2018–2019
PharmCAS
School Manual

Pharmacy College Application Service
P.O. Box 9109
Watertown, MA 02471
617-612-2050 (main)
www.pharmcas.org

American Association of Colleges of Pharmacy
1400 Crystal Drive, Suite 300
Arlington, Virginia 22202
703-739-2330
www.aacp.org

American Association of Colleges of Pharmacy AACP

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DESCRIPTION OF PHARMCAS

In an effort to simplify the application process for prospective student pharmacists and encourage more students to consider pharmacy as a career option, the American Association of Colleges of Pharmacy (AACP) launched PharmCAS, the Pharmacy College Application Service, in May 2003 for students interested in applying to schools and colleges of pharmacy for the fall 2004 entering class. This centralized service allows applicants to use a single web-based application and one set of materials to apply to multiple Doctor of Pharmacy (Pharm.D.) degree programs.

This comprehensive service:

- Facilitates applications to Pharm.D. programs;
- Provides admissions offices with a comprehensive set of tools, many of which allow school-specific definitions, for processing, reviewing, and analyzing applications;
- Promotes the profession of pharmacy to interested applicants through links to relevant web sites; and
- Houses a rich database of applicant information.

PharmCAS is intended for applicants applying to first-year professional Pharm.D. programs only. High school students, Bachelor of Science (BS) in Pharmacy degree graduates (from U.S. institutions only), and current student pharmacists who wish to transfer to another Pharm.D. program should contact institutions directly for instructions.

PharmCAS benefits AACP member institutions, applicants, AACP, and the profession of pharmacy by facilitating the pharmacy admissions process, student recruitment, and data collection. PharmCAS is a service of AACP and is administered by Liaison International, Inc., an information technology and consulting company near Boston, Massachusetts. Liaison International, Inc. provides application services to multiple health professions degree programs.

AACP also offers the complimentary WebAdMIT software and support services as a benefit of PharmCAS participation. AACP does not charge a fee to AACP member institution PharmCAS degree programs to participate in the Service or use the WebAdMIT admissions software. WebAdMIT is a product of Liaison International.

> **The purpose of this manual is to assist AACP member institutions in understanding PharmCAS policies and procedures. The manual includes instructions specifically for participating Pharm.D. programs, as well as selected excerpts from the PharmCAS application instructions. This manual is intended for use by AACP member institutions only. Do not share the document with any third-parties.**

PHARMCAS CONTACT INFORMATION

PharmCAS customer support is available by phone Monday through Friday from 9:00 am to 5:00 pm Eastern Time. In addition to the customer support staff, participating programs may access real-time applicant information via WebAdMIT.

FOR APPLICANTS
PharmCAS
P.O. Box 9109
Watertown, MA 02471
617-612-2050
info@pharmcas.org
www.pharmcas.org

Facebook: https://www.facebook.com/PharmCAS/
Twitter: https://twitter.com/PharmCAS or @PharmCAS

> **For Express/Overnight shipments only***
> PharmCAS
> c/o Liaison International
> 311 Arsenal Street
> Suite 15
> Watertown MA 02472
>
> * Applicants must include "Suite 15" in the PharmCAS address if shipping express/overnight packages. PharmCAS will not receive the package if the suite number is missing or if the package arrives on a weekend or Federal holiday. Express delivery does not guarantee delivery or expedite the processing of an application file. All other materials sent via regular mail must be shipped to the PharmCAS P.O. Box address.

FOR AACP MEMBER INSTITUTIONS
PharmCAS programs are welcome to contact staff with any questions regarding this service. Please do not share the contact information below with students or applicants. Please refer students to the information above.

Melissa Keaveney
Account Manager
Liaison International, Inc.
mkeaveney@liaisonedu.com
617-612-2008

Katie Owings
Associate Director of Student Affairs
American Association of Colleges of Pharmacy
kowings@aacp.org
703-739-2330, x1026

Nicole Iarossi
PharmCAS Manager
Liaison International, Inc.
niarossi@liaisonedu.com
617-612-2056

Libby Ross
Senior Director, Student Affairs
American Association of Colleges of Pharmacy
Lross@aacp.org
703-739-2330, x1009

For any WebAdMIT technical questions, contact WebAdMIT customer support staff:
The WebAdMIT Support team is here to help you become more comfortable with the features of the system. We can be reached by phone at 857-304-2020, or by email at webadmitsupport@liaisonedu.com.

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2018-2019 PHARMCAS ADVISORY COMMITTEE
The PharmCAS Advisory Committee counsels AACP and Liaison International on the development and promotion of PharmCAS. The Committee is charged by the AACP President to assist with the following objectives:

- Creation of a centralized application service designed to meet the needs of academic pharmacy and prospective student pharmacists;

- Development of a service that is operationally and fiscally sound;

- Promotion of PharmCAS to AACP member institutions, prospective applicants, health professions advisors, and other related organizations; and

- Evaluation of system performance and recommendations for enhancements.

AACP is greatly appreciative to the previous and current Committee members for their outstanding service and dedication in the development of the Pharmacy College Application Service since the group first convened in December 1999. Pharm.D. programs may contact AACP directly to suggest an issue, policy, or enhancement for the Committee to consider.

Jonathan M. Parker (Chair)	Samford University
Angela R. Austin Haney	Oregon State University
Jeffrey A. Bates	Cedarville University
Jordana S. Berry	Mercer University
Olivia J. Buncher	University of Minnesota
Jennifer L. Clutter	West Virginia University
Joel W. Gonzales	University of California San Francisco
Jennifer M. Hess Rosenberg	University of Buffalo
Gary M. Levin	Larkin University
Helen C. Park	Roseman University of Health Sciences
Thomas TenHoeve	University of Illinois at Chicago
Andrea L. Wall	University of Cincinnati
Hetty Ha (NAAHP Liaison)	University of California, Irvine

ENHANCEMENT REQUESTS
The PharmCAS application and WebAdMIT are hosted on standardized software platforms and administered by Liaison International. These platforms are designed to serve the needs of multiple higher education institutions and applicants that utilize a centralized application service (CAS) managed by Liaison. PharmCAS users are encouraged to submit enhancement ideas to the Committee via AACP staff. While AACP and the PharmCAS Advisory Committee provide regular and direct feedback to Liaison on system features and performance, neither entity can dictate system changes that affect other CAS users or the underlying platform. AACP and the Committee advocate for features that can be customized to the meet the needs of PharmCAS.

CAS EXECUTIVE GROUP
AACP is a member of the CAS Executive Group (CEG), comprised of associations that utilize Liaison for CAS. The CEG meets monthly and discusses potential issues and changes with CAS-wide implications, and brings those issues and potential solutions to Liaison.

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PHARMCAS CONNECT COMMUNITY

http://connect.aacp.org

Faculty and staff involved in the pharmacy admissions process are encouraged to subscribe to the PharmCAS Community on AACP Connect, which is accessible to both AACP members and non-members. To request access to this community, contact connect@aacp.org.

Staff shares important announcements and solicits user feedback through the PharmCAS Connect community. You can also use the community to network with admission colleagues across institutions. Additionally, PharmCAS and WebAdMIT resources are available in community library. AACP staff serve as the community administrators and post important announcements about the service, including volume updates, training opportunities, WebAdMIT updates, and additional alerts.

Please contact staff directly via email and outside of AACP Connect to request assistance on issues with WebAdMIT, applicant or application concerns, deadline extensions, enhancement requests, and other school-specific items, so we may promptly respond.

COMMUNITY EMAIL ALERTS

Messages posted on the PharmCAS Community are automatically set to arrive in your email inbox in real time given the urgent nature of many posts. Please add "DoNotReply@ConnectedCommunity.org" and "Mail@ConnectedCommunity.org" as safe senders, so these messages are not routed to spam or junk folders.

ETIQUETTE TIPS FOR THE PHARMCAS COMMUNITY:

- Please contact staff directly via email and outside of AACP Connect to request assistance with system or applicant issues or requests including WebAdMIT, enhancements, and deadline extensions.
- Do not post any applicant-specific information in AACP Connect, such as applicant name, ID number, or other information that may jeopardize the applicant's privacy.
- Do not use AACP Connect to advocate on behalf or against a particular applicant. Instead, contact PharmCAS staff with questions, comments, issues, or concerns.
- Do not post any account usernames or passwords in AACP Connect.

If you have any questions about AACP Connect, please contact connect@aacp.org.

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BENEFITS OF PHARMCAS PARTICIPATION

The Pharmacy College Application Service (PharmCAS) is a centralized application service for Pharm.D. programs. This comprehensive service:

- Facilitates applications to Pharm.D. programs;

- Provides admissions offices with a comprehensive set of tools, many of which allow school-specific definitions, for processing, reviewing, and analyzing applications;

- Promotes the profession of pharmacy to interested applicants through links to relevant Web sites; and

- Houses a rich database of applicant information.

Some of the many benefits PharmCAS provides are listed below arranged by constituent group.

Benefits to Our Applicants

- Offers a simple, efficient process to apply to multiple Pharm.D. programs using a single Web-based application.

- Facilitates applications to a broader array of pharmacy institutions which may increase the likelihood that qualified applicants will enroll in a Pharm.D. program.

- Provides access to individual Pharm.D. program admission requirements in an easy to find and standardized format.

- Supplies applicants with a comprehensive online checklist and instructions to help them more easily navigate through the application and admissions process.

- Reduces or eliminates the need for duplicate application data, letters of reference, PCAT scores, and transcripts for those applying to more than one pharmacy institution.

- Provides a real-time status tool so that applicants may check the status of their PharmCAS application, transcripts, test scores, and letters on-line at any time.

- Gives applicants an electronic tool to request letters of reference from selected evaluators and check on the status of these electronic letters via the on-line PharmCAS status tool at any time.

- Allows applicants to check the status of supplemental application materials sent directly to a designated Pharm.D. program via an on-line status tool.

- Decreases unintended applicant errors and omissions by incorporating validation rules into the web application.

- Allows applicants to access the application from ANY computer with Internet access and standard browser, regardless of what computer used to begin the application. Applicants can close and reopen their application as often as desired prior to submission.

- Gives applicants the ability to view their individual PharmCAS-calculated GPAs and verified course data after their application is verified. By reviewing the GPAs, applicants assist PharmCAS in the verification quality control process.

- Provides one point of contact for customer support needs.

- Facilitates the application fee payment process by allowing applicants to make online credit card payments over a secure Web site using a real-time payment system (VeriSign).

Benefits to Participating Institutions

- Provides a rich database of applicant information.

- Offers a set of year-end reports with national and degree program-specific data via WebAdMIT.

- Data from PharmCAS are pre-populated into AACP's annual Application Pool Survey vs. filling in the survey data manually for non-participating PharmCAS institutions.

- Provides potential opportunities for tracking the success of applicants in the professional Pharm.D. program

- Provides WebAdMIT (the web-based admissions software) at no charge, allowing participating colleges and schools to manipulate PharmCAS data for the receipt of applications and to report specific final admissions decisions. This software also tracks institution-specific admission statuses and decisions, interview schedules, and related correspondence, and can be used for personalized and preset reports, letters, emails, and GPA calculations. (AACP assumes the license fee for each Pharm.D. program that uses WebAdMIT each year).

- Results in less clerical work by reducing the burden of tracking application materials, filing, and application data entry.

- Provides real-time on-line access to application data once verified by PharmCAS so programs may track the progress of individual applicants and view application details.

- Promotes participating programs to a national and more diverse applicant pool.

- Facilitates the ability of participating schools to identify and recruit qualified applicants.

- Provides file status for each application: (e.g., "complete," "in progress") so Pharm.D. programs can contact applicants and send communications as desired.

- Allows Pharm.D. programs to know if an applicant to their program has accepted multiple offers of admission. Participation requires admissions offices to report all admission actions (e.g., accept, denial, wait list, etc.) to PharmCAS.

- Provides a complete academic record for all applicants.

- Generates multiple GPA calculations from coursework that is verified line-by-line against the official transcripts in a semester-based 4.0 grading system, which eliminates need for programs to engage in time-consuming grade conversion processes.

- Offers ability to sort and display verified course history by term, course type, prerequisites, or institution through WebAdMIT.

- Offers programs the ability to mark and sort academic coursework that fulfills institutional prerequisites and calculate prerequisite grade point averages, and/or enable the course prerequisite matching feature in the PharmCAS application.

- Provides WebAdMIT ad hoc reports that can be designed to meet the diverse requests for information from university and school administrators, boards of regents or directors, and state legislatures about an individual degree program's applicant pool.

- Delivers flexibility in WebAdMIT to create customizable fields for program-specific data.

- Reduces application key entry errors through internal checks and help systems that prompt applicants to correct errors and submit omitted information BEFORE the application is submitted to PharmCAS or designated Pharm.D. programs.

- Sends real-time transmission of ALL data fields for verified/processed applications to all institutions designated by applicant.

- Prevents applicants from improperly claiming dual or multiple residency status on their PharmCAS application.

- Investigates applicants suspected of submitting fraudulent transcripts or purposely-inaccurate information, and provides official reports to all Pharm.D. programs to which the applicant has applied.

- Promotes pharmacy to pre-health profession advisors, who are accustomed to centralized services and appreciate the simplified process for advising applicants who wish to apply to multiple programs.

- Facilitates the export of PharmCAS data from client software for integration with local ERP systems (e.g., PeopleSoft, Banner) via manual or API process. Exporting WebAdMIT data to a separate database requires local programmers to create a "bridge" from WebAdMIT or PharmCAS to your local database/ERP system.

- Supports pharmacy's ability to compete with other health profession programs that utilize a centralized application service including allopathic medicine, osteopathic medicine, dentistry, veterinary medicine, physician assistants, optometry and podiatry.

- Offers online and onsite training on use of PharmCAS program software, known as WebAdMIT.

- Provides dedicated support via the Web site and direct telephone contact to admissions staff and applicants.

Benefits to the AACP and the Pharmacy Profession

- Offers ability to determine the number of pharmacy applicants versus applications to better track admission trends in the profession.

- Provides reports on the pharmacy applicant pool via WebAdMIT that can be run at any time during the application cycle, as opposed to the end of the academic year.

- Tracks under-represented minority applicants relative to the size of this pool, breakdown of racial and ethnic populations, and comparative academic data to improve diversity in our Pharm.D. programs.

- Facilitates ability of pharmacy to compare Pharm.D. program applicant trends to other health profession institutions that utilize a centralized process.

- Provides a wealth of demographic for each individual applicant that can be analyzed by final admission action, state, gender, age, race, academic criteria, or by many other selected fields to focus national student recruitment efforts.

- Promotes the dissemination of information about careers in pharmacy and pharmacy programs to a more accessible audience via the PharmCAS Web site links to pre-health professional advisors and other professional pharmacy organizations.

- Generates national data that can be used to support arguments for increased federal funding in such areas as:
  - HRSA Titles IV, VIII of Public Health Service Act
  - Health Career Opportunity Programs - HCOP
  - Centers of Excellence - COE

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- ▪ Financial Aid loans and grants

- ▪ Research grants

- Assists the Pharmacy Workforce Center in areas of policy development, workforce recruitment, and retention of pharmacists.

- Offers the potential to incorporate applicant data into a national database to help the pharmacy profession measure student attitudes at graduation, level of educational indebtedness, and the placement of pharmacy graduates.

Benefits to Pre-Health Profession Advisors

- Provides access real-time status information on individual applicants from their institutions, pending verification from the applicant releasing this information.

- Allows advisors to easily track the success rates of their students into pharmacy and other health profession programs via the Universal Advisor Portal.

- Helps advisors to better guide pharmacy applicants through the admissions process by offering a single application for multiple Pharm.D. programs.

- Assists advisors in promoting the pharmacy profession to prospective students by hosting links to the Pharmacy Is Right for Me and AACP Web sites, as well as other relevant sites related to the evolving pharmacy profession.

RESPONSIBILITIES OF PHARMCAS PARTICIPATION

APPLICANT RESPONSIBILITIES

Applicants are responsible for properly completing the application, sending supporting documentation and fees to PharmCAS on time, AND regularly checking the status of their file online by logging onto the PharmCAS web application. PharmCAS applicants to Pharm.D. programs agree to abide by certain rules and requirements. All Applicants should read the PharmCAS Applicant Code of Conduct.

PharmCAS Applicants Will:

- Be responsible for learning the application procedures and admission prerequisites of each designated pharmacy school;

- Arrange for official transcripts from all U.S. accredited institutions attended to arrive at the PharmCAS office by the a school's application deadline;

- Use the PharmCAS Transcript Request Form to arrange for all official U.S. transcripts to be sent to PharmCAS;

- Provide ALL required information on the PharmCAS application accurately and in a timely manner;

- Provide ALL required information on the supplemental application, if required by the college/school of pharmacy, accurately and in a timely manner;

- Abide by the PharmCAS school's application deadlines.

- Arrange for PharmCAS to receive a course-by-course WES Transcript Evaluation Report electronically for all international (foreign) institutions attended, if required by the applicant's designated Pharm.D. programs. PharmCAS **only** accepts foreign

transcript evaluations from WES. You can request electronic WES evaluations directly through the application. Click WES Evaluations Request after listing your foreign school in the Colleges Attended section. This will take you to the WES website to complete a request, and once WES completes your evaluation, they will send it to PharmCAS electronically. Please note that PharmCAS will still accept paper WES evaluations sent to us via mail directly from WES;

- Respond immediately to all notices and questions received from PharmCAS and each Pharm.D. program to which they apply (Applicants are responsible for checking their personal email and PharmCAS accounts for these important notices and questions!);

- Print a copy of the completed PharmCAS application before e-submitting the form to PharmCAS.

