitudes developed through the IPE curriculum/program will enable students to provide collaborative patient/client-centred care in an interprofessional context.

The IPE curriculum/program has been phased-in across the health professional faculties and departments starting in 2009, with new incoming students comprising the 2012-13 IPE entry cohort. This comprehensive curriculum/program includes the following four core learning activities:

i) Teamwork – 2 hour session

ii) Conflict in Interprofessional Life – 3 hour session

iii) Case-Based: Interfaculty Pain Curriculum – 3.5 days

iv) IPE Component in a Clinical Placement – Integrated with Advanced Pharmacy Practice Experience rotations

As well, students will participate in elective learning activities throughout their program in order to cover all IPE values and core competencies and to meet individual learning needs and interests.

Further information is available on the University of Toronto Centre for Interprofessional Education website (http://ipe.utoronto.ca).
GENERAL

Students should be assured that every possible consideration is given toward their success within the framework of the regulations printed hereafter. Students should become thoroughly familiar with these regulations as they may apply to their own situation and should observe especially the procedures for petitioning where the need arises.

The academic results for each year are reviewed by a board of examiners made up of all the instructors for the courses in that particular year. The recommendations from each of the boards of examiners are reviewed in turn by a committee on academic standing of the Faculty Council. Taken together, this ensures as equitable a process as possible, given due appreciation by the students themselves of their own strengths and weaknesses.

The Leslie Dan Faculty of Pharmacy has established the following audit rules (criteria) for standings within the program:

Grade Point Average

I Honours .................... 3.50 - 4.00
II Honours .................... 2.70 - 3.49
Pass ............................ 1.70 - 2.69
Fail ............................. 0.00 - 1.69

Students who obtain a cumulative Grade Point Average of at least 3.50 graduate ‘with honours’.

Only courses for which numeric grades are reported are factored into the calculation of Grade Point Averages, i.e., non-numeric designations are excluded.

GRADING PRACTICES POLICY

The following is based on the University Assessment and Grading Practices Policy as approved by the Governing Council of the University of Toronto on January 26, 2012. The full policy is available on the Governing Council website (www.governingcouncil.utoronto.ca/Governing_Council/policies/policies/uniassgpp.htm).

1. a) Grades are a measure of the performance of a student. They are an indication of the student’s command of the content of the components of the academic program. In assessing student performance and translating that assessment into grades, the University’s standards and practices should be comparable to those of our academic peers.

b) Once an assessment of the performance of the student has been made, the following grade scales are to be used:

i) the refined letter grade Scale, A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F;

ii) the numerical scale of marks, consisting of all integers from 0 to 100 (that is, 0,1...99, 100).
<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Refined Grade Scale</th>
<th>Grade Point Value*</th>
<th>Numerical Scale of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>90 – 100%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85 – 89%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84%</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>73 – 76%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 72%</td>
<td></td>
</tr>
<tr>
<td>Adequate</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
<td>63 – 66%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 62%</td>
<td></td>
</tr>
<tr>
<td>Marginal</td>
<td>D+</td>
<td>1.3</td>
<td>57 – 59%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
<td>53 – 56%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D-</td>
<td>0.7</td>
<td>50 – 52%</td>
<td></td>
</tr>
<tr>
<td>Inadequate</td>
<td>F</td>
<td>0.0</td>
<td>0 – 49%</td>
<td></td>
</tr>
</tbody>
</table>

* The grade point values above apply to marks earned in individual courses; grade point averages are weighted sums of the grade points earned, and thus do not necessarily correspond exactly to the scale above.

c) In addition to the above, there are approved grade scales that are outside the standard grade scale system. These grades are assigned for courses in which only broad evaluative distinctions in assessing the quality of student performance are judged appropriate. Approved grade scales include:
   i) H (Honours), P (Pass), F (Fail);
   ii) HH (High Honours), H (Honours), P (Pass), LP (Low Pass), F (Fail);
   iii) CR (Credit), NCR (No Credit).

2. The distribution of grades in any course shall not be predetermined by any system of quotas that specifies the number or percentage of grades allowable at any grade level.

3. The Board of Examiners will review and approve all final grades. All reported grades should be considered as final and any consultation should be done in advance, especially in courses with multiple instructors. The Board of Examiners is to be advised of any adjustment made and the reason for doing so. This pertains to grades adjusted for the overall class. (Any adjustments made for individual students should be considered on an individual basis at Board of Examiners.) Their recommendation will be forwarded to the Committee on Academic Standing, a Committee of the Faculty Council. Where grades have been adjusted by the Board of Examiners or the Committee on Academic Standing, the students, the instructor, and the Faculty Registrar shall be informed. The Faculty Registrar shall relay this information, upon request, to the student(s) and/or the instructor(s) with a description of the change, the methodology used, and a description of the divisional appeal procedure.

4. Final grades shall not be reported or released to students as official until they are approved by the Committee on Academic Standing. Where final exams are written mid-year students will be informed of their unofficial grade.

5. No final grades will be posted. However, term grades should be posted within four weeks after an examination, and shall be posted at least three weeks before the final exam. Exemptions must be approved by the Committee on Academic Standing. Secure electronic media (such as Blackboard) should be used to post term grades so individuals see only their own grade. Unless no other
alternative exists, post term grades in hard copy using truncated student numbers to reduce the ability of students to identify one another’s grades. The first four digits of the student number are to be removed, and the grades are to be sorted numerically by ‘truncated’ student number in either ascending or descending order.

6. Students must obtain an annual grade point average of at least 1.70 (C-) and at least 60% in every course before they can advance to the next higher year. This higher standard overrides those stated in the Assessment and Grading Practices Policy.

7. Students who obtain an annual grade point average of at least 1.70 (C-) and a D (50-59) or F (0-49) in a course must write the first offered supplemental examination in that course. The original failed grade will stand and the supplemental examination grade will be reported as either Pass or Fail. In order to advance to the next higher year, students must obtain a grade of Pass on the supplemental examination.

The number of supplemental examinations which may be written in any one year by a full-time student cannot exceed 2.0 full course equivalents (fce’s). If a student with an Annual GPA of 1.70 or higher fails more than 2.0 fce’s he or she may write supplemental examinations in 2.0 fce’s of their choosing. The student must repeat the remaining failed course(s) beyond the 2.0 fce’s prior to proceeding to the next higher year.

The supplemental will be a cumulative examination comprising the entire assessment component of the course (unless otherwise advised). A weight of 100% is assigned. If students fail this supplemental examination, they must repeat that course in a subsequent year. Students will not be permitted to take a course and try the regular and supplemental examinations related thereto more than twice. Students may not proceed to a succeeding year until they have fulfilled all of the requirements of the preceding year.

If a student fails an SPEP Rotation the student will be required to complete a supplementary practical experience rotation of 4, 6 or 8 weeks. Activities will be customized to address areas in which individual student’s performance in a failed rotation are identified as needing improvement. Rotation length will be determined initially based on required objectives and then reassessed at the end of week 2, 4 or 6, as necessary. Students will be given one opportunity to successfully complete a supplementary practical experience rotation.

CLASSROOM PROCEDURES

a) By the second lecture period in a course, the instructor shall make available to the class, and shall file with the Faculty Registrar the methods by which student performance shall be evaluated. This shall include whether the methods of evaluation will be essays, tests, class participation, seminar presentations, examinations, or other, the relative weight of these methods in relation to the overall grade, and the timing of each major evaluation.

b) Instructors are not obliged to accept late work, except where there are legitimate, documented reasons beyond a student’s control. In such cases, a late penalty is normally not appropriate. Where an instructor intends to accept and apply penalties to late assignments, this must be set out clearly in the course syllabus.

c) After the methods of evaluation have been made known, the instructor may not change them or their relative weight without the consent of a simple majority of students attending the class, provided the vote is announced no later than in the previous class. Any changes must be reported to the Faculty Registrar. The only exception to this is in the case of the declaration of a disruption.

d) Student performance in a course shall be assessed on more than one occasion. No one essay, test, examination, etc., should have a value of more than 80% of the grade. Exemptions (e.g.,
PHM489H1; PHM499Y1) must be approved by the Committee on Academic Standing prior to the beginning of a course.

e) In courses that meet regularly as a class, there should be an examination (or examinations) conducted formally under Faculty auspices and worth (alone or in the aggregate) at least one-third of the final grade. Exemptions must be approved by the Committee on Academic Standing prior to the beginning of a course. The relative value of each part of an examination should be indicated to the student. In the case of a written examination, the value shall be indicated on the examination paper.

f) Students should have access to commentary on assessed term work and the opportunity to discuss the assessment with the instructor.

g) At least one piece of term work which is part of the evaluation of a student performance and worth at least 10% of the final grade, whether essay, lab report, review, etc., must be returned to the student prior to the last date for withdrawal from the course without academic penalty. Exemption will require approval of the Committee on Academic Standing. In addition, the instructor shall inform the students of the exemption by the second lecture period in the course.

**PROCEDURES IN THE EVENT OF DISRUPTIONS**

**PRINCIPLES**

The following principles shall apply in the event of disruption of the academic program:

(i) The academic integrity of academic programs must be honoured; and

(ii) Students must be treated in a fair manner recognizing their freedom of choice to attend class or not without penalty.

**PROCEDURES**

(a) The Vice-President and Provost, or the Academic Board, shall declare when a disruption of the academic program has occurred. The Provost shall take steps to inform the University community at large of the changes to be implemented, and will report to the Committee on Academic Policy and Programs regarding the implementation of the procedures and changes to the status of the academic programs.

(b) Individual instructors or multi-section co-ordinators responsible for courses that are disrupted shall determine, as the disruption proceeds, whether any changes to classroom procedures are needed to complete the course.

(c) Changes to the classroom procedures should, where possible, first be discussed with students prior to the class in which a vote of the students present on the proposed changes is to be taken. Changes agreed upon by consensus should be forwarded to the Faculty Registrar with a report on the attendance at the class where the vote was taken.

(d) Where consensus on changes has not been arrived at, or where a vote is not feasible, the instructor, after the class discussion, will provide the Dean with his or her recommendation, along with the results of any classroom votes. The Dean shall then make a decision.

(e) Where classes are not able to convene, the instructor, with the prior approval of the Dean shall make changes deemed necessary to the classroom procedures. In the absence of the instructor such changes will be made by the Dean and require the approval of the Provost. Where courses are to be cancelled, approval of the Faculty Council is required. If the Faculty Council cannot meet, approval of the Dean, or in the absence of the Dean, the approval of the Provost, is required.

(f) Students must be informed of changes to classroom procedures. This may be done by circulating the changes in writing to the class, posting in the Faculty offices, reporting to Faculty Council, as well as listing in the campus press. Should classes resume students must be informed, at class, of any changes made during the disruption.
(g) Where changes to the classroom procedures are made, students who do not wish to complete the course under the revised procedures may withdraw without academic penalty. This must be done prior to the last day of classes.

(h) Where students have not attended classes that are meeting, they nonetheless remain responsible for the course work and meeting course requirements. However, where possible, reasonable extension of deadlines for the course requirements, or provision of make-up tests shall be made and reasonable alternative access to material covered should be provided.

(i) A student who feels, owing to his or her special circumstances, that changes to the classroom procedure have unreasonably affected his or her grade may appeal the grade following the procedure as set out in the Faculty.

ASSESSMENT IN CLINICAL AND FIELD SETTINGS

Reasonable exemptions to the Classroom procedures described above may be made in circumstances such as field or clinical courses where adherence to these procedures is not possible. Nevertheless, it is obligatory that the assessment of the performance of students in clinical or field settings should be fair, humane, valid, reliable and in accordance with the principles enunciated in the University Grading Practices Policy. Accordingly, where a student’s performance in a clinical or field setting is to be assessed for credit, the evaluation must encompass as a minimum:

(a) a formal statement describing the evaluation process, including the criteria to be used in assessing the performance of students and the appeal mechanisms available. This statement should be available to all students before or at the beginning of the clinical or field experience;

(b) a mid-way performance evaluation with feedback to the student;

(c) written documentation of the final assessment.

In addition, for such clinical and field experiences, the Faculty must ensure that:

(d) clinical and field assessors are fully informed regarding University, Faculty and course policies concerning evaluation procedures, including the specific assessment procedures to be applied in any particular field or clinical setting.

Any exception from the above would require a Faculty Council request with explanation for approval by the Governing Council.

MISSED EXAMINATIONS OR ASSIGNMENTS

Students are expected to write all examinations as scheduled and to submit all assignments by the specified deadlines. Only in cases of documented illness or legitimate conflict should a student submit a petition requesting accommodation for a missed examination or assignment.

Missed examinations include quizzes, term tests and final examinations which comprise a portion of the total evaluation of a course, where a student is absent for the entire quiz, term test or final examination.

Missed assignments include essays, laboratories, case study seminars and other components which comprise a portion of the total evaluation of a course, where a student fails to hand in or complete the essay, laboratory, case study seminar or other component by the deadline set.

When a student misses an examination or assignment, and wishes to request academic accommodation, it is the student’s responsibility to immediately notify the course instructor and Faculty Registrar. The student must file with the Faculty Registrar a petition for consideration with respect to the missed examination or assignment together with the appropriate supporting documentation. A decision on the validity of the reason will be determined in the first instance by the Faculty Registrar and if need be with the Chair of the Committee on Academic Standing. More complex situations may be referred to the Committee on Academic Standing as required.
The petition and supporting documentation must be filed within **seven** calendar days of the missed examination or assignment in order to be considered. For examinations missed during the regularly scheduled examination periods (December and April), petitions must be submitted by the end of the examination period. Supporting documentation should follow in a timely manner if unavailable by the end of the examination period, with an absolute deadline of the relevant Board of Examiners meeting. Information about this date may be obtained from the Faculty Registrar.

**Students who are given permission to write make-up examinations or to complete missed assignments must pay a ‘Special Examination’ fee of $70 per examination.** When students receive information regarding the date and time of the make-up examination, they will also receive fee payment instructions and deadline information. Failure to make arrangements for paying this fee by the deadline provided will result in the loss of privilege to write the make-up examination, and a grade of ‘0’ will be assigned for the missed examination.

For a Pharmacy course, if a mid-term examination is missed in December, it is the responsibility of the instructor to organize the date and time for a make-up exam. If a final examination is missed in December, the make-up examination will be scheduled during Reading Week in February (for First, Second and Third year students). For Fourth year students, if a final examination is missed in December, a make-up examination will be held prior to the December break, time permitting. Otherwise, it will be held during Reading Week in February.

If Fourth year students write a make-up examination in February and fail the course, the next supplemental examination period would be in April.

If a final Pharmacy examination is missed in April, a make-up exam will normally be held in August during the supplemental examination period. If a final examination is missed in April in any course taught by, or in conjunction with, Arts and Science, the make-up examination will be held during the relevant Arts and Science examination period.

If a student is eligible to write a make-up exam in a Pharmacy course, a maximum of two opportunities will be offered, unless otherwise specified in the course syllabus. If the make-up exams are also missed, the next opportunity to write such an exam will be during a specific designated exam period.

In accordance with Faculty policy, if the petition is not granted, or if there is no petition, a grade of zero will be assigned. Acceptable valid reasons in the past have included personal illness or illness or death of a close family member. A letter from a physician or member of clergy, or other appropriate professional person familiar with the circumstances, will be required to substantiate the reason. As noted above, a decision on the validity of the reason will be determined in the first instance by the Faculty Registrar and if needed with the Chair of the Committee on Academic Standing. More complex situations may be referred to the Committee on Academic Standing for decision.

If the petition is granted the faculty member will be expected to proceed with the appropriate action according to the course policy. Course policy must conform to the University’s Assessment and Grading Practices Policy.

When any examination or assignment is missed, and where a petition deemed valid by the Faculty is presented, and the sum of all other examinations and evaluations in the course is equal to or greater than 20% of the total grade:

i) the student will be given a make-up examination (written or oral at the instructor’s discretion), or another assignment comparable to the missed evaluation, or

ii) in a course with a cumulative final examination, the weight of the final examination will be increased to equal the value of the missed examination, plus the original value of the final.

Note that in accordance with the University’s Assessment and Grading Practices Policy, no one evaluation should have a value of more than 80% of the total grade. Exemptions must be approved by the Committee on Academic Standing prior to the commencement of a course.

If the sum of other examinations and assignments in the course is less than 20% of the total grade the student must be given a make-up examination or other assignment comparable to the value of the missed evaluation.
The examination or assignment option chosen by or available to the instructor must be conveyed to the students by the second lecture period in a course, with the method of evaluation, and filed with the Faculty Registrar.

STUDENT ACCESS TO PREVIOUS EXAMINATIONS

For all courses where there is a final written examination, instructors should provide access to copies of the previous years’ final examination papers and other years’ papers where feasible. Exemption may be granted by the Committee on Academic Standing.

CHECKING OF MARKS

Students may request to have a final examination re-read for a fee of $36. (Students should note that failed examinations must be re-read by the professor before the marks are reported.)

Requests for re-reads of final examinations must be submitted, in writing, to the Faculty Registrar as follows:
For December examinations: by the end of March
For April examinations: by the end of September

For other examinations, such as mid-terms, make-ups, etc., requests for re-reads must be made to the professor responsible for the examination within 4 months of the date the examination was written.

A re-reading or recalculation may lead to a lowering, or a raising, or no change of the mark. If the mark is raised, a refund of the fee will be made to the student. For computer-marked exams where the answer sheets have been incorrectly or inadequately completed, a request for a re-read, with payment of the appropriate fee, will be accepted. However, should the student’s grade increase and should the problem or error be that of the student, then no refund will be given.

Students who would like to see any examination may do so in the presence of the course coordinator. For final examinations, if a student requests more than one viewing of any examination, a fee of $10 will be levied for the second and any subsequent viewing. Requests for the second and any subsequent viewing of the same examination must be made in writing and submitted to the Faculty Registrar along with the fee payment. The deadlines for submitting requests to view examinations are the same as the deadlines for submitting requests for re-reads of examinations (see above). The student may view only his/her own examination. Examination papers will not be reproduced for students.

For Arts and Science courses, students are asked to follow the procedures as outlined in the Arts and Science Calendar under ‘Reassessment of Marks’. In addition, the student must advise the Faculty Registrar in Pharmacy of his or her intention to have an Arts and Science examination re-read.

RULES FOR EXAMINATIONS

“Examination”’ means all term tests and final examinations.

Admittance to Examinations

1. Candidates will appear at the place of examination 15 to 20 minutes before the hour appointed for the commencement of the examination. Candidates will be permitted to enter the place of examination at the discretion of the Presiding Officer. No candidate will be allowed to leave the place of examination until 1/3 of the examination period has elapsed after distribution of the examination paper. Similarly, if any candidates arrive after 1/3 of the examination period has elapsed since such distribution, such candidate(s) will not be permitted to write the paper without the consent of the Presiding Officer. In the latter case, if the Presiding Officer allows the candidate to write the examination, the Presiding Officer will report the circumstances to the Faculty Registrar. In any case, no candidate will be permitted to enter the examination room once any candidate has left the premises.

2. No person will be allowed in the examination room during the hours of the examination except the candidates concerned and those supervising the examination, unless that person has the permission of the Presiding Officer.
Examination Room

3. The Presiding Officer has authority to assign seats to candidates.

4. Bags and books are to be deposited in areas designated by the Presiding Officer and are not to be taken to the examination desk or table. Students may leave purses on the floor under their chairs. Students may place laptop computers under their desks but they must be removed from their bags or carrying cases, and they must be turned off. The bags or carrying cases must be deposited in the designated area of the examination room.

5. Candidates will bring their student card, and place it in a conspicuous place, or as instructed, on their desk.

Candidates

6. Candidates are not permitted to wear baseball caps or other hats (religious head coverings are an exception). Sunglasses and earphones are not allowed. Students who choose to wear earplugs while writing examinations will not receive special consideration should they not hear announcements made during any given examination. Also, Presiding Officers and invigilators may inspect earplugs that are being used.

7. Food brought into examinations for consumption is limited to a small snack in a transparent bag or container. Wrappers on food products, e.g., granola bars, must be removed. Drinks in transparent bottles (with labels removed) are also permitted.

8. Candidates, in writing out answers, will write on the ruled pages only, unless directed otherwise by the Presiding Officer, and will number their answers to correspond to the questions. Calculations or rough drafts of answers will appear on the unruled pages. On the outside of each book candidates will write their name, student number and subject of the examination; and will number each book, indicating the total number of books used. All pages will be handed in.

9. No materials or electronic devices will be accessible and/or used at an examination except those authorized by the Presiding Officer or Examiner. Unauthorized materials include, but are not limited to, books, class notes and aid sheets. Unauthorized electronic devices include, but are not limited to, cellular telephones, laptop computers, programmable calculators, MP3 Players (such as an iPod), Personal Digital Assistants (such as a Palm Pilot or Blackberry), pagers, electronic dictionaries, Compact Disc Players and Mini Disc Players.

10. Examination books and other material issued for the examination will not be removed from the examination room except by authority of the Presiding Officer.

11. When conversation is necessary between candidates and invigilators or among invigilators, it will be carried out as discreetly as possible so that other candidates are not disrupted.

12. Candidates choosing to leave the examination room before the last 10 minutes of the examination period will leave the examination room promptly after they have turned in their papers.

13. No candidates still present during the last 10 minutes of the examination period will be permitted to leave during that interval.

14. At the conclusion of an examination, all writing will cease. The Presiding Officer will seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed at the discretion of the instructor. Candidates will remain seated at the close of the examination until all examinations are collected and until directed by the Presiding Officer to leave the room, and will not remove any examination materials from the room, unless approved by the Presiding Officer.

Policies

15. In the event that a student begins but does not complete an examination, the student is considered to have been present, and the examination will be graded.