- Agree to submit the correct PharmCAS application fee and any additional school supplemental fees that may be required on time;

- Arrange for up to four 4 letters of reference ("recommendation" or "evaluations") to be sent to PharmCAS or directly to the institution, as required by the school;

- Respond promptly to Pharm.D. programs, either to accept or to decline interview invitations and offers of admission;

- Provide proper interview cancellation notice to programs according to the Interview No-Show Policy;

- Notify programs of any violation or institutional action (i.e. academic sanction, etc.) that occurs after submission of the PharmCAS application;

- Check application status online by logging onto the PharmCAS web application;

- Contact Pharm.D. programs directly regarding questions about admission decisions, school-specific admissions criteria, and other program-specific information;

- Log off the PharmCAS web application after the completion of each entry or review session to protect against unauthorized access of application information submitted to the Service;

- Promptly notify PharmCAS of any change in contact information before June 1; and

- Promptly notify all designated Pharm.D. programs of any change in contact information after June 1.

Cooperative Admissions Guidelines for Applicants

Some pharmacy schools voluntarily participate in the AACP Cooperative Admissions Guidelines (CAG), also known as admissions traffic rules. The guidelines for applicants are below. Applicants who are accepted to a Pharm.D. program and decide not to enroll for any reason are instructed to immediately notify the school of their decision, regardless of the school's CAG participation status.

As per the guidelines, applicants should respond promptly to a school or college's invitation for interview. If an applicant cannot appear for a previously scheduled interview, applicants should notify them immediately that they need to cancel via the school or college's preferred method.

Prior to March 1:

- In fairness to other applicants and pharmacy programs, if you have decided before March 1 not to attend a pharmacy school or college that has offered you admission,

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promptly withdraw your application from that (those) program(s) using the school or college's preferred method.

- You may choose to hold multiple acceptances until March 1.
- When a school or college extends an offer of admission prior to March 1, a maximum $200 holding deposit may be required.
- Schools and colleges may **not** require a second deposit prior to March 1. After March 1 they will set the dollar value for the second deposit, if applicable.

After March 1:

- After March 1, you may hold only a single acceptance.
- If you have accepted an admissions offer from more than one school, you must choose the school at which you will enroll by March 1.
- By March 1, promptly withdraw your application from all other schools that offered you an acceptance using the school or college's preferred method.
- Additional admission offers may continue as needed after March 1.
- If you receive and choose to accept an offer after March 1, you must rescind your acceptance at the school where you had previously accepted an offer prior to accepting the offer at the new school.

See also CAG for participating colleges and schools.

Applicant Code of Conduct

Conduct Code Preamble

Once admitted to a professional pharmacy program, students are considered to be members of the pharmacy profession and therefore bear the responsibility to adhere to the professional, ethical, and legal standards prescribed for the practice of pharmacy and their college or school of pharmacy. The ethical and legal responsibilities of student pharmacists are typically reviewed during orientation to the professional program and throughout the time the student is enrolled in school.

Applicants to pharmacy programs, although not yet members of the pharmacy profession, are likewise bound to legal and ethical standards of behavior during the admission process. Colleges and schools of pharmacy are encouraged to admit applicants with a high level of professionalism or professional potential.

The Applicant Code of Conduct code provides an explicit statement of applicant responsibilities and expected standards of performance and behavior. It is drawn from the ethical principles of the Code of Ethics for Pharmacists as well as the Responsible Conduct of Research values. Misconduct in any of the principles defined in the code will not be tolerated. Any applicant found to have violated the principles of conduct risks losing the privilege of applying to or entering the pharmacy profession.

As an applicant to the profession of pharmacy, I pledge to:

- Act with honesty and integrity throughout the admission process when interacting with school admissions officers, admission committees, and PharmCAS staff.

- Respect the knowledge, skills and values of those involved in the admission process, including the faculty and staff at schools or colleges of pharmacy and PharmCAS staff.

- Respect the autonomy and dignity of fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process.

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- Be responsible and accountable for my actions and personally manage and respond to all matters related to my application.

Conduct Code Principles

The following section describes the principles that are the foundation of the Applicant Code of Conduct. The discussion that accompanies each principle is not intended to provide an exhaustive list of all possible situations or examples that may be considered to be violations of the Code.

As an applicant to the profession of pharmacy, I pledge to:

- *Act with honesty and integrity throughout the admission process when interacting with school admissions officers, admission committees, and PharmCAS staff.*

   Integrity is an obligation that requires each applicant to provide information honestly. Applicants must not falsify information (for example, make a false claim to be an officer in an organization, falsify work experience, plagiarize your personal essay or provide altered transcripts). Applicants must also reveal information about previous legal offenses pertinent to admission to a professional program (for example, previous felony convictions or drug or alcohol offenses). An applicant should accurately represent herself or himself to staff and others during the admission process. It is inappropriate to contact admission staff to inquire about an application claiming to be someone else.

- *Respect the knowledge, skills and values of those involved in the admission process, including the faculty and staff at schools or colleges of pharmacy and PharmCAS staff.*

   It is unacceptable for an applicant to disparage the competence, knowledge, qualifications, or services of faculty and staff involved in the admission process. It is inappropriate to imply in word, gesture, or deed that an application has been poorly managed or the applicant mistreated by a staff member without tangible evidence. Professional relations among all members of the admission committees at schools of pharmacy, PharmCAS staff and applicants should be marked with civility. Thus, slanderous comments, uncivil language and abusive behavior should be avoided, and each person should recognize and facilitate civil behavior among all involved in the application process.

- *Respect the autonomy and dignity of fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process.*

   The applicant should use the highest professional courtesy when interacting with fellow applicants, admission staff, college or school faculty, staff, and students, and anyone involved in the admission process. Offensive or threatening comments via e-mail or voice mail messages or any other form of verbal or nonverbal communication will not be tolerated. Inappropriate behavior includes the use of language, gestures, or remarks with sexual overtones. Applicants should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by faculty and staff during their interview and when meeting with anyone to discuss admission to a professional pharmacy program.

- *Be responsible and accountable for my actions and personally manage and respond to all matters related to my application.*

   Applicants to a professional pharmacy degree program must demonstrate responsibility by taking ownership of all aspects related to the application process. Applicants are expected to review application materials from PharmCAS and Pharm.D. programs to which they apply. It is the applicant's responsibility to meet deadlines, provide information as requested, and follow the admission process for each school or college to

which they apply. Applicants, not PharmCAS, are responsible for promptly correcting any errors or omissions identified in the applicant's file.

Applicants are expected to respond to constructive feedback from admission staff and faculty by appropriate modification of their behavior. If an applicant has a question about the pharmacy admissions process after exhausting all available online and printed resources, the applicant should contact the appropriate PharmCAS or pharmacy school admissions office directly for clarification. Staff will not discuss an application with an applicant's parent, spouse, relative, friend, or employer regardless of who submits the fee payment. The PharmCAS fee payment does not relieve applicants of the obligation to properly submit all requested data and application materials by the deadline.

Applicants who have not been accepted may consult admission staff to learn how they may correct deficiencies in their application or academic performance or seek to learn more about admission criteria for schools to which they may apply, but should remain respectful of decisions made by those involved in the admission process.

Conduct Code Violation Policy

Misconduct, as defined in the Applicant Code of Conduct, and all forms of dishonesty, will not be tolerated in the application process. Pharm.D. programs from colleges and schools of pharmacy will determine whether an applicant has violated the Code of Conduct and will report this to a Conduct Review Committee, which is a sub-committee of the PharmCAS Advisory Committee that will confirm if a violation has occurred and whether sanctions should be imposed. Sanctions imposed by the Pharm.D. programs and the PharmCAS Advisory Committee include, but are not limited to, revocation of application, or sharing information with admission committees about the applicant's behavior. Any applicant found to have violated the principles of conduct risks losing the privilege of applying to or entering the pharmacy profession. Conduct violations will be communicated to all schools and colleges of pharmacy in the U.S. as well as other health education associations.

If you are found to have violated the Applicant Code of Conduct, AACP offers the option of one written appeal via email at conduct@aacp.org. Such appeal must be requested in writing to AACP within 10 business days of the notification to the applicant of the determined violation and sanctions. The specific timing of the appeal process is determined by the timing of the applicant's submission of materials for the Conduct Review Committee's consideration. Specifically, the applicant may submit material separately and after submitting the notice of appeal. The members of the original Conduct Review Committee involved in the determination will review the request for appeal and any new information provided. Any reversal of the violation determination will be communicated to all parties previously notified.

In connection with any litigation between or including the parties hereto arising under, out of or relating to the application, you irrevocably consent to the exclusive jurisdiction and venue in the United States District Court for the Eastern District of Virginia, Alexandria Division; furthermore, you agree to pay all of PharmCAS' reasonable and applicable attorneys' fees and costs in the event that you bring any dispute or litigation in connection with, regarding, relating to, arising out of or under the application and PharmCAS prevails or the litigation is dismissed or withdrawn, with or without prejudice.

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INSTITUTIONAL RESPONSIBILITIES

PharmCAS Colleges and Schools Will:

- Publish annually, amend publicly, and adhere to their application, acceptance and admission procedures.

- Require all applicants* to their Pharm.D. program to apply through PharmCAS;

- Consider for admission only those applicants with **verified** application status in PharmCAS;

- Provide all preliminary admission actions, such as "Accepted," "Waitlisted," "Deferred," or "Denied," for every applicant to PharmCAS via WebAdMIT by June 15 of each year;

- Keep admissions decisions up-to-date throughout the admission cycle, so the dynamic "Offers Made" and "Offers Accepted" Reports are accurate;

- Provide final decisions (matriculated) by September 30 each year;

- If participating as an Early Decision institution, provide admission decisions on ED candidates by the second to last Friday in October;

- Select a single institution-specific admissions deadline date from a range of options agreed upon by participating institutions for receipt of applications at PharmCAS;

- Report to AACP and PharmCAS any changes to the deadline date **at least 1 business day prior to the published deadline**. Deadlines may be extended, but they may not be shortened to an earlier date;

- Contact PharmCAS via phone or email for deadline extension requests for individuals;

- Provide information regarding programs and institutional contacts for the PharmCAS Web site and database reference files;

- Report any suspected processing or technical problems to PharmCAS;

- Report any violations of the Applicant Code of Conduct to both AACP and PharmCAS immediately via email to conduct@aacp.org;

- Uphold any sanction placed on an applicant by the PharmCAS Conduct Review Committee;

- Submit suggestions for system enhancements for future application cycles to AACP;

- Receive references from PharmCAS and not directly from students (unless the student has reached the maximum of 4 letters);

- Publish instructions and policies for supplemental applications, if required, on the PharmCAS school directory page and institutional materials;

- Collect supplemental applications and fees, if required, directly from applicants (PharmCAS does not collect supplemental applications or fees);

- Respond to applicant inquiries regarding school-specific admission requirements; and

- Collect original transcripts ONLY from students who plan to MATRICULATE.

Cooperative Admission Guidelines for Pharm.D Programs

In November 2016 the AACP Board of Directors endorsed the Cooperative Admissions Guidelines (CAG), a set of admission traffic rules for PharmD program and applicants effective beginning in the 2016-2017 admissions cycle. The CAG is **not** applicable to PharmCAS early decision applicants. The complete CAG is available online. While all member colleges and schools

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(PharmCAS and non-PharmCAS) are encouraged to abide by the CAG by the 2019-2020 admissions cycle, AACP does not enforce them.

On or Before March 1:

- Applicants may choose to accept multiple admission offers.
- Schools and colleges may require a maximum $200 holding deposit when an applicant accepts an admission offer. This deposit may be non-refundable in accordance with state and university guidelines.

After March 1:

- Applicants may hold only one acceptance. Schools and colleges may choose to rescind their offers to applicants holding multiple acceptances.
- Schools and colleges may require a second deposit, and will set the dollar value, if applicable. Applicants may consider additional admission offers after March 1, but may still only hold one acceptance.

PHARMCAS RESPONSIBILITIES

PharmCAS is supported by proven technologies and dedicated staff at Liaison International. To assist the pharmacy school admissions process, PharmCAS staff members:

- Collect, track, verify, and disseminate application data received from applicants to their selected Pharm.D. programs;
- Respond promptly to PharmCAS-specific questions and concerns from Pharm.D. programs, applicants, or AACP;
- Direct applicant inquiries regarding program-specific questions about admission requirements and Pharm.D. programs directly to the appropriate institutions;
- Develop, implement, and maintain a Web-based PharmCAS application and related database and software;
- Provide online status information to applicants regarding receipt of data and documents;
- Verify the individual applicant's academic course history line-by-line against official transcript for each institution attended, and make a limited number of corrections (or return / "undeliver" the application to the applicant for corrections if numerous applicant errors);
- Collect and release electronic letters of reference to the applicant's designated Pharm.D. programs;
- Calculate and report standardized grade point averages (GPAs) for all completed applications;
- Make available comprehensive electronic data to Pharm.D. programs on a real-time basis;
- Receive admission decisions from Pharm.D. programs and report them to all like-degree programs to which the applicants have applied once all final decisions are received;
- Assist in the creation and dissemination of technical and procedural documentation on PharmCAS operations and procedures;

- Provide technical and procedural documentation to AACP and participating colleges on WebAdMIT database structure;

- Provide applicant data reports to PharmCAS institutions and AACP;

- Maintain confidentiality, high quality control, and sound Internet security system to ensure data integrity;

- Produce activity and accounting reports for AACP;

- Archive application data and materials at the end of the application cycle; and

- Meet with AACP and PharmCAS Advisory Committee to develop, update, and enhance the PharmCAS product.

AACP RESPONSIBILITIES

AACP offers its full support to the design, development, and promotion of PharmCAS. In so doing, AACP staff members:

- Provide oversight, development, and promotion of a centralized application service for Pharm.D. program applicants;

- Work in conjunction with the Advisory Committee and PharmCAS vendor to develop overall policies and procedures in support of a centralized application process;

- Evaluate the PharmCAS system performance and adherence to contract requirements;

- Prepare participation and agreement letters and related materials, and promote the participation of Pharm.D. programs in PharmCAS;

- Deliver PharmCAS presentations at official association meetings, as needed;

- Establish, periodically convene, and provide operational support for the PharmCAS Advisory Committee, which provides advice and suggestions for improving the operations and services of PharmCAS;

- Establish, periodically convene, and provide operational support for the PharmCAS Conduct Review Committee,

- Serve as the liaison between AACP membership and the PharmCAS vendor;

- Conduct and facilitate WebAdMIT training sessions and workshops for member institutions;

- Maintain and provide a current and complete list of institutional contact information for PharmCAS;

- Collect and publish program-specific instructions for the PharmCAS application, such as secondary application instructions, admissions deadline dates, from participating Pharm.D. programs;

- Review PharmCAS reports for accuracy;

- Promote PharmCAS and pharmacy career information to undergraduate institutions, applicants, and related organizations on the AACP Web site, with promotional materials, and in relevant publications;

- As appropriate, respond to applicant or program policy questions; and

- Provide institutional research reports to member programs.

PHARMCAS INSTITUTIONAL PARTICIPATION POLICY

All AACP U.S. member institutions are eligible and invited to participate in the Pharmacy College Application Service (PharmCAS) as "full" participants. Full participation status means the institution agrees to require that all applicants to the first year of its professional pharmacy degree program apply through PharmCAS and pay the calculated fee. PharmCAS participation is free to all AACP member institutions.

Emerging Pharm.D. programs that are not yet eligible for AACP Associate institutional membership status may join PharmCAS for a one-time fee of $32.000, if the following criteria are met:

1. **Parent institution is regionally accredited (or in progress for stand-alone institutions).**

2. **Program has approval (if applicable) from the state higher education authority.**

3. **ACPE pre-candidate application submitted and site visit approved.**

DEFINITIONS

- **Regular Applicants**: College student and college graduate applicants who apply directly to the first year of a professional pharmacy degree program (4 academic years or 3 calendar years). Regular applicants include those with preferred admissions status, such as students enrolled within the same university and transfer students from particular feeder institutions.

- **Special Applicants**: High school applicants to "0-6/7" pharmacy programs holding a guaranteed admission from the institution to which they are applying. Should a "special applicant" candidate wish to apply to another participating institution's professional pharmacy program, s/he will be considered a "regular applicant" for that purpose and, therefore, be required to submit an application through PharmCAS. Special Applicants from your institution are required to apply through PharmCAS prior to entering the professional program.

- **Early Assurance**: PharmCAS defines "early assurance" (or early acceptance) students as those who are admitted directly from high school or as freshmen pre-pharmacy students and given an official guaranty of admission, pending successful completion of any stated contingencies, into the first year of the professional pharmacy degree program. Early Assurance applicants are required to apply through PharmCAS prior to entering the professional program.

- **"0-6/7" Programs**: Students matriculating into a "0–6/7" pharmacy program directly from high school who are given an official guaranty from the institution that, after completion of prerequisites and/or other contingencies; they will advance to the professional pharmacy curriculum. "0-6/7" applicants are required to apply through PharmCAS prior to entering the professional program.

- **"In-School Transfer"**: Institutions must require students wishing to transfer into the first year of the professional pharmacy degree program, and who may be holding an early assurance of admission, to apply as "regular applicants" through PharmCAS. There are no special provisions or exceptions in PharmCAS for "in-school transfer" students.

- **"Feeder School Transfer" students**: Institutions must require students wishing to transfer into the first year of the professional pharmacy degree program from a feeder college or university, and who may be holding an early assurance of admission, to apply as "regular applicants" through PharmCAS. There are no special provisions or exceptions in PharmCAS for "feeder school transfer" students.