16. If students decide to write an examination, there will be no opportunity to re-write the exam. Students are expected to make appropriate judgements about their fitness to attend an examination
and must accept the outcome of their choices. A petition with supporting documentation may be submitted if students believe that there were extenuating circumstances affecting their performance (refer to ‘Petition Procedures’, p.58). Such petitions will be kept on file until the relevant Board of Examiners meets to approve final grades and to discuss students who are in academic difficulty.

**Offences**

17. Candidates who bring any unauthorized material into an examination room or who assist or obtain assistance from other candidates or from any unauthorized source are liable to penalties under the Code of Behaviour on Academic Matters, including the loss of academic credit and expulsion.

The following procedures will be followed should such an incident occur:

(a) The invigilator will inform the Presiding Officer of the incident.

(b) The Presiding Officer will immediately collect all evidence and the written paper to that point, note the time and sign both the evidence and the written paper and have this witnessed by one of the invigilators.

(c) The candidate will then be given a new examination book and allowed to proceed with the examination.

(d) Should the candidate require the confiscated written paper for reference to continue, this may be done under the direct supervision of the Presiding Officer or his/her designate.

(e) Refer to ‘Academic Offences by Students’ in the ‘Code of Behaviour on Academic Matters’ for further procedures.

(f) Students will be allowed to proceed with subsequent examinations pending the decision of the above bodies.

(g) It is understood that all procedures will be executed with reasonable promptness.

**Unforeseen Circumstances**

18. In the event of unforeseen or unregulated incidents arising before, during or immediately after the examination, the Presiding Officers are authorized to make decisions at their discretion, which will, however, be subject to review.

**PETITION PROCEDURES**

A petition is a written request for special consideration, because of illness or other circumstances, related to non-compliance with course requirements or impact on academic performance. Petitions are submitted to the Faculty Registrar, in the requisite form, and are considered in confidence by, or on behalf of, the Committee on Academic Standing. Petitions are presented to the Board of Examiners only in the event that a student’s satisfactory performance in the program is in jeopardy.

If a petition is submitted by the appropriate deadline, with a clear explanation of the circumstances, and any required documentation is provided, the request will be given prompt consideration. Petition decisions are based on the validity of the request. Approval is not automatic and should not be taken for granted. If students fail to observe deadlines or to organize their academic priorities, or if they have been negligent about their responsibilities, then special consideration will not be warranted. The petition process is not a means to salvage courses and/or the academic record.

A petition should be submitted only when there are circumstances which are not only beyond the student’s control, but which also could not reasonably have been anticipated or overcome, and which have affected the student’s studies or impacted academic performance.

Relevant and appropriate documentation must be provided at the time the petition is submitted. In the absence of this documentation, the petition is not valid and a grade of ‘0’ will be assigned for the missed evaluation. In the case of illness, a University of Toronto Medical Certificate must be provided. Note that the physician’s report must establish that the student was examined and diagnosed at the time of the illness, not after the fact. A statement that merely confirms a report of illness made by the student for documentation by the physician will not be sufficient; rather, the medical report must show:
that the student was examined at the time of illness;
• the degree of disability involved;
• the duration of the disability;
• the practitioner’s professional opinion as to whether the student should receive special consideration on medical grounds.

Petitions for missed mid-term examinations, assignments or other course requirements must be submitted within seven calendar days of the missed examination, assignment or course requirement. For examinations missed during the regularly scheduled examination periods (December and April), petitions must be submitted by the end of the examination period. Supporting documentation should follow in a timely manner if unavailable at the end of the examination period, with an absolute deadline of the relevant Board of Examiners meeting. Information about this date may be obtained from the Faculty Registrar.

APPEALS

I. Students may appeal to the Committee on Appeals decisions made by any Standing Committee of Faculty Council and approved by Faculty Council.

II. STRUCTURE:

1. The Appeals Committee of the Council of the Leslie Dan Faculty of Pharmacy has been established as the formal structure within the Faculty for the hearing of appeals. Within the Faculty, final decision on an appeal rests with this Committee which reports to Faculty Council for information.

2. The Committee is comprised of a Chair, four academic members of Faculty Council and one student enrolled in the same program but not in the same class as the appellant. Members of the Committee will not have had any previous association with the matter which forms the substance of the appeal.

3. A further right of appeal is to the Academic Appeals Committee of the Governing Council. An appeal to the Academic Appeals Committee shall, expect in exceptional circumstances, be commenced by filing a notice with the Secretary of the Committee no later than ninety days after the decision from which the appeal is being taken has been communicated in writing to the appellant. Information regarding the Academic Appeals Committee’s Terms of Reference, Membership and Notice of Appeal Form are available online at www.governingcouncil.utoronto.ca/policies/Academic_Appeals_Committee_Terms_of_Reference.htm.

III. PROCEDURES:

1. In the event that students feel they have a cause for appeal and are considering a formal appeal, they must consult the Faculty Registrar about the preparation and submission of the appeal.

2. An appeal may be submitted when a student feels that relevant evidence of circumstances impacting his/her performance was not duly considered when a decision affecting the student was taken. Therefore, an appeal must normally be preceded by the submission of a petition. In the absence of a petition, permission to submit an appeal may be granted nonetheless by the Appeals Committee at the hearing of the appeal. In such a case, the reason(s) for the failure to submit a petition must be stated in the appeal.

3. Appeals and all material relied upon must be submitted to the Faculty Registrar within 21 calendar days of the communication of the decision that is being appealed. Permission to file any material which was not available, or could not by reasonable means be made available by this date, or which comes to light after this date and prior to the appeal hearing, must be obtained from the Faculty Registrar in consultation with the Chair of the Appeals Committee.

4. The appeal shall: i) be in writing; ii) state the nature and grounds of the appeal, and iii) be accompanied by any documents which will be used in support of the appeal.

5. Receipt of an appeal will be acknowledged by the Chair of the Appeals Committee in a letter sent by registered mail or other receipted delivery.
6. The Chair of the Appeals Committee, along with the Faculty Registrar, will then set a date and time for the appeal to be heard. The appellant will be notified of the date, time and place of the hearing by registered mail or other receipted delivery. The general format for the conduct of the hearing will also be communicated to the appellant.

7. Students have the right to appear before the Appeals Committee with or without legal counsel. If students intend to be accompanied by legal counsel, this must be communicated to the Chair of the Appeals Committee in the appeals submission.

8. Students also have the right to call evidence and present argument in person and/or through legal counsel.

9. The Appeals Committee is required to arrive at a majority decision and this decision, together with a concise but complete statement of the reasons for the decision, will be sent to the appellant by registered mail or other receipted delivery the day following the hearing.

IV. CONDUCT OF THE APPEAL HEARING

1. Prior to date of the hearing of the appeal, the Faculty Registrar will distribute, on a confidential basis, to each member of the Appeals Committee, to the Dean of the Faculty and to the appellant, a copy of the appeal submission and supporting documents, and a copy of any other relevant materials. Members of the Committee will review but will not discuss the case prior to the hearing.

2. On the day of the hearing, immediately prior to the hearing being called to order, the members of the Appeals Committee will meet to review the materials pertinent to the appeal. When the submission of an appeal has not been proceeded by the submission of a petition, the Committee will determine if the appeal will be heard.

3. When the hearing is called to order, the parties present will be the members of the Appeals Committee, the appellant and his/her legal counsel (if desired), the Dean of the Faculty and the Faculty Registrar.

4. The hearing will be conducted as follows:
   i) the Chair will make an opening statement to provide information concerning the disposition of the case by the Committee;
   ii) the appellant or his/her legal counsel will be given the opportunity to make a statement;
   iii) the Dean of the Faculty will be allowed to provide comment;
   iv) each member of the Committee will have the opportunity to ask questions of the appellant, the Dean and the Faculty Registrar;
   v) the appellant or his/her legal counsel will be allowed to make a brief statement in summation of the appeal.

5. All parties except the members of the Appeals Committee will then leave the room and the Committee will proceed to deliberate and come to a decision on the appeal.

V. OTHER IMPORTANT INFORMATION

1. Students submitting an appeal are required to provide proper documentation in support of the appeal. If illness is the reason for the appeal, the ‘University of Toronto Student Medical Certificate’ should be submitted. Note that the physician’s report must establish that the student was examined and diagnosed at the time of the illness, not after the fact. As well, a statement that merely confirms a report of illness made by the student for documentation by the physician will not be sufficient. Rather, the medical report must show:
   • that the student was examined at the time of illness;
   • the degree of disability involved;
   • the duration of the disability;
   • the practitioner’s professional opinion as to whether the student should receive special consideration on medical grounds.
Statements from social workers, lawyers, clergy and other professionals may also be relevant and should:
• state the nature and extent of the problem;
• give his/her professional opinion as to whether the student should receive special consideration on the grounds documented in the student’s appeal.

2. Students are assured that all student records are confidential, including appeal submissions and supporting documentation. As stated in the University’s ‘Guidelines Concerning Access to Student Academic Records’, only those staff members who need to may “have access to relevant portions of an official academic record for the purposes related to the performance of their duties.”

3. Students are also assured that they will have the opportunity to raise matters of proper concern to them, throughout the appeals process, without fear of disadvantage.

4. University policies relevant to the appeals process include, but are not limited to the following:
• ‘University Grading Practices Policy’
• ‘Policy on Access to Student Academic Records’
• ‘Policy on Access to Information and Protection of Privacy’
• ‘Statement of Institutional Purpose’
• ‘Statement of Human Rights’

All University policies can be found at: www.governingcouncil.utoronto.ca/policies.htm.

LATE WITHDRAWAL
Any First, Second or Third year student who withdraws after February 15, 2013, or any Fourth year student who withdraws after October 29, 2012, or any student who does not withdraw but does not write the annual examinations, will be regarded for the purposes of these regulations as having failed the year.

GUIDELINES FOR FAILED/PASSED YEAR
A student who fails a year, and receives permission to repeat the failed year, must repeat the entire work of the year, including all examinations.

The maximum duration allowed for a student to complete the BScPhm program is 8 years from the initial year of registration.

• If a student receives less than a 1.70 annual Grade Point Average (GPA), this will constitute a failed year.
• If a student receives less than a 1.70 annual GPA twice, re-admission or further registration will be denied.
• Students who receive an annual GPA of less than 1.70 and who are permitted to write a supplemental examination(s) through the petition or appeal process will be eligible to proceed to the next year of the program provided they pass the supplemental examination(s). The original annual GPA will stand.
• If a 1.70 annual GPA is received, a student will have passed the year only when all courses are successfully completed.
• If a petition and/or appeal relates to a particular course, and special consideration is given, this course may be cleared without a supplemental examination.

STANDARDS OF PROFESSIONAL PRACTICE BEHAVIOUR FOR ALL HEALTH PROFESSIONAL STUDENTS
(June 16, 2008)

PREAMBLE
Health professional students engage in a variety of activities with patients/clients under supervision and as part of their academic programs. During this training, the University, training sites, and society more generally expect our health professional students to adhere to appropriate standards of behaviour and ethical values. All health profession students accept that their profession demands integrity, exemplary behaviour, dedication to the search for truth, and service to humanity in the pursuit of their education and the exercise of their profession.
These Standards express professional practice and ethical performance expected of students registered in undergraduate, graduate and postgraduate programs, courses, or training (for the purposes of this policy, students includes undergraduate/graduate students, trainees including post doctoral fellows, interns, residents, clinical and research fellows or the equivalents) in the:

(a) Faculty of Dentistry;
(b) Faculty of Medicine;
(c) Lawrence S. Bloomberg Faculty of Nursing;
(d) Leslie Dan Faculty of Pharmacy;
(e) Faculty of Physical Education and Health;
(f) Factor-Inwentash Faculty of Social Work;
(g) Ontario Institute for Studies in Education (OISE Programs in School and Clinical Child Psychology; Counselling Psychology for Psychology Specialists; Counselling Psychology for Community and Educational Settings).

By registering at the University of Toronto in one of these Faculties or in courses they offer, a student accepts that he/she shall adhere to these Standards. These Standards apply to students in practice-related settings such as fieldwork, practicum, rotations, and other such activities arranged through the Faculty, program of study, or teaching staff. Other Faculties that have students engaged in such activities in health settings may also adopt these standards.

These Standards do not replace legal or ethical standards defined by professional or regulatory bodies or by a practice or field setting, nor by other academic standards or expectations existing at the University of Toronto. Action respecting these Standards by the Faculty responsible for the program or course does not preclude any other action under other applicable University policies or procedures, action by program regulatory bodies, professional bodies, or practice/field settings, or action under applicable law including the Criminal Code of Canada.

Breach of any of these Standards may, after appropriate evaluation of a student, and in accordance with applicable procedures, be cause for dismissal from a course or program or for failure to promote.

**STANDARDS OF PROFESSIONAL BEHAVIOUR AND ETHICAL PERFORMANCE**

(a) All students will strive to pursue excellence in their acquisition of knowledge, skills, and attitudes in their profession and will uphold the relevant behavioural and ethical standards of his or her health profession or Faculty, including:

1. Keeping proper patient/client records
2. Where patient/client informed consent to an action is required, the student will act only after valid informed consent has been obtained from the patient/client (or from an appropriate substitute decision-maker)
3. Providing appropriate transfer of responsibility for patient/client care
4. Being skilful at communicating and interacting appropriately with patients/clients, families, faculty/instructors, peers, colleagues, and other health care personnel
5. Not exploiting the patient/client relationship for personal benefit, gain, or gratification
6. Attending all mandatory educational sessions and clinical placements or provide appropriate notification of absence
7. Demonstrating the following qualities in the provision of care:
   (a) empathy and compassion for patients/clients and their families and caregivers;
   (b) concern for the needs of the patient/client and their families to understand the nature of the illness/problem and the goals and possible complications of investigations and treatment;
   (c) concern for the psycho-social aspects of the patient’s/client’s illness/problem;
   (d) assessment and consideration of a patient’s/client’s motivation and physical and mental capacity when arranging for appropriate services;
(e) respect for, and ability to work harmoniously with, instructors, peers, and other health professionals;
(f) respect for, and ability to work harmoniously with, the patient/client and all those involved in the promotion of his/her wellbeing;
(g) recognition of the importance of self-assessment and of continuing education;
(h) willingness to teach others in the same specialty and in other health professionals;
(i) understanding of the appropriate requirements for involvement of patients/clients and their families in research;
(j) awareness of the effects that differences in gender, sexual orientation, cultural and social background may have on the maintenance of health and the development and treatment of illness/problems;
(k) awareness of the effects that differences in gender, sexual orientation, and cultural and social background may have on the care we provide;
(l) respect for confidentiality of all patient/client information; and,
(m) ability to establish appropriate boundaries in relationships with patients/clients and with health professionals being supervised.

These Standards articulate the minimum expected behaviour and ethical performance; however, a student should always strive for exemplary ethical and professional behaviour.

(b) A student will refrain from taking any action which is inconsistent with the appropriate standards of professional behaviour and ethical performance, including refraining from the following conduct:
8. Misrepresenting or misleading anyone as to his or her qualifications or role
9. Providing treatment without supervision or authorization
10. Misusing or misrepresenting his/her institutional or professional affiliation
11. Stealing or misappropriating or misusing drugs, equipment, or other property
13. Unlawfully breaching confidentiality, including but not limited to accessing electronic records of patients/clients for whom s/he is not on the care team
14. Being under the influence of alcohol or recreational drugs while participating in patient/client care or on call or otherwise where professional behaviour is expected
15. Being unavailable while on call or on duty
16. Failing to respect patients’/clients’ rights and dignity
17. Falsifying patient/client records
18. Committing sexual impropriety with a patient/client
19. Committing any act that could reasonably be construed as mental or physical abuse
20. Behaving in a way that is unbecoming of a practising professional in his or her respective health profession or that is in violation of relevant and applicable Canadian law, including violation of the Canadian Criminal Code.

ASSESSMENT OF PROFESSIONAL BEHAVIOUR AND ETHICAL PERFORMANCE

The Faculties value the professional behaviour and ethical performance of their students and assessment of that behaviour and performance will form part of the academic assessment of health professions students in accordance with the Grading Practices Policy of the University of Toronto. Professional behaviour and ethical performance will be assessed in all rotations/fieldwork/practicum placements. These assessments will be timely in relation to the end of rotation/fieldwork placement/practicum and will be communicated to the student.

Each Health Science Faculty will have specific guidelines related to these Standards that provide further elaboration with respect to their Faculty-specific behavioural standards and ethical performance, assessment of such standards and relevant procedures.
Breaches of these Standards or of Faculty-specific guidelines related to these Standards are serious academic matters and represent failure to meet the academic standards of the relevant health profession program. Poor performance with respect to professional or ethical behaviour may result in a performance assessment which includes a formal written reprimand, remedial work, denial of promotion, suspension, or dismissal from a program or a combination of these. In the case of suspension or dismissal from a program, the suspension or dismissal may be recorded on the student’s academic record and transcript with a statement that these Standards have been breached.

With respect to undergraduate students, appeals against decisions under this policy may be made according to the guidelines for such appeals within the relevant Faculty.

In the case of graduate students, the procedures for academic appeals established in the School of Graduate Studies shall apply. Recommendation to terminate registration in a graduate program must be approved by the School of Graduate Studies. Decisions to terminate registration in a graduate program may be appealed directly to the School of Graduate Studies Graduate Academic Appeals Board (GAAB) in accordance with its practices and procedures.

In cases where the allegations of behaviour are serious, and if proven, could constitute a significant disruption to the program or the training site or a health and safety risk to other students, members of the University community, or patient/clients, the Dean of the Faculty responsible for the program or course is authorized to impose such interim conditions upon the student, including removal from the training site, as the Dean may consider appropriate.

In urgent situations, such as those involving serious threats or violent behaviour, a student may be removed from the University in accordance with the procedures set out in the Student Code of Conduct.

1 Students who have (or have had) a close personal relationship with a colleague, junior colleague, member of administrative staff or other hospital staff should be aware that obligations outlined in the Provost’s Memorandum on Conflict of Interest and Close Personal Relations pertain to these Standards. http://www.provost.utoronto.ca/policy/relations.htm

ACADEMIC OFFENCES BY STUDENTS
(from ‘Code of Behaviour on Academic Matters’ - Revised August 18, 1995)

A. PREAMBLE

The concern of the Code of Behaviour on Academic Matters is with the responsibilities of all parties to the integrity of the teaching and learning relationship. Honesty and fairness must inform this relationship, whose basis remains one of mutual respect for the aims of education and for those ethical principles which must characterize the pursuit and transmission of knowledge in the University.

What distinguishes the University from other centres of research is the central place which the relationship between teaching and learning holds. It is by virtue of this relationship that the University fulfills an essential part of its traditional mandate from society, and, indeed, from history: to be an expression of, and by so doing to encourage, a habit of mind which is discriminating at the same time it remains curious, which is at once equitable and audacious, valuing openness, honesty and courtesy before any private interests.

This mandate is more than a mere pious hope. It represents a condition necessary for free enquiry, which is the University’s life blood. Its fulfillment depends upon the well being of that relationship whose parties define one another’s roles as teacher and student, based upon differences in expertise, knowledge and experience, though bonded by respect, by a common passion for truth and by mutual responsibility to those principles and ideals that continue to characterize the University.

This Code is concerned, then, with the responsibilities of faculty members and students, not as they belong to administrative or professional or social groups, but as they co-operate in all phases of the teaching and learning relationship.
Such co-operation is threatened when teacher or student forsakes respect for the other – and for others involved in learning – in favour of self-interest, when truth becomes a hostage of expediency. On behalf of teacher and student and in fulfilment of its own principles and ideals, the University has a responsibility to ensure that academic achievement is not obscured or undermined by cheating or misrepresentation, that the evaluative process meets the highest standards of fairness and honesty, and that malevolent or even mischievous disruption is not allowed to threaten the educational process.

These are areas in which teacher and student necessarily share a common interest as well as common responsibilities.

B. OFFENCES

The University and its members have a responsibility to ensure that a climate that might encourage, or conditions that might enable, cheating, misrepresentation or unfairness not be tolerated. To this end all must acknowledge that seeking credit or other advantages by fraud or misrepresentation, or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work or record of a student.

Wherever in this Code an offence is described as depending on “knowing”, the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

B.I.

1. It shall be an offence for a student knowingly:
   (a) to forge or in any other way alter or falsify any document or evidence required by the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
   (b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
   (c) to personate another person, or to have another person personate, at any academic examination or term test or in connection with any other form of academic work;
   (d) to represent as one’s own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism (for a more detailed account of plagiarism, refer to Appendix A of Code);
   (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
   (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted.

2. It shall be an offence for a faculty member knowingly:
   (a) to approve any of the previously described offences;
   (b) to evaluate an application for admission or transfer to a course or program of study by reference to any criterion that is not academically justified;
   (c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.

3. It shall be an offence for a faculty member and student member and student alike knowingly:
   (a) to forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or in electronic form;
   (b) to engage in any form of cheating, academic dishonesty or misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

4. A graduate of the University may be charged with any of the above offences committed knowingly while he or she was an active student, when, in the opinion of the Provost, the offence, if detected,
would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

**B.II Parties to Offences**

1. (a) Every member is a party to an offence under this Code who knowingly:
   (i) actually commits it;
   (ii) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;
   (iii) does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;
   (iv) abets, counsels, procures or conspires with another member to commit or be a party to an offence; or
   (v) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.

   (b) Every party to an offence under this Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.

2. Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.

3. When a group is found guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

**C. PROCEDURES IN CASES INVOLVING STUDENTS**

At both the divisional level and the level of the University Tribunal, the procedures for handling charges of academic offences involving students reflect the gravity with which the University views such offences. At the same time, these procedures and those which ensure students the right of appeal represent the University’s commitment to fairness and the cause of justice.