PHARMCAS INSTITUTIONS FOR 2019 ENROLLMENT

- Albany College of Pharmacy (NY & VT)
- Appalachian College of Pharmacy
- Arizona, University of
- Arkansas, University of
- Auburn University
- Belmont University
- Binghamton University – SUNY
- Buffalo - SUNY, University at
- Butler University
- California Health Sciences University
- California - San Diego, University of
- California - San Francisco, University of
- California Northstate University
- Campbell University
- Cedarville University
- Chapman University
- Charleston, University of
- Chicago State University
- Cincinnati, University of
- Colorado, University of
- Concordia University Wisconsin
- Connecticut, University of
- Creighton University
- Drake University
- D'Youville College
- East Tennessee State University
- Fairleigh Dickinson University
- Ferris State University
- Findlay, The University of
- Florida, University of
- Georgia, The University of
- Harding University
- Hawaii-Hilo, The University of
- High Point University
- Houston, University of
- Howard University
- Husson University
- Idaho State University
- Illinois at Chicago, University of
- Incarnate Word, University of the
- Iowa, The University of
- Keck Graduate Institute
- Kentucky, University of
- LECOM – Bradenton
- LECOM – Distance Education Pathway
- LECOM – Erie
- Larkin University
- Lipscomb University
- Loma Linda University
- Long Island University
- Louisiana Monroe, The University of
- Manchester University
- Marshall B. Ketchum University
- Marshall University
- Maryland, University of
- Maryland Eastern Shore, University of
- MCPHS - Boston
- MCPHS - Manchester
- MCPHS – Worcester
- Medical College of Wisconsin
- Medical University of South Carolina
- Mercer University
- Michigan, University of
- Midwestern University – Downers Grove
- Midwestern University – Glendale
- Minnesota, University of
- Mississippi, The University of
- Missouri - Kansas City, University of
- Nebraska, University of
- New England, University of
- New Mexico, The University of
- North Carolina at Chapel Hill, The University of
- North Texas, University of
- Northeast Ohio Medical University (NEOMED)
- Northeastern University
- Notre Dame of Maryland University
- Nova Southeastern University
- The Ohio State University
- Oklahoma, The University of
- Oregon State University
- Pacific, University of the (CA)
- Pacific University Oregon
- Palm Beach Atlantic University
- Philadelphia College of Osteopathic Medicine
- Pittsburgh, University of
- Presbyterian College
- Puerto Rico, University of
- Purdue University
- Regis University
- Roosevelt University
- Rosalind Franklin University
- Roseman University of Health Sciences

- Saint Joseph, University of
- Samford University
- Shenandoah University
- South Carolina, University of
- South College – TN
- South Florida, University of
- South University
- Southern California, University of
- Southern Illinois University Edwardsville
- St. John Fisher College
- St. Louis College of Pharmacy
- Sullivan University
- Temple University
- Tennessee, The University of
- Texas A&M University
- Texas at Austin, The University of
- Texas at El Paso, The University of
- Texas at Tyler, The University of
- Texas Southern University
- Texas Tech University
- Thomas Jefferson University

- Toledo, The University of
- Touro College - NY
- Touro University - CA
- Union University
- Utah, The University of
- University of the Sciences in Philadelphia
- Virginia Commonwealth University
- Washington, University of
- Washington State University
- Wayne State University
- West Coast University
- West Virginia University
- Western University of Health Sciences
- Western New England University
- William Carey University
- Wingate University
- Wisconsin - Madison, University of
- Wyoming, University of
- Xavier University

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OPTIONS FOR MULTI-CAMPUS PROGRAMS

There are three ways to set up a program with multiple campuses or pathways within the new 3.X application platform for PharmCAS.

1. Single Program Designation
2. Two Separate Program Designations
3. Two Separate Organizations within WebAdMIT

Below will show you how campus designations are displayed on the 3X application and the implications for the data in WebAdMIT.

OPTION 1: SINGLE PROGRAM DESIGNATION
With a single program designation there is one program to select on the Add Program Page. The applicants will pay only one fee.

View from Applicant Portal of Add Program Page for Single Program for Watertown University

To see which campus applicants prefer to attend, you can create a custom program question to ask applicants to indicate their preference. This will allow applicants to list a single response.

View in Configuration Portal to Create the Campus Custom Question

Updated October 5, 2018

View from Applicant Portal Program Materials Custom Question

You cannot use the WebAdMIT Applicant Search feature by campus as they are all grouped into a single program designation but you can use a query in the List Manager to separate the applicant pool by how they answered the preferred campus question.

OPTION 2: TWO SEPARATE PROGRAM DESIGNATIONS

The second option is to have two separate program designations under your organization. This option will keep all applicants in a single instance of WebAdMIT, but in two distinct applicant pools by program.

If an applicant wants to apply to both programs they will have to pay a fee for each of the program designations.

View of Add Program Page for Two Separate Programs for Watertown University by Campus

You can then use the Search Applicants feature or the List Manager to review the applicants to the Cambridge PharmD program separate from those that applied to the Watertown PharmD program. You can get totals of Received, Complete and Verified applicants by campus using the Search Applicants.

Updated October 5, 2018

OPTION 3: TWO SEPARATE ORGANIZATIONS
The third option is to have two separate Organizations, with one program for each campus. The applicant would pay a fee for each program to which they applied. Since applicant data for separate organizations cannot be combined within WebAdMIT for AAMS (accreditation) reporting purposes, colleges and schools of pharmacy are discouraged from selecting this option.

This will result in two instances of WebAdMIT, and all reporting of the applicant pools will be separate.

Staff working with both campuses would need to switch between the two in order to view all applicants or create lists/reports/exports/etc.

View in the Configuration Portal of Two Separate Organizations
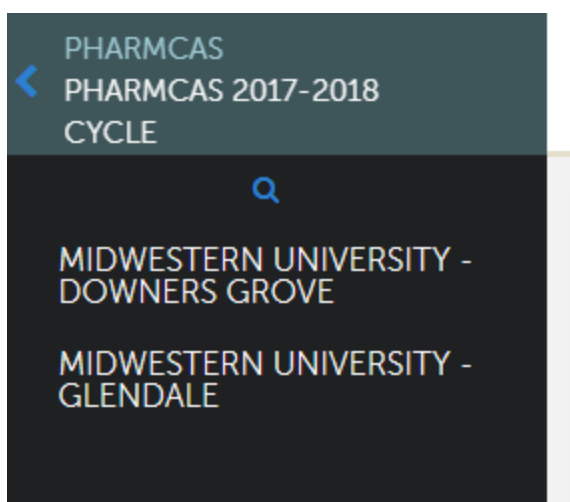
View to Change WebAdMIT Instance between Organizations
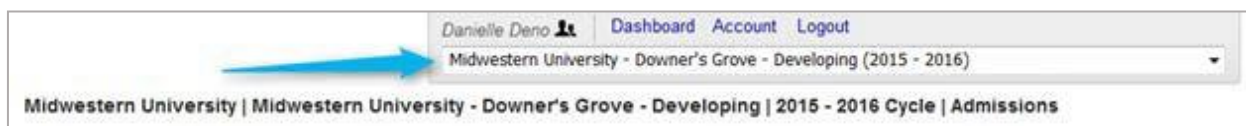
SUMMARY OF OPTIONS FOR MILTI-CAMPUS PROGRAMS

Campus/Pathway Designation Options for Programs in PharmCAS	Single Program Designation	Two Separate Program Designations	Two Separate Organizations
Option is best suited for programs with…	Same admissions team and requirements for all campuses/ pathways in PharmCAS	Same admissions team for all campuses/ pathways in PharmCAS, but requirements or selection criteria differ	Different admissions team for each campus/ pathway, or separate ACPE accreditation status for each
Campus options are displayed on the application's Designation (selection) screen.	No	Yes	Yes
Applicant's campus selection is captured as part of a school-specific (custom) question on the application.	Yes	No	No
Campuses can have different deadlines, custom questions, and prerequisites, if desired.	No	Yes	Yes
One campus designation can be turned on or off at a different time than the other campus designation(s).	No	Yes	Yes
Applicant pays additional fee to PharmCAS to apply to more than one campus.	No	Yes	Yes
Program can choose for applicants to apply to only one campus or more than one campus during a cycle.	Yes	Yes	No
School Directory Page: Campuses share a single School Directory page on the [PharmCAS website]().	Yes	Up to program	No
Program Materials Page: Campuses share a single Program Materials page that is imbedded in the PharmCAS application.	Yes	No	No
WebAdMIT: Applicant data for all campuses is grouped together in WebAdMIT for viewing, queries, reporting, and exporting.	Yes	Yes	No
WebAdMIT: Programs can choose to combine or separate applicant pool data for different campuses in WebAdMIT reports, queries, and exports.	Yes	Yes	No
WebAdMIT: Programs must toggle between campuses to view data, as if they were in different cycles. Data for multiple campuses can only be combined manually and outside of WebAdMIT.	No	No	Yes
WebAdMIT: Users for one campus automatically have access to the data for all other campuses for the program.	Yes	Yes	No

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PHARMCAS WEB SITE

www.pharmcas.org

AACP provides a dedicated Web site for the PharmCAS Web-based application and instructions. The PharmCAS Web site includes the following items for applicants.

PharmCAS application
PharmCAS instructions
Searchable School Directory
Contact information
Help Center
Checklist
Forms
General information about pharmacy education and careers

SCHOOL DIRECTORY
The PharmCAS Web site features a school-specific page for every participating PharmD program. The School Directory provides applicants with program-specific admissions requirements in a standardized format that makes it easier for them to compare requirements and navigate the admissions process.

Participating programs have an opportunity to update their pages in the School Directory each spring prior to the application launch in July and at any time during the admissions cycle. AACP sends a single login for the school directory site to each participating program Programs are encouraged to make limited changes to their page in the school directory after they are posted on the PharmCAS Web site in order to minimize confusion among the applicants. These pages are used to populate School Directory search screens on the PharmCAS site. Programs must submit changes in accreditation status and deadline changes directly to AACP.

PROGRAM MATERIALS PAGES
Program Materials Pages also feature school-specific admission requirements and are imbedded in the application. The Program Materials Pages differ from the School Directory pages on the PharmCAS web site. See the next page to learn more.

APPLICATION INSTRUCTIONS
Instructions are available on the PharmCAS Web site and are imbedded in the Web application. A PDF version of the instructions is available on the PharmCAS Web site and is updated annually.

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PHARMCAS APPLICATION

WEB-BASED APPLICATION

Applicants who apply through PharmCAS submit a completed Web-based application comprised of biographical data, postsecondary institutions attended, academic course history, work experience, extracurricular activities, and a personal essay. A web application is available on the PharmCAS Web site in mid-July each year. The PharmCAS Web application electronically verifies that the minimum required application fields are properly completed which reduces applicant errors and omissions. Applicants login through a secure server to edit their personal application data as often they wish until they submit their final application to PharmCAS. They can access their application from any computer with Internet access and appropriate browser.

Application Quadrants
The PharmCAS application is divided into four sections:

- Personal Information
- Academic History
- Supporting Information
- Program Materials

The first three sections of the PharmCAS application contain the standardized data elements and questions for all PharmD programs in PharmCAS. The fourth section, Program Materials, can be configured to highlight information about your program's admission requirements and collect additional information from applicants.

Configuration Portal for Program Materials Quadrant
The Program Materials section is set-up by participating programs through Configuration Portal every spring. The following tabs can be enabled on the Program Materials page:

- **Home Page:** Upload a branding image and enter home page text, such as "Please visit the PharmCAS School Directory at http://www.pharmcas.org/school-directory/ for detailed information about the program's admission requirements."
- **Custom Questions:** Schools can enter program-specific questions that are not captured on the PharmCAS application. Schools are encouraged to limit custom questions to no more than 10 to minimize the burden on applicants.
- **Course Prerequisites:** If enabled by the school, applicants match their classes to the program-specific, course prerequisites via the application. PharmCAS does not verify that applicants properly matched their courses to the program's prerequisites. The list of prerequisite courses and (unverified) GPA are then available to programs via WebAdMIT. Schools may wish to disable this feature or limit the number of courses to ten (10), so that the burden on applicants is minimized.
- **Document Uploads:** Schools can accept or require document uploads from applicants. Any school-specific forms (e.g., supplemental application), must be hosted on the institutional website, so applicants may download it. Schools are encouraged to eliminate or reduce any extraneous document upload requirements or consider making them optional, if feasible.

PharmCAS Technical Requirements - Information for Applicants

Compatible Browsers
A web browser is the program your computer uses to connect to the Internet and access the application.

Chrome and Firefox (Preferred)
For the optimum experience, we recommend using the most current version of Mozilla Firefox or Google Chrome, which work on both Macs and PCs. You can download these browsers for free here:
- Google Chrome
- Mozilla Firefox

Safari
Safari is the default internet browser for Apple products and is compatible with the application. If you encounter any difficulty while using the most up-to-date version of Safari, try switching to Chrome or Firefox.

Edge
Edge is Microsoft's most recent browser and is compatible with the application. If you encounter any difficulty while using the most up-to-date version of Edge, try switching to Chrome or Firefox.

Internet Explorer 11
Internet Explorer 11 is compatible with the application; however, any previous versions of Internet Explorer are no longer supported by Microsoft, and are therefore incompatible with the application. If you encounter any difficulty while using Internet Explorer 11, try switching to Chrome or Firefox.

Troubleshooting
If you are having difficulty loading application pages:
- Ensure you are using the most current version of a compatible browser.
- Confirm that Cookies, JavaScript, and Pop-ups are enabled within your browser.

To determine your browser's version, and to confirm that Cookies, JavaScript, and Pop-up windows are enabled, visit http://whatismybrowser.com.

Mobile Device Accessibility
You can view and edit your application using a compatible browser on a smartphone or tablet.

Email Notifications
Emails can sometimes get flagged as junk or spam, which prevents them from appearing in your inbox. To ensure you receive email notifications, including notifications from the programs you are applying to, you may need to designate us as a trusted source through your email provider.

Safe-List Email Addresses
Ensure the following email address and email domain are safe-listed:
- donotreply@webadmit.org
- @sendgrid.me

Updated October 5, 2018

Use these links to obtain your email provider's safe-listing instructions:
- Gmail
- Outlook (desktop)
- Outlook.com
- Yahoo
- Hotmail
- Other Email Providers

Navigating the Application - Information for Applicants
Once you enter the application form, do not use the "Back" or "Forward" buttons on your browser's toolbar to move between application screens or you may lose your data. Use the internal navigation bars and links. Do not refresh the page or you will be logged out of the application.

Security – Information for Applicants
Security is a priority at PharmCAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that online sessions are secure.

Internet Security Measures
Any personal information you send us is scrambled. This technology, called Secure Socket Layers (SSL), protects information you submit or receive through this site. In addition, any sensitive personal information that you send to our Web site is held in a secured environment, protected by tools such as firewalls and/or database field encryption. The technology is designed to make using your personal data and credit card information on the Internet as safe as possible. PharmCAS protects the privacy of your credit card information, name, address, e-mail and all other information you provide us via the on-line payment process. No representation is made, however, regarding the unconditional security of such submissions.

Independent agencies report there are no recorded instances of someone "breaking" SSL encryption and using credit card information for fraudulent purposes. Statistically speaking, it is safer to submit your credit card information electronically via an SSL site than it is to give your card to a store clerk. SSL technology is so safe that VeriSign, the PharmCAS certifying authority, warrants it against fraudulent use for up to $100,000.

The SSL technology depends on secure Uniform Resource Locators (URLs) that are certified by an authority such as VeriSign. Secure URLs always begin with "https://" (not "http://"). If you use a browser that recognizes SSL, you will be notified that you are on a secure page. Any information you enter on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted at our server. If your browser doesn't support SSL technology, you will receive an error message when trying to access our SSL page. If this error occurs, logout of your application and download the most current version of your browser. Once we receive your credit card information, it is accessible only to designated PharmCAS administrators.

REPEAT APPLICANTS (REAPPLICANTS)

Applicants who created an application in the 2017-2018 cycle can choose to pull selected sections of their application forward into the 2018-2019 application. PharmCAS does not allow applicants to edit courses or colleges attended that were previously verified by

PharmCAS, or carry forward any references, payments, essays, or information entered within the program materials section.

Creating a Reapplicant Account

Applicants can use an existing account from the previous cycle to re-apply in the current cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.

1. Log in to the application. A welcome screen appears; confirm you want to begin the re-application process by clicking **Start Reapplication**.
2. Ensure your profile information, including your contact information, is correct.
3. Decide if you want to copy application data or start a fresh application. Your selection cannot be changed.

If You Choose to Start a Fresh Application

The data from your previous application cycle is wiped clean and you proceed with a blank application. Your old application data and materials cannot be recovered, if you select this option.

If You Choose to Copy Application Data - Verified

Information, such as coursework, official test scores, and transcripts, <u>can</u> be copied into the new application. Letters of evaluation, essays, payments, and program-specific information <u>cannot</u> be copied into the new application.

1. Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking **Save and Continue**.
2. You will be prompted to review and confirm that every section of the application that you have chosen to copy is accurate. Once done, click **Continue**.
3. If you submitted your application in the last cycle, you will be prompted to follow instructions and download a PDF copy of your previous application. Download the PDF before clicking **Continue**.
4. The system will begin to copy your selected data to your new application. This process can take up to 24 hours to complete. You will receive an email once the application is ready.

To successfully copy official PCAT scores, the name, date of birth, and CID number on your new application must match the name, date of birth, and CID number on your original application. Allow several days for the matching process to complete.

If you have a difference in name and date of birth, contact customer service to have your official scores manually copied into your new application.

Downloading Last Cycle's Application

A PDF of last cycle's application is only available if you submitted that application to at least one program.

1. Click on your name in the upper-right-hand corner of the application, then select **View Payment History.**
2. Click **View Order Details** next to the payment.
3. Click **Download PDF.**

Updating Coursework

If you completed additional coursework since the last cycle:

1. Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
2. Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and delete unverified courses, including those listed as planned/in-progress.
3. Request updated transcripts for new coursework and awarded degrees, including degrees that were previously listed as "expected" in the last cycle and have now been updated to "awarded". These official transcripts are required and should be requested after you finish updating your coursework.