**C.I.(a) Divisional Procedures**

Note: Where a student commits an offence, the Faculty in which the student is registered has responsibility over the student in the matter.

1. No hearing within the meaning of Section 2 of the ‘Statutory Powers Procedure Act’ is required for the purpose of, or in connection with, any of the discussions, meetings and determinations referred to in Section C.I.(a), and such discussions, meetings and determinations are not proceedings of the Tribunal.

2. Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the student immediately after learning of the act or conduct complained of, giving reasons, and invite the student to discuss the matter. Nothing the student says in such discussion may be used or receivable in evidence against the student.

3. If after such discussion, the instructor is satisfied that no academic offence has been committed, he or she shall so inform the student and no further action shall be taken in the matter by the instructor unless fresh evidence comes to the attention of the instructor, in which case he or she may again proceed in accordance with subsection 2 above.

4. If after such discussion, the instructor believes that an academic offence has been committed by the student, or if the student fails or neglects to respond to the invitation for discussion, the instructor shall make a report of the matter to the Dean.

5. When the Dean has been so informed, he or she shall notify the student in writing accordingly, provide him or her with a copy of the Code and subsequently afford the student an opportunity for discussion of the matter. In the case of the Dean being informed, the instructor shall be invited to be present at the meeting with the student. The Dean shall conduct the interview.
6. Before proceeding with the meeting, the Dean shall inform the student that he or she is entitled to seek advice, or to be accompanied by counsel at the meeting, before making, and is not obliged to make, any statement or admission, but shall warn that if he or she makes any statement or admission in the meeting, it may be used or receivable in evidence against the student in the hearing of any charge with respect to the offence or alleged offence in question. The Dean shall also advise the student, without further comment or discussion, of the sanctions that may be imposed under Section C.I.(b), and that the Dean is not obliged to impose a sanction but may instead request that the Provost lay a charge against the student. Where such advice and warning have been given, the statements and admissions, if any, made in such a meeting may be used or received in evidence against the student in any such hearing.

7. If the Dean, on the advice of the instructor, subsequently decides that no academic offence has been committed and that no further action in the matter is required, the student shall be so informed in writing, and the student’s work shall be accepted for normal evaluation or, if the student was prevented from withdrawing from the course by the withdrawal date, he or she shall be allowed to do so. Thereafter, the matter shall not be introduced into evidence at a Tribunal hearing for another offence.

8. If the student admits the alleged offence, the Dean may either impose the sanction that he or she considers appropriate under section C.I.(b), or refer the matter to the Provost, and in either event shall inform the student in writing accordingly. No further action in the matter shall be taken by the instructor or the Dean if the Dean imposes a sanction.

9. If the student is dissatisfied with a sanction imposed by the Dean, the student may refer the matter to the Provost for consideration.

10. If the student does not admit the alleged offence, the Dean may, after consultation with the instructor, request that the Provost lay a charge against the student. If the Provost agrees to lay a charge, the case shall then proceed to the Trial Division of the Tribunal.

11. Normally, decanal procedures will not be examined in a hearing before the Tribunal. A failure to carry out the procedures referred to in this Section, or any defect or irregularity in such procedures, shall not invalidate any subsequent proceedings of or before the Tribunal, unless the chair of the hearing considers that such failure, defect or irregularity resulted in a substantial wrong, detriment or prejudice to the accused. The chair will determine at the opening of the hearing whether there is going to be any objection to an alleged defect, failure or irregularity.

12. No degree, diploma or certificate of the University shall be conferred or awarded, nor shall a student be allowed to withdraw from a course from the time of the alleged offence until the final disposition of the accusation. However, a student shall be permitted to use University facilities while a decision is pending, unless there are valid reasons for the Dean to bar him or her from a facility. When or at any time after an accusation has been reported to the Dean, he or she may cause a notation to be recorded on the student’s academic record and transcript, until the final disposition of the accusation, to indicate that the standing in a course and/or the student’s academic status is under review. A student upon whom a sanction has been imposed by the Dean under Section C.I.(b) or who has been convicted by the Tribunal shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

13. A record of cases disposed of under Section C.I.(a) and of the sanctions imposed shall be kept in the academic unit concerned and may be referred to by the Dean in connection with a decision to prosecute, or by the prosecution in making representations as to the sanction or sanctions to be imposed by the Tribunal, for any subsequent offence committed by the student. Information on such cases shall be available to other academic units upon request and such cases shall be reported by the Dean to the Secretary of the Tribunal for use in the Provost’s annual report to the Academic Board. The Dean may contact the Secretary of the Tribunal for advice or for information on cases disposed of under Section C.II. hereof.

14. Where a proctor or invigilator, who is not a faculty member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the Dean, who shall proceed as if he or she were an instructor, by analogy to the other provisions of this section.
15. In the case of alleged offences not covered by the above and not involving the submission of academic work, such as those concerning forgery or uttering, and in cases involving cancellation, recall or suspension of a degree, diploma or certificate, the procedure shall be regulated by analogy to the other procedures set out in this section.

C.I.(b) Divisional Sanctions
1. In an assignment worth 10 percent or less of the final grade, the department chair may handle the matter if:
   (i) the student admits guilt; and
   (ii) the assignment of a penalty is limited to at most a mark of zero for the piece of work.
   If the student does not admit guilt, or if the department chair chooses, the matter shall be brought before the Dean.

2. One or more of the following sanctions may be imposed by the Dean where a student admits to the commission of an alleged offence:
   (a) an oral and/or written reprimand;
   (b) an oral and/or written reprimand, and with the permission of the instructor, the resubmission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
   (c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
   (d) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
   (e) denial of privileges to use any facility of the University, including library and computer facilities;
   (f) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
   (g) assignment of a grade of zero or a failure for the course in respect of which the offence was committed;
   (h) suspension from attendance in a course or courses, a program, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.

3. The Dean shall have the power to record any sanction imposed on the student’s academic record and transcript for such length of time as he or she considers appropriate. However, the sanctions of suspension or a notation specifying academic misconduct as the reason for a grade of zero for a course shall normally be recorded for a period of five years.

4. The Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Academic Board and attached to the Code as Appendix “C”.

C.II.(a) Tribunal Procedures
1. A prosecution for an alleged academic offence shall be instituted by the laying of a charge by the Provost against the accused. This is done when the student does not admit guilt; when the sanction desired is beyond the power of the Dean to impose; when the student has been found guilty of a previous offence; or when the student is being accused simultaneously of two or more different offences involving more than one incident.

2. No charge shall be laid except with the agreement of the Dean concerned and of the Provost, after consultation between the Provost and the Discipline Counsel.

3. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Provost and filed with the Secretary. It shall contain a statement that the student is charged with having committed an offence specified therein, with sufficient particulars of the circumstances to enable the student to identify the alleged act or conduct giving rise to the charge.
4. Upon receipt by the Secretary of the charge which appears to be in proper form, the member of the Tribunal designated to be the chair of the hearing and the Secretary shall immediately determine and give appropriate notice of a date, time and place for the hearing.

5. Withdrawal of a student from a course or program of study shall not preclude or affect any prosecution before the Tribunal in respect of an alleged academic offence.

6. The proceedings at a hearing, including the evidence and the verdict of the panel shall be recorded by the Secretary by means of a tape recording, stenographic reporter or other reliable means.

7. The procedures of the Tribunal shall conform to the requirements of the Statutory Powers Procedure Act, Revised Statutes of Ontario, 1990, Chapter S.22, as amended from time to time.

8. The Tribunal may, from time to time, by a majority of its members, make, adopt and modify rules governing its procedures which are not inconsistent with the provisions hereof, and all such rules and modifications shall be reported to the Academic Board for information.

9. The onus of proof shall be on the prosecutor, who must show on clear and convincing evidence that the accused has committed the alleged offence.

10. The accused shall not be compelled to testify at his or her hearing.

11. The Divisions of the Tribunal are:
   (a) Trial; and
   (b) Appeal.

12. The members of the Trial Division of the Tribunal shall consist of a Senior Chair, two Associate Chairs and up to fifteen co-chairs, appointed by the Academic Board.

13. No presiding member of the Trial Division of the Tribunal shall be a full-time student or a full-time member of the teaching staff or a member of the administrative staff.

14. The Senior Chair, associate Chairs and co-chairs shall be legally qualified.

15. The Senior Chair shall be the chair of the Tribunal and either the Senior Chair, an Associate Chair or a co-chair, as selected by the Secretary, shall preside at trial hearings of the Tribunal.

16. Trial hearings of the Tribunal involving students registered at Scarborough College shall normally be held on the Scarborough campus of the University and those involving students registered at Erindale College shall normally be held on the Erindale campus of the University.

17. (a) The Tribunal shall:
   (i) hear and dispose of charges brought under the Code;
   (ii) report its decisions for information to the Academic Board;
   (iii) make recommendations to the Governing Council as contemplated by the Code;
   (iv) advise the Academic Board, from time to time, on policy and procedures with respect to the Code; and
   (v) determine its practice and procedures, subject to the provisions hereof.

   (b) Where it is considered to be warranted by the circumstances, the chair of a hearing may in his or her discretion award costs of any proceedings at trial, and may make orders as to the party or parties to and by whom and the amounts and manner in which such costs are to be paid.

18. Hearings in the Trial Division of the Tribunal shall be by a hearing panel composed of three persons, of whom one shall be a student, one shall be a faculty member and the third shall be the Senior Chair, an Associate Chair or a co-chair of the Tribunal.

19. The members of each panel (other than the chair) shall be drawn from a pool consisting of at least 15 students who are not also faculty members and at least 15 faculty members who are not also students. The members of such pool shall be appointed by the Secretary, drawn from the various academic divisions and units of the University, and shall serve for a period of two years. The appointments shall be renewable upon invitation by the Senior Chair of the Tribunal.

20. Panel members for each case shall be selected by the Secretary who shall exercise due discretion in excluding members who may know either the accused or the circumstances of the alleged offence. Generally, student members will not be drawn from the same program of study as the accused. Faculty members from the department in which an offence is alleged to have occurred will be excluded from the panel.
21. Either the accused or the prosecution may challenge prior to the hearing, and the chair of the hearing may disqualify any prospective panel member for cause, which in his or her opinion justifies such disqualification.

22. At trial hearings of the Tribunal,
   (a) the chair of the hearing shall determine all questions of law, and has a vote on the verdict and sanction; and
   (b) the panel shall determine all questions of fact and render a verdict according to the evidence.

23. Where, after a charge has been laid by the Provost but before a Tribunal hearing takes place, the accused admits the alleged offence, the Provost may refer the matter either (i) to the Dean, who shall impose the sanction(s) that he or she considers appropriate under section C.1.(b); or (ii) to a panel, in which event the panel may convict the accused without the prosecution having to lead evidence of guilt, and the panel shall impose a sanction or sanctions in accordance with section 25 or 26; provided that before any sanction is imposed, the Dean or the panel, as the case may be, shall have afforded the accused an opportunity to offer an explanation and to present arguments and submissions as to sanction.

24. The verdict of a panel need not be unanimous but at least two affirmative votes shall be required for a conviction. Unless there are at least two affirmative votes for conviction, the accused shall be acquitted.

25. The sanction or sanctions to be imposed upon conviction at a hearing shall be determined by a majority of the panel members, and the jury shall give reasons for the sanction or sanctions imposed.

26. If the panel is unable to reach agreement, by a majority of its members, as to the sanction to be imposed, the chair of the hearing shall impose the sanction or set of sanctions which is the least severe of those that the individual members of the panel would impose.

27. There shall be a University Discipline Counsel and there may be one or more assistants to the Discipline Counsel, appointed by the Academic Board on the recommendation of the Provost.

28. The Discipline Counsel and any assistant shall be a barrister and solicitor qualified to practise law in Ontario and shall not be a full-time student or a full-time member of the teaching staff or a member of the administrative staff.

29. The Discipline Counsel or an assistant shall conduct all proceedings on behalf of the Provost before the Tribunal and on any appeal from a Tribunal decision.

30. The other duties of the Discipline Counsel and assistants shall be as determined by the Provost.

31. The Secretary of the Tribunal and his or her assistants shall be appointed by the Academic Board on the recommendation of the Provost.

32. The duties of the Secretary and assistants shall be determined by the Senior Chair and members of the Tribunal and reported to the Academic Board for information.

33. Where anything is required by the Code to be done by or with the Secretary, it may be done by or with the Secretary or any of his or her assistants.

C.II.(b) Tribunal Sanctions

1. One or more of the following sanctions may be imposed by the Tribunal upon the conviction of any student:
   (a) an oral and/or written reprimand;
   (b) an oral and/or written reprimand and, with the permission of the instructor, the resubmission of the piece of academic work, in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
   (c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
(d) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;

(e) denial of privileges to use any facility of the University, including library and computer facilities;

(f) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;

(g) assignment of a grade of zero or a failure for any completed or uncompleted course or courses in respect of which any offence was committed;

(h) suspension from attendance in a course or courses, a program, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Tribunal. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed;

(i) recommendation of expulsion from the University. The Tribunal has power only to recommend that such a penalty be imposed. In any such case, the recommendation shall be made by the Tribunal to the President for a recommendation by him or her to the Governing Council. Expulsion shall mean that the student shall be denied any further registration at the University in any program and his or her academic record and transcript shall record this sanction permanently. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed. If a recommendation for expulsion is not adopted, the Governing Council shall have the power to impose such lesser penalty as it sees fit.

(j) (i) recommendation to the Governing Council for cancellation, recall or suspension of one or more degrees, diplomas or certificates obtained by any graduate; or

(ii) cancellation of academic standing or academic credits obtained by any former student who, while enrolled, committed any offence which if detected before the granting of the degree, diploma, certificate, standing or credits would, in the judgement of the Tribunal, have resulted in a conviction and the application of a sanction sufficiently severe that the degree, diploma, certificate, marks would not have been granted.

2. The hearing panel shall have the power to order that any sanction imposed by the Tribunal be recorded on the student’s academic record and transcript for such length of time as the jury considers appropriate.

3. The Tribunal may, if it considers appropriate, report any case to the Provost who may publish a notice of the decision of the Tribunal and the sanction or sanctions imposed in the University newspapers, with the name of the student withheld.

Appeals

1. Appeals from decisions at trial shall be heard by a panel drawn from the Discipline Appeals Board consisting of the Senior Chair of the Tribunal, or an Associate Chair designated by him or her, and three members of the Discipline Appeals Board drawn preferably from the Academic Board nominees to the Board. The Academic Board’s nominees shall be chosen from among its current or former members. At least one member of each panel shall be a faculty member who is not also a student and at least one shall be a student who is not also a faculty member.

2. The Senior Chair or an Associate Chair shall preside at all appeal hearings.

3. Where the Discipline Appeal Board hears an appeal,

   (a) no Tribunal member who participated in the decision appealed from shall participate in the appeal;

   and

   (b) the decision of the majority of the members hearing the appeal shall govern, and the presiding Chair shall be a voting member.

4. An appeal to the Discipline Appeals Board may be taken in the following cases, only:

   (a) by the accused, from a conviction at trial, upon a question which is not one of fact alone;
CODE OF STUDENT CONDUCT
Revised February 14, 2002

A. PREFACE

1. The University of Toronto is a large community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Student members of the University are adherents to a division of the University for the period of their registration in the academic program to which they have been admitted and as such assume the responsibilities that such registration entails.

2. As an academic community, the University governs the activities of its members by standards such as those contained in the Code of Behaviour on Academic Matters, which provides definitions of offences that may be committed by student members and which are deemed to affect the academic integrity of the University’s activities.

3. The University sponsors, encourages or tolerates many non-academic activities of its members, both on its campuses and away from them. These activities, although generally separate from the defined requirements of students’ academic programs, are a valuable and important part of the life of the University and of its students.

4. The University takes the position that students have an obligation to make legal and responsible decisions concerning their conduct as, or as if they were, adults. The University has no general responsibility for the moral and social behaviour of its students. In the exercise of its disciplinary authority and responsibility, the University treats students as free to organize their own personal lives, behaviour and associations subject only to the law and to University regulations that are necessary to protect the integrity and safety of University activities, the peaceful and safe enjoyment of University housing by residents and neighbours, or the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University’s premises. Strict regulation of such activities by the University of Toronto is otherwise neither necessary nor appropriate.

Under some circumstances, such as when a student has not yet reached the legal age of majority, additional limitations on student conduct may apply.

5. University members are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Provisions for non-academic discipline should not attempt to shelter students from their civic responsibilities nor add unnecessarily to these responsibilities. Conduct that constitutes a breach of the Criminal Code or other statute, or that would give rise to a civil claim or action, should ordinarily be dealt with by the appropriate criminal or civil court. In cases, however, in which criminal or civil proceedings have not been taken or would not adequately protect the University’s interests and responsibilities as defined below, proceedings may be brought under a discipline code of the University, but only in cases where such internal proceedings are appropriate in the circumstances.

6. The University must define standards of student behaviour and make provisions for student discipline with respect to conduct that jeopardizes the good order and proper functioning of the academic and nonacademic programs and activities of the University or its divisions, that endangers the health, safety, rights or property of its members or visitors, or that adversely affects the property of the University or bodies related to it, where such conduct is not, for the University’s defined purposes, adequately regulated by civil and criminal law.

7. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit freedom of speech as defined in the University.

8. In this Code, the word “premises” includes lands, buildings and grounds.

9. In this Code, “student” means any person,
(i) engaged in any academic work which leads to the recording and/or issue of a mark, grade or statement of performance by the appropriate authority in the University or another institution; and/or

(ii) associated with or registered as a participant in any course or program of study offered by or through a college, faculty, school, centre, institute or other academic unit or division of the University; and/or

(iii) entitled to a valid student card who is between sessions but is entitled because of student status to use University facilities; and/or

(iv) who is a post-doctoral fellow.

10. In this Code, the words “University of Toronto” refer to the University of Toronto and include any institutions federated or affiliated with it, where such inclusion has been agreed upon by the University and the federated or affiliated institution, with respect to the premises, facilities, equipment, services, activities, students and other members of the federated or affiliated institution.

Note: The University of Toronto has agreed that, when the premises, facilities, equipment, services or activities of the University of Toronto are referred to in this Code, the premises, facilities, equipment, services and activities of the University of St. Michael’s College, Trinity College and Victoria University are included.

11. In this Code, where an offence is described as depending on “knowing”, the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.

12. This Code is concerned with conduct that the University considers unacceptable. In the case of student members of the University, the procedures and sanctions described herein shall apply, unless the matter has been or is to be dealt with under other provisions for the discipline of students. In the case of the other members of the University, such conduct is to be dealt with in accordance with the established policy, procedures and agreements that apply to the members.

13. Subject to the conditions and considerations outlined in Section B., this Code is concerned with conduct arising in relation to a wide variety of activities and behaviours including, but not limited to, conduct related to the use of computers and other information technology and the use or misuse of alcohol. In principle, alleged offences that arise in relation to such conduct are not distinct from those that arise out of other activities that occur in the University community. Such activities may also be considered the commission of one or more offences and, in appropriate circumstances, may be dealt with under other University policies or regulations specific to the behaviour.

B. OFFENCES

The following offences constitute conduct that shall be deemed to be offences under this Code, when committed by a student of the University of Toronto, provided that such conduct

(i) has not been dealt with as failure to meet standards of professional conduct as required by a college, faculty or school; and

(ii) is not specifically assigned to the jurisdiction of the University Tribunal, as in the case of offences described in the Code of Behaviour on Academic Matters, or to another disciplinary body within the University of Toronto, as in the case of sexual harassment as described in the Policy and Procedures: Sexual Harassment; or to a divisional disciplinary body, such as a residence council or a recreational athletics disciplinary body; or is covered under these policies but which is deemed by the head of the division to be more appropriately handled by the Code of Student Conduct; and

(iii) except as otherwise provided herein, occurs on premises of the University of Toronto or elsewhere in the course of activities sponsored by the University of Toronto or by any of its divisions; and

(iv) has not been dealt with under provisions for the discipline of students with respect to University offices and services whose procedures apply to students in several academic divisions, such as University residences, libraries or athletic and recreational facilities.

1. OFFENCES AGAINST PERSONS

(a) No person shall assault another person sexually or threaten any other person with sexual assault.
(b) No person shall otherwise assault another person, threaten any other person with bodily harm, or knowingly cause any other person to fear bodily harm.

(c) No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.

(d) No person shall threaten any other person with damage to such person’s property, or knowingly cause any other person to fear damage to her or his property.

(e) No person shall engage in a course of vexatious conduct that is directed at one or more specific individuals, and

that is based on the race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, handicap, receipt of public assistance or record of offences of that individual or those individuals, and

that is known to be unwelcome, and

that exceeds the bounds of freedom of expression or academic freedom as these are understood in University polices and accepted practices, including but not restricted to, those explicitly adopted.

Note: Terms in this section are to be understood as they are defined or used in the Ontario Human Rights Code. Vexatious conduct that is based on sex or sexual orientation is considered an offence under the University’s Policy and Procedures: Sexual Harassment. If the Sexual Harassment Officer believes, after consultation with relevant parties, that a complaint based on sex or sexual orientation would be better handled under the Code of Student Conduct, the Officer may refer the matter to the appropriate head of division.

(f) (i) No person shall, by engaging in the conduct described in subsection (ii) below,

whether on the premises of the University or away from the premises of the University,

cause another person or persons to fear for their safety or the safety of another person known to them while on the premises of the University of Toronto or in the course of activities sponsored by the University of Toronto or by any of its divisions, or cause another person or persons to be impeded in exercising the freedom to participate reasonably in the programs of the University and in activities in or on the University’s premises,

knowing that their conduct will cause such fear, or recklessly as to whether their conduct causes such fear.

(ii) The conduct mentioned in subsection (i) consists of

(a) repeatedly following from place to place the other person or anyone known to them;

(b) repeatedly and persistently communicating with, either directly or indirectly, the other person or anyone known to them;

(c) besetting or repeatedly watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or

(d) engaging in threatening conduct directed at the other person or any member of the family, friends or colleagues of the other person.

2. Disruption

No person shall cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the University of Toronto or by any of its divisions, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others.

For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent. And silent or symbolic protest is not to be considered disruption under this Code. But noise that obstructs the conduct of a meeting or forcible blocking of access to an activity constitutes disruption.

3. Offences Involving Property

(a) No person shall knowingly take, destroy or damage premises of the University of Toronto.

(b) No person shall knowingly take, destroy or damage any physical property that is not her or his own.
(c) No person shall knowingly destroy or damage information or intellectual property belonging to the University of Toronto or to any of its members.

(d) No person, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University of Toronto.

(e) No person, knowing the effects or property to have been appropriated without authorization, shall possess effects or property of the University of Toronto.

(f) No person, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.

(g) No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of the University of Toronto or of any of its members.

4. Unauthorized Entry or Presence

No person shall, contrary to the expressed instruction of a person or persons authorized to give such instruction, or with intent to damage or destroy the premises of the University of Toronto or damage, destroy or steal any property on the premises of the University of Toronto that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

5. Unauthorized Use of University Facilities, Equipment or Services

(a) No person shall knowingly use any facility, equipment or service of the University of Toronto contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.

(b) No person shall knowingly gain access to or use any University computing or internal or external communications facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.

(c) No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

6. False charges

No person shall knowingly or maliciously bring a false charge against any member of the University of Toronto under this Code.

7. Aiding in the Commission of an Offence

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in this Code.

8. Refusal to Comply with Sanctions

No person found to have committed an offence under this Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code.

9. Unauthorized Possession or Use of Firearms or Ammunition

No person other than a peace officer or a member of the Canadian Forces acting in the course of duty shall possess or use any firearm or ammunition on the premises of the University of Toronto without the permission of the officer of the University having authority to grant such permission.

Note: The President of the University or another senior officer designated by the President has been given the authority to grant such permission for the premises of the University of Toronto under the authority of the Governing Council of the University. The President has designated the Vice-President, Business Affairs, who is the Chief Administrative Officer of the University to exercise this authority. Various officers of institutions federated with the University of Toronto have authority to grant such permission with respect to the premises of the federated institutions.

C. PROCEDURES

1. General

(a) The University shall establish a centrally appointed pool of trained Investigating and Hearing Officers, who shall be available to the divisions, at the discretion of the head of the division, if that is considered appropriate or preferable for any reason.
(b) Each division shall appoint an Investigating Officer and a Hearing Officer, who may be student, staff or faculty members from that division.

(c) Whether the incident is investigated locally or centrally, every effort shall be made to conclude the case through to delivery of a final decision within the University within one year from the alleged incident of misconduct.

(d) Pursuant to the provisions of Section D., interim conditions may be imposed by the head of the division.

(e) For the purposes of confidential and central record keeping, a one-page summary of the outcome of all investigations, whether or not they have proceeded to a Hearing, shall be copied to the Judicial Affairs Officer in the Office of the Governing Council.

(f) Whenever possible and appropriate, informal resolution and mediation shall be used to resolve issues of individual behaviour before resort is made to formal disciplinary procedures.

2. Specific

(a) An Investigating Officer shall be appointed for a term of up to three years by the principal, dean or director (hereinafter called “head”) of each faculty, college or school in which students are registered (hereinafter called “division”), after consultation with the elected student leader or leaders of the division, to investigate complaints made against student members of that division. Investigating Officers shall hold office until their successors are appointed.

(b) A Hearing Officer shall be appointed for a term of up to three years by the council of each division to decide on complaints under this Code made against student members of that division. Hearing Officers shall hold office until their successors are appointed.

(c) If the Investigating Officer is unable to conduct an investigation, or the Hearing Officer is unable to conduct a hearing, or where the head of the division believes on reasonable grounds that the appointed officer is inappropriate to conduct the particular investigation or chair a particular hearing, then the head of the division shall seek an appointment from the central pool for that particular case. If the head of the division intends to request either suspension from registration or expulsion from the University as a sanction in a particular case, or if the case appears to the head of the division to require a Hearing Officer with legal qualifications, then the Senior Chair of the University Tribunal may, on the application of the head of the division, appoint a legally qualified person as Hearing Officer for the particular case.

(d) Where the head of the division has reason to believe that a non-academic offence as defined in this Code may have been committed by a student member or members of the division, the Investigating Officer will conduct an investigation into the case. After having completed the investigation, the Investigating Officer shall report on the investigation to the head of the division. If the head of the division concludes, on the basis of this report, that the student or students may have committed an offence under the Code of Student Conduct, the head of the division shall have the discretion to request that a hearing take place to determine whether the student or students have committed the offence alleged.

(e) The hearing will be chaired by the Hearing Officer. The case will be presented by the Investigating Officer, who may be assisted and represented by legal counsel. If the right to a hearing is waived, or after a hearing, the Hearing Officer will rule on whether the student or students have committed the offence alleged and may impose one or more sanctions as listed below. The accused student or students may be assisted and represented by another person, who may be legal counsel.

(f) Appeals against decisions of bodies acting under authority from the council of a division to hear cases arising out of residence codes of behaviour may be made to the Hearing Officer of the division, where provision therefore has been made by the council of the division.

(g) Appeals against the decision of the Hearing Officer may be made to the Discipline Appeals Board of the Governing Council.

(h) Where the head of a division has reason to believe that a non-academic offence may have been committed by a group of students including students from that division and from another division
or divisions, the head may consult with the head of the other division or divisions involved and may then agree that some or all of the cases will be investigated jointly by the Investigating Officers of the divisions of the students involved and that some or all of the cases will be heard together by the Hearing Officer of one of the divisions agreed upon by the heads and presented by one of the Investigating Officers agreed upon by the heads.

D. INTERIM CONDITIONS AND MEASURES

1. **Interim Conditions: Ongoing Personal Safety**
   In those cases where the allegations of behaviour are serious and, if proven, could constitute a significant personal safety threat to other students or members of the University community, the head of the division is authorized to impose interim conditions that balance the need of complainants for safety with the requirement of fairness to the respondent student. The interim conditions are in no way to be construed as indicative of guilt, and shall remain in place until the charges are disposed of under the Code’s procedures.

2. **Interim Measures: Urgent Situations**
   In some circumstances, such as those involving serious threats or violent behaviour, it may be necessary to remove a student from the University. Where the head of the division has requested an investigation by the Investigating Officer and the investigation is pending, the Vice-President & Provost (or delegate) may, on the advice of the head of the division, suspend a student or students temporarily for up to three working days if, in the opinion of the Vice-President & Provost (or delegate), there is reasonable apprehension that the safety of others is endangered, damage to University property is likely to occur, or the continued presence of the student(s) would be disruptive to the legitimate operations of the University. The student(s) shall be informed immediately in writing of the reasons for the suspension and shall be afforded the opportunity to respond. Any such temporary suspension must be reviewed by the Vice-President & Provost (or delegate) within the three-day temporary suspension period, and either revoked or continued. If the suspension is continued, the student(s) may appeal to the Senior Chair (or delegate), or the Associate Chair (or delegate) of the University Tribunal, who shall hear and decide on the appeal within five days.

E. SANCTIONS

The following sanctions or combinations of them may be imposed upon students found to have committed an offence under this Code.

In addition, students found to have committed an offence may be placed on conduct probation for a period not to exceed one year, with the provision that one or more of the following sanctions will be applied if the conduct probation is violated.

1. Formal written reprimand.
2. Order for restitution, rectification or the payment of damages.
3. A fine or bond for good behaviour not to exceed $500.
4. Requirement of public service work not to exceed 25 hours.
5. Denial of access to specified services, activities or facilities of the University for a period of up to one year.

The following two sanctions, which would directly affect a student’s registration in a program, may be imposed only where it has been determined that the offence committed is of such a serious nature that the student’s continued registration threatens the academic function of the University of Toronto or of any of its divisions or the ability of other students to continue their programs of study. Where the sanction of suspension and/or expulsion has been imposed on a student, the Vice-President & Provost (or delegate) shall have the power to record that sanction on the student’s academic record and transcript for such length of time as he or she considers appropriate.

A sanction of suspension shall be recorded on the student’s academic record and transcript for a period of five years. The following wording shall be used: “Suspended from the University of Toronto for reasons of non-academic misconduct for a period of [length of suspension], [date].”
A sanction of expulsion shall be permanently recorded on a student’s academic record and transcript. The following wording shall be used: “Expelled from the University of Toronto for reasons of non-academic misconduct, [date].”

6. Suspension from registration in any course or program of a division or any divisions for a period of up to one year.

7. Recommendation for expulsion from the University.

MEMORANDUM ON THE MAINTENANCE AND USE OF THE RECORDS OF NON-ACADEMIC DISCIPLINE PROCEEDINGS

1. Keeping of Records
Records must be kept in all cases that have been the subject of an investigation and have resulted in the imposition of a sanction, whether or not the student has waived the right to a hearing. Likewise, a Record of the Proceedings of Non-Academic Discipline Hearings must be kept in all cases that have proceeded to a Hearing.

2. Composition of Record
The Record of Proceedings on Non-Academic Discipline cases shall comprise:
(a) the written report of the Investigating Officers, if any;
(b) the Notice of Hearing (including the offence charged);
(c) documentary evidence filed at a Hearing;
(d) the decision of the Hearing Officer and the reasons therefor.

3. Storage of Records
The Records of the Proceedings of Non-Academic Discipline Hearings shall be stored in the office of the head of the division.

4. Records of the Investigating Officer
Where the investigation has not proceeded to a Hearing, the records and notes of the Investigating Officer shall be kept and may have a bearing on the decision to prosecute in a future case. Where a sanction has been imposed, a copy of the letter of sanction to the student shall be filed, in confidence, with the Judicial Affairs Officer, Office of the Governing Council.

5. Publishing of Records
Decisions of the Hearing Officer, including the name of the respondent, the offence and the sanction, shall be reported to the Vice-President and Provost, who shall convey the information, anonymously and in statistical form, annually to the University Affairs Board. A Hearing Officer or the Discipline Appeals Board may recommend to the Vice-President and Provost that the nature of the offence and the sanction be published in the University newspapers. Where circumstances warrant, they may also order the publication of the name of the person found to have committed the offence. The Vice-President and Provost shall have the discretion to withhold publication of the name of the person.

6. Use of Records
Records of previous convictions may be taken into account in imposing a sanction.

7. Tape Recordings of Hearings
The Hearing Officer shall ensure that a tape recording is made of all sessions of a Hearing. Such tape recordings shall be kept by the head of the division for at least 90 days after notice has been given of the decision of the hearing.

MEMORANDUM OF PROCEDURES FOR HEARINGS ARISING FROM THE CODE OF STUDENT CONDUCT

1. Complaints about the alleged commission of any offence under the Code of Student Conduct may be made in writing by any person (“the complainant”) to the principal, dean or director (“the head”) of the college, faculty or school (“the division”) in which the student or students who are alleged to have committed the offence (“the accused”) are or were registered.
2. The head of the division shall consider the written complaint and shall determine if the conduct complained of appears to fall under the Code of Student Conduct. If it does not appear to fall under the Code of Student Conduct, the head may take whatever other action he or she deems appropriate to the circumstances, including communication to the complainant of the conclusion he or she has drawn. Where a student’s conduct comes to light after a student has left the University, the head of the division may decide to proceed, if the seriousness of the allegation warrants such action.

3. If the head of the division considers that the conduct complained of appears to fall under the Code of Student Conduct, he may request the Investigating Officer to conduct a discreet investigation of the case and to make a report to him or her.

4. If, on the basis of the report of the Investigating Officer, the head of the division concludes that the accused may have committed an offence under the Code of Student Conduct, he or she shall have the discretion to request that a hearing take place to determine whether the accused has committed the offence alleged.

5. To initiate a hearing, the head of the division shall give written notice to the accused indicating the nature of the complaint, the offence alleged and setting a date, time and place for a hearing to provide an opportunity for the accused to respond to the allegations made. The notice shall indicate that if the accused does not appear at the hearing, the hearing may proceed in the absence of the accused.

6. The hearing will be chaired by the Hearing Officer, who shall not have been involved in the investigation leading up to the decision to request a hearing, and who shall make a decision on the basis of evidence presented at the hearing.

7. Hearings shall be conducted in an informal manner, in accordance with the principles of natural justice, and the Hearing Officer shall not be bound to observe strict legal procedures. Procedural defects will not invalidate the proceedings unless there has been a substantial wrong or denial of natural justice.

8. The parties to the hearing are the head of the division, represented by the Investigating Officer, who may be assisted and represented by legal counsel, and the accused, who may be assisted and represented by another person, who may be a lawyer. Both parties shall be allowed to call, examine and cross-examine witnesses and present evidence and argument.

9. Hearings shall be open to members of the University unless the Hearing Officer decides there is sufficient cause to provide otherwise.

10. The Hearing Officer is not bound to conduct the hearing according to strict rules of evidence. Evidence may be received in written or oral form.

11. The Hearing Officer may take note of matters generally within the knowledge of members of the University community.

12. The accused may waive the right to a hearing under these procedures, in which case the Hearing Officer will rule on whether the accused has committed the offence alleged and impose one or more of the sanctions listed in the Code of Student Conduct.

13. After a hearing, the Hearing Officer shall rule on the complaint and, where the Hearing Officer finds that the accused has committed an offence, shall impose one or more of the sanctions listed in the Code of Student Conduct and give reasons for the decision. A copy of the letter to the student imposing the sanction shall be copied, in confidence, to the Judicial Affairs Officer, Office of the Governing Council.

14. The onus of proof is on the head of the division, who must show on clear and convincing evidence that the accused has committed the offence alleged.

15. Any penalty or remedy shall be stayed pending the outcome of any appeal to the Discipline Appeals Board.
POLICY ON STUDENT FINANCIAL SUPPORT

In April 1998, the Governing Council of the University of Toronto approved the following Policy on Student Financial Support.

1. STATEMENT OF PRINCIPLE

No student offered admission to a program at the University of Toronto should be unable to enter or complete the program due to lack of financial means.

2. SCOPE OF APPLICATION

This policy applies to all student financial support at the University of Toronto, whether funded by restricted funds, funds established under the Ontario Student Opportunities Trust Fund (OSOTF) program or through the University’s operating budget, and including awards governed by the Policy on Student Awards. Financial support includes:

- grants, bursaries, scholarships, fellowships as defined in the Policy on Student Awards, whether funded from restricted funds, OSOTF or through the University’s operating budget
- outside awards as defined in the Policy on Student Awards
- institutionally-negotiated loan programs; that is, programs negotiated by the University with a financial institution on behalf of students, and in some cases for the subsidization of interest payments by the University
- work-study and other forms of employment-based learning
- teaching assistantships and research assistantships

3. IMPLEMENTATION

a) The University’s guarantee: The financial support programs of the University of Toronto will be designed to guarantee that each student has access to the resources necessary to meet his or her needs as assessed by a common mechanism. This mechanism will be based on the Ontario Student Assistance Plan (OSAP) needs assessment with appropriate modifications as determined by the Vice-Provost, Students and the University Registrar in consultation with the academic divisions of the University. This guarantee will apply to students in good academic standing, and will be in effect so long as levels of OSAP support remain at least equivalent to those prevailing in 1997-1998.

b) Needs as identified in 3(a) will be met as follows:

i) Full-time Students

Students are expected to rely on OSAP assistance, up to the level of the maximum OSAP loan. Assessed need which remains unmet above the OSAP maximum will be met as follows:

- for students in first-entry undergraduate programs, need unmet by OSAP should be met primarily through grants
- for students in second-entry professional programs (both undergraduate and graduate), need unmet by OSAP should be met through a mix of grants and institutionally-negotiated loans. The appropriate mix will vary across second-entry programs.
ii) Part-time Students
The University should develop a mechanism to assess the financial needs of part-time students, and to determine how best to support needy part-time students in meeting their educational costs.

iii) Out-of-province Students
Out-of-province students are expected to rely on programs of government support in their home jurisdictions. Where there is a difference between the level of support received from the home jurisdiction and the level which a comparable Ontario student would have received as an OSAP loan, the out-of-province student will have access to an institutionally-negotiated loan to make up the difference. Out-of-province students are also eligible for support in meeting unmet need on the same basis as Ontario students.

iv) International Students
International students must demonstrate that they have sufficient resources to meet their financial needs in order to qualify for a student visa. They are not eligible for the University’s guarantee offered to domestic students. International students will nonetheless be eligible for emergency assistance as determined by academic divisions under guidelines issued by the Vice-Provost, Students, and the University Registrar as described in section 3 (b) v below.

v) Students with special financial needs
The Vice-Provost, Students, and the University Registrar, in consultation with the colleges, faculties and other academic divisions of the University, may issue guidelines dealing with categories of cases in which it is determined that the OSAP needs assessment mechanism does not reflect the true need of the student.

Students who are ineligible for government support for reasons such as disqualifying credit histories are not eligible for the University of Toronto guarantee, but will be assessed on request on a case-by-case basis to determine the level of support that it is appropriate and feasible for the University to provide.

c) Within the common principles stated in 3 (a) and (b) above, divisional diversity and flexibility is to be encouraged with regard to the appropriate mix of student aid: grants, loans, debt remission, work-study, etc., and the appropriate mode of administration and delivery. Student participation in the design and delivery of programs of student financial support is to be encouraged at the divisional level.

d) Consistent with the guarantee in 3 (a) above, need should be a necessary condition of eligibility for the preponderance of financial assistance (other than for doctoral-stream students) at the University. For some need-based awards, eligibility may require passing a certain threshold of merit.

4. AWARDS BASED ON MERIT ONLY
Although need should be a condition of eligibility for the preponderance of financial assistance for other than doctoral-stream students as stated in 3 (d) above, merit-only awards should also exist, consistent with the Policy on Student Awards, to recognize and promote academic excellence among the student body and to provide incentives for academically excellent students to select the University; and the University should also offer other means of recognizing particularly meritorious performance.

5. FINANCIAL COUNSELLING
The University and its divisions shall make financial counselling available to students.

6. ADMINISTRATIVE REGULATIONS
The Vice-Provost, Students, and the University Registrar may issue administrative regulations under this Policy and shall report such regulations for information to the Committee on Academic Policy and Programs.

7. ANNUAL REPORTING
The Vice-Provost, Students, shall issue an annual report on Student Financial Support. This report shall be submitted for information to the Committee on Academic Policy and Programs.
In making the case for public policies strongly supportive of an accessible public system of university education, the University will continue to advocate well designed programs of governmental financial support for students, sustained by substantial levels of public expenditure.

**STUDENT FINANCIAL SUPPORT**

**THE UNIVERSITY’S COMMITMENT**

The University of Toronto is committed to the principle that students who are offered admission will have the financial support necessary to allow them to enter and complete their program. The commitment is based on the assumption that Canadian citizens/permanent residents will first access the government aid for which they are eligible. Financial need is assessed based on the Ontario Student Assistance Program (OSAP), because OSAP provides a uniform method of assessing student need. For students who are assessed by OSAP (or by another Canadian provincial government financial aid program) as requiring maximum assistance, and whose assessed need is not fully covered by the UTAPS assessment, the University will ensure that the full need is met.

**UNIVERSITY OF TORONTO ADVANCE PLANNING FOR STUDENTS (UTAPS)**

All Canadian citizens, permanent residents and protected persons in receipt of OSAP will be automatically considered for UTAPS grant assistance in the fall. Those in receipt of government assistance from other Canadian provinces or territories or those in receipt of other government funding should contact Admissions, Financial Aid and Awards for a UTAPS application. The University’s financial aid website has additional information at www.adm.utoronto.ca/fa.

**GOVERNMENT FINANCIAL AID**

The Ontario Student Assistance Program (OSAP) provides need based financial assistance to Ontario residents who are Canadian citizens, permanent residents or protected persons (recognized convention refugees). Students in course loads of sixty per cent or greater are considered for both federal and provincial interest-free student loans to assist with educational and living expenses. The Ontario Student Opportunity Grant provides partial forgiveness of loans on an annual basis for students who have incurred large debt loads. OSAP applications will be available in April through the OSAP website (osap.gov.on.ca).

Students from other Canadian provinces/territories should apply through their home province. Links to provincial web sites for applications are available at www.adm.utoronto.ca/fa.

It is recommended that returning students apply for government financial aid by May 31 and new students by June 15. For more information refer to www.adm.utoronto.ca/fa.

**UNIVERSITY OF TORONTO WORK-STUDY PROGRAM**

This program provides on-campus part-time employment to students with financial need. Information and applications are available from Admissions, Financial Aid and Awards. For more information refer to www.adm.utoronto.ca/fa.

**BURSARY FOR STUDENTS WITH DISABILITIES**

Non-repayable assistance is available from the federal and provincial governments for OSAP recipients who have special educational expenses as a result of a disability. Information and applications are available from Admissions, Financial Aid and Awards. For more information refer to www.adm.utoronto.ca/fa.
SCHOLARSHIPS, AWARDS AND BURSARIES

In accordance with the Policy on Student Awards established in the University of Toronto, June 1986, students should note that the first charge against any undergraduate monetary award shall be outstanding tuition and incidental fees, service charges and other debts due to the University, unless otherwise determined by Admissions, Financial Aid and Awards in consultation with the Fees Department. In-course scholarships are normally credited to fees upon registration the following September.

Students who carry a lesser course load than those in their year shall not be eligible for merit-based awards, except where they pertain to performance in individual courses. They are, however, given equal opportunity for bursary funds.