Verifying New Coursework

Once your application is completed, it is placed in queue for verification. Although there may be fewer courses on your application to be verified in the current cycle, the standard processing timelines still apply.

APPLICATION DEADLINE DATES

Each participating institution selects one PharmCAS application deadline date. The deadline indicates the date the PharmCAS application must be received (electronically submitted). Programs are encouraged to consider any applicant who submitted an application, all official transcripts, references, and correct fee to PharmCAS by the program's PharmCAS deadline date. The PharmCAS deadline date options are on the first of November, December, January 5, February, March, April, May, and June. Whenever a deadline falls on a weekend or Federal holiday, the next business day is automatically designated as the deadline.

PharmCAS Institutional Deadline Date Options for 2018-2019:

- **November 1, 2018** (11:59 pm Eastern time)
- **December 3, 2018** (11:59 pm Eastern time)
- **January 7, 2019** (11:59 pm Eastern time)
- **February 1, 2019** (11:59 pm Eastern time)
- **March 1, 2019** (11:59 pm Eastern time)
- **April 1, 2019** (11:59 pm Eastern time)
- **May 1, 2019** (11:59 pm Eastern time)
- **June 3, 2019** (11:59 pm Eastern time)

To see the application deadlines selected by all schools, please refer to the PharmCAS School Directory.

Transcript Received Date

While mail is typically processed by Liaison within 2-3 business days, programs should allow up to 10 business days for a transcript to be processed, once it arrives at PharmCAS. The transcript "Received" date in WebAdMIT reflects the date the mail was processed by PharmCAS staff and not the day the mail actually arrived in the office. Applicants should

allow for additional time for transcript requests to be processed by the college/university registrar and delivered to the PharmCAS office. PharmCAS is not responsible for mailing delays.

Deadline Enforcement - Application
PharmCAS does not allow an applicant to e-submit an application after an institutional deadline has passed and only forwards verified applications to a program if its application deadline is met. PharmCAS does not issue refunds for missed deadlines.

Deadline Enforcement - Materials
PharmCAS does <u>NOT</u> enforce transcript, reference, test score, or foreign transcript evaluation deadlines and forwards all verified applications to the designated programs, even if these materials arrive late (see above). If a program does not want to consider applicants who submit late materials, it must login to WebAdMIT and select the "Denied" admission code for these applicants. PharmCAS will not forward a file or updates to a program if it has denied the applicant.

DEADLINE EXTENSIONS

Participating programs may request a deadline extension for the entire applicant pool or individual applicants. PharmCAS does not accept deadline extension requests from applicants and will instruct applicants who request an extension to contact the school directly. Pharm.D. programs may not extend their applicant pool deadline past June 3. PharmCAS will no longer accept new application materials from applicants after June 28.

For Individuals
Individual deadline extensions may be granted for applicants through June 3. Programs that wish to grant a deadline extension to an individual applicant have two options:

1. **Invitation Codes**: (Anticipated for 2018-2019!) School requests an "invitation code" from Liaison that is unique to the pharmacy school. The school can then share the code with any applicants who are approved for an individual deadline extension. Applicants who receive the code will enter them into the application to gain access to the designation after the deadline has passed. The invitation codes will not expire during the cycle and are <u>not</u> unique to each applicant. Schools can run a report in WebAdMIT to view the list of applicants who have utilized the invitation code at any point during the cycle.

2. **Contact Liaison:** School provides the applicant name, PharmCAS ID Number, and revised deadline date (not past June 3) to Liaison staff. Once PharmCAS notifies the applicant about the extension, the applicant has **48-hours to e-submit** the application. If the applicant fails to e-submit within 48-hours, the applicant must ask the program to grant a second extension.

For the Full Pool
Programs that wish to extend their program application deadline for ALL applicants are encouraged to contact PharmCAS and/or AACP before the deadline has passed. (Admission officers may also need to extend the supplemental deadline date, if required by the institution). Report to AACP and PharmCAS any changes to the deadline date *at least 1 business day prior to the published deadline*. The new extended deadline must be selected from the list of remaining deadline options for PharmCAS.

Updated October 5, 2018

EARLY DECISION

The Early Decision (ED) application deadline is **September 4, 2018**.
Programs must report admission decisions for ED applicants by **October 19, 2018.**

The Early Decision program is a binding option for applicants who have decided that a particular program is their first choice. Early Decision applicants can apply to only one program and may be offered early admission, denied admission, or deferred to regular applicant status. If an ED applicant is offered admission, the applicant is not permitted to apply to other pharmacy institutions via PharmCAS for the remainder of the cycle. If, however, the applicant is denied admission as an Early Decision applicant or moved to "regular" status, the applicant may apply to other PharmCAS institutions for an additional fee. Refer to the PharmCAS application fee schedule to determine the cost to apply to each additional program.

On rare occasions, there may be extenuating circumstances that could affect an applicant's ability to accept an Early Decision offer and/or enroll in a program (e.g. applicant decides they no longer want to be a pharmacist, personal life circumstances, etc.). Applicants are asked to contact the pharmacy institution directly if a situation arises. As the institution, you are asked to handle each circumstance on a case by case basis.

Participating Early Decision Institutions for 2019 Enrollment
Visit the [PharmCAS School Directory](#) to view the current list of programs participating in Early Decision.

Admission Decisions for Early Decision Candidates
Pharm.D. programs are required to report admission decisions to PharmCAS. Programs must enter decision codes for Early Decision candidates into WebAdMIT by no later than **11:59 pm EDT on October 19, 2018.** If an early decision admission code is not indicated by October 19, the applicant will automatically be returned to your regular applicant pool and will then allowed to apply to additional programs. **Coding applicants in decision code "Return Early Decision to Regular Pool" will trigger the release of those applicants back to the regular applicant pool on a nightly basis prior to October 19.**

The following decision codes will **lock** Early Decisions applicants and prevent them from being released to the regular applicant pool and applying elsewhere.

- Offer Accepted
- Offer Made
- Declined Offer
- Deferred
- Matriculated

The following decision codes will **release** Early Decisions applicants and allow them to apply to other programs as part of the regular applicant pool.

- None
- Denied
- Wait List
- Received/Under Review
- Incomplete/Application Not Reviewed
- Withdrew
- Withdrawn after Matriculation
- Rescinded
- Return Early Decision to Regular Pool **(Releases prior to Oct. 19)**

Updated October 5, 2018

Priority Attention to Early Decision Applicants
PharmCAS gives priority attention to applicants who designate "early decision" status. Data Entry and transcript verification staff process "early decision" applicant files for verification before regular applicant files.

Summer Coursework for Early Decision Candidates
PharmCAS does not hold Early Decision applicants for missing summer grades. Early Decision applications are considered complete when PharmCAS receives transcripts through the completion of the spring term of that application cycle. PharmCAS provides updated GPA calculations, if summer term and/or fall term transcripts are submitted during the Academic Update.

Applicant Misses Early Decision Deadline
If an applicant fails to submit all required materials by the Early Decision deadline, PharmCAS automatically moves the applicant from "Early Decision" to the regular applicant pool, where the applicant can choose to apply to additional programs and pay the appropriate fee.

APPLICATION MATERIALS

The following section describes the policies and procedures for application materials collected by PharmCAS.

PHARMCAS REQUIRED MATERIALS

PharmCAS considers an application complete and begins to process it once the following materials are received:

1. Complete PharmCAS **application**,

2. Official **transcripts** from every accredited U.S. postsecondary institution attended,

3. Correct PharmCAS application **fee**.

PharmCAS begins the transcript verification process once all required PharmCAS materials are received. PharmCAS does not "hold" an application for missing references, foreign transcript evaluation reports, or test scores (e.g., PCAT).

OTHER MATERIALS COLLECTED BY PHARMCAS

PharmCAS also collects the following materials, if required by the applicant's designated programs. PharmCAS does not "hold" the application for the following materials, if missing. Also, PharmCAS does not verify that the applicant has submitted the correct document for a particular program requirement.

1. Letters of Reference (4)

2. Foreign Transcript Evaluation Report from World Education Services (WES) Only

3. Official Canadian Transcripts

4. Official PCAT and TOEFL Scores

5. Fall Term Transcripts

OTHER MATERIALS COLLECTED BY PROGRAMS

The following application materials may be required and collected directly by the programs or captured as part of the [Program Materials](#) section of the application as custom questions or document uploads:

1. Supplemental Applications
2. Supplemental Fees
3. Letters of Evaluation (if not collected by PharmCAS or if more than 4 references needed)
4. Other Test Scores (e.g., SAT, ACT, GRE, MCAT, AP, IB)
5. Original Foreign Transcripts
6. Foreign Transcript Evaluation Reports from agencies other than WES
7. Writing Samples, Resumes, etc.

EXTRANEOUS APPLICATION MATERIALS

Applicants are instructed to submit only required documents to PharmCAS. Any other documents received are considered extraneous materials. PharmCAS does not return extraneous materials to the applicant, nor forward the documents to programs; for exceptions to this rule, please see below. Examples of extraneous documents include original or copies of foreign transcripts (only WES foreign transcript evaluation reports are accepted by PharmCAS), resumes, photographs, writing samples, certificates, and other miscellaneous documents. PharmCAS files all extraneous materials received for a particular applicant.

Returning Selected Extraneous Documents
Only important original documents such as birth certificates, naturalization papers, and foreign documents (which are generally harder to obtain) are returned to the applicant. PharmCAS makes a photocopy of the document to be returned and files it before mailing the original.

Supplemental Applications Received at PharmCAS
PharmCAS does not currently accept supplemental applications.

Extraneous Letters of Reference
PharmCAS accepts up to four letters of reference per applicant. (See Reference section). Any additional references are placed in the applicant's file folder and are not forwarded.

International Transcripts
Although not accepted, applicants may erroneously send original or photocopies of foreign transcripts to PharmCAS. With the exception of Canadian transcripts written in English, international transcripts are NOT accepted by PharmCAS. PharmCAS only accepts and scans foreign transcript evaluation reports sent via WES. PharmCAS attempts to notify the applicant of the error.

U.S. TRANSCRIPTS

Pharmacy applicants must arrange for PharmCAS to receive a sealed, official transcript directly from every U.S. post-secondary institution attended. Electronic transcripts are also accepted from selected institutions. PharmCAS will not accept student-issued transcripts or faxed copies. PharmCAS considers all application files "incomplete" and does not begin transcript verification until the correct fee and all expected and U.S. transcripts are received. The Service verifies the authenticity of transcripts received. Applicants must use a personal copy of each transcript for use in completing the "Coursework" section of their application.

TRANSCRIPT REQUEST FORM

Applicants are strongly encouraged to use the PharmCAS Transcript Request Form to request official copies of U.S. transcripts to be sent to PharmCAS (if mailed in paper format). PharmCAS accepts all official transcripts even if the form is not attached. Paper transcripts received without the form enclosed may take longer to match to the applicant's file.

TRANSCRIPT DEADLINES

PharmCAS instructs applicants to arrange for PharmCAS to RECEIVE all official transcripts by the earliest application deadline date set by their designated programs. PharmCAS does NOT enforce transcript deadlines. The Service accepts transcripts received after the institutional deadline has passed. See the "Transcript Received Date" for more information.

ELECTRONIC TRANSCRIPTS

PharmCAS accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If a feeder institution does not participate in any of these services, the applicant must arrange for an official paper transcript to be mailed from the college registrar's office. PharmCAS cannot accept transcripts sent via email. See the applicant instructions for further details.

SUMMER 2018 TRANSCRIPTS

PharmCAS encourages applicants to submit their applications after their summer term grades are complete so that:

1. Staff can verify completed grades against the applicants' official transcripts, and
2. These summer term grades are included in the initial set of PharmCAS GPAs sent to the applicants' designated programs.

By submitting their applications after the summer term transcripts are available, applicants provide the programs with a more comprehensive account of their college course history, so they may be able to better determine whether applicants have completed all prerequisites through the end of the summer term. PharmCAS begins to send verified application files to programs in early August. Applicants should contact programs directly to determine when a particular program plans to begin reviewing applications for the fall 2019 entering class.

The instructions are intended to help applicants navigate the admissions process. Applicants can, however, report summer term grades as "Incomplete" and submit their completed application to PharmCAS at any time. PharmCAS processes all applications in the same manner, regardless of whether the summer term grades are "In-Progress" or "Complete".

FALL 2018 TRANSCRIPTS

If fall term grades will not be available until after they apply, applicants must arrange for their official fall 2018 transcripts to be sent directly to PharmCAS as soon as they are available. Applicants must update courses on the application during the PharmCAS "Fall Academic Update" window. The Academic Update window will open on December 14, 2018, following the completion of the fall 2018 term, and will close on February 15, 2019. It is the applicant's responsibility to submit fall transcripts, add any new courses completed since s/he first submitted the application to PharmCAS, and to edit in-progress and planned courses. See the ACADEMIC UPDATE section.

2019 TRANSCRIPTS

Applicants must arrange for new winter, spring, and summer 2019 term transcripts to be sent directly to their designated pharmacy institutions, as required.

MISSING TRANSCRIPT IDENTIFIED AFTER FILE IS VERIFIED

PharmCAS reviews transcripts for any transfer credit and verifies that applicants have submitted transcripts from every U.S. institution attended. A college transcript may not show all of the institutions a student has attended, therefore, PharmCAS cannot always determine if an applicant failed to submit a particular transcript. Programs may later learn a transcript was omitted because the applicant mentioned the missing institution during an interview; the applicant previously applied directly to the institution and submitted the transcript then; the applicant is or was enrolled in the same university as the program and a copy of the missing transcript is in the applicant's institutional records; or other reasons. If a program discovers that an applicant failed to report one or more transcripts to PharmCAS after the file is verified, PharmCAS follows the procedures below.

- PharmCAS notifies the applicant about the omission and instructs him/her to submit the missing transcript to PharmCAS and that the applicant's other designated programs, if any, are notified of the omission.

- During the Fall Academic Update window (beginning on December 14, 2018), the applicant is invited to enter missing courses and any new fall courses onto the application. Once the missing and any new transcripts are received and the Fall AU is submitted, PharmCAS verifies the revised course data against the transcript(s).

- The applicant is reported to the PharmCAS Conduct Committee if it seems that the transcripts were purposely withheld.

- Each of the applicant's designated programs decides whether to still consider the applicant for admission or deny admission based on the fact that the individual did not follow instructions (if it is not found that the transcripts were purposely withheld).

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TRANSCRIPT REQUIREMENTS FOR MATRICULATED STUDENTS

Those applicants who are offered and accept an offer of admission to a program may be required to submit a second set of official transcripts from every college/university they have attended directly to the program prior to matriculation for regional accreditation purposes. An institution should only require those students who are expected to matriculate into its program to submit a second set of transcripts as a contingency for admission, and not as part of the regular admissions process. In lieu of a second set of transcripts, some schools will use transcript PDFs in WebAdMIT, since credit transfer requirements do not typically apply.

PharmCAS must retain archived paper copies of the application materials received for a full year following enrollment, and cannot forward transcripts to a program to fulfill this institutional requirement.

OVERSEAS U.S. INSTITUTIONS

Applicants, who have attended an overseas U.S. institution listed below are instructed to report the courses to PharmCAS in the same manner as U.S. institutions by sending an official transcript to PharmCAS and listing all coursework on the PharmCAS application. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are also considered U.S. colleges for which transcripts are required and all course work must be listed. This list of overseas institutions is not all-inclusive. PharmCAS recognizes "overseas U.S. institutions" that are located outside U.S. borders, accredited by a regional institutional accrediting agency recognized by the U.S. Department of Education, and use English is the primary language of instruction and documentation.

> American College in Switzerland
> American College of Thessaloniki
> American University in Beirut
> American University in Bulgaria
> American University in Cairo
> American University of Paris
> American University of Rome
> Franklin College Switzerland
> Richmond American University of London
> Huron University in London
> John Cabot University in Rome
> McDaniel College in Budapest

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INTERNATIONAL TRANSCRIPTS

The policies for documenting foreign coursework vary by program. These policies are documented in the PharmCAS application instructions and do not apply to "study abroad" programs. Applicants are instructed not to list individual foreign courses on the PharmCAS application (unless Study Abroad). Applicants should NOT send original or copies of foreign transcripts to PharmCAS.

Each program selects one of three options for international coursework:

1. **WES Foreign Transcript Evaluation Report** (sent to PharmCAS)

    If one or more of the applicant's designated program requires an "FTER," the applicant must arrange for a course-by-course foreign transcript evaluation report from World Education Services (WES) to be sent to PharmCAS. .

    > World Education Services, Inc
    > Bowling Green Station
    > P.O. Box 5087
    > New York, NY 10274-5087
    > (212) 966-6311
    > info@wes.org
    > http://www.wes.org

2. **Original Foreign Transcript** (sent directly to the program)

    If a particular program(s) performs its own review of foreign transcripts, applicants must arrange for original foreign transcripts to be sent directly to that pharmacy institution, as instructed. If applying to multiple programs, applicants may also need to arrange for a WES evaluation to be sent to PharmCAS. PharmCAS provides a scanned copy of all FTERs received as part of the applicant's file, regardless of an individual program requirement.

3. **Neither** (only U.S. credentials considered)

    Some institutions do not accept or review foreign coursework. In these cases, applicants are not required to document any foreign coursework completed. If applying to multiple programs, applicants may still need to arrange for a WES evaluation to be sent to PharmCAS.

PCAT, TOEFL

Applicants should request the testing agency to release PCAT and TOEFL test scores directly to PharmCAS, if required by their designated pharmacy institutions. PharmCAS releases PCAT and TOEFL scores to all of the applicant's designated colleges and programs, regardless of institutional requirements.