Recipients of merit-based awards will be selected based on the final grade and grade point average information that is available at the time of the relevant Awards Committee meeting. Also, students must be cleared to proceed to the next year of the program to be considered for a merit-based award.

As the value of an endowed award is dependent on the actual income of the fund, it is possible that the value of certain awards at the time of payment may be less than the amount stated.

In those cases where the amount of the award is not payable from income earned on an endowed fund, payment will be dependent upon the receipt of the amount of the annual award from the donor.

LOANS

Scotiabank offers the Scotia Professional Student Plan to pharmacy students. This program gives students access to a line of credit at a preferred rate of interest. This is an important source of support for students who have financial need beyond the amounts available through OSAP (or other government aid) and UTAPS. Information on the Scotia Professional Student Plan can be found on the Scotiabank website at www.scotiabank.com/studentprofessional.

FACULTY AWARDS

ADMISSION AWARDS

Chinese Canadian Pharmacists’ Association (Ontario) Entrance Scholarship
The Chinese Canadian Pharmacists’ Association (Ontario) offer a scholarship to a student who is accepted into the BScPhm program with high academic achievement who has not received another entrance scholarship.

Federation of Chinese Canadian Professionals (Ontario) Education Foundation Entrance Scholarship
This scholarship, established by the Federation of Chinese Canadian Professionals (Ontario) Education Foundation, is awarded to a student who obtains the highest admission index and has not won an admission award of greater value.

Merck Frosst Entrance Scholarship
This scholarship is awarded to the student entering the undergraduate program who obtains the highest admission index and has not won an entrance award of greater value.

Nathan Moses Entrance Scholarship
Nathan Moses was a 1946 graduate of the Faculty of Pharmacy and owned a pharmacy in Forest Hill Village. This scholarship will be awarded to the student entering the undergraduate program who obtains the highest admission index and has not won an award of greater value.

Pharma Plus Drugmarts Limited Scholarship
The Pharma Plus Drugmarts Limited Scholarship is awarded to the student who obtains the highest admission index and who has not won an admission award of greater value.
Pharmacy Admission Scholarships
The Governing Council of the University of Toronto has established admission scholarships in the Faculty of Pharmacy to be awarded on the basis of the admission index.

Rho Pi Phi Sidney Faibish Memorial Entrance Scholarship
The Rho Pi Phi Fraternity has established this scholarship in honour of their friend and colleague, Sidney Faibish. It is awarded to the student entering the undergraduate pharmacy program who obtains the highest admission index and who has not won an award of equal or greater value.

Arthur A. Shapiro Memorial Award
The Estate of Arthur A. Shapiro, Class of 3T7, has provided this scholarship to be awarded to the student who obtains the highest admission index and has not won an award of greater value.

Colonel F.A. Tilston Admission Scholarship
The late Colonel F.A. Tilston established admission scholarships for students entering First Year Pharmacy, with the highest admission index, and who have not won an admission award of greater value. One of these scholarships will be awarded to an aboriginal student. Colonel Tilston was a 1929 Pharmacy graduate and retired president and chief executive officer of Sterling Drug Ltd. He was the first University of Toronto graduate (and the 9th Canadian) to win the Victoria Cross, the highest Commonwealth award of wartime honor, in World War II.

William James Toth Pharmacy Memorial Scholarship
The William James Toth Pharmacy Memorial Scholarship is awarded to a student from Brant County entering First year in the Faculty of Pharmacy. If there are no candidates, the award will be forfeited until the following year.

War Memorial Scholarship
A scholarship from the graduates of the Ontario College of Pharmacy is awarded to the student who is accepted into the program with the highest admission index.

GENERAL AWARDS
Paul G. Halligan Faculty of Pharmacy Spirit Award
Classmates (8T5) and friends of the late Paul G. Halligan have established this award in his honour. The award will be presented to a deserving undergraduate student who holds an official student governing position, played four or more intramural sports, exemplifies high leadership qualities and contributes greatly to the spirit of the student body at the Faculty of Pharmacy.

K. Wayne Hindmarsh Award of Excellence
This award, established in honour of Dean K. Wayne Hindmarsh, will be given to a student who shows outstanding achievement in the areas in which Dean Hindmarsh excelled – leadership, academics and the advancement of the pharmacy profession. The recipient must be enrolled in the first, second or third year of the undergraduate program, must have a Grade Point Average of 3.50 or higher in the year of application, and must be eligible for financial assistance under the OTSS guidelines. No student may be the recipient of this award more than once. The award will not be given if a suitable candidate is not identified.

Horace David McCord Memorial Scholarship
This scholarship was established by the late Horace David McCord to be awarded to students who originally were educated in the Ottawa Valley, and who have high academic standing in the BScPhm program.

FIRST YEAR
Alumni Undergraduate Award
The Pharmacy Alumni Association have established an award to a student entering Second Year who has contributed to student activities in First Year. Candidates are recommended by the Undergraduate Pharmacy Society. Academic performance must be at least Second Class Honours.
E.E. Binder Memorial Prize
This prize presented by Mrs. E.E. Binder, is awarded to the student obtaining the highest standing (First Class Honours) in Molecular Pharmacology (PHM140H1), and who has achieved at least Second Class Honours in the annual examinations of First Year.

Joseph Charendoff Scholarship
A bequest by the late Joseph Charendoff, a graduate of the Class of 5T3, has provided for a scholarship to be awarded to a student who obtains the highest standing in Medication Therapy Management 1 (PHM105H1).

C. Leroy Coultis Scholarship
The C. Leroy Coultis Scholarship was given by the late Mr. C. Leroy Coultis to be awarded to the student who attains the highest mark in First Class Honours in the subject Pharmaceutics (PHM141H1) and who obtains at least Second Class Honours standing in the First Year.

Lou Grainer Award
On the occasion of Mr. Grainer’s 75th birthday and in recognition of his contribution to the profession of pharmacy, an award has been established for a student who obtains the highest standing at the annual examinations of the First Year, and who has not won an award of greater value.

Wilfred Isaacson Scholarship
In recognition of Mr. Wilfred Isaacson’s contribution to the profession of pharmacy, his family and friends have established a scholarship to be awarded to a student who obtains the highest standing at the annual examinations of the First Year, and who has not won an award of greater value.

William Stanley Meeker Memorial Book Prize
In memory of Mr. William Stanley Meeker, who practised community pharmacy during his lifetime, a capital donation was made by Mrs. Edith Meeker, Professor Josephine P. Meeker, and others. The annual income, for the purchase of text books, will be awarded to the student who attains the highest mark in First Class Honours in the subject Pharmaceutics and who obtains at least Second Class Honours standing in First Year.

Ostrom and Pauley Scholarship
The Estate of Marjorie Grace Pauley has provided for a scholarship to be awarded to a student who obtains the highest standing in First Class Honours, and who has won no award of greater value.

Pharma Plus Drugmarts Limited Scholarship
The Pharma Plus Drugmarts Limited Scholarship is awarded to a student who obtains the highest standing in First Class Honours at the annual examinations of the First Year and who has not won an award of greater value.

George I. Puro Memorial Award
The George I. Puro Memorial Award is awarded to the student who obtains at least Second Class Honours at the annual examinations of the First Year, and who obtains the highest total grades in Health Systems I (PHM110H1) and Social and Behavioural Health (PHM114H1).

Joseph Senelnick Rho Pi Phi Memorial Prize
Nu Chapter of the Rho Pi Phi Fraternity established the Joseph Senelnick Rho Pi Phi Memorial Prize to be awarded to the student who obtains the highest total grades in the pharmacy subjects Health Systems I (PHM110H1), Social and Behavioural Health (PHM114H1), and Pharmaceutics (PHM141H1).

Teva Canada Awards
Teva Canada Limited provides two awards for two First Year students with the highest standing in Pharmaceutics (PHM141H1), and who have obtained at least Second Class Honours in the annual examinations of First Year.
Undergraduate Pharmacy Society Award
This award, established by the Undergraduate Pharmacy Society, is given to a Year 1 student who has made a significant contribution to the undergraduate student life over the past year and who has not held a position on UPS or Class Council in that year. Nominations are made by each class, are approved by UPS, and are forwarded to the Faculty’s Awards Committee for final selection.

Flora M. Ward Scholarship
This award has been established through the generosity of Flora M. Ward, a long-time staff member originally with the Ontario College of Pharmacy and subsequently with the Faculty. Ms. Ward served as Faculty Secretary from 1959 to 1973. The scholarship is awarded to a First Year student in recognition of academic excellence who has not received an award of greater value. The Annual Grade Point Average will be used to determine the recipient.

SECOND YEAR
Alumni Undergraduate Award
The Pharmacy Alumni Association have established an award to a student entering Third Year who has contributed to student activities in Second Year. Candidates are recommended by the Undergraduate Pharmacy Society. Academic performance must be at least Second Class Honours.

Corbett Scholarship
The late H. Milton Corbett established the Corbett Scholarship in the amount of the income on $5,000. It is to be awarded to a student who obtains First Class Honours standing in the annual examinations of Second Year and who has not received an award of greater value.

5T4 Award
The Pharmacy Class of 5T4 has established an award to be awarded to a student entering the Third Year in Pharmacy who has at least a B academic standing which has been improved over the First Year record.

Charles E. Frosst Scholarship
The Charles E. Frosst Scholarship is awarded to a student who obtains First Class Honours at the examinations of the Second Year and who has not received an award of greater value. Financial need and leadership qualities may be considered.

Max Kassel Memorial Scholarship
The friends of the late Mr. Max Kassel have established the Max Kassel Memorial Scholarship in the amount of the income on $2,000. The scholarship is to be awarded to a student from those obtaining First Class Honours in the examinations of the Second Year and who has not received an award of greater value.

Bill Parish Memorial Award
The Class of 1957 has established an award in tribute to the spirit that was Bill Parish, a member of the class. The award shall be given to a Second Year student who has been recognized as having contributed significantly to the professional, athletic and student life during that year. The point system of the Undergraduate Pharmacy Society, which embraces the above principles, will be used in selecting the winner.

Pharma Plus Drugmarts Limited Scholarship
The Pharma Plus Drugmarts Limited Scholarship is awarded to a student who obtains the highest standing in First Class Honours at the annual examinations of the Second Year and who has not won an award of greater value.

Procter & Gamble – J. Marvin Shaw Scholarship
Procter & Gamble Inc. provides a scholarship to be awarded to the student who stands first in First Class Honours at the annual examinations of the Second Year.
Undergraduate Pharmacy Society Award
This award, established by the Undergraduate Pharmacy Society, is given to a Year 2 student who has made a significant contribution to the undergraduate student life over the past year and who has not held a position on UPS or Class Council in that year. Nominations are made by each class, are approved by UPS, and are forwarded to the Faculty’s Awards Committee for final selection.

THIRD YEAR

Alumni Undergraduate Award
The Pharmacy Alumni Association have established an award to a student entering Fourth Year who has contributed to student activities in Third Year. Candidates are recommended by the Undergraduate Pharmacy Society. Academic performance must be at least Second Class Honours.

M. Carolyn Braiden Scholarship
Miss M. Carolyn Braiden has established the M. Carolyn Braiden Scholarship in the amount of the income on $3,000. The scholarship is to be awarded to a student who obtains First Class Honours in the examinations of the Third Year and who has not won an award of equal or greater value.

Ward Charlebois Scholarship
The late Ward Charlebois graduated from the University of Toronto, Faculty of Pharmacy in 1988. He was the owner of an independent pharmacy in Angus, Ontario for several years prior to his death from cancer in August 2010. Drug Trading Company Limited established this award in his memory. The Ward Charlebois Scholarship is awarded to a student entering Year 4 of the undergraduate program who has achieved second class honours, was born and educated in a small town in Ontario (population of less than 20,000), and who has experience working in an Independent Pharmacy.

John Connelly Memorial Scholarship
Friends and family established this scholarship to honour the life of John Connelly who was a good student, athlete and friend to his classmates. It will be awarded to a Third Year student who has achieved at least Second Class Honours, has participated in one or more intramural sports, and has not received an award of greater value.

Drug Trading Company Limited Awards
The Drug Trading Company Limited, Toronto, provides two awards of $250 each to two students who obtain at least Second Class Honours at the examinations of the Third Year.

8TO Award
The Class of 8TO has established an award which shall be given to a Third Year student who has made the most significant contribution to the professional, athletic and social lives of her/his fellow classmates. The student shall be nominated by the class representatives at the conclusion of Third Year and subject to the student’s successful completion of the academic year. The Awards Committee of the Faculty shall award the prize.

John H.H. Jury Scholarship
A bequest by the late Mr. J.H.H. Jury, Bowmanville, was made to establish a scholarship in the amount of the income on $2,000. The award is made to a student of the Third Year on the basis of academic standing in the annual examinations.

Theodore James Kanas Memorial Scholarship
Mr. and Mrs. George Kanas have established this scholarship in loving memory of their son, Theodore James Kanas, who graduated from the Faculty of Pharmacy in 1973. The scholarship is to be awarded to the student who achieves the highest standing in the annual examinations of Third Year and who has won no other award. The recipient must continue his/her studies in Fourth Year.

E. A. Lovell Scholarship in Pharmacy
The family of the late Mr. E.A. Lovell, Phm.B., Oshawa, provided this scholarship to be awarded to a student who obtains First Class Honours at the annual examinations of the Third Year and has not won an award of greater value.
Jeanette Mednick Memorial Scholarship
The family of Jeanette Mednick (nee Danilack), son Howard, and daughters Joanne Myles and Adrienne Yamaguchi, have established this scholarship in memory of their mother who graduated from the Ontario College of Pharmacy in 1946. This scholarship is to recognize the pursuit of academic excellence, as characterized by Mrs. Mednick, and will be allocated to the student who also receives the Parke Medal (highest in First Class Honours at the annual examinations of Third Year). Jeanette Mednick was one of the earliest recipients of this medal and it is her family’s wish that this medal continue to be awarded. This scholarship will subsidize the Parke Medal fund and also provide a monetary award.

Merk Sharp & Dohme Canada Limited Scholarship
Merk Sharp & Dohme Canada Limited has established a scholarship to be awarded to a student who obtains at least Second Class Honours in the examinations of the Third Year and who has not won an award of equal or greater value.

Ed Mirvish Centennial Scholarship in Pharmacy
This scholarship, presented by Honest Ed’s Pharmacy Limited, will be awarded to the student who stands highest in First Class Honours at the examinations of Third Year and who has not won an award of greater value.

Starr Wilfred Oldershaw Scholarship
Mrs. Dorothy Oldershaw Cole has established the Starr Wilfred Oldershaw Scholarship in memory of her father, a graduate of the Ontario College of Pharmacy. The scholarship is to be awarded to a Third Year student with the highest standing in First Class Honours, who has not won any other award of equal or greater value.

Osborne Scholarship
The Estate of M.R. Osborne has provided for a scholarship to be awarded to the student who obtains the highest standing in First Class Honours at the annual examinations of the Third Year, who proceeds to Fourth Year, and who has not won an award of equal or greater value.

Lieut. George R. Parke Medal
A gold medal in memory of the late Lieut. Geo. R. Parke, phm.b. (Class of 1910–11), will be awarded to the student who stands first in First Class Honours at the annual examinations of the Third Year.

PharmaChoice Award in Pharmacy Practice Management
Sandoz Canada Inc. established the PharmaChoice Award in Pharmacy Practice Management which will be awarded to the Third Year student who obtains the highest final grade in PHM326H1 Pharmacy Practice Management I.

Pharma Plus Drugmarts Limited Scholarship
Pharma Plus Drugmarts Limited Scholarship is awarded to a student who obtains the highest standing in First Class Honours at the annual examinations of the Third Year, who has not won an award of greater value.

Shoppers Drug Mart Award
This award was established by Shoppers Drug Mart to acknowledge individuals who demonstrate outstanding leadership in student activities at the Faculty, and to reward achievement in an area of study that will lead students to become successful and innovative community practice pharmacists. The Shoppers Drug Mart Award is awarded to a student entering Year 4 of the undergraduate program, who is a member of the Executive Committee of the Undergraduate Pharmacy Society, and has achieved the highest standing in the Pharmacy Practice Management course (PHM326H1).

Jack H. Stein Award
The family of Jack H. Stein, Class of 5T2, has established this award in his honour. The award will be presented to a student, preferably from Essex County, who achieves at least Second Class Honours in PHM326H1, Pharmacy Practice Management I, and who has demonstrated participation in extracurricular activities.
Sudbury and District Pharmacists Student Award
The Sudbury and District Pharmacists’ Association has established this award in memory of Sister Ste. Rose, who was an exemplary pharmacist, as well as being the administrator of the Pharmacy Department of the St. Joseph Hospital in Sudbury for many years. It is to be awarded to a student from the Sudbury and District area who is entering the Fourth Year of the undergraduate program. The candidate will be selected on the basis of a brief autobiographical sketch emphasizing contribution to Faculty life during his or her undergraduate years.

Apply to the Sudbury and District Pharmacists’ Association by August 1st after Third Year.

Fred W. Teare Memorial Scholarship
Family and friends of the late Fred W. Teare have established this scholarship in his honor and memory. Dr. Teare was a member of the professorial staff of the Faculty from 1957 to his retirement in 1990. He taught in the area of instrumental analysis, analytical and clinical toxicology, and radiopharmacy. He was an active member of many committees within the Faculty, and professional organizations. This scholarship will be awarded to the student who obtains the highest total grades in PHM223H1 Methods of Pharmaceutical Analysis and PHM323H1 Applications of Pharmaceutical Analysis.

Teva Canada Award
Teva Canada Limited provides this award for a Third Year student with the highest standing in Introductory Toxicology (PHM325H1) and who has obtained at least Second Class Honours in the annual examinations of Third Year.

Undergraduate Pharmacy Society Award
This award, established by the Undergraduate Pharmacy Society, is given to a Year 3 student who has made a significant contribution to the undergraduate student life over the past year and who has not held a position on UPS or Class Council in that year. Nominations are made by each class, are approved by UPS, and are forwarded to the Faculty’s Awards Committee for final selection.

Arthur and Pat Ward Scholarship
A bequest by the late Eleanor J. Ward has provided for a scholarship to be awarded to a Third Year student who demonstrates academic proficiency and has not received an award of greater value.

Sharon Wells Memorial Award
This award has been established by Philip Feldberg in honour of Sharon Wells and in memory to her family. Sharon was a pharmacy assistant at Medico Pharmacy for 22 years. The recipient will be nominated by class members of Third Year and, like Sharon, have demonstrated leadership skills, be dependable, compassionate, socially active and generous in helping others.

FOURTH YEAR

American College of Apothecaries Award
The Ontario Branch of the American College of Apothecaries has established an award for a Fourth Year student who has won the patient counselling competition.

Jack Austin Retirement Scholarship
To honour the retirement of its founder and President, Jack Austin Drugs Limited has established a scholarship to be awarded to a graduating student whose interest is to practise in Community Pharmacy, and who obtains over 80% in Pharmacy Practice Management in the Community (PHM458H1) and has not received an award of greater value.

Harold G. Browne Prize
The Harold G. Browne prize is awarded to the student who obtains the highest grade in PHM458H1, Pharmacy Practice Management in the Community, has achieved a grade point average of 2.7 or greater, and who has not won an award of greater value.
Tony Crncich and Mahlon Dyer Scholarship
This scholarship, made possible through an endowment from Big V Pharmacies, has been established in honour of Tony Crncich and Mahlon Dyer, the original founding members of Big V Pharmacies. Mr. Crncich served as President for more than 20 years and Mr. Dyer was Vice President of Marketing for 30 years. This scholarship will be awarded to the Fourth Year student who achieves the highest standing in PHM428H1, Professional Practice IV, and Honours in the laboratory component (PHM429H1).

C.S.H.P. (Ontario Branch) Award
The C.S.H.P. (Ontario Branch) has established this award to be given to the student who obtains the second highest grade in Institutional Pharmacy Practice Management (PHM459H1). This award is intended to raise the awareness of Pharmacy students of hospital pharmacy through familiarization with the goals, activities and services of the C.S.H.P., and the Ontario Branch in particular. The recipient will receive a framed certificate and membership in C.S.H.P. for one year; if the recipient pursues a hospital pharmacy residency, the membership will be extended to three years.

Horace J. Fuller Memorial Award
Family, friends and associates of Horace J. Fuller have established this award to honour the memory of Mr. Fuller, the first professor of pharmacy administration at the University of Toronto. This award will be presented to a Fourth Year student in recognition of her/his performance in the administrative, historical, and social (behavioural) aspects of the Pharmacy program.

Mary T. Gannon Award
Ruth K. Gannon established this award in honour of her sister Mary (Class of 5T6) who was the Director of Pharmacy at Princess Margaret Hospital for 35 years. Mary was actively involved in the profession, in particular with the Canadian Society of Hospital Pharmacists. She strongly believed in mentoring the next generation of pharmacists. The recipient of the Mary T. Gannon Award will be a Fourth Year Pharmacy student who has been accepted into a hospital pharmacy residency program.

D.R. Kennedy Memorial Award
This award was established by friends and colleagues in memory of Professor David R. Kennedy, a faculty member from 1955 until his retirement in 1988. He taught in the area of pharmaceutics, jurisprudence, and dispensing. He passed away in January 1994. In keeping with Professor Kennedy’s area of interest, this award will be given to the student who obtains the highest standing in the Professional Practice courses over all four years.

Leon Koffler Memorial Scholarship
In memory of Mr. Leon Koffler, Koffler Stores Limited presents a scholarship to a student standing highest in First Class Honours who has won no award of equal or greater value. Preference will be given to a student planning to practice community pharmacy.