CODES

- Pharmacy College Admission Test (PCAT)   PharmCAS Code **104**
- Test of English as a Foreign Language (TOEFL)   PharmCAS Code **8246**

PCAT

If received from Pearson, PharmCAS will automatically forward the five most recent PCAT scores during the past five years to an applicant's list of designated degree programs.

PCAT CID Required for Matching
PharmCAS matches PCAT scores to applications based on the applicant's PCAT CID number. Applicants MUST report their PCAT CID on the PharmCAS application.

Pharm.D. Program Preference for Receiving PCAT Scores
PharmCAS applicants are instructed to submit all PCAT scores directly to PharmCAS Code 104. While the instructions direct applicants to arrange for their official PCAT scores to be sent to PharmCAS, they also have the ability to send scores in the following ways:

1. Directly to PharmCAS to code 104 (as instructed).
2. Only to the program and not to PharmCAS.
3. Directly to PharmCAS and to the program.

Pearson automatically e-transmits all of the institution's PCAT scores to PharmCAS and eliminates all score report transmissions to institutions participating in PharmCAS, unless otherwise directed by the pharmacy school.

PCAT Scores for Non-PharmCAS Applicants
If your institution requires PCAT scores from any NON-PharmCAS applicants (e.g., early assurance students at 0-6/7 institutions), you must choose to continue to receive PCAT scores directly from Pearson for those applicants who designate your institution as a PCAT score recipient. Please continue to instruct ALL of your PharmCAS applicants to send their PCAT scores directly to PharmCAS - CODE 104.

GRE/GMAT SCORES

GMAT and GRE scores can be entered directly into the PharmCAS application. Applicants are instructed to arrange for their official GMAT and GRE test scores to be sent directly to their selected designations.

MISSING TEST SCORES

Standardized test requirements vary by institution. Due to these variations, PharmCAS does NOT hold application files for missing PCAT or TOEFL scores. PharmCAS does not accept test scores submitted by an applicant. If official test scores arrive in the PharmCAS office after the initial application file is sent to the programs, PharmCAS sends

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the new scores in the next twice-weekly report as a revision. If the test is not required by a particular institution, the admissions office still receives the score report from PharmCAS, but should not consider the standardized test scores in the review process.

OTHER TESTS

If your program requires Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), SAT, ACT, GRE or other test scores, applicants are instructed to arrange for the testing agency to send those scores directly to the program. Applicants are instructed that if they received college credit on a transcript for an AP or IB test subject, they should report the test credit as a course in the Coursework section of the application.

EVALUATIONS

Evaluators are able to submit electronic references (evaluations) directly to PharmCAS via the Evaluator Portal called "Letters by Liaison." (Paper references are not accepted.) Applicants may enter up to four (4) evaluator names on the PharmCAS application. Applicants are instructed to send any additional evaluations directly to their designated programs and warned that programs may not consider extra references. They are also instructed to direct their evaluators to contact PharmCAS Customer Service if they have any questions or require any assistance using the online evaluator portal.

PROGRAM EVALUATION REQUIREMENTS

Applicants are instructed to review the PharmCAS School Directory Pages to learn the number and types of evaluators required and not accepted by each institution. PharmCAS will NOT determine if an applicant has met the reference requirements for a particular program.

E-LORS

Applicants should alert evaluators to watch for an automated email from PharmCAS with the subject "PharmCAS Reference Request". PharmCAS will notify the applicant once the request has been sent. Some email filters may interpret PharmCAS emails as "spam" and automatically delete or route them to a "junk" or "spam" folder. If an evaluator does not receive an email from PharmCAS, the applicant should ask your evaluator to check all spam and junk email file folders or provide an alternate email address.

COMMITTEE AND COMPOSITE LETTERS

Each designated program must decide whether committee or composite letters may count as more than one reference. "Composite" letters typically represent a compilation of letters collected from various individuals. "Committee" letters generally represent a single letter with the collective thoughts of a group of designated individuals usually written by the chair or a designee. PharmCAS will accept the name of a college pre-health profession advisor in lieu of the evaluator(s). These may be submitted electronically as one PDF document.

EVALUATION DEADLINES

Applicants are instructed to arrange for PharmCAS to RECEIVE all evaluations by the application deadline date set by the designated programs. PharmCAS does NOT

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enforce evaluation deadlines and will release the evaluations to designated programs for verified applicants, even if they arrive late.

EVALUATION STATUS

As soon as the applicant enters an evaluation on the application, the applicant can login to the application to begin checking on the status of evaluations sent to PharmCAS. PharmCAS programs may login to WebAdMIT to view the status of all evaluations for each applicant with verified status

EVALUATIONS SENT TO PROGRAMS

PharmCAS will begin to release evaluations to programs once the application file is verified by PharmCAS. PharmCAS will NOT hold an application for missing evaluations.

NOTE! For each evaluation a program receives, check the actual evaluation file to determine if it contains comments or letters from multiple evaluators.

EVALUATION IMAGES WEBADMIT

Images of electronic evaluations are available to designated programs via WebAdMIT. To view, select an applicant on the document tab. WebAdMIT provides the evaluator's name, the date the evaluation was submitted, and link to scanned image of evaluation (PDF format).

INVESTIGATIONS

PharmCAS will not verify an evaluator's identity. If a program suspects an evaluation is falsified, it must contact the applicant or evaluator to investigate. If an applicant is found to have falsified their evaluation, it should be reported to the PharmCAS Conduct Review Committee via email at conduct@aacp.org. PharmCAS will not attempt to verify the accuracy of the program investigation results and will facilitate the Conduct Review. For more information see Applicant Code of Conduct Violation Policy.

EDITING LIST OF EVALUATORS

If the applicant's evaluators are unresponsive or decline an invitation to submit a letter of reference, the applicant may edit the list of evaluators on the PharmCAS application before or after it is e-submitted to PharmCAS. Applicants cannot make edits to an evaluator's information once the evaluator's reference is received.

WAIVERS

The Family Education Rights and Privacy Act of 1974 (FERPA) gives applicants the right to access letters of reference written unless they choose to waive their right of inspection and review. Applicants are required to indicate on their PharmCAS application whether they wish to waive their rights. PharmCAS releases each applicant's decision to waive or not waive access to an evaluation to the evaluator and designated programs.

Applicants that do not waive their right of access may login to the PharmCAS application and select the STATUS option to view the online evaluations submitted on their behalf.

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AUTHORIZATION STATEMENTS

In order for PharmCAS to process an applicant's letters of reference, the individual must certify the following statements:

- I hereby give PharmCAS permission to contact the evaluator below via email to request the completion of the PharmCAS reference form and letter of reference. If my evaluator does not submit an online evaluation form to PharmCAS in response to the email request, it is my sole responsibility to contact the evaluator directly to ensure all references required by my designated Pharm.D. programs are received by the deadline.
- I understand that the Pharm.D. programs to which I am applying may contact the evaluator either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the Pharm.D. programs or PharmCAS to do so.

GENERAL PHARMCAS EVALUATION RULES

- PharmCAS does NOT hold applicant files in process for missing or late evaluations.
- PharmCAS adds an application file to the transcript verification queue once the complete application, all official transcripts, and the correct fee are received.
- PharmCAS does not release evaluations to programs until the application is verified.
- PharmCAS does NOT verify that one evaluation is from a science professor nor determines if applicants have met other evaluator requirements for a particular program.
- PharmCAS does not verify an evaluator's identity. If a program suspects an evaluation is falsified, it is the program's responsibility to contact the applicant or evaluator to investigate.
- PharmCAS only accepts and releases evaluations submitted via Letters by Liaison.
- Evaluators may must upload a letter of reference (evaluation) into Letters by Liaison.

EVALUATION FORM QUESTIONS
PharmCAS asks evaluators to address the following questions on the PharmCAS form.

Institutional or Professional Contact Information
- Address 1
- Address 2
- Address 3
- City
- State
- Zip /Postal Code
- Phone Number

Relationship
- How long have you known the applicant?
    - Less than 1 year
    - 1-2 years

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- o   2-3 years
- o   3-5 years
- o   5-10 years
- o   More than 10 years

- How well do you know the applicant?

  - o   Very well
  - o   Moderately
  - o   Minimally
  - o   Not at all

- In what capacity do you know the applicant?

  - o   Employee/Supervisor
  - o   Colleague/Coworker
  - o   Instructor/Professor
  - o   Advisor
  - o   Internship/Job Shadowing
  - o   Other

- If you selected "Instructor/Professor" above list all courses in which you have had the applicant (for example: Intro to Chemistry, Chem 101)
- If you selected "Employee/Supervisor" or "Colleague/Coworker" above, please indicate the applicant's position and title:

Evaluation Information
Check here to confirm you have read the evaluation criteria descriptions:

Pharmacist Information
- If you are a pharmacist, please indicate the Pharmacy institution from which you graduated:
- If you are a pharmacist, please indicate in which state you are licensed to practice pharmacy:

Evaluation Ratings (Rating Scale: Excellent, Good, Average, Below Average, Poor, Not Observed)

- **Adaptability:** reacts well to stress, is poised and controlled.

- **Empathy:** considerate, sensitive, and tactful in response to others.

- **Ethics:** displays honesty, integrity, and ethical behaviors.

- **Intellectual Ability:** academic competence and aptitude for pharmacy degree program.

- **Interpersonal Relations:** able to get along well with peers and superiors.

- **Judgment:** displays critical thinking skills, common sense, and decisiveness.

- **Leadership:** takes initiative and motivates others.

- **Oral Communication:** speaks clearly with precision and accuracy, without ambiguity.

- **Professional Appearance:** maintains good personal hygiene, appropriate attire, well-groomed.

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- **Reliability:** dependable, responsible, prompt, and thorough.
- **Written Communication:** writing is precise, accurate, grammatically correct, and unambiguous.

Overall Recommendation
- Recommendation Concerning Admission:
    - o I highly recommend this applicant
    - o I recommend this applicant
    - o I recommend this applicant with some reservations
    - o I am not able to recommend this applicant

Document Upload

Browse to your evaluation letter to upload. Supported File Formats: Microsoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Test (.rtf), Plain text (.txt)

IMPORTANT DATES

The PharmCAS application cycle begins in July 2018 for fall 2019 enrollment and closes on June 28, 2019, unless otherwise announced.

PharmCAS attempts to verify completed applications within 1 week after the file is complete, however, during peak periods processing may take up to 4 weeks.

March 21, 2018	- Configuration Portal opens for Program Materials section
May 1, 2018	- School Directory Pages released to schools for updates
May 11, 2018	- Regular registration deadline for July PCAT examinations.
May 16, 2018	- School Directory Pages updates due
May 21, 2018	- Configurations for Program Materials section due for all programs
July 6, 2018	- Regular registration deadline for Sept PCAT examinations.
July 18, 2018	- PharmCAS launches 2018-2019 application
July 19, 2018	- Applicant data begins to appear in WebAdMIT
July 11 & 18, 2018	- July PCAT examination dates
September 4, 2018	- Early Decision deadline for applicants
September 6-7, 2018	- September PCAT examination dates
October 5, 2018	- Regular registration deadline for October/November PCAT examinations.
October 19, 2018	- Deadline for Early Decision programs to report decisions
October 22, 2018	- Early Decision release of applicants (Occurs at 12:00AM EST)
October 22-31, 2018	- October PCAT examination dates
November 1-2, 2018	- November PCAT examination dates
November 1, 2018	- 1st Regular institutional application deadline
November 2, 2018	- Regular registration deadline for January PCAT examinations.

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December 3, 2018	- 2nd Regular institutional application deadline
December 14, 2018	- Fall Academic Update window opens
January 7, 2019	- 3rd Regular institutional application deadline
January 3-4, 2019	- January PCAT examination dates
January 16, 2019	- Regular registration deadline for February PCAT examinations.
February 1, 2019	- 4th Regular institutional application deadline
February 1-14, 2019	- February PCAT examination dates
February 15, 2019	- Fall Academic Update closes
Prior to March 1:	- See CAG.
March 1, 2019	- 5th Regular institutional application deadline
After March 1:	- See CAG. 2018-2019 Initial Admissions Decisions Due
April 1, 2019	- 6th Regular institutional application deadline
Spring 2019	- Spring Academic Update window opens
May 1, 2019	- 7th Regular institutional application deadline
June 3, 2019	- 8th Regular institutional application deadline (final submission date)
	- Last date for individual deadline extensions
	- Last date for applicants to create a new application
June 15, 2019	- 2018-2019 Preliminary Admissions Decisions Due
June 28, 2019	- Spring Academic Update closes
	- PharmCAS 2018-2019 application cycle is closed.
September 30, 2019	- 2018-2019 Final Admissions Decisions Due
October/Nov 2019	- PharmCAS 2018-2019 Year-End Reports Released (Release time is dependent on schools submitting final admissions decisions)

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FEES

PharmCAS application fees are subject to change each year.

FEE SCHEDULE FOR THE 2018-2019 APPLICATION CYCLE

# of PharmCAS Programs Designations	PharmCAS Fee Due
1	$175
2	$230
3	$285
4	$340
5	$395
6	$450
7	$505
8	$560
9	$615
10	$670
11 or more	Add $55.00 for each additional program

PHARMCAS PROCESSING OF FEE PAYMENTS

Applicants must pay the application fee online by credit card as part of the PharmCAS application. PharmCAS accepts credit card payments online only, and not by mail, phone, or fax.

REFUNDS

PharmCAS application fees are non-refundable. PharmCAS does not issue refunds for withdrawn applications or missed deadlines. PharmCAS will only consider issuing a refund if the Service did not properly process the applicant's file or materials based on current policies and procedures.

DISPUTES/CHARGEBACKS

PharmCAS will assess a service charge of $25.00 for credit card chargebacks not authorized by PharmCAS. Applicants are then instructed to pay the application fee and service charge within 10-business days. If the applicant does not comply, PharmCAS will stop the processing of the application and notify the applicant's designated programs.

REPEAT APPLICANTS WITH BALANCE DUE

Repeat applicants with outstanding fee balances are placed on HOLD until payment for the previous and current cycles are received in full.

FEE WAIVER

The AACP fee waiver fund, approved by the AACP Board of Directors supports 457 applicants applying to one PharmCAS institution. PharmCAS grants application fee waivers to financially disadvantaged applicants on a first-come, first-serve basis. Fee waiver decisions will be based on the applicant's income, or parent's income if claimed as a dependent, as reported on the most recent tax return. PharmCAS will grant fee waivers to those applicants with earnings that are at or below the U.S. Department of Health and Human Services poverty guidelines (see below).

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Applicants with approved waivers may apply to a maximum of one (1) PharmCAS program for free. If an applicant receives a waiver and chooses to apply to additional PharmCAS programs, the applicant will be responsible for an incremental fee of $55 for each additional designation.

The PharmCAS waiver applies to the PharmCAS application fee only. Once an applicant has received a waiver, it must be applied within 14 days (including holidays and weekends). If the waiver is not used within 14 days, the applicant will forfeit the waiver and it will be given to another qualifying applicant. PharmCAS will notify the applicant's designated programs if s/he qualifies for a waiver, even if the fee waiver funds for the year are exhausted. Each program must determine if they will waive supplemental application fees for those applicants who qualify for a PharmCAS fee waiver.

To be considered for a PharmCAS fee waiver, an applicant must:

1. Be a U.S. citizen, U.S. Permanent Resident, or have refugee/asylum status.

2. Click on your name in the upper-right hand corner of the application, then select "Fee Assistance Program".

3. Enter your household's adjusted gross income for 2017 and the current number of members in your household. Note that "number of members" includes the number of people claimed as dependents on the tax report.

4. Upload a copy of the filed 2017 Federal Income Tax Return Form 1040, 1040A, or 1040EZ. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian).

5. Do NOT e-submit your application until PharmCAS approves or denies your fee waiver request. If you e-submit your application prior to notification, PharmCAS will automatically deny your fee waiver request.

6. If you are approved, the waiver amount of $175 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.

PharmCAS fee waiver decisions are tied to the U.S. Department of Health and Human Services' poverty level guidelines. The Low-Income Level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines and used to determine what constitutes a low-income family.

2018 Low Income Levels

Persons in Family or Household	Income Level*	Persons in Family or Household	Income Level*
1	$24280	6	$67480
2	$32920	7	$76120
3	$41560	8	$84760
4	$50200	For each additional person, add	$8640
5	$58840		

*Adjusted gross income for calendar year 2017. Changes in current year financial situations will not be considered.

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TRANSCRIPT VERIFICATION PROCEDURES

PharmCAS performs course-by-course verification once it receives all official U.S. transcripts, a completed application, and correct fee payment. Applicants are sorted based on the date the file becomes complete, rather than the date the application was e-submitted. Verification refers to the matching of courses on the official transcripts with completed courses listed on the Transcript Entry (Coursework) section of the application. The PharmCAS verification staff ensures that applicant-reported coursework matches the course history on the corresponding U.S. transcript, including any possible coursework that appears on the reverse side of the transcript. PharmCAS does not verify foreign courses or transcripts, except Canadian (if in English).

OVERVIEW

Staff performs the following tasks to ensure accurate academic data is reported to the designated programs.

1. Maintain a communications log for each applicant using the PharmCAS portal.

2. Sign out applicant file(s) that will be verified and sign-in applicants who are undelivered or placed on-hold.

3. Cross-reference transcripts in each applicant's file with the colleges reported on the coursework section of the application. Verify that PharmCAS has received an original transcript for all transfer courses reported on each transcript. If there is a transcript missing, send an email to inform the applicant that one or more transcripts were not received. It is not the responsibility of PharmCAS staff to notify an individual about a missing transcript to meet any institutional deadlines. **Applicants are responsible for ensuring all application materials, including transcripts, are sent to PharmCAS in a proper and timely manner.**

4. Verify that all applicant-reported courses reported on the application are reported exactly as they appear on the transcript. (See course-by-course transcript verification description below).

NO TRANSCRIPT AVAILABLE

PharmCAS does not waive transcript requirements due to an applicant's financial obligations to a college or university. Applicants who are unable to obtain an official transcript from a college or university due to extenuating circumstances must submit a signed letter of explanation on official letterhead from the appropriate institution or state department of education. PharmCAS will evaluate transcript waiver requests on a case-by-case basis.

INSTITUTIONAL ACCREDITATION

Beginning in the 2017-2018 admissions cycle, PharmCAS accepted courses and transcripts from all colleges, schools, and universities recognized by the U.S. Department of Education, including vocational and technical programs. Courses taken at institutions that are not regionally accredited are included in an applicant's PharmCAS course history and GPAs, and are flagged in WebAdMIT. Programs are not obligated to accept or consider non-regionally accredited courses, and may choose to exclude them from their local and prerequisite GPAs, as needed.

COURSE-BY-COURSE TRANSCRIPT VERIFICATION

The verifiers check that the applicant properly entered all coursework that appears on every U.S. transcript. Below is a description of the verification rules and procedures by each course field. If an applicant omitted a course and grade, the PharmCAS verifier will enter the missing course and all necessary fields (including grade and credit) into the PharmCAS application. If there are numerous mistakes, PharmCAS will "undeliver" the application so that the applicant can make corrections:

- *INSTITUTION:* The institution reflects the college or university where the course was originally completed. If the applicant identified the wrong institution, PharmCAS makes the correction. PharmCAS edits to the institution field are not apparent in any reports. PharmCAS verifies the database and/or paper file to determine if the applicant submitted the original transcript from the institution where the course was completed.

- *PRIMARY INSTITUTION:* Applicants are instructed to identify one primary undergraduate institution. The primary institution is the college or university where the applicant will earn (or has earned) the first bachelor's degree. If no degree is planned, the applicant is instructed to select the institution where s/he completed the majority of undergraduate courses. PharmCAS will only edit this field if an obvious error is made. It is the applicant's responsibility to properly report this information to PharmCAS.

- *ACADEMIC STATUS:* PharmCAS does not verify that an applicant reported the correct student registration status for each term (freshman, sophomore, junior, senior, graduate, professional, post-BS undergraduate). For example, a junior student enrolled in a 4-year university completes a summer course at a community college prior to his senior year. The applicant would identify the summer term as either a "junior" or "senior" term in the Academic Status field, even though he was enrolled in a lower-level course. PharmCAS will only edit this field if an obvious error is made. It is the applicant's responsibility to properly report this information to PharmCAS. (See also "Course Level"). Below are related instructions for applicants.

  - For any undergraduate-level terms completed after you received a bachelor's degree, select "Post-Baccalaureate."
  - For any courses that fall outside of the typical academic statuses, applicants are instructed to choose "freshman."
  - After applicants enter all courses for all colleges, they are prompted to start the Transcript Review and identify coursework that was repeated, awarded as credit via an AP test, awarded as credit by IB or other tests, was completed at honors level, and completed as study abroad.

- *TERM:* (e.g., spring) PharmCAS will verify that the correct term was selected. If the applicant selected the wrong term, PharmCAS will select the correct term from the drop-down list. PharmCAS edits to the term field are not apparent in any reports.

- *TERM TYPE:* PharmCAS will verify that the proper term type was selected: Quarter, Semester, Trimester, or Unit. PharmCAS verifiers will refer to the transcript key located either on the front or back of the transcript for indication of the correct term type. PharmCAS edits to the term type field are not apparent in any reports.

- *YEAR:* PharmCAS will verify that the applicant properly entered the year the course began. If the applicant selected the wrong year, PharmCAS will select the correct year from the list. PharmCAS edits to the year are not apparent in any reports.

- *COURSE TITLE:* Applicants are instructed to list each course exactly as it appears on the transcript. If the applicant abbreviates the course name or does not properly enter the course title, PharmCAS will attempt to enter the full course title in the field. Schools may use course title to help determine if course fulfills a particular prerequisite. PharmCAS edits to the course title field are not apparent in any reports.

- *COURSE PREFIX AND NUMBER:* (e.g., CHEM 101). PharmCAS will verify the correct prefix and number were entered. PharmCAS edits to this field are not apparent in any reports. In the event that a transcript does not provide PharmCAS or the applicant with an official course code or number, the PharmCAS verifier will enter the words "NOT AVAILABLE" into the Prefix and Number field

- *COURSE TYPE:* PharmCAS does not verify that the applicant properly reported the correct course type for a science course (lab only, lecture only, or lab and lecture combined). It is the applicant's responsibility to check the college or university catalog to determine the course type. PharmCAS will only edit this field if an obvious error is made. The course type is only provided for science courses, as identified by the "course subject" field.

- *GRADE* (applicant-reported): Applicants are instructed to list each grade exactly as it appears on the transcript. PharmCAS verifies that the applicant reported the correct grade or designation (e.g. withdrew) as compared to the transcript. PharmCAS will not edit this field. If an applicant entered the wrong grade for the course, PharmCAS will make the correction in the "PharmCAS-Verified Grade" field. Therefore, schools can view an applicant's original grade entry and any corrections made by staff. Grades include numeric grades (e.g., 98), letter-grades (B+), scaled grades (3.5), or other. The "grade" field may include non-graded designations such as "W" (withdrawn), "I" (Incomplete / In-Progress), "P" (pass), and "R" (repeated).

- **PHARMCAS-VERIFIED GRADE (VGRD):** If the applicant-reported Grade is correct, the VGRD field is blank. If the applicant-reported Grade is wrong, PharmCAS will enter the correct transcript grade in the VGRD field. For instance, the transcript shows a "C" grade in English, but the applicant reported an "A" on the application. In this case, PharmCAS would enter "C" in the PharmCAS-verified grade field. Both the original applicant Grade and PharmCAS-Verified Grade (VGRD) fields are visible to the applicant's designated pharmacy schools.

- **PHARMCAS (Converted) GRADE:** The PharmCAS application automatically converts numeric and letter grades to a standardized grading scheme. View GPA section for the PharmCAS grading scale.

- *CREDITS:* PharmCAS will not edit this field. If the applicant made an error to the number of credits, PharmCAS will make the correction in the PharmCAS Verified Credits (VCRD) field. See next field.

- *VERIFIED CREDITS (VCRT)*: This field does NOT appear on the PharmCAS application and is used for verification purposes only. If the applicant-reported Credits are correct, the VCRT field is blank. If the applicant-reported credits are wrong,

PharmCAS will enter the correct transcript credits in this field. Both the original applicant Grade and PharmCAS-Verified Grade (VGRD) fields are visible to the applicant's designated programs. If the applicant failed or repeated a course, PharmCAS will try to verify that the applicant properly entered the number of credits ATTEMPTED, regardless of whether the course credits on the transcript or the application are shown as blank, zero "0", or if were later repeated for a higher grade.

- *CLASSIFICATION:* PharmCAS will attempt to verify that the applicant properly identified any special classification for each course. Special classifications options are repeated, honors, study abroad, AP, and other test credit. These designations may or may not be apparent on the transcript.

- *COURSE SUBJECT:* The PharmCAS verifiers must confirm that the applicant has categorized the course in question within the proper course subject area. Courses listed under the wrong subject can result in the miscalculation of the applicant's PharmCAS GPAs. Course subject categories are listed for guideline purposes only. If staff is uncertain whether a course subject is correct, verifiers default to the applicant's selection. If, however, an applicant listed all science courses under the "Other Science", verifiers will attempt to make the correction. See the PharmCAS Course Subject list for guidance.

COURSE SUBJECT BY GPA

- Science GPA: Biochemistry, Biology & Other Life Sciences, Inorganic Chemistry, Microbiology, Organic Chemistry, Other Science, Physics

- Math GPA: Math

- Non-Science GPA: Computer Science, Economics, English/Literature, Non-Science, Public Speaking, Social/Behavioral Science

TRANSCRIPT VERIFICATION STOPPED DUE TO DISCREPANCIES

There are two major reasons why PharmCAS will stop transcript verification process for a particular applicant.

1. If PharmCAS staff cannot match most or all coursework from a transcript to the application, PharmCAS may have received or matched the wrong transcript; or the applicant may have failed to properly enter coursework on the application. If the applicant failed to properly enter their coursework, PharmCAS may request another transcript or allow the applicant to edit and resubmit their web application in order to correct the errors.

2. Transfer courses or institutions are listed on transcript, but the applicant did not provide transcript(s) from original institution(s). Applicant is undelivered until all required U.S. transcripts are received. PharmCAS notifies applicant about the missing information and informs applicant of the possibility that staff may "undeliver" his/her application so that the applicant can make the necessary corrections.

Application is "Undelivered"
"Undelivered" applications were previously submitted to PharmCAS, but were later electronically returned to the applicant for error correction. Undelivered applications may

be edited. An application can be "undelivered" by PharmCAS staff for many reasons including, but not limited to, the following:

- High number of applicant errors or omissions in the course history section.
- Unreported college(s) attended or courses

PharmCAS will NOT "undeliver" an applicant for the following reasons:

- Mistakes in any section other than College Courses.
- Applicant requests to update courses prior to launch of the Academic Update window.

When an application needs to be undelivered, the PharmCAS verifier will:

- Place the application on-hold and enters a note in the comments section that explains to the admissions officer(s) the reason for the status change.
- Generate an email to the applicant that describes the problems encountered on the application and instructions on how to revise and resubmit the application in a timely manner.
- Undeliver the application.
- Send an e-mail to alert the applicant that the application has been undelivered.
  - o In the message, **applicant is reminded to re-submit application corrections to PharmCAS within 2-business days** (PharmCAS encourages applicants to submit edits quickly; however, it does not enforce this deadline.)
  - o Stress that it is the responsibility of the applicant to re-submit the corrected application to PharmCAS in a timely manner. PharmCAS is not responsible for missed deadlines.

GRADING SCHEMES

The PharmCAS application automatically assigns the following grades to courses with numeric grading scales, regardless of the letter grade value assigned on the official transcript. Applicants must enter each course grade exactly as it appears on the transcript.

Grade on Transcript	PharmCAS Letter Grade
100-90	A
89-80	B
79-70	C
69-60	D
>60	F

PharmCAS Letter Grade	Grade on Transcript
A	4.00-3.80
A-	3.79-3.60
AB	3.59-3.40
B+	3.39-3.10
B	3.09-2.80
B-	2.79-2.60
BC	2.59-2.40
C+	2.39-2.10
C	2.09-1.80

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C-	1.79-1.60
DC	1.59-1.40
D+	1.39-1.10
D	1.09-0.80
D-	0.79-0.60
DE	0.59-0.40
F	Less than or equal to 0.39
None	Non-graded designations (i.e., P, W, WF, NG, S, CR, NP, NS, U, R, AU, I)

COURSES AND OTHER ITEMS NOT VERIFIED BY PHARMCAS

PharmCAS makes a concerted effort to verify all courses reported. If PharmCAS cannot convert or decipher a grading scheme for a particular feeder school after contacting the Registrar, the staff marks the credits in the PharmCAS Verified Credit field as .00 so that these courses are not included in the applicant's PharmCAS official GPAs.

Failed/Repeated Grades – Credits Unknown
PharmCAS will include all verified failed and repeated courses in its GPAs. In the event a failed or repeated course appears on a transcript without the credit-hours-attempted shown, PharmCAS will insert the necessary credit hours based on the information for the course that was repeated at a later date.

The Classification field in the College Courses Completed section indicates whether a particular course is "repeated". If a repeated course grade is missing from the transcript, PharmCAS cannot verify that an applicant failed the course, as opposed to earning a "C" or "D." Therefore, the grade for the course in question is denoted with a grade of "NG" (No Grade) or "R" (Repeated) and a PharmCAS Grade of "None." As a result, these courses are excluded from the PharmCAS GPAs.

College Prerequisites
PharmCAS cannot verify that an applicant has completed the course or other prerequisites for a particular pharmacy institution. Course prerequisites and admission policies for evaluating course content vary significantly by institution. Programs can choose to enable the Course Prerequisite feature in the Program Materials section of the application, if they wish for applicants to match their courses to the school's particular prerequisites. Programs are responsible for analyzing all applications carefully to determine which applicants have met their minimum entry requirements.

Narrative (Non-Graded) Transcripts
Most U.S. colleges and universities evaluate students' work with a numeric (e.g., 4.0) or alpha grade (e.g., B+). Some schools evaluate students with a "narrative" – sentences or paragraphs discussing the student's work. PharmCAS cannot verify narrative transcripts. In the event that these transcripts are submitted to PharmCAS for verification, the transcript is scanned and available in the Documents tab in WebAdMIT. If the applicant has entered the course information into his/her application, all PharmCAS Verified Credit hours are changed to .00 by the PharmCAS verifier so that these courses are not included in the applicant's official PharmCAS GPAs. The following schools use narrative evaluations completely or partially, or have used them during some period of time.

Antioch College	Goddard College
Bennington College	Goshen College
Evergreen State College	Hampshire College

Hartwick College	Sarah Lawrence College
Lindenwood College	SUNY at Purchase
Nova Scotia College of Art and Design	University of California – Santa Cruz
New College of the U. of South Florida	University of Massachusetts – Boston
Pacific Oaks College	University of Minnesota – Twin Cities
Prescott College	World College West

Foreign Transcripts and Evaluation Reports
Applicants can only submit foreign evaluations from WES (World Education Services). Most evaluations from WES will include GPA data, which is available through WebAdMIT, but this data will not be incorporated into the PharmCAS GPA.

Fields NOT Verified
PharmCAS can only verify information in the Colleges Attended and Transcript Entry (Coursework) section. PharmCAS staff does not verify other fields in the application, including extracurricular activities, work experience, personal statement, and professional licenses.

DEGREE VERIFICATION

PharmCAS verifies that all degrees reported as earned in the Colleges Attended section of the application also appear on the applicant's official transcripts. PharmCAS reserves the right to make edits to the application degree fields in order to correct minor typographical errors; however, it is ultimately the applicant's responsibility to properly enter all degrees on the PharmCAS application. Failure to properly enter degrees may delay an application in processing.

During the Fall Academic Update, PharmCAS verifies any new degrees earned since the application was initially submitted and verified. PharmCAS does not verify any new degrees earned in the 2019 spring or summer terms.

Programs should not automatically interpret an unverified degree in the Education tab in WebAdMIT to mean that the applicant entered falsified information. Registrars may not report a degree as earned on a transcript until several weeks after the degree is earned or until the end of the academic year. Programs must contact the applicant or registrar directly, if they have questions about the status of a degree. PharmCAS does not conduct investigations on degree status.

QUALITY CONTROL IN VERIFICATION

PharmCAS strives to maintain a high level of quality control throughout the verification cycle. Most verification staff members have previous college admissions experience and all undergo extensive training preparation at PharmCAS. The staff meets periodically to discuss any unusual transcripts, problem cases, revised procedures, and common applicant questions.

If an applicant has questions about a specific file or grade, the representative may get in touch with the staff member who originally verified the application for clarification. If an applicant questions the PharmCAS GPAs, staff re-evaluate the verified courses and, if needed, revise the application to reflect any course corrections. If a revision is made, a comment is entered for the programs specifying what was changed on the application. Revised application files are automatically released to the applicant's designated programs

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via WebAdMIT. Applicant inquiries help to ensure that the course information provided by the programs is accurate.

If PharmCAS receives an inquiry from a program, PharmCAS Management works with the verifier who originally reviewed the file to ensure the matter is investigated properly and efficiently. The Manager addresses any possible systemic or individual staff verification concerns. If a verification problem is detected, the applicant's file is revised to reflect the appropriate corrections. PharmCAS Management may also contact the applicant's designated programs to provide additional explanation, if deemed necessary.

During the Academic Update (AU), verifiers review all of the applicant's newly completed summer and fall grades, as well as double check courses that were previously verified earlier during the same cycle. This quality control measure helps PharmCAS to identify any possible verification problems missed during the first review before the application is resent to the applicant's designated programs with updated fall courses and GPAs.

GPA CALCULATIONS

PharmCAS calculates a standardized GPA to help participating programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies. The PharmCAS GPAs are automatically generated by the system and are likely to be different from those calculated by the colleges and universities attended due to the PharmCAS grade standardization process. Institutions may choose to use the PharmCAS GPAs or calculate new GPAs for their own institutional use. To calculate a grade-point-average (GPA), PharmCAS determines each applicant's total number of quality points by multiplying semester hours attempted by the value of the verified PharmCAS grades. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). The quality points are divided by the total number of hours for completed courses. PharmCAS reports standardized GPAs in a semester-based 4.0 scale.

PHARMCAS GRADING SCALE

PharmCAS uses the standardized "PharmCAS (converted) Grade" from the Transcript Entry (Coursework) section of the application to calculate a set of GPAs. PharmCAS verifies that the applicant properly entered each original grade from the transcript, as well as properly converted the grade to the standardized PharmCAS letter grade. Each PharmCAS letter grade has a corresponding numeric value.

PharmCAS Weight	4	3.7	3.5	3.3	3	2.7	2.5	2.3	2	1.7	1.5	1.3	1	0.7	0.5	0
PharmCAS Grade	A/ A+	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	DE	F

GPA SYSTEM RULES

The PharmCAS central database automatically performs the following steps when calculating PharmCAS GPAs. Staff does not manually perform these steps, unless otherwise indicated.

- If "Quarter", PharmCAS system will automatically convert quarter hours to semester hours (Quarter Hour x .667).