Marvin Kopstick Scholarship
This award was established by colleagues and friends in memory of Marvin Kopstick who passed away suddenly in May 1997. Reflective of Mr. Kopstick’s extensive involvement in his community, this scholarship will be awarded to up to five Year 4 students who demonstrate significant involvement in their community while registered at the Faculty of Pharmacy. Recipients must achieve at least Second Class Honours in each year of study.

Danusia Oczko Award
The friends and family of Danusia Oczko, Class of 8T6, have established this award in honour of her determination, faith and courage. The recipient will be a Fourth Year student who has been accepted into a hospital residency program and has contributed significantly to undergraduate professional, athletic and student life. The point system of the Undergraduate Pharmacy Society will be used as an aid in selecting the recipient.

Pfizer Fellowship in Pharmacy
A fellowship is offered by Pfizer Canada Inc. to a fourth year student with the highest cumulative Grade Point Average who has been accepted into a Hospital Pharmacy Residency program.
Pharma Plus Drugmarts Limited Scholarship
The Pharma Plus Drugmarts Limited Scholarship is awarded to a student who obtains First Class Honours at the annual examinations of the Fourth Year, who has not won an award of greater value.

Bob Pritchard Memorial Award
This award is in memory of Bob Pritchard who was the Manager of Pharmacy Practice Programs at the Ontario College of Pharmacists at the time of his sudden death in September 1995. Mr. Pritchard was a 1975 graduate of the Faculty of Pharmacy. He operated a community pharmacy until the early 1980s before becoming Director of Education and later the Professional Services Coordinator for one of the prominent pharmacy chains. Mr. Pritchard became involved in the Ontario College of Pharmacists’ Council in 1983, was elected President in 1992, and became Manager of Pharmacy Practice Programs in 1993. He was a highly respected member of the pharmacy community, and a friend to all who knew him. This award will be presented to a Fourth Year student who has obtained the highest cumulative UPS points (2/3 social/1/3 athletic) and who has maintained Second Class Honours over all four years.

John Roberts Scholarship and Medal
The John Roberts Scholarship and Medal is awarded to the student obtaining the highest total marks, in First Class Honours, at the annual examinations of the Fourth Year.

Ruth Segal Memorial Award
This award has been established by friends and colleagues of Ruth Segal to honour her memory. It will be presented to the student who obtains the highest standing in PHM462H1, Alcohol and Substance Use Disorders.

Sydney Shrott Award
Medical Pharmacies Group Limited established the Sydney Shrott Award to honour the retirement of one of its owners. Sydney Shrott has been a respected visionary and innovator in the profession of pharmacy for 58 years. Together with his partners, and with a consistent focus on people, he developed and operated 34 clinic pharmacies and became the largest provider of pharmacy services to long term care homes in Canada. This award is a tribute to his continuing dedication to developing strong pharmacy leaders. The Sydney Shrott Award will be given to a student in Year 4 of the undergraduate program who has achieved the highest combined grade in Pharmaceutical Care III (PHM421Y1) and Pharmacy Practice Management in the Community (PHM458H1), and who completes an Ambulatory Care rotation as part of the Structured Practical Experience Program (SPEP). The recipient must have received financial assistance in fourth year.

Douglas Stewart Memorial Award
The Faculty of Pharmacy established this award to honour the memory of Professor Stewart who passed away on May 5, 2000. Professor Stewart was a faculty member from 1963 until his retirement in 1984. During his early years with the Faculty, he was also the Director of Pharmacy at the Toronto General Hospital. In 1967 he established a hospital pharmacy residency program at TGH and initiated a clinical pharmacy service. At the Faculty, Professor Stewart was instrumental in the development of the first undergraduate clinical pharmacy course in Canada and impacted many careers through the Hospital Pharmacy Administration course. As well, he played a key role in hospital pharmacy residency program accreditation through the Canadian Hospital Pharmacy Residency Board. The Douglas Stewart Memorial Award will be allocated to a Fourth Year student who pursues a Hospital Pharmacy Residency.

Doris Thompson Award
The friends of Doris Thompson have established this award to be given to the student who achieves the highest grade in Institutional Pharmacy Practice Management (PHM459H1), and who has been accepted into a Hospital Pharmacy Residency Program.

Major F.A. Tilston, V.C., Scholarship
The graduating class of 1929 established an annual award in honour of Major F.A. Tilston, V.C., a member of the class. The award is made to the student who obtains the highest total in First Class Honours in all subjects over all four years of the BScPhm program, and who has not won an award of greater value at the examinations of the Fourth Year.
Undergraduate Pharmacy Society Award
This award, established by the Undergraduate Pharmacy Society, is given to a Year 4 student who has made a significant contribution to the undergraduate student life over the past year and who has not held a position on UPS or Class Council in that year. Nominations are made by each class, are approved by UPS, and are forwarded to the Faculty’s Awards Committee for final selection.

Deanna Williams Award
Deanna Williams graduated from the Faculty of Pharmacy in 1976. She joined the Ontario College of Pharmacists (OCP) in 1994 as Director of Programs. Deanna was appointed as Deputy Registrar in 1998 and as Registrar in 2000. This award was established in recognition of her service to the OCP and to the profession of pharmacy. It is given to a student registered in Year 4 of the undergraduate program who has achieved at least Second Class Honours in all years of the undergraduate program and who has demonstrated: innovative leadership in a pharmacy-related setting; the likelihood of a noteworthy future contribution to the profession; and a commitment to continuous learning. The recipient must have received financial assistance in fourth year.

BURSARIES
Bursary applications should be submitted to the Faculty Registrar by the Faculty’s approximate deadline dates of November 1 and February 1.

Mary Asquith Fund
The Mary Asquith Fund is awarded to a student in any year of the undergraduate program in the Faculty of Pharmacy, based on financial need.

Edward E. Barber Award
Edward E. Barber established this award in recognition of the unselfish contribution Leslie G. Henderson made to the advancement of the profession of pharmacy in the Commonwealth of Canada. This bursary is to be awarded to students demonstrating financial need.

Herbert R. Binder/Shoppers Drug Mart Bursaries
As a tribute to Herbert R. Binder upon his retirement from Shoppers Drug Mart in February 2001, executives, suppliers and associates of the company pledged donations to establish the Herbert R. Binder/Shoppers Drug Mart Bursaries. These bursaries will be awarded to students demonstrating financial need who are registered in any year of the undergraduate program.

Cirocco Bursary
Virginia Cirocco is a graduate of the Faculty of Pharmacy and recently stepped down as Executive Vice-President, Pharmacy, at Shoppers Drug Mart. This bursary has been established not only to assist students in financial need, but also to acknowledge and reward achievement in an area of study that will lead students to become successful and innovative community practice pharmacists. The Cirocco Bursary is awarded to a student in Year 4 of the undergraduate program on the basis of financial need and who has achieved the highest standing in the Pharmacy Practice Management I course (PHM326H1).

Ben Cohen Bursary Fund
The Ben Cohen Bursary Fund provides financial support to students demonstrating financial need who are registered in any year of the undergraduate program.

Dean’s Award
The Dean’s Award was established through the net proceeds of the 2006 Pharmacy Golf Classic Tournament and by subsequent event proceeds and other contributions. The Pharmacy Golf Classic is a tournament which brings together members of the Faculty (including student representatives) with representatives from the pharmaceutical industry and the pharmacy community for the purpose of raising funds to support students. The Dean’s Award will be awarded to undergraduate students on the basis of financial need.
Essex County Pharmacists’ Association Bursary
The Essex County Pharmacists’ Association offers bursaries to students from high schools in Essex County in all four years of the course. Apply: To the Secretary of the Association.

Yahya Farag Bursary
Yahya Farag established a bursary in gratitude for the support he received while a student at the Faculty of Pharmacy. The bursary will be awarded to a Year 2 student on the basis of financial need who achieved high academic standing in the course PHM141H1.

Philip Feldberg Award
Philip Feldberg was a 1969 graduate of the Faculty’s BScPhm program. He founded Medico Pharmacy in 1970 and built the company into one of the largest multi-level support pharmacies for long term care facilities in the Greater Toronto Area. Mr. Feldberg passed away in April 2005, after a courageous battle with prostate cancer. In his will, he provided a gift to establish a bursary which is awarded to undergraduate students on the basis of financial need.

Daniel J. Fiedler Memorial Fund Bursary
The Pharmacists’ Association of the Niagara Peninsula awards two bursaries annually to two students attending an accredited school of pharmacy who live or work in the Niagara Region during the summer break. The bursary was established in memory of the late Daniel J. Fiedler, a well-respected pharmacist from the Niagara region. Apply: To the Pharmacists’ Association of the Niagara Peninsula.

Murray Freedman Memorial Bursary
This bursary honours the memory of the late Murray H. Freedman (1936–1983) who was both an alumnus and a member of the professorial staff (from 1968 on) of the Faculty. Dr. Freedman taught biochemistry and medicinal chemistry; he was particularly active in research and served as graduate chairman. This bursary will be awarded to a student in Third or Fourth Year, based on financial need.

Nathan and Ethel Gotfrid Scholarship
A bequest by the late Ethel Gotfrid, in memory of her husband Nathan, has provided for a scholarship to be awarded to a student demonstrating financial need.

Barry Haberman Retirement Bursary
This bursary has been established by Mr. Haberman’s aunt, Enid Cohen Lichter, in honour of his retirement in 2000. After graduating from the Faculty in 1953, Mr. Haberman practised in community pharmacy for over forty-five years. This award will be allocated to a student in any year of the undergraduate pharmacy program who demonstrates financial need. Preference will be given to a student interested in pursuing community pharmacy.

Ron Harris Bursary
The North Bay and District Pharmacists’ Association have established a bursary in memory of Ron Harris, a local pharmacist. This bursary will be awarded to a deserving and needy student, preferably from Northern Ontario.

John Christie Higgins Bursary
The John Christie Higgins Bursary is awarded to a student, or students, in any year of the undergraduate program in the Faculty of Pharmacy, based on financial need.

Dean F. Norman Hughes Award
This award has been established in honour of F. Norman Hughes, Dean of the Faculty of Pharmacy from 1953 to 1973. The award will be given to a student registered in Fourth Year, who demonstrates the greatest financial need. The recipient may not receive an award of equal or greater value in the same academic year.

Hunter Family Contribution Bursary
Michael Hunter is a graduate of the Faculty of Pharmacy and is currently the owner of Hunter’s Pharmacy Ltd. in Windsor, Ontario. He has established a bursary to be awarded to a student in Year 3 of the undergraduate program, on the basis of financial need, who is a Canadian citizen or permanent resident, preferably from outside the Greater Toronto Area and has achieved honours standing in the Professional Practice II Laboratory course (PHM229H1).
Maxwell D. Joel Memorial Bursary
Rokeah Chapter, Rho Pi Phi Pharmaceutical Fraternity, presents this bursary in memory of their friend and colleague, Maxwell D. Joel. The bursary will be awarded to a Third Year student who demonstrates financial need, and preferably having attained at least Second Class Honours.

John Dalziel Johnson Memorial Award
A bequest by the late John Dalziel Johnson, who graduated from the Ontario College of Pharmacists in 1931, provided for an award for students in the undergraduate program who demonstrate financial need.

Sidney & Elaine Kadish Bursary
Sidney Kadish (Class of 5T7) and friends established this award to help a student from Northern Ontario pursue a career in pharmacy with the intent that this may inspire the recipient to practice pharmacy in Northern Ontario. Therefore, the bursary will be awarded to an undergraduate student from a village, town or city north of North Bay who demonstrates financial need.

May Kong Memorial Bursary
The Class of 9T4 and faculty have established a bursary in memory of their classmate and friend, to show their respect and admiration of her courage. This bursary will be awarded on the basis of financial need.

Albert and Evelyn Krakauer Award
The Albert and Evelyn Krakauer Award will be awarded to undergraduate students on the basis of financial need and who have achieved First Class Honours in the Pharmacy Management Course.

Ladies Auxiliary Fund, Hamilton
The Ladies Auxiliary Fund, Hamilton is awarded to a student in any year of the undergraduate program in the Faculty of Pharmacy, based on financial need.

Ladies Auxiliary Student Fund
The Ladies Auxiliary Student Fund is awarded to a student in any year of the undergraduate program in the Faculty of Pharmacy, based on financial need.

David Lang Memorial Bursaries
Mrs. Anna Lang established a bursary in memory of her late husband to be awarded to a deserving student who is entering the final year of the undergraduate program. Ms. Karen Lang established a similar bursary in memory of her late father also to be awarded to a deserving student who is entering the final year of the undergraduate program. Both recipients will be selected on the basis of financial need.

Janice Lawrie Memorial Bursary
This award has been established by the friends and family of Janice Lawrie (Class of 8T9) in memory of her dedication to the profession. The bursary will be given to a student in Third or Fourth Year of the undergraduate program, who is from the Barrie/Orillia area, and who demonstrates financial need.

Lightstone and Hainsworth Bursary
Richard Hainsworth is a graduate of the Faculty of Pharmacy at the University of Toronto (Class of 5T7). This bursary will be awarded to a minimum of two students in Year 4 of the undergraduate program on the basis of financial need, who have achieved First Class Honours in Year 3 of the undergraduate program.

Joseph Litchen Memorial Bursary
Rokeah Chapter, Rho Pi Phi Pharmaceutical Fraternity, presents this bursary in memory of their friend and colleague, Joseph Litchen. The bursary will be awarded to a Fourth Year student who demonstrates financial need, and preferably has attained at least Second Class Honours.

London and District Pharmacists’ Association Bursary
The London and District Pharmacists’ Association offer this award to two students, preferably in First Year, who graduated from a secondary school in Middlesex, Elgin or Oxford county, and who have demonstrated financial need. No student can receive the award more than once.
Grace Mak Award
Family and friends established this award to honour Grace Mak. She was a 1998 graduate of the Faculty and pursued a career in community pharmacy in Orillia. Grace had an excellent rapport with her clients and treated each with dignity and respect. She had a passion for life and for people. The Grace Mak Award will be awarded to students demonstrating financial need who are registered in any year of the undergraduate program.

Dinah Mancini (Skaistys) Bursary
The late Dinah Mancini (Skaistys) graduated from the University of Toronto, Faculty of Pharmacy in 1979. After graduation, Dinah returned to her home in Grimsby, Ontario and practiced her profession for more than 30 years, primarily with Shoppers Drug Mart. To honour Dinah’s memory and dedication to her profession, her family and friends have established the Dinah Mancini (Skaistys) Bursary which is awarded to a student in Year 3 of the undergraduate program on the basis of financial need, who is a graduate of a high school in the Niagara Peninsula.

Frank Rogers Marmoraton Memorial Award
This bursary has been established through a generous endowment from Ross A. Rogers, in memory of his father, Frank Rogers. Two recipients will be identified annually who demonstrate financial need: to one student who will have enrolled in Second Year and to a second student who will have enrolled in Third Year of the undergraduate Pharmacy program.

Nellie Adams Martin Bursary
The CSL Group Inc. have established this bursary to be awarded to a student who demonstrates financial need.

T.F. “Jock” McCrossan Memorial Award
This award has been established by the family of Thomas Frederick “Jock” McCrossan in memory of his years of service to the staff and students of the Faculty of Pharmacy. “Jock” was a valued member of the faculty staff; his friendly and helpful manner endeared him to all who came in contact with him. The award will be allocated to one student enrolled in each of Years 1, 2 and 3, and to four students enrolled in Year 4. Recipients must have achieved at least Second Class Honours.

Gordon Murray Award
The family of Gordon Murray established this award in his honour. Mr. Murray graduated from the Faculty of Pharmacy in 1973. He was a member of the Canadian Society for Hospital Pharmacists, Ontario Branch, from 1972 until the time of his death, serving as President from 1993 to 1994. Among his many other accomplishments, he served as Chairman of the Association of Directors of Pharmacy, Metro Toronto Hospitals, in 1989, and was a Council Member for the Ontario College of Pharmacists from 1998 to 2000. He also made numerous presentations to community groups on medication use and safety, and both organized and delivered presentations at educational sessions for pharmacists. The Gordon Murray Award will be awarded to students demonstrating financial need who are registered in any year of the undergraduate program.

Edwin H. Nelson Memorial Fund
The Edwin H. Nelson Memorial Fund was given by the late Mr. Lemuel W. Famulener to aid students of special ability and of high character, who demonstrate financial need, to obtain an education.

Ottawa-Carleton Pharmacists’ Association Student Bursary
The Ottawa-Carleton Pharmacists’ Association offers three bursaries to students who are enrolled in an undergraduate program at a Faculty of Pharmacy in a Canadian university. Applicants must have some experience working in a pharmacy environment and must also have a preceptor who is a member in good standing of the Ottawa-Carleton Pharmacists’ Association. Apply: To the Association by September 30.
Robert Bruce Otto Bursary
The estate of Edna FitzPatrick Otto, in memory of her late husband Robert Bruce Otto, provides this award to a student who demonstrates financial need. Eligible recipients should preferably have come from a small town, village or rural municipality in Electoral District #2 [Counties of Durham, Frontenac, Haliburton, Hastings, Lennox and Addington, Northumberland, Peterborough, Prince Edward, and Victoria].

Anna M. Pearson Bursary
The Anna M. Pearson Bursary was established by the late Mr. Fred Pearson, to aid deserving undergraduates in pharmacy who have a good scholastic record.

Pfizer Canada Bursary
Pfizer Canada Inc. has established the Pfizer Canada Bursary to be awarded to a deserving student who is entering the final year of the undergraduate program (fourth year). The recipient should be a Canadian citizen or a landed immigrant and should be selected on the basis of financial need.

Pharmacy GRADitude Bursary
The Pharmacy GRADitude Bursary will be awarded to an undergraduate pharmacy student registered in Year 4 of the program who demonstrates financial need. The recipient must have been involved in UPS or Class Council while registered in Year 3.

Tricia Ramsumair/Pharmacy Class of 9T9 Award
The Class of 9T9 has established this award to commemorate the life of Tricia Ramsumair. Tricia’s cheerful disposition and quiet kindness has left a lasting impression on her classmates. This bursary will be awarded to a Third Year student on the basis of financial need.

Ernest Martin “Cappy” Rix Award
Dr. Donald B. Rix has established this award in honour of his father, Ernest Martin “Cappy” Rix, a graduate of the Class of 2T7. This bursary will be awarded to Second Year students who demonstrate financial need.

Shoppers Drug Mart Award
Through a generous endowment from Shoppers Drug Mart, awards will be given annually to students who demonstrate financial need, and who have successfully completed First, Second or Third Year of the undergraduate Pharmacy program. The awards to students who have successfully completed Second Year are designated as the Arthur and Gordon Resnick/Shoppers Drug Mart Award, in recognition of the invaluable contribution these brothers made to the profession of pharmacy and to the success of the company. The awards to students who have successfully completed Third Year are designated as the Izzy Snyder/Shoppers Drug Mart Award. This is to honour Mr. Snyder’s commitment and loyalty to the company and to the profession.

Allan Martin Starkman Memorial Bursary
Mrs. Catherine Starkman has established a bursary in memory of her late husband to be awarded to a deserving student who is entering the final year of the undergraduate program. The recipient will be selected on the basis of financial need.

Vi Stringer Memorial Bursary
The friends of Vi Stringer have established this bursary in her memory, to be awarded to a deserving student in any year of the undergraduate program who has demonstrated financial need.

Teva Canada Bursary
The Teva Canada Bursary was established at the Leslie Dan Faculty of Pharmacy through a donation from Teva Canada Limited to celebrate the tenth anniversary of their operations in Canada and their formal name change from Teva Novopharm to Teva Canada. This bursary is awarded to a student in any year of the undergraduate program on the basis of financial need.

Helen M. Walton Bursary
Helen M. Walton joined the Ontario College of Pharmacy in 1941. Her role was initially a dual one – that of secretary to the academic staff including the Dean, as well as librarian of the College. In 1953, when the College became the Faculty of Pharmacy, she was primarily Secretary to the Dean. In 1973,
she became the Faculty Secretary and through her dealings with students, she had opportunity to witness the impact of financial assistance. She established the Helen M. Walton Bursary to help pharmacy students pursue their studies. This bursary will be awarded to students on the basis of financial need.

**Region of Waterloo Pharmacists’ Association Bursary**
The Region of Waterloo Pharmacists’ Association offers an award to a student from the Kitchener-Waterloo-Cambridge area in any year, but preferably the first professional year, based on financial need.

**Gladys Watson Aboriginal Education Fund**
To be awarded to Aboriginal students, including Status, Non-Status, Metis and Inuit students, enrolled in graduate programs at the master’s or doctoral level, and second-entry programs. All Aboriginal students in these programs are eligible to apply, full-time and part-time, with preference given to those students who demonstrate financial need. Application forms are available from the Admissions, Financial Aid and Awards website at www.adm.utoronto.ca/awd/adm-awards/html/awards/applications/watson_g_app.pdf.

**Douglas Wingfield Memorial Bursary**
This award was established through a bequest from Douglas Wingfield, a 1956 graduate of the Faculty of Pharmacy. The Douglas Wingfield Memorial Bursary will be awarded to undergraduate students on the basis of financial need.

**Selene Wong Memorial Bursary**
The Class of 9T5 has established a bursary in memory of their classmate, to be awarded to a Second Year student based on financial need. The recipient will also have participated in social and athletic activities, served on class council or faculty committees, and made a meaningful contribution to the class spirit.

**Neil and Merda Wood Bursary**
The Neil and Merda Wood Bursary will be awarded to a student in the First Year of the undergraduate program on the basis of financial need and who obtains a high admission index.
HOSPITAL PHARMACY RESIDENCY PROGRAMS

The following hospitals provide Pharmacy Residency Programs.