- System attempts to use only verified course data from U.S. and Canadian (English) postsecondary institutions to calculate PharmCAS GPAs.
- System includes courses added by transcript verification staff that were not reported by the applicant.
- System determines which courses should be included in each sub-GPA above by referring to code in the "Course Subject" field.
- Grade value of the course is multiplied by the semester hours for that course. The product of this multiplication equals the quality points.
- The following course types are excluded from all PharmCAS GPAs, but appear in the applicant's course history.
  - AP/CLEP/IB
  - Audit
  - Deferred
  - Inst/Dept Exam
  - Incomplete
  - Pass/Fail
  - Withdrawn
- Cumulative quality points are divided by the cumulative attempted hours.
- All credit hours are rounded to the hundredths place.
- PharmCAS GPAs are round at the hundredths place.

Transcript Example:

Course	Transcript Grade	Credits Attempted	PharmCAS (Converted) Grade	Calculation	Quality Points
MATH 1100	4.0	3	A	= 4 X 3	12
ENGL 1310	3.0	3	B	= 3 X 3	9
GEOL 1610	2.0	4	C	= 2 X 4	8
PHED 1000	1.0	3	D	= 1 X 3	3
PSCI 1040	0.0	3	F	= 0 X 3	0
TOTAL		16			32

GPA Calculation -> 32 (Quality Points) ÷ by 16 (Credit Hours Attempted) = 2.00 (GPA)

LIST OF PHARMCAS GPAS

UNDERGRADUATE
"Academic Status" = Freshman, Sophomore, Junior, Senior, Post-BS

- Science   Biochemistry, Biology, Inorganic Chemistry, Organic Chemistry, Microbiology, Other Science, Physics
- Non-Science   English, Other Non-Science, Social/Behavioral Science, Computer Science
- Math   Math
- Cumulative   ALL courses where academic status = undergraduate

GRADUATE
"Academic Status" = Graduate
Same "Course" subject breakdown as provided for undergraduate GPAs.

PROFESSIONAL
"Academic Status" = Professional
Same "Course" subject breakdown as provided for undergraduate GPAs.

OVERALL CUMULATIVE
All verified and graded courses at undergraduate, graduate, and professional institutions.

COLLEGE-SPECIFIC
PharmCAS GPA for each college attended. GPA may be slightly different than the GPA that appears on the transcript due to the grade standardization process.

BY ACADEMIC STATUS
GPAs based on the student's registration status at the time the courses were taken.

- Freshman
- Sophomore
- Junior
- Senior

- Graduate
- Professional
- Post-BS Undergraduate

COURSE SUBJECT GPAs
Course subject GPAs are independent of course level or academic status. GPAs for each of the designated course subjects are included in all courses within the coursework section that have that specific course subject.

- Biochemistry
- Biology
- Inorganic Chemistry
- Math
- Microbiology

- Organic Chemistry
- Other Science
- Physics
- Social Science

FUTURE ENROLLMENT PLANS

Applicants are queried about their plans for taking courses in Fall 2018 or Spring 2019 and are asked the following questions under "Other Information" in the Personal Information section:

- **Are you currently enrolled, or planning to enroll, in any courses in <u>Fall 2018</u>?**
- **Are you currently enrolled, or planning to enroll, in any courses in <u>Spring 2019</u>?**

This section is not meant to take the place of entering Planned/In Progress courses in the Coursework section of the application, but gives programs an indication if the student has not filled out all of their Planned/In Progress courses.

ACADEMIC UPDATE

DESCRIPTION OF FALL ACADEMIC UPDATE

Applicants can only update their course history ONCE during the Fall Academic Update (AU) window. Courses that were originally reported as completed cannot be modified; but new ones may be added.

Once an applicant e-submits the Fall AU to PharmCAS, the applicant's AU status in WebAdMIT changes from "AU in-progress" to "AU submitted". At this point, the unverified fall or spring courses are listed in WebAdMIT. (GPAs are NOT revised until courses entered during the Fall AU are verified).

Once the updated transcripts are received and courses are verified during the Fall AU, the applicant's AU status changes to "AU-verified". PharmCAS then updates the applicant's revised course history and updated GPAs in WebAdMIT.

See also the Fall Transcripts section.

IMPORTANT FALL AU DATES
- **December 14, 2018:** The Fall Academic Update opens. New courses will not be verified until the Academic Update window is open and the applicant's initial file is verified.
- **February 15, 2019:** The Academic Update closes. PharmCAS will not verify new courses entered after this date and will no longer accept Academic Update transcripts.

ACADEMIC UPDATE PROCESS FOR PREVIOUSLY COMPLETE APPLICANTS

1. PharmCAS verifies the initial application file.
2. PharmCAS invites the applicant to complete the AU.
3. Applicant logins to the application and begins the AU.
4. Applicant e-submits the AU to PharmCAS.
5. Unverified fall courses are available to the applicant's designated programs via WebAdMIT
6. PharmCAS begins verification once the updated transcript is received.
   a. If fall grades are not on the second transcript, PharmCAS contacts the applicant and the application file will not be processed until the updated transcript is received.
   b. Once received, PharmCAS generates a new set of GPAs and revised course history for the applicant's designated programs.

ACADEMIC UPDATE PROCESS FOR NEW APPLICANTS

Below is a description of the procedures PharmCAS follows for those applicants who enter fall courses as "completed", but the fall courses are missing from the official transcript.

1. Applicant must request a 2nd transcript from registrar's office.

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2. PharmCAS "undelivers" the application.

3. Applicant instructed to delete the fall courses from "completed" section of the application.

4. Applicant re-enters fall courses in the "in-progress/planned" section.

5. Once courses are moved, PharmCAS verifies initial application through end of summer 2018 term.

6. Applicant's initial application is verified.

7. Applicant invited to begin Academic Update.

FALL GRADES MISSING FROM UPDATED TRANSCRIPT

In past cycles, applicants often arranged for their updated transcripts to be sent to PharmCAS before the registrar's office posted fall grades. If PharmCAS receives a second (updated) transcript during the Academic Update that is missing fall grades, the applicant must arrange another official transcript to be sent to PharmCAS as soon as the fall grades are posted. PharmCAS will place the applicant's file on hold until the updated transcript is received. The applicants' unverified AU (fall) courses are available to you via WebAdMIT.

Initial Application - No Fall Grades on Transcript
If an applicant e-submits a new (initial) application with fall grades entered, but the fall grades are missing from the initial transcript, then PharmCAS will follow the steps below. The purpose of this process is to standardize and expedite the verification of the initial application file, as well as ensure that the program can determine if the applicant has the required fall/spring courses in the "planned/in-progress" coursework section.

- If this scenario occurs outside of the fall AU window, PharmCAS will change the term to in-progress and verify the rest of the application.

- If this scenario occurs during the fall AU window, PharmCAS will ask the student to send an updated transcript and then verify once it is received.

FALL AU STATUS DEFINITIONS

The following statuses appear on WebAdMIT next to any applicant who has begun the Fall Academic Update. (These statuses do not apply to the Spring AU.)

1. **AU In Progress** - Any applicant that has been verified and has returned to their application and saved at least one new session or updated at least one course during the Academic Update period.

2. **AU Received** - Any applicant that has submitted new or updated coursework during the Academic Update period.

3. **AU Complete** - Applicants that have submitted coursework during the Academic Update period and had their updated transcripts arrive at the CAS for verification.

4. **AU Verified** - Applicants that have had their updated or new coursework verified by the CAS staff.

FALL AU DEGREE VERIFICATION

As part of the fall AU verification process, PharmCAS will check to see if any new degrees were earned since the applicant first applied.

REPORTING GRADE CHANGES

If a grade changes on a transcript due to a correction at the registrar's office, applicants are instructed to follow these steps. (These instructions do NOT refer to newly completed summer or fall 2018 grades):

1. Notify PharmCAS of the grade change via email. Include the following information:
   - Applicant's full name
   - PharmCAS ID number
   - Name of institution issuing the grade change on transcript
   - Course title
   - Course prefix and number
   - Session year and term for course (e.g., fall 2017)
   - Original grade on transcript
   - Revised/corrected grade on transcript
2. Login to PharmCAS application. Print a new PharmCAS Transcript Request Form for the institution issuing the grade change on the transcript. On the form, circle YES next to "Grade Change"
3. Submit the transcript request form to the registrar to arrange for a revised copy of the transcript to be sent to PharmCAS as soon as possible.

GPA REVISIONS SENT TO DEGREE PROGRAMS

PharmCAS calculates a set of GPAs for all newly completed applications. PharmCAS provides programs with an updated set of GPAs after the completion of the fall 2018 term beginning in late-December 2018. PharmCAS sends revised data via WebAdMIT.

SPRING ACADEMIC UPDATE

Applicants can update their Spring & Summer 2019 courses online at any time. Accepted applicants are instructed to enter their spring grades on the PharmCAS application as soon as they are available, following the completion of the spring 2019 term. Applicants must enter their spring grades before the 2018-2019 cycle and Spring AU close on June 28, 2019.

It is the applicant's responsibility to add any new courses completed since their application was first submitted to PharmCAS and to edit any in-progress and planned courses. Courses that were originally reported as completed cannot be modified. **PharmCAS does not verify spring or summer 2019 grades, nor generate new GPAs**.

Spring 2019 AU Transcripts (new!)

Accepted applicants are instructed to **arrange for their official spring 2019 transcripts to be sent directly to PharmCAS as soon as they are available and before the cycle closes on June 28, 2018**, unless otherwise instructed by the pharmacy school. Applicants are notified that if they do not submit updated courses and transcripts in a timely manner, their selected programs may no longer consider them for admission.

Summer 2019 AU Transcripts (new!)

Accepted applicants must arrange for summer 2019 transcripts to be sent directly to the pharmacy school (and not to PharmCAS). The PharmCAS 2018-2019 cycle will be closed before summer 2019 transcripts will be available.

INVESTIGATIONS

TRANSCRIPTS AND APPLICATION DATA

The Service investigates and reports applicants suspected of submitting false or fraudulent information. If any misrepresentation in data is suspected by or reported to PharmCAS, the applicant and the applicant's designated programs are notified and relevant information is requested. If misrepresentation in data is confirmed, PharmCAS notifies the degree programs to which the applicant has applied. In addition, on a case-by-case basis, PharmCAS reserves the right to notify all degree programs participating in the Service. Falsification of data is a violation of the Applicant Code of Conduct, and the violation policies will be put into place if falsification of data is found.

MISSING TRANSCRIPT IDENTIFIED BY AFTER FILE IS VERIFIED
See Verification section.

EVALUATIONS
See Evaluations section.

WEBADMIT

WebAdMIT is a dynamic tool that provides real-time application data for a particular institution. programs may use WebAdMIT to view, search, and print data on applications to the institution. The online program allows programs to drill down to detailed application and status information for those applicants who have applied to the program and have submitted a completed application to PharmCAS. Do not release this link (URL) to anyone outside the pharmacy admissions office. The secure portal is accessible at URL: **https://pharmcas.webadmit.org**

LOGIN INFORMATION

Each PharmCAS institution automatically receives one WebAdMIT username and password. A program may request additional login accounts as needed.

The designated primary contact at your institution will be able to add other users to your WebAdMIT software after logging in by going to the "Admissions Users" link, under the "Management" menu on the left, and clicking on the "New Users" button. Also, the primary contact will also be given access to all available programs.

The WebAdMIT Support team is here to help you become more comfortable with the features of the system. We can be reached by phone at 857-304-2020 or by email at webadmitsupport@liaisonedu.com.

WEBADMIT TRAINING

Liaison International offers free, on-demand e-learning modules, live webinars, regional sessions, and a robust knowledgebase to provide users with the knowledge they need to use WebAdMIT. To access, go to **http://webadmit.liaisonedu.com/inquiryform**. A short inquiry form is required to access these resources.

- WebAdMIT Basic Training eLearning
- WebAdMIT Advanced Training eLearning
- WebAdMIT Configuration Portal Training eLearning
- WebAdMIT API Documentation

APPLICANT STATUS CATEGORIES

The summary report gives a real-time tally of a program's applicant pool at PharmCAS. All numbers shown in the summary reflect applicants who have already designated the program.

- **In-Progress** – Applicants that have expressed an interest in your program, but have not submitted their application or paid application fees. Users are able to view or search for these prospective applicants in WebAdMIT, but only contact information is visible. Learn more.

- **Received** – Applicants that have designated your program and submitted their application. Not all Documents have arrived for these applicants and they have not yet been verified. Only contact information is visible for the applicant.

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- **Complete** – Applicants that have designated your program and submitted their application. Documents have arrived for these applicants but they have not yet been reviewed by PharmCAS. Only contact information is visible for the applicant.

- **Verified** - Applicants that have designated your program and submitted their application. Documents have arrived for these applicants and course grades have been confirmed by PharmCAS and GPAs calculated. **These applicants are eligible for review.**

- **On Hold** - Applicants that have been placed on hold by the staff at PharmCAS. Typically, there is a special case that has caused these applicants to require additional review.

- **Undelivered** - Any applicant that has had their application returned by the PharmCAS staff for any reason. Users are able to view or search for these applicants in WebAdMIT, but can see limited information. Applicants are given a short window of time to make corrections and re-submit their application. Once the application has been re-submitted, the application re-enters the verification queue.

ABOUT IN-PROGRESS APPLICANTS

The PharmCAS application was hosted on the 2.0 (old) application platform in the 2016-2017 cycle and previous cycles. The program Designation (selection) screen was located at the end of the 2.0 application. This platform forced applicants to de-select any programs they no longer wanted to designate before they clicked the final Submit button. Any applicants who created an account in anticipation of applying during a future cycle typically remained as in-progress for the full cycle. No in-progress applicant data was carried forward. The number of in-progress applicants per school would typically drop later in the cycle as applicants moved to received (submitted) status or unchecked programs on the application.

PharmCAS transitioned to the 3X application platform in the 2017-2018 cycle. Liaison's CAS-wide platform changed applicant behavior for several reasons. Applicants must now select at least one program before they can begin entering their data on the application. The 3X platform also allows applicants to submit their application to each program without deselecting other schools they do not want to apply to at that time for whatever reason. For instance, if an applicant selects four programs, they must click a separate Submit button for each program, rather than click a single button for all. Staff advises that in-progress applicants be considered individuals who have expressed an interest in the program, rather than confirmed applicants in the program's queue. In the 2018-2019 cycle, in-progress applicants can pull selected data forward from the current cycle. As a result, more applicants may opt to create an account a year or more before they are ready to apply.

Changes in the 2018-2019 cycle are intended to assist schools with in-progress applicants. For instance, in-progress applicants are unable to hide their name and email address from their designated schools prior to submission. Once verified, schools can view an applicant's full file via WebAdMIT.

PROGRAM PLANS FEATURE

The Program Plans feature will be disabled at the launch of the 2018-2019 cycle until the corrected version has been made available. Once corrected, the Program Plans screen will only display fall terms as preferred start date options for applicants. Spring, summer, and winter terms will be hidden.

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APPLICANTS WHO HAVE E-SUBMITTED AU

This group consists of applicants who have e-submitted the Academic Update online to PharmCAS. Updated fall or spring transcripts may or may not yet be received. Programs may view the unverified courses for these sets of applicants. Verified course data and updated GPAs for Fall Academic Update are posted once the revised transcript is reviewed by PharmCAS staff. Spring Academic Update for accepted applicants must be reviewed by individual programs once transcripts are received. See SPRING ACADEMIC UPDATE for more information.

SEARCH TOOL

Admissions staff may search application data in WebAdMIT according to multiple criteria. The search results display applicant records in a multi-column list, one applicant per line. To order the list by ID, Applicant or Date e-Submitted, click the corresponding column. Below is a description of each column in the list.

WEBADMIT DATA LAYOUT EXPORT DOCUMENT

The layout of all exportable fields from WebAdMIT is found in the WebAdMIT Data Layout Export document, also known as the data dictionary. The document may change each cycle due to the addition or modification of the web application fields. WebAdMIT is revised each year to be compatible with the new PharmCAS layout. If your program uses a local admissions software/database other than WebAdMIT, a data export may be created for use in your institution's local database. Be sure to review the data dictionary files each year to make local programming changes to your local database and import routines. To access these files, visit Support Resources in the Usage Help section of WebAdMIT.

SHARING OF ADMISSION DECISIONS

It is the responsibility of Admissions Office staff to recruit, evaluate, and enable the acceptance of applicants who plan to matriculate into the professional programs. Admission offices must assess the likelihood that those holding an offer of acceptance will indeed matriculate and determine how many offers should be tendered to fill the class. This can be a difficult and sometimes chaotic task, especially during the summer months and just prior to the first day of classes. With the implementation of PharmCAS, participating programs have the benefit of current, centralized data to better inform their admissions processes.

DECISION CODE REPORTING POLICY

PharmCAS institutions should keep admissions decisions up-to-date at least weekly throughout the admission cycle, so the dynamic "Offers Made" and "Offers Accepted" Reports are accurate.

- o **MARCH 1**: All colleges and schools in PharmCAS are strongly encouraged to enter admission decision codes into WebAdMIT by March 1 and on a regular basis, so that the "Competing Offers Made" and "Competing Offers Accepted" reports reflect current and accurate data. Applicants applying to schools participating in the Cooperative Admission Guidelines (CAG) are instructed not to hold multiple acceptances after March 1. While strongly encouraged, not all colleges and schools may enter decision codes in WebAdMIT by March 1 or on

a consistent basis for a variety of reasons. Therefore, the "Competing Offers Made" and "Competing Offers Accepted" reports may not always reflect up-to-date information for reasons beyond an applicant's control.

- o **JUNE 15:** All PharmCAS institutions are required to report at least one admission decision to PharmCAS by June 15, 2019 for every verified PharmCAS application it receives (due date is subject to change). Programs must report admission decisions via WebAdMIT. Participating institutions are encouraged to update their admissions decision on a dynamic basis, and not wait to set them all on the deadline date.