Centre for Addiction and Mental Health
Toronto, Ontario

Hamilton Health Sciences Corporation
Hamilton, Ontario

The Hospital for Sick Children
Toronto, Ontario

St. Joseph’s Hospital
Hamilton, Ontario

Kingston General Hospital
Kingston, Ontario

London Health Sciences Centre
London, Ontario

Mt. Sinai Hospital
Toronto, Ontario

National Defence Medical Centre
Ottawa, Ontario

William Osler Health Centre
Brampton, Ontario

Ottawa Hospital
Ottawa, Ontario

St. Michael’s Hospital
Toronto, Ontario

Sunnybrook Health Sciences Centre
Toronto, Ontario

Trillium Health Centre
Mississauga, Ontario

University Health Network
Toronto, Ontario

Windsor Regional Hospital
Windsor, Ontario

The purpose of the residency program is to train selected graduates in Pharmacy for leadership roles in clinical practice and/or administration in Hospital Pharmacy, through structured rotations in pharmacy practice, education, research and administration. Residency programs aim to prepare pharmacists for challenging and innovating pharmacy practice. Experience will be provided in the specialty areas of Hospital Pharmacy Practice including Drug Information Service, Patient Centred Care, Educational Activities and Administration. Graduate residents are an important source of practitioners and many employers list residency training as a preferred qualification for clinical practice.

INDUSTRIAL PHARMACY RESIDENCY PROGRAMS

The following pharmaceutical companies, in co-operation with the Leslie Dan Faculty of Pharmacy, University of Toronto, provide Residency Programs. Joint residency certificates are awarded by the pharmaceutical company and faculty on the recommendation of a joint Faculty-Company Core Committee.

Astellas Pharma Canada, Inc.
Markham, Ontario

Eli Lilly Canada Inc.
Toronto, Ontario

Hoffmann-LaRoche Limited
Mississauga, Ontario

Janssen Inc.
Toronto, Ontario
The purpose of the residency program is to educate selected graduates in Pharmacy for a variety of roles in the pharmaceutical industry. Experience may be provided in the areas of manufacturing, quality control, marketing, clinical research, regulatory affairs, drug information, medical information, pharmacoconomics, managed care, government and economics, and sales. Both Eli Lilly Canada Inc. and Hoffman-La Roche Limited offer two residencies.

COMMUNITY AND AMBULATORY PHARMACY RESIDENCY PROGRAMS

These are structured 12-month post-graduate programs designed to prepare students for administrative and patient care functions in community/ambulatory pharmacy practice. Rotations include drug information, management and operations, drug distribution and patient care. Residents have the opportunity of selecting specialty rotations (such as paediatrics, complementary health care systems or geriatrics). In addition to the rotations, residents will complete a major research project relevant to the practice of pharmacy in the community/ambulatory setting. Community/Ambulatory Pharmacy residency programs are currently offered at:

Sunnybrook Health Sciences Centre
Toronto, Ontario

University Health Network
Toronto, Ontario
DOCTOR OF PHARMACY (PharmD) PROGRAM

The Doctor of Pharmacy program at the Leslie Dan Faculty of Pharmacy is a post-baccalaureate program in which the curriculum provides new and practicing pharmacists with the knowledge, skills and values required to become advanced practitioners. The program is designed for those who want to: advance their career and become leaders in the profession of Pharmacy; have a competitive advantage when applying for unique and interesting positions; create and shape their career through an innovative patient-focused practice; develop and enhance their life-long learning skills; know how to obtain and apply cutting-edge information; and have the skills to be able to make a difference in complex pharmacotherapeutic situations.

MISSION STATEMENT

The mission of the Doctor of Pharmacy Program at the University of Toronto is to provide a specialized learning environment for pharmacists’ development of expanded knowledge and skills that enable them to improve patients’ health outcomes and contribute to the advancement of the pharmacy profession.

In support of this we are committed to:

• teaching knowledge, skills and professional values that are required to practice pharmaceutical care;
• developing, disseminating and applying knowledge through innovative teaching and practice;
• providing an academic environment in which the changing demands of modern health care are met through collaborative partnerships.

ADMISSION

1. ADMISSION TO THE POST-BACCALAUREATE DOCTOR OF PHARMACY PROGRAM

The Doctor of Pharmacy program is an undergraduate degree with admissions through the Leslie Dan Faculty of Pharmacy. Applicants must have received a Bachelor of Science in Pharmacy or equivalent pharmacy degree.

Academic standing, professional insight, professional experience, professional maturity, communication skills and motivation are considered when evaluating applicants and interviewing candidates.

Information relating to admission requirements for non-Canadian residents or graduates from non-Canadian programs can be obtained from the program website.
2. APPLICATION PROCEDURE

Interested applicants should obtain an application package from the program’s website (www.pharmacy.utoronto.ca/pharmd). Applicants must submit the following to the Leslie Dan Faculty of Pharmacy:

• a Doctor of Pharmacy Application/Profile Form;
• a current curriculum vitae; and
• an application fee of $200 (made payable to the University of Toronto).

Applicants should also arrange for the following to be sent to the Leslie Dan Faculty of Pharmacy:

• two letters of reference;
• official copies of transcripts from all post secondary academic programs (including pre-pharmacy, pharmacy and post-pharmacy education).

3. FINAL DATE FOR SUBMITTING APPLICATIONS

Please contact the Doctor of Pharmacy office for precise deadlines as these are subject to change.

CURRICULUM

The Doctor of Pharmacy (PharmD) program at the Leslie Dan Faculty of Pharmacy immerses students in a demanding and comprehensive curriculum designed to meet the changing needs of today's health care environment. This program builds on the skills acquired in undergraduate pharmacy programs and intersperses didactic in-class work with experiential education through pharmacy practice rotations.

Didactic courses provide a combination of online lectures, small class discussion, and large class facilitated sessions while experiential rotations focus on developing requisite skills for advanced practice. Rotations are interspersed between periods of course work thereby offering students an enriching alternation of theory and practice throughout their program.

The Post-Baccalaureate Program is offered in conjunction with a new Combined Bachelor of Science in Pharmacy – Doctor of Pharmacy Program. Students from both programs jointly attend courses in a mutually beneficial educational experience.

The intensive program of academic and clinical education, integrating both practice and theory, aims to provide students with the ability to independently identify, solve, and prevent complex drug-therapy problems. To develop the lifelong learning skills necessary for future pharmacy practitioners and educators, students are required to accept a significant amount of responsibility for directing their own learning. Students' learning is guided and stimulated through the use of specifically designed problems, cases, scenarios, exercises and assignments. Course instructors and tutors function both as facilitators for students' learning and as sources of expertise. Through this learning process, students acquire additional skills such as effective communication, teamwork, self- and peer-assessment, writing, problem-solving, and critical thinking.

The PharmD program begins each year in September and is 20 months long. The schedule is as follows:

<table>
<thead>
<tr>
<th>Term #1: Fall (September - December)</th>
<th>Term #2: Winter (January - April)</th>
<th>Term #3: Summer (May - August)</th>
<th>Term #4: Fall (September - December)</th>
<th>Term #5: Winter (January - April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM601</td>
<td>PHM711</td>
<td>PHM706</td>
<td>PHM604</td>
<td>PHM706</td>
</tr>
<tr>
<td>PHM605</td>
<td>PHM603</td>
<td>PHM712</td>
<td>PHM607</td>
<td>PHM716</td>
</tr>
<tr>
<td>PHM611</td>
<td>PHM607</td>
<td>PHM713</td>
<td>PHM609</td>
<td>PHM731</td>
</tr>
<tr>
<td>PHM612</td>
<td>PHM608</td>
<td>PHM714</td>
<td>PHM615</td>
<td>PHM741</td>
</tr>
<tr>
<td>PHM609</td>
<td></td>
<td>PHM706</td>
<td>PHM742</td>
<td></td>
</tr>
<tr>
<td>PHM613</td>
<td></td>
<td>PHM715</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHM614</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHM706</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOCTOR OF PHARMACY PROGRAM COURSE DESCRIPTIONS

PHM601H1 – Foundations for Advanced Pharmacy Practice
This course is designed to familiarize students with self-directed collaborative learning and pharmaceutical care. Through the process, students will develop effective communication skills (oral and written), critical thinking, self-assessment, and the ability to gather, select, process, manage, and communicate information. The course also includes drug information topics.

PHM603H1 – Advanced Pharmacokinetics (Theory);
PHM604H1 – Advanced Pharmacokinetics (Application)
These courses examine the quantitative relationships concerned with drug disposition in the body, the principles underlying these relationships, and the kinetics of pharmacologic response. The discussion will be centered on students' analysis of pre-assigned problems, questions and readings. PHM603 focuses on theory while PHM604 focuses on application of knowledge.

PHM605H1 – Critical Appraisal
This course is designed to provide Doctor of Pharmacy students with an exposure to literature evaluation at an advanced level. The approach adopts a research design perspective but also uses the principles of critical evaluation and evidence-based medicine. Experience is gained through critiques of a variety of manuscripts and published papers. Assessment is done using critiques, quizzes, and tests.

PHM607H1 – The Health Care Systems Context for Pharmacy Practice
Through readings, reflections on their pharmacy practice experience, participation in class discussions, and preparation of 3 major assignment reports, students will develop an enhanced understanding of the health care system context for pharmacy practice, and gain knowledge and skills that will permit them to analyze policy and operations issues, and develop and evaluate strategies/programs to change practice environments.

PHM608H1 – Introduction to Teaching Techniques
This course provides an overview of theories of teaching, learning, assessment, and cognitive development taught rooted in the discipline of social psychology. The goal of this course is to provide participants with the knowledge and skills necessary to identify learning needs, design curriculum for diverse audiences, and undertake educational program evaluation for purposes of quality improvement.

PHM609H1 – Physical Assessment
Advanced pharmacy practice requires that pharmacists are able to function in a variety of health care settings. The ability to identify, assess and resolve drug therapy problems hinges on effectively and efficiently gathering information regarding the patient and the clinical situation. Gathering key information can occur through many means including patient interview and physical examination. Therefore, pharmacists must be able to use a variety of methods to assess and monitor a patient. This course focuses on the skills required to interpret and perform physical assessment on key body systems in which common drug therapy problems may occur. The course serves to complement knowledge and skills learned from other first-year courses.

PHM611H1 - PHM615H1 – Advanced Pharmacotherapy I-V
The five Advanced Pharmacotherapy courses provide students in the Doctor of Pharmacy Program with the knowledge in pathobiology and therapeutics required to be advanced practitioners. Courses will provide the skills necessary for life long learning. Case based learning will also enhance the students’ ability to develop their own process for providing care and optimising pharmacotherapeutic outcomes. The following Advanced Pharmacotherapy courses will be offered:

PHM611 Cardiology
PHM612 General Medicine I
PHM613 Infectious Diseases
PHM614 General Medicine II
PHM615 Neurology/Psychiatry
PHM706H1 – PharmD Seminar
This course is a skills-based course designed to enhance the ability to develop and deliver oral and poster presentations at a level appropriate for advanced practitioners. Experience is gained by completing four separate assignment presentations, including both oral and poster.

PHM711H1 - PHM731H1 – PharmD Rotations
The PharmD rotations are designed to provide the student with opportunities to apply the knowledge and skills that are developed in the didactic courses. Students will complete the rotations below for a total of 44 weeks of experiential education:

1. Institutional foundational rotation (4 weeks)
2. 5 Direct patient care rotations (5 weeks each)
3. 1 Research rotation (5 weeks)
4. 2 Elective rotations (5 weeks each)

Rotation sites have been selected based on the ability of the site to provide opportunities for students to enhance their learning in a supportive environment. Student practice interests are taken into account during the rotation selection process with preferences being matched, where possible, based on preceptor availability.

POLICIES AND PROCEDURES

The policies and procedures for the Doctor of Pharmacy program are available upon request.

For more information on the Doctor of Pharmacy program, visit the website at www.pharmacy.utoronto.ca/pharmd.
COMBINED BACHELOR OF SCIENCE IN PHARMACY-DOCTOR OF PHARMACY (BScPhm-PharmD) PROGRAM

The Combined Bachelor of Science in Pharmacy-Doctor of Pharmacy Program provides students in the Bachelor of Science in Pharmacy program at the Leslie Dan Faculty of Pharmacy with an opportunity to continue their education and gain greater experience through the concurrent completion of a Doctor of Pharmacy degree.

The Combined Bachelor of Science in Pharmacy-Doctor of Pharmacy Program begins in the 4th year of the Bachelor of Science in Pharmacy (BScPhm) program. Students continue the requirements for the BScPhm program in the Fall Term while simultaneously beginning coursework for the Doctor of Pharmacy (PharmD) program. In the Winter Term, students continue the PharmD program for the remainder of their 4th year instead of completing their Structured Practical Experience Program requirements and then proceed with PharmD courses and rotations throughout their 5th year.

Students who enter this program graduate with two degrees: the Bachelor of Science in Pharmacy (BScPhm) and the Doctor of Pharmacy (PharmD).

The program is designed for those who want to: advance their careers and become leaders in the profession of Pharmacy; have a competitive advantage when applying for unique and interesting positions; create and shape their career through an innovative patient-focused practice; develop and enhance their life-long learning skills; know how to obtain and apply cutting-edge information; and have the skills to be able to make a difference in complex pharmacotherapeutic situations.

Please note that only students entering Year 4 of the Bachelor of Science in Pharmacy at the Leslie Dan Faculty of Pharmacy, University of Toronto are eligible for admission into the Combined Bachelor of Science in Pharmacy-Doctor of Pharmacy Program.

MISSION STATEMENT

The mission of the Doctor of Pharmacy Program at the University of Toronto is to provide a specialized learning environment for pharmacists’ development of expanded knowledge and skills that enable them to improve patients’ health outcomes and contribute to the advancement of the pharmacy profession.

In support of this we are committed to:

• teaching knowledge, skills and professional values that are required to practice pharmaceutical care,
• developing, disseminating and applying knowledge through innovative teaching and practice,
• providing an academic environment in which the changing demands of modern health care are met through collaborative partnerships.

ADMISSION

1. ADMISSION TO THE COMBINED BACHELOR OF SCIENCE IN PHARMACY-DOCTOR OF PHARMACY DEGREE

The Combined Bachelor of Science in Pharmacy-Doctor of Pharmacy program is an undergraduate degree with admissions through the Leslie Dan Faculty of Pharmacy.
Admission in this Program is restricted to students entering the fourth year of their Bachelor of Science in Pharmacy program at the Leslie Dan Faculty of Pharmacy who have obtained a minimum grade point average of 3.3 in each of their first three years of the Bachelor of Science in Pharmacy program. Academic standing, pharmacy practice experience, maturity, communication skills and motivation are considered when evaluating applicants and interviewing short-listed candidates.

2. APPLICATION PROCEDURE

Interested applicants should obtain an application package from the program website (http://pharmacy.utoronto.ca/combinedbscphm-pharmd.htm). Applicants must submit the following:

• A Combined BScPhm-PharmD Application/Profile Form;
• A current curriculum vitae.

Applicants should also arrange for two letters of reference to be sent directly to the Leslie Dan Faculty of Pharmacy.

University of Toronto academic records will be accessed directly by the Doctor of Pharmacy office.

3. FINAL DATE FOR SUBMITTING APPLICATIONS

Please contact the Doctor of Pharmacy office for precise deadlines as these are subject to change.

CURRICULUM

The Combined Bachelor of Science-Doctor of Pharmacy (BScPhm-PharmD) program at the Leslie Dan Faculty of Pharmacy immerses students in a demanding and comprehensive curriculum designed to meet the changing needs of today's health care environment. This program builds on the skills acquired in undergraduate pharmacy courses and intersperses didactic in-class work with experiential education through pharmacy practice rotations.

Didactic courses provide a combination of online lectures, small class discussion, and large class facilitated sessions while experiential rotations focus on developing requisite skills for advanced practice. Rotations are interspersed between periods of course work thereby offering students an enriching alternation of theory and practice throughout their program.

The Combined Bachelor of Science in Pharmacy-Doctor of Pharmacy Program is offered in conjunction with the Post-Baccalaureate Program. Students from both programs will jointly attend courses in a mutually beneficial educational experience.

The intensive program of academic and clinical education, integrating both practice and theory, aims to provide students with the ability to independently identify, solve, and prevent complex drug-therapy problems. To develop the lifelong learning skills necessary for future pharmacy practitioners and educators, students are required to accept a significant amount of responsibility for directing their own learning. Students' learning is guided and stimulated through the use of specifically designed problems, cases, scenarios, exercises and assignments. Course instructors and tutors function both as facilitators for students' learning and as sources of expertise. Through this learning process, students acquire additional skills such as effective communication, teamwork, self- and peer-assessment, writing, problem-solving, and critical thinking.
The Combined BScPhm-PharmD program begins in September and is 20 months long. The schedule is as follows:

<table>
<thead>
<tr>
<th>Term #1: Fall (September - December)</th>
<th>Term #2: Winter (January - April)</th>
<th>Term #3: Summer (May - August)</th>
<th>Term #4: Fall (September - December)</th>
<th>Term #5: Winter (January - April)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM521</td>
<td>PHM711</td>
<td>PHM706</td>
<td>PHM604</td>
<td>PHM706</td>
</tr>
<tr>
<td>PHM525</td>
<td>PHM603</td>
<td>PHM712</td>
<td>PHM607</td>
<td>PHM716</td>
</tr>
<tr>
<td>PHM527</td>
<td>PHM607</td>
<td>PHM713</td>
<td>PHM609</td>
<td>PHM731</td>
</tr>
<tr>
<td>PHM528</td>
<td>PHM608</td>
<td>PHM714</td>
<td>PHM615</td>
<td>PHM741</td>
</tr>
<tr>
<td>PHM529</td>
<td>PHM609</td>
<td></td>
<td>PHM706</td>
<td>PHM742</td>
</tr>
<tr>
<td>PHM601</td>
<td>PHM613</td>
<td></td>
<td>PHM715</td>
<td></td>
</tr>
<tr>
<td>PHM605</td>
<td>PHM614</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHM611</td>
<td>PHM706</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHM612</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMBINED BACHELOR OF SCIENCE IN PHARMACY - DOCTOR OF PHARMACY PROGRAM COURSE DESCRIPTIONS**

**PHM521Y1 – Pharmaceutical Care III**
This course is a continuation of therapeutics taught in PHM321Y1. Through discussion of a series of paper patient cases, students will acquire and/or reinforce their skills in assessing and managing patients’ drug therapy. The case studies utilized in therapeutics will reinforce relevant pathophysiological and pharmacological concepts required to make these decisions. The specific therapeutic areas discussed will be common diseases that are not self-limiting and will include cardiology, oncology, psychiatry, neurology, renal disease and liver disease. In addition to large class discussions, the course also includes two small group seminars. Students will be expected to communicate both their decisions and the process followed in making these decisions in an understandable, appropriate written and verbal format, both during class discussions and in seminars. Team skills are also developed as students will work in small groups during case preparation, in-class assessments, and case study seminars.

**PHM525H1 – Pharmacy Practice Research**
This course introduces the student to research methods and design relevant to pharmacy practice. Drawing on what they learn in class as well as their knowledge of and experience in pharmacy practice, the health system, statistics, and bioethics, students will develop a proposal for a small research project applicable to pharmacy practice.

**PHM527H1 – Health Systems in Society II: Directions in Health Care**
Trends and issues in Canadian health care with important implications for pharmacy will be discussed. The course consists of several modules: health care system reform, electronic technology in health care, systems theory and medication safety, pharmaceutical benefits management, impact of reimbursement and regulatory reform on scope of practice, and evaluation of new health care technology (pharmacoeconomics). Students will critically examine these topics from a health systems perspective and identify implications for pharmacy practice.

**PHM528H1 – Professional Practice IV**
This is a continuation of the Pharmacy Practice series of courses. This course requires students to demonstrate a consolidation of knowledge from previous courses, and to draw upon and complement material from the Pharmacy Practice, Pharmaceutical Care, and Social/Administrative Pharmacy courses and apply them to discussion of issues related to the psychology of patient care and pharmacy practice. Students will continue to utilize and develop strategic thinking and critical appraisal skills.
PHM529H1 – Pharmacy Practice Seminar
Pharmacy Practice Seminar is a consolidation of both the Professional Practice and Pharmaceutical Care series of courses. Working with “standardized patients” in small group interactions, students will further develop patient interviewing skills introduced in PHM329H1, while continuing to apply the pharmaceutical care process. Practical application of clinical knowledge to meet individual patients’ drug related needs, through effective patient interviewing skills, is the emphasis of this course. Students are expected to demonstrate well-developed communication skills (both verbal and written) in order to effectively apply clinical knowledge to various patient care situations.

PHM601H1 – Foundations for Advanced Pharmacy Practice
This course is designed to familiarize students with self-directed collaborative learning and pharmaceutical care. Through the process, students will develop effective communication skills (oral and written), critical thinking, self-assessment, and the ability to gather, select, process, manage, and communicate information. The course also includes drug information topics.

PHM603H1 – Advanced Pharmacokinetics (Theory);
PHM604H1 – Advanced Pharmacokinetics (Application)
These courses examine the quantitative relationships concerned with drug disposition in the body, the principles underlying these relationships, and the kinetics of pharmacologic response. The discussion will be centered on students’ analysis of pre-assigned problems, questions and readings. PHM603 focuses on theory while PHM604 focuses on application of knowledge.

PHM605H1 – Critical Appraisal
This course is designed to provide Doctor of Pharmacy students with an exposure to literature evaluation at an advanced level. The approach adopts a research design perspective but also uses the principles of critical evaluation and evidence-based medicine. Experience is gained through critiques of a variety of manuscripts and published papers. Assessment is done using critiques, quizzes, and tests.

PHM607H1 – The Health Care Systems Context for Pharmacy Practice
Through readings, reflections on their pharmacy practice experience, participation in class discussions, and preparation of 3 major assignment reports, students will develop an enhanced understanding of the health care system context for pharmacy practice, and gain knowledge and skills that will permit them to analyze policy and operations issues, and develop and evaluate strategies/programs to change practice environments.