- o **SEPTEMBER 30:** PharmCAS programs must report final decision and matriculation data by September 30, 2019 for those applicants who accepted offers of admission and began classes in the professional program in fall 2019. Use the matriculated code once the accepted applicant has started classes in the fall. Do not use the matriculation code if an applicant has only accepted an offer of admission, participated in a new student orientation, or registered for classes.

PHARMCAS ADMISSION DECISIONS

1. **Withdrew**: Applicant withdrew application before a program decision was made.
2. **Denied**: Applicant was formally denied admission to the program.
3. **Wait List**: Applicant was placed on an alternate list.
4. **Return Early Decision to Regular Pool:** Early Decision applicant deferred to regular applicant status.
5. **Offer Made**: Institution made an offer of admission to the applicant.
6. **Offer Accepted**: Applicant accepted offer of admission.
7. **Declined Offer**: Applicant did NOT accept offer of admission or accepted offer of admission and subsequently notified the school that they were declining the offer.
8. **Deferred**: Applicant accepted offer for the next enrollment year (2019-2020)
9. **Rescinded**: Institution revoked offer of admission (rare occurrence)
10. **Matriculated**: Accepted applicant began professional program.
11. **Received/Under Review**: NOT A FINAL DECISION
12. **Incomplete/Application Not Reviewed**: Use this code to reflect PharmCAS verified applicants who failed to meet your supplemental requirements and were not considered for admission. This code is NOT intended for applicants who withdrew their application at any point during the cycle or were formally denied admission for any reason. *For Incomplete/Application Not Reviewed decision code, please use final decision code Denied*.
13. **Withdrew After Matriculation**: Applicant did not withdraw before classes started.

*Final decision codes are noted in **RED***

Programs should properly map the local status codes in WebAdMIT to the set of PharmCAS admission decision codes shown above. Failure to properly map the data fields will create data errors for the program and other programs with shared applicants.

All PharmCAS programs agree to share information with each other regarding final admission decisions. Institutions will have access to their applicants' acceptance status at other institutions if the institution has reported its own final admission decision for the applicant to PharmCAS. (Offer Made and Offer Accepted are not considered "final" admission decisions)

OFFERS MADE AND OFFERS ACCEPTED REPORTS

On a dynamic basis, PharmCAS reports the number of "Offers Made" and "Offers Accepted", but will not report the identity of the competing institutions. Participating programs do not know at that time how many applications an applicant has submitted, whether the applicant was denied admission to another program, or any other admission actions. To view these reports, log onto WebAdMIT and select on either "Competing Offers Made" or "Competing Offers Accepted".

The final admission decision reports are not available until the close of the application cycle after students enroll in the fall. Following the close of the application cycle, PharmCAS provides reports with additional information regarding the PharmCAS applicant pool.

Benefits of Reports
By sharing this information, programs can determine whether applicants who have accepted an offer of admission to their institution are also holding an acceptance elsewhere and whether PharmCAS has properly recorded the admission decisions for their institution. The "Offers Made" and "Offers Accepted" reports for shared applicants may impact participating programs in additional ways:

1. Encourage admissions staff to frequently report final decisions to PharmCAS.
2. Allow admissions offices to communicate with students who have received or accepted multiple offers of admission at other institutions and do the following:
   o Provide additional information regarding available financial aid;
   o Offer assistance in pursing housing opportunities;
   o Answer institution-specific questions;
   o Determine if the applicant has violated the CAG; and/or
   o Encourage individual applicants to make a final decision.
3. Facilitate the admission office's assessment of the accepter's likelihood of matriculating in the fall.
4. Provide needed data to justify additional offers of acceptance to ensure a full class.

YEAR-END REPORTS

PharmCAS provides comprehensive admission decision data for all verified applicants in late fall after the fall term begins (e.g., October/November 2018 for the fall 2018 entering class). The year-end comparative reports provide total PharmCAS and program-specific applicant data on Gender, Race, Age, Citizenship, State (of residency), Degrees (earned/planned), GPAs, and more. Instructions on pulling these reports from WebAdMIT are emailed to users when the reports are available.

INSTRUCTIONS TO APPLICANTS

On a dynamic basis, PharmCAS institutions will receive reports regarding the number of offers of admission made and number of offers of admission accepted for those applicants the Pharm.D. program shares with another PharmCAS institution. Therefore, your designated

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PharmCAS programs will know how many offers of admission you have received and how many offers of admission you have accepted at other PharmCAS institutions. PharmCAS institutions will not know how many applications you have submitted. They will also not know whether you were denied admission to another Pharm.D. program or be informed of any other admission actions made by other PharmCAS Pharm.D. programs, except offers of admission made or accepted.

Accepting Offers of Admission
Applicants are encouraged to make a final decision related to their matriculation as soon as possible. It is their responsibility to adhere to any deadlines for acceptances established by the institutions to which they have been offered admission. Applicants should refer to the School Directory on the PharmCAS Web site for instructions on deadlines, documents, and deposits that may be required to formally accept an offer of admission. PharmCAS Pharm.D. programs may establish their own policies for applicants who have accepted multiple offers of admission, and reserve the right to require that accepted applicant formally decline other admission offers before finalizing their own offer. Applicants should contact their selected institutions directly, if they have any questions about this policy.

Wait-List Policy
PharmCAS institutions may continue to make offers of admission to wait-listed applicants after June 1. A Pharm.D. program that has placed an applicant on a wait-list will not have access to that applicant's admission status at other PharmCAS institutions. Wait-listed applicants should contact the appropriate program directly for specific information on that program's wait-list policy.

CENTRALIZED CRIMINAL BACKGROUND CHECK PROGRAM

AACP recommends that all U.S. programs procure a national background check on you upon your initial, conditional acceptance to a Pharm.D. program. The rationale for performing criminal background checks on accepted applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, and 2) to ascertain the ability of accepted applicants to complete their pharmacy education and eventually become licensed pharmacists.

In support of this recommendation, AACP initiated a PharmCAS-facilitated national background check service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on applicants at the point of acceptance. AACP has initiated this service in order to recognize the desire of Pharm.D. programs to procure appropriate national criminal history reports, and to prevent applicants from paying additional fees at each program to which they are accepted.

Programs who choose to participate will be contacted by Certiphi Screening, Inc. to choose their background information filters and the timing of the requests to applicants.

To see which PharmCAS schools use the Certiphi Screening Centralized Criminal Background Check Program, please refer to the PharmCAS School Directory and look under Program Information.

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BACKGROUND CHECK DESCRIPTION

Below is a description of each check conducted by AACP's selected vendor, Certiphi Screening, in support of the AACP centralized criminal background check solution.

Social Security Number Search
A search of credit report header data to help confirm the applicant's identifying information such as name, aliases, address(es), Social Security Number and to determine areas of prior residence.

County Criminal Records Searches
A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.

Statewide Criminal Records Search
A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.

Federal Criminal Records Search
A direct search of federal courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.

National Criminal Database Search
This search is an instant, multi-jurisdiction private database search covering more than 194 million criminal records collected from across the country. All database "hits" are verified directly through the source of information to ensure that records reported are current and up-to-date.

National Sexual Offender Database Search
A search of a national private database which contains sex offender data collected from across the country. All records are researched to help ensure positive identification.

US Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search
A search of the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), a database which provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all Federal health care programs.

Search for Dishonorable Discharge from the Armed Forces
Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.

International Screening
International criminal records searches are performed where applicable.

SanctionsBase Screening
A search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, terrorist watch lists and more.

BACKGROUND CHECK PROCESS

Upon initial, conditional acceptance by a participating program, Certiphi Screening, Inc. sends an email to the preferred email address the applicant entered in the PharmCAS application. This email provides the applicant with access to a secure, online form via which they will provide basic identifying information and consent for this report to be procured. Their consent serves for all programs. They are not asked to provide consent upon receiving additional, conditional acceptance offers by participating programs.

Background Check Fee and Waiver
Applicants will be charged a $70 fee by Certiphi Screening, Inc. The $70.00 fee will also apply to international applicants and domestic applicants who have lived abroad. Financially disadvantaged applicants who were approved for a PharmCAS application fee waiver will also receive a waiver for the Certiphi CBC. AACP is the only association in partnership with Certiphi Screening to offer a background check fee waiver for financially disadvantaged applicants. (The fixed fee and waiver do <u>not</u> apply to any background checks conducted outside of PharmCAS, nor the Certiphi Drug Testing fee.)

Notification and Applicant Review
Once an applicant has provided consent, Certiphi procures a national background check on the applicant (Background Check Details). Once the report is complete, Certiphi sends an email to the applicant' requesting that the individual review the report prior to its distribution. Upon receipt of the email:

> Applicants have ten (10) calendar days from the date the email was sent to review their report prior to the report being made available to the participating programs who request this report. If an applicant does not review this report, the report will be distributed after this period elapses.

> The applicant is provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period.

Once the applicant has reviewed and released this report, or after the specified ten (10) calendar day period has elapsed, the report procured on the applicant will be made available to the participating program who offered an acceptance and initiated the request for this report.

Privacy
The applicant is assured that the report procured during this process will not be released to any party other than the programs requesting this report. The applicant is also made aware that the requesting program will be notified if consent is not provided, and that failure to provide consent may result in failing to meet the requesting program's admissions requirements. The applicant is notified that programs not participating in the PharmCAS service may also require applicants to undergo a separate national background check process. Applicants are instructed to contact their designated programs directly for specific policies.

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CENTRALIZED DRUG SCREENING PROGRAM

AACP recommends that all US programs procure a drug screening on applicants upon initial, conditional acceptance to program. The rationale for performing drug screenings on accepted program applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the pharmacy profession, and 2) to ascertain the ability of accepted applicants to complete their pharmacy education and eventually become licensed pharmacists.

In support of this recommendation, AACP provides a PharmCAS-facilitated drug screening service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) procures a drug screening report on applicants at the point of acceptance. AACP initiated this service in order to recognize the desire of programs to procure appropriate drug screen reports, and to prevent applicants from paying additional fees at each Pharm.D. program to which they are accepted.

DRUG SCREENING DESCRIPTION

Certiphi uses urine screening methodologies utilizing both laboratory and instant testing technologies. Tests will be performed through Certiphi's vast pool of more than 8,000 collection sites located throughout the United States and Canada. Once a participating program has offered the applicant admission, Certiphi Screening will send the applicant an email with instructions for completing the drug screen. The email will include a toll-free telephone number to contact with any questions regarding the process. Once a drug screen has been completed, Certiphi will provide the report to the student applicant as well as all programs offering acceptance.

DRUG SCREENING PROCESS

Upon initial, conditional acceptance by a participating program, Certiphi Screening, Inc. will send an email to the applicant entered on the PharmCAS application. This email will provide the applicant with access to a secure, online form via which you will provide basic identifying information, consent for this report to be procured, and payment of $53. The applicant's consent will serve for all Pharm.D. programs, and they will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating programs.

Once you have provided payment, Certiphi Screening, Inc. will provide additional instructions on available drug screening collection facilities to be used for specimen collection. Upon report completion Certiphi Screening, Inc. will send an email to the applicant's preferred email address notifying you that your drug screening report is complete. A copy of the report will also be provided immediately to the Pharm.D. program(s).

Privacy
- The report procured during this process will not be released to any party other than the programs requesting this report.
- Upon testing by the laboratory, if the specimen is found to be positive for one or more of the drugs tested, you will receive a telephone call from Medical Review Officer (MRO) at Certiphi Screening, Inc. The MRO will consult with the applicant

and their physician to obtain proof as to why the drug/medication was in your specimen.

- If the applicant does not return the call to the MRO within three business days, the report will be delivered as a "positive" drug screen.

This information is not provided to the students:
The substances that will be screened are: 10-panel tests for Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, MDMA/Ecstasy) + Tramadol, + Oxycontin

To see which PharmCAS schools use the Certiphi Screening Centralized Drug Screening Program, please refer to the PharmCAS School Directory and look under Program Information.

PLAGIARISM SOFTWARE

AACP has contracted with iThenticate, formerly Turnitin for Admissions, for the detection of plagiarism in the personal statement section of the PharmCAS application. Students are notified in the instructions of the section as well as in the certification statement. Similarity reports are available in the Personal Statement section of WebAdMIT. AACP asks that all programs evaluate any similarity reports above 0% to determine if the personal statement has been plagiarized.

By viewing the similarity reports, admissions officers agree to terms of use. Admissions officers agree to exercise independent professional judgment in, and to assume sole and exclusive responsibility for, determining the actual existence of plagiarism in a submitted document with the acknowledgement and understanding that the Similarity Reports are only tools for detecting textual similarities between compared works and do not determine conclusively the existence of plagiarism. If an applicant is found to have plagiarized their personal statement, it is a violation of the Applicant Code of Conduct and the violation policies will apply. Please report any suspected violations via conduct@aacp.org.

PRIVACY

All data gathered by PharmCAS in the process of providing its centralized application service become, at the close of each processing year, the property of the American Association of Colleges of Pharmacy (AACP). Data gathered by PharmCAS are classified as "Restricted". Restricted data are reported only in aggregate form so as not to divulge student-specific demographic information. Student data are reported in aggregate. To maintain confidentiality, it is the policy of the AACP to not report any average unless more than four values are used to calculate that average. AACP will use this restricted data to perform analysis on the national applicant pool and will use individual applicant information in the analysis, but will ensure that data is only reported in the aggregate form so that individual applicants will not be identified.

DATA COLLECTION, PROCESSING, AND DISSEMINATION - PRINCIPLES AND POLICIES

PharmCAS has developed policies to prevent the exposure of truly confidential personal data without the permission of the individual involved, to limit the distribution of sensitive

data to those situations which require it, and to permit distribution of non-sensitive, directory information wherever a useful purpose can be served.

Except for AACP aggregate research, directory information and communications with the programs as a part of the application and record keeping process, information about individual students is not shared with anyone in a way which would permit individual identification. Any personally identifiable data submitted by an applicant will be made available to that applicant upon written request.

Information about applicants and students is, of course, disclosed to the programs to which a student applies and/or matriculates. With the exception of monitoring reports related to late multiple acceptances, information submitted to PharmCAS by a program is available only to that program.

PRIVACY, CONFIDENTIALITY AND RELEASE OF DATA

In the application, PharmCAS asks its applicants to consider and authorize the release of data to its participating programs and appropriate pre-health professions advisors. PharmCAS will only discuss an application with the applicant and the applicant's designated programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

Release to Advisors
"I hereby authorize PharmCAS to release selected information regarding my pharmacy admission status, as derived from the submission of my application through PharmCAS, to the chief health professions advisor and the health professions advisory committee of the post-secondary institution(s) that I have attended."

Release to Programs
To complete and submit the PharmCAS application, you must certify the following statement:

- "I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application progress.
- I certify that I have read and will abide by all program-specific instructions for my designated Pharm.D. programs.
- I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.
- I understand that withholding information requested on the PharmCAS application, or giving false information, may be grounds for denial of admission to a pharmacy institution participating in PharmCAS or may be grounds for expulsion from the institution I have been admitted and may prevent me from entering the pharmacy profession.
- I give permission to PharmCAS to release any information related to my PharmCAS application to my designated Pharm.D. programs and other education associations.
- I acknowledge and agree that my sole remedy in the event of any proved errors or omissions related to the handling or processing of my application by PharmCAS is to obtain a refund of my PharmCAS application fee.
- I agree that my admission essays and other materials will be subject to submission for textual similarity review to iThenticate/Turnitin for Admissions for the detection of plagiarism duplication as a potential violation of the PharmCAS applicant Code of Conduct.

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- I am aware that all submitted essays and other materials will be included as source documents in the iThenticate/Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.
- In connection with any litigation between or including the parties hereto arising under, out of or relating to the application, I irrevocably consent to the exclusive jurisdiction and venue in the United States District Court for the Eastern District of Virginia, Alexandria Division; furthermore, I agree to pay all of PharmCAS' reasonable and applicable attorneys' fees and costs in the event that I bring any dispute or litigation in connection with, regarding, relating to, arising out of or under the application and PharmCAS prevails or the litigation is dismissed or withdrawn, with or without prejudice."

Your certification of this statement serves the same purpose as a legal signature, and is binding.

SECURITY

Security is a priority at PharmCAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that your online sessions are secure.

INTERNET SECURITY MEASURES

Any personal information applicants send us is scrambled. This technology, called Secure Socket Layers (SSL), protects information submitted or received through this site. In addition, any sensitive personal information that you send to our web site (such as social security number) is held in a secured environment, protected by tools such as firewalls and/or database field encryption. The technology is designed to make using your personal data and credit card information on the Internet as safe as possible. PharmCAS protects the privacy of your credit card information, name, address, e-mail and all other information you provide us via the online payment process. No representation is made, however, regarding the unconditional security of such submissions.

Independent agencies report there are no recorded instances of someone "breaking" SSL encryption and using credit card information for fraudulent purposes. Statistically speaking, it is safer to submit your credit card information electronically via an SSL site than it is to give your card to a store clerk. SSL technology is so safe that VeriSign, the PharmCAS certifying authority, warrants it against fraudulent use for up to $100,000.

The SSL technology depends on secure Uniform Resource Locators (URLs) that are certified by an authority such as VeriSign. Secure URLs always begin with "https://" (not "http://"). If you use a browser that recognizes SSL, you will be notified that you are on a secure page. Any information you enter on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted at our server. If your browser doesn't support SSL technology, you will receive an error message when trying to access our SSL page. If this error occurs, logout of your application and download the most current version of your browser.

Once PharmCAS receives an applicant's credit card information, it is accessible only to designated PharmCAS administrators.

SHARING SUPPLEMENTAL REQUIREMENTS

Refer to the [Sharing Supplemental Requirements with PharmCAS Applicants PDF](#) for more information on setting up this process.