PHM608H1 – Introduction to Teaching Techniques
This course provides an overview of theories of teaching, learning, assessment, and cognitive development taught rooted in the discipline of social psychology. The goal of this course is to provide participants with the knowledge and skills necessary to identify learning needs, design curriculum for diverse audiences, and undertake educational program evaluation for purposes of quality improvement.

PHM609H1 – Physical Assessment
Advanced pharmacy practice requires that pharmacists are able to function in a variety of health care settings. The ability to identify, assess and resolve drug therapy problems hinges on effectively and efficiently gathering information regarding the patient and the clinical situation. Gathering key information can occur through many means including patient interview and physical examination. Therefore, pharmacists must be able to use a variety of methods to assess and monitor a patient. This course focuses on the skills required to interpret and perform physical assessment on key body systems in which common drug therapy problems may occur. The course serves to complement knowledge and skills learned from other first-year courses.

PHM611H1 - PHM615H1 – Advanced Pharmacotherapy I-V
The five Advanced Pharmacotherapy courses provide students in the Doctor of Pharmacy Program with the knowledge in pathobiology and therapeutics required to be advanced practitioners. Courses will provide the skills necessary for life long learning. Case based learning will also enhance the students’ ability to develop their own process for providing care and optimising pharmacotheerapeutic outcomes.
The following Advanced Pharmacotherapy courses will be offered:

PHM611 Cardiology
PHM612 General Medicine I
PHM613 Infectious Diseases
PHM614 General Medicine II
PHM615 Neurology/Psychiatry

PHM706Y1 – PharmD Seminar
This course is a skills-based course designed to enhance the ability to develop and deliver oral and poster presentations at a level appropriate for advanced practitioners. Experience is gained by completing four separate assignment presentations, including both oral and poster.

PHM711H1 - PHM731H1 – PharmD Rotations
The PharmD rotations are designed to provide the student with opportunities to apply the knowledge and skills that are developed in the didactic courses. Students will complete the rotations below for a total of 44 weeks of experiential education:

1 Institutional foundational rotation (4 weeks)
5 Direct patient care rotations (5 weeks each)
1 Research rotation (5 weeks)
2 Elective rotations (5 weeks each)

Rotation sites have been selected based on the ability of the site to provide opportunities for students to enhance their learning in a supportive environment. Student practice interests are taken into account during the rotation selection process with preferences being matched, where possible, based on preceptor availability.

POLICIES AND PROCEDURES
The policies and procedures for the Doctor of Pharmacy program are available upon request.
For more information on the Doctor of Pharmacy program, visit the website at www.pharmacy.utoronto.ca/pharmd.
GRADUATE STUDIES IN THE LESLIE DAN FACULTY OF PHARMACY

Individuals with appropriate bachelor’s or master’s degree may apply for admission to the Graduate Department of Pharmaceutical Sciences to pursue studies leading to a MSc or PhD degree. These research-based degrees are intended to prepare the student for a career in industry, academia, or government. The successful completion of either of these degrees rests on the student’s ability to write and defend a thesis based upon original research. A limited amount of course work is also mandatory. The program of study is individualized for each student within one of the research areas of the Department. The research may be carried out on campus at the University of Toronto, at one of the affiliated teaching hospitals or at an industrial site.

You may obtain further information concerning admission requirements, courses of study and the regulation governing the degree requirements by contacting the Graduate Department of Pharmaceutical Sciences by telephone at 416-978-2179, by email at pharm.sci@utoronto.ca, or by visiting the website http://www.pharmacy.utoronto.ca/gradprograms.

GRADUATE DEPARTMENT OF PHARMACEUTICAL SCIENCES/FIELDS OF RESEARCH

<table>
<thead>
<tr>
<th>Molecular Pharmacology and Toxicology</th>
<th>Pharmaceutics and Pharmacokinetics</th>
<th>Clinical, Social and Administrative Pharmaceutical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Angers</td>
<td>C.J. Allen</td>
<td>Z. Austin</td>
</tr>
<tr>
<td>R. Bendayan</td>
<td>B.M. Bowen</td>
<td>P. Ballantyne*</td>
</tr>
<tr>
<td>U.E. Busto*</td>
<td>T.V. Chalikian</td>
<td>M. Battistella</td>
</tr>
<tr>
<td>I. Crandall*</td>
<td>Y.L. Cheng*</td>
<td>H. Boon</td>
</tr>
<tr>
<td>C. Cummins</td>
<td>J. Gariépy*</td>
<td>S.M. Cadarette</td>
</tr>
<tr>
<td>G. Giaever</td>
<td>B.G. Hardy*</td>
<td>L. Dupuis</td>
</tr>
<tr>
<td>D. Grant*</td>
<td>H. Heerklotz</td>
<td>T.R. Einarson</td>
</tr>
<tr>
<td>D.R. Hampson</td>
<td>S. Kelley</td>
<td>P. Grootendorst</td>
</tr>
<tr>
<td>J. Henderson</td>
<td>L. Kotra*</td>
<td>J. Hock*</td>
</tr>
<tr>
<td>K.W. Hindmarsh</td>
<td>P. Lee</td>
<td>J.C. Kühler</td>
</tr>
<tr>
<td>S. Ito*</td>
<td>R.B. Macgregor</td>
<td>M. Krahn</td>
</tr>
<tr>
<td>G. Koren*</td>
<td>K.S. Pang</td>
<td>L.D. MacKeigan</td>
</tr>
<tr>
<td>P.J. O’Brien</td>
<td>M. Piquette-Miller</td>
<td>M. Mamdani*</td>
</tr>
<tr>
<td>P.S. Pennefather</td>
<td>R.M. Reilly</td>
<td>J.A. Marshman</td>
</tr>
<tr>
<td>B. Seguin</td>
<td>B. Saville*</td>
<td>L. Muzzin</td>
</tr>
<tr>
<td>J. Uetrecht</td>
<td>M. Spino*</td>
<td>M. Papadimitropoulos*</td>
</tr>
<tr>
<td>J.W. Wells</td>
<td>S.E. Walker*</td>
<td>W. Seto</td>
</tr>
<tr>
<td>P.G. Wells</td>
<td>X.Y. Wu</td>
<td>B. Sproule*</td>
</tr>
<tr>
<td></td>
<td>G. Zheng*</td>
<td>A. Taddio</td>
</tr>
</tbody>
</table>

*Cross-appointments

GRADUATE AND POST GRADUATE AWARDS

A number of scholarships, bursaries, and other forms of financial aid are available to students admitted to the Graduate Program. Details are available at http://www.pharmacy.utoronto.ca/gradprograms/financial-support.
SPECIALIST PROGRAM IN PHARMACEUTICAL CHEMISTRY

The Pharmaceutical Chemistry Specialist Program leads to a four-year BSc degree. It is offered jointly by the Leslie Dan Faculty of Pharmacy and the Faculty of Arts and Science. Pharmaceutical Chemistry combines knowledge of the biological, medical and physical sciences in the study of the scientific aspects of drug therapy. The emphasis is on the chemical nature of the reactions and interactions involved in drug therapy. Students will receive a solid background in the aspects of chemistry most relevant to drugs: physical, organic and analytical chemistry. They will also learn the fundamental aspects of the synthesis, manufacture, use and mode of action of drugs. The program is of special interest to students who are interested in a career in the pharmaceutical industry or doing post-graduate studies.

Please note that this degree is not a qualification for taking the Pharmacy licensing examinations.

For further information, including information on program requirements, please consult the website http://www.pharmacy.utoronto.ca/pharmchem or phone 416-978-2162.

PHARMACEUTICAL CHEMISTRY COURSES

PHC230H1 Pharmaceutics 1
An introduction to the key concepts in the design, manufacture, and use of efficacious dosage forms. The course covers the characteristics of different delivery routes.
Prerequisite: CHM138H1, CHM139H1, CHM220H1

PHC300H1 Molecular Pharmacology 1
Structural and mechanistic determinants of drug action at the molecular level. Topics include the physical-chemical properties of drugs per se as they relate to therapeutic intervention and the biophysical and biochemical properties of enzymes and nucleic acids that underlie and are affected by their interactions with drugs.
Prerequisite: CHM247H1/249H1; CHM(220H1,221H1)/225Y1; BCH210H1

PHC301H1 Molecular Pharmacology 2
Structural and mechanistic determinants of drug action via macromolecules that effect cellular signalling. Neurohumoral receptors and other signalling proteins are grouped according to their structure and mechanism of action. Native properties and their modulation by drugs are discussed in the context of basic principles of molecular pharmacology.
Prerequisite: CHM247H1/249H1; CHM(220H1,221H1)/225Y1; BCH210H1

PHC320H1 Medicinal Chemistry
Modern discovery and synthesis of antibiotics, antineoplastics, antiviral and other therapeutic agents.
Prerequisite: CHM247H1/249H1; BCH210H1

PHC330H1 Pharmaceutics
This course presents a detailed examination of the material properties of pharmaceuticals and the role of cellular processes in delivery of a drug to its site of action.
Prerequisite: CHM138H1, CHM139H1, CHM220H1, PHC230H1
Establishing the Bioequivalence of Pharmaceutical Products 32L
Introduction to human clinical trial design for the demonstration of pharmaceutical bioequivalence of drug products. Students will learn the principles underlying the regulations and methods employed in bioequivalence studies.
Prerequisite: MAT135Y1/137Y1/157Y1, BCH210H1, CHM247H1/249H1
Pre- or co-requisite: PHC330H1

Pharmaceutical Chemistry Laboratory 24L, 72P
The scientific basis and practical techniques relevant to modern pharmaceutical development.
Prerequisite: CHM(220H1,221H1)/225Y1; CHM247H1/249H1; BCH210H1

Drug Transport Across Biological Membranes 24L
The goal of this course is to provide students with knowledge of the molecular processes involved in drug transport across biological cell membranes with emphasis on their physiological and clinical significance.
Prerequisite: PHC300H1, PHC301H1, Permission of the Department

Application of Medicinal Chemistry to Pharmacology 24L
This course shows students the links between basic science and the drugs used therapeutically to treat clinical problems.
Prerequisite: PHC301H1, PHC320H1

Biomolecular Interactions and Thermodynamics I 36L
This course provides students with a fundamental knowledge of the thermodynamics of the non-covalent interactions important in biochemical interactions and drug development.
Prerequisite: (CHM220H1,221H1)/CHM225Y1

Biomolecular Interactions and Thermodynamics II 36L
This course will consider many of the topics presented in the first half in much greater detail including a rigorous examination of the interpretation of experimental data. This course is intended for students whose research or interest is in the thermodynamics of biological molecules.
Prerequisite: PHC421H1

Recent Developments in Dosage Form Design 24L
Introduction to controlled drug delivery: Mechanisms and kinetics of controlled drug release. Fundamental theories and mathematical tools for the design of modern dosage forms. Development and applications of controlled drug delivery dosage forms.
Recommended: PHC230H1, PHC330H1, PHC340Y1, Permission of the Department

Selected Topics in Drug Development 24L
In-depth discussion of implementation of pharmaceutical sciences in drug development strategies. Students will apply fundamental principles of pharmaceutics and drug delivery to current problems in the pharmaceutical industry.
Recommended: PHC230H1, PHC330H1, PHC340Y1, Permission of the Department

Radiopharmaceuticals in Diagnosis and Therapy 14L, 14P
Presents use of radiopharmaceuticals in diagnosis and therapy, emphasizing those used in nuclear medicine procedures studying neurological, cardiovascular, pulmonary, gastrointestinal, haematologic, endocrine and bone pathology.
Prerequisite: PHC230H1, PHC330H1, PHC340Y1, Permission of the Department
PHC452H1 Selected Topics in Radiopharmaceuticals 14L, 12P
Introduces nuclear pharmacy through the discussion of problems that explain the design, production, analysis, and the clinical use of radiopharmaceuticals. Topics introduced using group discussions and laboratory exercises.

Prerequisite: PHC230H1, PHC330H1, PHC340Y1, Permission of the Department

PHC460H1 Fundamentals of Drug Discovery 24L
Lectures by scientists from academia and industry, and student seminars based on journal articles dealing with strategies for discovering new drugs for therapy and diagnosis.
Prerequisite: BIO250Y1, PHC300H1, PHC301H1, Permission of the Instructor

PHC461H1 Clinical Drug Development 24L
This course is designed to broaden students’ understanding of the development and licensing of new drugs and how scientific principles, ethics, governmental regulations, and commercial considerations are coordinated for designing clinical trails. The format involves lectures, group discussion and student presentations.

Prerequisite: PHC300H1, PHC301H1, PHC230H1, PHC330H1, PHC340Y1

PHC489Y1 Pharmaceutical Chemistry Research 144P
This course will provide research experience under the supervision of a faculty member in the Graduate Department of Pharmaceutical Sciences. The goal is to deepen the student’s understanding of the scientific basis and practical techniques relevant to modern pharmaceutical development.

Prerequisite: Permission of the Department and the Project Supervisor
ADMINISTRATIVE OFFICERS

Dean H.J. Mann
Associate Dean, Academic TBA
Associate Dean, Graduate Education H. Boon
Associate Dean, Professional Programs L. Raman-Wilms
Associate Dean, Research R.M. Reilly
Assistant Dean, Alumni and Advancement D. White
Chief Administrative Officer T. Rubenstein
Coordinator, Graduate Department of Pharmaceutical Sciences H.H. Heerklotz
Director, Pharmaceutical Chemistry Program R.B. Macgregor
Director, Doctor of Pharmacy Program T.E.R. Brown
Director, Continuous Professional Development M. Bystrin
Faculty Registrar B. Thrush
Finance Director L. Delgado

DEAN EMERITUS

Hindmarsh, K.W., B.S.P., M.SC.(SASK.), PH.D.(ALTA.)

PROFESSORS EMERITI

Einarson, T.R., B.SC.PHM.(MAN.), M.SC., PH.D.(ARIZONA)
Marshman, J.A., B.SC.PHM.(TOR.), M.SC.(MCMASTER), PH.D.(TOR.)
Naim, J.G., B.SC.PHM.(TOR.), PH.D.(BUFFALO)
O'Brien, P.J., B.SC.(LONDON), M.SC., PH.D.(BIRMINGHAM)
Robinson, J.B., B.SC.(PHARM.), M.SC., PH.D.(MANCHESTER)
Segal, H.J., B.SC.(PHARM.)(MAN.), M.S., PH.D.(PURDUE)
Stieb, E.W., B.SC.PHM., M.SC.PHM.(TOR.), PH.D. (WIS.)
Thiessen, J.J., B.SC.(PHARM.), M.SC.(MAN.), PH.D.(CALIF.)

PROFESSORS AND CHAIRS

Austin, Z. Ontario College of Pharmacists Professorship in Pharmacy Practice
Angers, S. Canada Research Chair in Functional Architecture of Signal Transduction Complexes
Giaever, G.N. Canada Research Chair in Chemical Genetics
Heerklotz, H.H. Canada Research Chair in Lipid Science and Technology
Krahn, M.D. F. Norman Hughes Chair in Pharmacoeconomics
Lee, P.I. GlaxoSmithKline Chair in Pharmaceutics and Drug Delivery
Uetrecht, J.P. Canada Research Chair in Molecular Medicine
TBA Murray Koffler Chair in Pharmacy Management

PROFESSORS

Bendayan, R., B.SC.PHM.(MTL.), PHARM.D.(FLA.)
Boon, H., B.SC.PHM., PH.D.(TOR.)
Chalikian, T., B.S., M.S.(ARMENIA), PH.D.(USSR)
Hampson, D.R., B.S.(BIOL.)(SUNY), M.SC.(UTAH), PH.D.(ALTA.)
Hindmarsh, K.W., B.S.P., M.SC.(SASK.), PH.D.(ALTA.)
Kelley, S., B.A.(SETON HALL), PH.D.(CALIF.)
Kotra, L.K., PH.D.(GEORGIA)
Lee, P.I., B.S.(TAIWAN), PH.D.(MICH.)
Macgregor, R.B., B.S.(BIOCHEM.)(MICH.STATE), PH.D.(BIOCHEM.)(ILL.)
Mann, H.J., B.SC.PHM., PHARM.D.(KENTUCKY)
Pang, K.S., B.SC.PHM.(TOR.), PH.D.(CALIF.)
Pennefather, P., B.SC.(MCGILL), PH.D.(B.C.)
Piquette-Miller, M., B.SC.PHM., PH.D.(ALTA.)
Reilly, R.M., B.SC.PHM., M.SC.PHM., PH.D.(TOR.)
Uetrecht, J.P., B.S.(CHEM.), M.SC., PH.D.(CORNELL), M.D.(OHIO)
Wells, J.W., B.SC.PHM., M.SC.PHM., PH.D.(TOR.)
Wells, P.G., B.SC.(PHARM.)(DALH.), PHARM.D.(MINN.)
Wu, X.Y., B.SC., M.SC.ENG.(CHINA), PH.D.(MCMASTER)

ASSOCIATE PROFESSORS

Allen, C.J., B.SC.(OTTAWA), PH.D.(MCMASTER)
Angers, S., B.SC.(MCMASTER), PH.D.(MTL.)
Austin, Z., B.SC.PHM., B.A., M.B.A., M.I.S., PH.D.(TOR.)
Giaever, G.N., B.S.(BROWN), PH.D.(HARVARD)
Grootendorst, P.V., B.A.(U. VICTORIA), M.A.(QUEEN’S), PH.D.(MCMASTER)
Heerklotz, H.H., PH.D.(U. LEIPZIG)
Henderson, J.T., B.A.(CALIF.), PH.D.(ILLINOIS)
Kohler, J.C., B.A., M.A.(MCMASTER), PH.D.(NY)
Krahn, M.D., B.A.(WIN.), M.D.(MAN.), M.SC.(MCMASTER)
MacKeigan, L.D., B.SC.PHM.(TOR.), PH.D.(ARIZONA)
Raman-Wilms, L., B.SC.PHM., PHARM.D.(TOR.)
Taddio, A., B.SC.PHM., M.SC., PH.D.(TOR.)
+Hardy, B., B.SC.PHM.(TOR.), PHARM.D.(SUNY)
+Brown, T.E.R., B.SC.PHM.(TOR.), PHARM.D.(WAYNE)
+Walker, S.E., B.SC.PHM., M.SC.PHM.(TOR.)

ASSISTANT PROFESSORS

Cadarette, S., B.SC.(WATERLOO), M.SC., PH.D.(TOR.)
Cummins, C.L., B.SC.(MCMASTER), PH.D.(CAL.)
Thompson, A., B.A.(DAL.), M.A.(UBC), PH.D.(TOR.)
+Battistella, M., B.SC.PHM.(TOR.), PHARM.D.(IDAHO)
+Crown, N., B.SC.(PHARM.)(DALH.), PHARM.D.(TOR.)
+DeAngelis, C., B.SC.PHM.(TOR.), PHARM.D.(SUNY)
+Dresser, L., B.SC.PHM.(TOR.), PHARM.D.(WAYNE)
+Erclik, M.S., B.SC., PH.D.(TOR.)
+Gallo-Hershberg, D., B.SC.PHM., PHARM.D.(TOR.)
+Kellar, J., B.SC.PHM., PHARM.D.(TOR.)
+Kertland, H., B.SC.PHM.(TOR.), PHARM.D.(WAYNE)
+Lake, J.D., B.SC.(NEW BRUNS.), B.SC.(PHARM.)(DALH.), PHARM.D.(TOR.)
+Lui, P., B.SC.PHM., PHARM.D.(TOR.)
+MacLeod-Glover, N., B.SC.PHARM.(ALTA.), PHARM.D.(TOR.)
+McCarthy, L., B.SC.PHM., PHARM.D.(TOR.)
+McLeod, M., B.S.P.(SASK.), PHARM.D.(TOR.)
+Singh, S., B.SC.PHM., PHARM.D.(TOR.)
+Sood, A., B.SC.PHM., PHARM.D.(TOR.)
+Sproule, B.A., B.SC.PHM.(TOR.), PHARM.D.(WAYNE)

SENIOR LECTURERS

Cameron, A., B.SC.PHM., M.B.A.(TOR.)
Lavack, L., B.SC.PHM.(TOR.)
Lee, A., B.SC.PHM.(TOR.), M.SC.(T)(MCMASTER)

+part-time
Acknowledgement is given to those departments within the University that give instruction to students registered in the Leslie Dan Faculty of Pharmacy; namely, those in the Faculty of Medicine, the Faculty of Nursing and the Faculty of Arts and Science.

The Faculty acknowledges with sincerest thanks the efforts of the many individuals who voluntarily contribute to the undergraduate teaching program of the Faculty.

A list of officials of the University of Toronto can be found at www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=3894.
# 2012 Calendar

<table>
<thead>
<tr>
<th>January / Janvier</th>
<th>February / Février</th>
<th>March / Mars</th>
<th>April / Avril</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calendar1.png" alt="Calendar" /></td>
<td><img src="calendar2.png" alt="Calendar" /></td>
<td><img src="calendar3.png" alt="Calendar" /></td>
<td><img src="calendar4.png" alt="Calendar" /></td>
</tr>
</tbody>
</table>

# 2013 Calendar

<table>
<thead>
<tr>
<th>January / Janvier</th>
<th>February / Février</th>
<th>March / Mars</th>
<th>April / Avril</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calendar5.png" alt="Calendar" /></td>
<td><img src="calendar6.png" alt="Calendar" /></td>
<td><img src="calendar7.png" alt="Calendar" /></td>
<td><img src="calendar8.png" alt="Calendar" /></td>
</tr>
</tbody>
</table>

---

**Notes:**
- **CALENDAR**
- Dimensions: