



# PHARMCAS

Pharmacy College Application Service

## 2017-18

# PharmCAS

# School Manual

Pharmacy College Application Service  
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American Association of  
**Colleges of Pharmacy** **AACP**  
*Discover • Learn • Care: Improve Health*

## Table of Contents

|   |    |
|---|----|
| DESCRIPTION OF PHARMCAS .....                                       | 7  |
| PHARMCAS CONTACT INFORMATION.....                                   | 8  |
| For Applicants .....  | 8  |
| For AACP Member Institutions.....                                   | 8  |
| 2017-18 PharmCAS Advisory Committee.....                            | 9  |
| BENEFITS OF PHARMCAS PARTICIPATION .....                            | 10 |
| Benefits to Our Applicants .....                                    | 10 |
| Benefits to Participating Institutions.....                         | 11 |
| Benefits to the AACP and the Pharmacy Profession .....              | 12 |
| Benefits to Pre-Health Profession Advisors.....                     | 13 |
| RESPONSIBILITIES OF PHARMCAS PARTICIPATION .....                    | 13 |
| Applicants.....   | 13 |
| Applicant Code of Conduct.....                                      | 15 |
| Violation Policy.....   | 17 |
| PharmCAS Institutions .....   | 17 |
| PharmCAS Office .....   | 19 |
| AACP.....   | 20 |
| PharmCAS Institutional Participation Policy .....                   | 20 |
| Definitions .....   | 21 |
| PHARMCAS INSTITUTIONS FOR 2018 ENROLLMENT.....                      | 22 |
| PharmCAS Web Site .....   | 24 |
| School Directory .....  | 24 |
| Application Instructions.....                                       | 24 |
| PharmCAS APPLICATION .....  | 25 |
| Web-Based Application.....  | 25 |
| Browser Requirements - Information for Applicants.....              | 25 |
| Navigating the Application - Information for Applicants.....        | 25 |
| Security – Information for Applicants.....                          | 25 |
| Internet Security Measures.....                                     | 25 |
| Repeat Applicants .....   | 26 |
| APPLICATION DEADLINE DATES .....                                    | 26 |
| Deadline Extensions .....   | 27 |
| Individuals.....  | 27 |
| Full Applicant Pool.....  | 27 |
| EARLY DECISION.....   | 28 |
| Participating Early Decision Institutions for 2018 Enrollment ..... | 28 |

|  |    |
|--|----|
| Admission Decisions for Early Decision Candidates.....                         | 29 |
| REQUIRED APPLICATION MATERIALS .....   | 30 |
| PharmCAS Required Materials.....   | 30 |
| Other Materials Collected by PharmCAS .....                                    | 30 |
| Other Materials Collected by PHARM.D. Program .....                            | 30 |
| EXTRANEIOUS APPLICATION MATERIALS .....  | 30 |
| Returning Selected Extraneous Documents.....                                   | 31 |
| Supplemental Applications Received at PharmCAS .....                           | 31 |
| Extraneous Letters of Reference .....  | 31 |
| Foreign Transcripts .....  | 31 |
| U.S. TRANSCRIPTS .....   | 31 |
| Transcript Request Form .....  | 31 |
| Transcript Deadlines .....   | 31 |
| Summer Transcripts.....  | 32 |
| Fall Transcripts.....  | 32 |
| 2018 Transcripts .....   | 32 |
| Missing Transcript Identified by PHARM.D. Program after File is Verified ..... | 32 |
| Transcript Requirements for Matriculated Students.....                         | 33 |
| Overseas U.S. Institutions .....   | 33 |
| INTERNATIONAL TRANSCRIPTS.....   | 34 |
| PharmCAS-Accepted Foreign Transcript Evaluation Services.....                  | 34 |
| PCAT, TOEFL .....  | 34 |
| PharmCAS Test Codes.....   | 34 |
| PCAT .....   | 35 |
| PCAT CID Required for Matching.....  | 35 |
| Pharm.D. Program Preference for Receiving PCAT Scores .....                    | 35 |
| GRE/GMAT Scores .....  | 35 |
| Missing Test Scores .....  | 35 |
| Other Tests.....   | 35 |
| EVALUATIONS .....  | 35 |
| PHARM.D. PROGRAM EVALUATION REQUIREMENTS .....                                 | 36 |
| e-LORs .....   | 36 |
| Committee and Composite Letters .....  | 36 |
| Letter Services .....  | 36 |
| Evaluation Deadlines .....   | 36 |
| Evaluation Status .....  | 36 |
| Evaluations sent to PharmCAS PHARM.D. Programs .....                           | 37 |

|  |    |
|--|----|
| Evaluation Images WebAdMIT.....                            | 37 |
| Investigations.....  | 37 |
| Editing List of Evaluators .....                           | 37 |
| Waivers .....  | 37 |
| Authorization Statements.....                              | 37 |
| General PharmCAS Evaluation Rules .....                    | 38 |
| Evaluation Form Questions .....                            | 38 |
| Important Dates .....                                      | 40 |
| FEES .....   | 41 |
| FEE SCHEDULE FOR THE 2017-2018 APPLICATION CYCLE .....     | 42 |
| PharmCAS Processing of Fee Payments .....                  | 42 |
| Possible Problems with Payment Amount .....                | 42 |
| Refunds.....   | 42 |
| Disputes/Chargebacks.....                                  | 42 |
| Repeat Applicants with Balance Due.....                    | 42 |
| Fee Waiver .....   | 42 |
| 2017 Low Income Levels.....                                | 43 |
| TRANSCRIPT VERIFICATION PROCEDURES .....                   | 44 |
| OVERVIEW .....   | 44 |
| No Transcript Available .....                              | 44 |
| PharmCAS Recognized U.S. Accreditation Agencies.....       | 44 |
| Course by Course Transcript Verification.....              | 45 |
| Course Subject List By GPA .....                           | 48 |
| Discrepancies and Special Circumstances .....              | 48 |
| Transcript Verification Stopped Due To Discrepancies ..... | 49 |
| Application is “Undelivered” .....                         | 49 |
| Numeric Grading Schemes .....                              | 50 |
| Courses and Other Items NOT Verified by PharmCAS .....     | 51 |
| Degree Verification.....                                   | 52 |
| Fields NOT Verified .....                                  | 52 |
| Quality Control in Verification .....                      | 52 |
| GPA CALCULATIONS.....                                      | 53 |
| PharmCAS Grading Scale .....                               | 53 |
| GPA System Rules .....                                     | 53 |
| List of PharmCAS GPAs .....                                | 54 |
| FUTURE ENROLLMENT PLANS .....                              | 55 |
| ACADEMIC UPDATE .....                                      | 55 |

|  |    |
|--|----|
| Academic Update Process for Previously Complete/Mailed Applicants.....         | 55 |
| Academic Update Process for NEW Applicants .....                               | 56 |
| FALL ACADEMIC UPDATE .....   | 56 |
| SPRING ACADEMIC UPDATE .....   | 56 |
| Fall Grades Missing From Updated Transcript .....                              | 57 |
| Initial Application - No Fall Grades on Transcript .....                       | 57 |
| AU Rules for Applicants .....  | 57 |
| AU Status Definitions.....   | 57 |
| AU Degree Verification .....   | 58 |
| Reporting Grade Changes.....   | 58 |
| GPA Revisions Sent to Degree Programs .....                                    | 58 |
| INVESTIGATIONS .....   | 58 |
| Transcripts and Application Data .....   | 58 |
| Missing Transcript Identified by PHARM.D. Program after File is verified ..... | 59 |
| EVALUATIONS.....   | 59 |
| WebAdMIT .....   | 59 |
| Login Information.....   | 59 |
| Applicant Status Categories .....  | 60 |
| Applicants Who Have E-Submitted AU .....                                       | 60 |
| Search Tool .....  | 60 |
| Data Dictionary.....   | 61 |
| SHARING OF ADMISSION DECISIONS .....   | 61 |
| Policy.....  | 61 |
| PharmCAS Admission Decisions.....  | 61 |
| Offers Made and Offers Accepted Reports .....                                  | 62 |
| Benefits of Reports .....  | 62 |
| Instructions to Applicants .....   | 63 |
| Year-End Reports.....  | 63 |
| Centralized Criminal Background Check Program.....                             | 63 |
| Participating Programs .....   | 64 |
| BACKGROUND CHECK DESCRIPTION .....   | 65 |
| BACKGROUND CHECK PROCESS .....   | 66 |
| CENTRALIZED DRUG SCREENING PROGRAM.....  | 67 |
| Drug Screening Description.....  | 67 |
| Drug Screening Process.....  | 67 |
| PARTICIPATING PROGRAMS .....   | 68 |
| PLAGIARISM SOFTWARE.....   | 68 |

|   |    |
|---|----|
| PRIVACY .....   | 68 |
| DATA COLLECTION, PROCESSING, AND DISSEMINATION - PRINCIPLES AND POLICIES..... | 69 |
| PRIVACY, CONFIDENTIALITY AND RELEASE OF DATA .....                            | 69 |
| Release to Pharm.D. Programs .....  | 69 |
| Release to Advisors .....   | 70 |
| SECURITY .....  | 70 |
| Internet Security Measures.....   | 70 |
| SUPPLEMENTAL STATUS TOOL.....   | 70 |

## 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, 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, one set of transcripts, PCAT scores, and set of references 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 first-year professional Pharm.D. applicants only. High school students, BS of Pharmacy degree graduates, 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 to use the WebAdMIT admissions software. WebAdMIT is a product of Liaison International.

**The purpose of this manual is to assist 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 9:00am-5:00pm Eastern Time. In addition to the customer support staff, participating Pharm.D. 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](mailto:info@pharmcas.org)  
[www.pharmcas.org](http://www.pharmcas.org)

### 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 degree programs are welcomed 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 listed above.**

#### Karen Jacobs

Vice President, Client Success  
Liaison International, Inc.  
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703-739-2330, x1026

### For any WebAdMIT for PharmCAS 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](mailto:webadmitsupport@liaisonedu.com).



## 2017-18 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)

Jeffrey Bates

Jordana Berry

Olivia J. Buncher

Kevin Chen (student)

Joel W. Gonzales

Angela Austin Haney

Michael W. Kelly

David J. McCaffrey

Helen C. Park

Thomas TenHoeve

Andrea L. Wall

Hetty Ha (NAAHP Liaison)

Samford University

Cedarville University

Mercer University

University of Minnesota

University of Kentucky

University of California San Francisco

Oregon State University

University of Iowa

St. John Fisher College

Roseman University of Health Sciences

University of Illinois at Chicago

University of Cincinnati

University of California, Irvine

## **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

- Rich database of applicant information.
- Automatic set of year-end reports with national and degree program-specific data.
- Potential opportunities for tracking the success of applicants in the professional Pharm.D. program
- WebAdMIT (the web-based admissions software) is distributed to participating Pharm.D. programs at no charge, allowing them 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).
- Less clerical work. PharmCAS can reduce the burden of tracking application materials and filing, and can significantly reduce most application data entry.
- Real-time on-line access to application data once submitted to PharmCAS. Pharm.D. programs can access to their program-specific WebAdMIT login at any time to track the progress of individual applicants and view application details.
- Reports are generated electronically for degree programs.
- Promotion of Pharm.D. program to a national and more diverse applicant pool.
- Qualified applicants are easier to identify and recruit.
- File status provided for each application: (e.g., "complete," "in progress") so Pharm.D. programs can contact applicants and send communications as desired.
- Pharm.D. programs 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.
- The PharmCAS application contains the complete academic record for all applicants. Multiple GPA calculations can be done from course work that is verified line-by-line against the official transcripts by PharmCAS staff. GPAs are provided in a semester-based 4.0 grading system, which eliminates need for Pharm.D. programs to engage in time-consuming grade conversion processes.
- Ability to sort and display verified course history by term, course type, prerequisites, or institution is provided through WebAdMIT.
- Through WebAdMIT, Pharm.D. programs have the ability to mark and sort academic coursework that fulfills institutional prerequisites and calculate prerequisite grade point averages. Please note, in CAS 3.X that applicants can identify their coursework they believe meets your prerequisite requirements.
- WebAdMIT ad hoc reports 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.
- Flexibility in WebAdMIT to create customizable fields for program-specific data.
- Reduced application key entry errors. The PharmCAS Web application has internal checks and help systems to prompt the correction of errors and request omitted information from the applicant BEFORE the application is sent to PharmCAS or designated Pharm.D. programs.

- Real-time transmission of ALL data fields for verified/processed applications sent to all institutions designated by applicant.
- Applicants cannot improperly claim dual or multiple residency status on their PharmCAS application.
- PharmCAS staff also investigates applicants suspected of submitting fraudulent transcripts or purposely-inaccurate information. Official reports are shared with all Pharm.D. programs to which the applicant has applied.
- Promotion of pharmacy to pre-health profession advisors. Advisors are accustomed to centralized services and appreciate the simplified process for advising applicants who wish to apply to multiple programs.
- Ability to export PharmCAS data from client software and integrate with your local ERP systems (e.g., PeopleSoft, Banner).
- Please Note: Exporting WebAdMIT (.CSV files) or PharmCAS (.MBD files) data to a separate database requires local programming to create a "bridge" from WebAdMIT or PharmCAS to your local database/ERP system.
- 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.
- Training on use of PharmCAS program software (WebAdMIT).
- Dedicated support, via the Web site and direct telephone contact, to admissions staff and applicants.
- Ability to electronically access WebAdMIT complimentary for use in local admissions process.

### **Benefits to the AACP and the Pharmacy Profession**

- AACP can determine the number of pharmacy applicants versus applications to better track professional trends.
- Reports on the pharmacy applicant pool can be run via the Web at any time during the application cycle as opposed to the end of the academic year.
- Ability to analyze our under-represented minority applicants. Better data on the size of this pool, clearer and standardized identification of ethnic categories, and comparative data on grade point averages, test scores, and acceptances may be used to improve diversity in our Pharm.D. programs.
- Ability to compare Pharm.D. program applicant trends to other health profession institutions that utilize a centralized process.
- A wealth of demographic data is collected by PharmCAS for each individual applicant. Nationally, these data can be arrayed by final admission action, state, gender, age, race, academic criteria, or by many other selected fields to focus national student recruitment efforts.
- 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.
- These data 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
- Financial Aid loans and grants
- Research grants
- Assist the Pharmacy Workforce Center in areas of policy development, workforce recruitment, and retention of pharmacists.
- As PharmCAS grows and is used by more and more pharmacy colleges, the AACP can 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. The database can be used to track cohorts of practitioners over time to characterize changes in practice and attitudes.

#### **Benefits to Pre-Health Profession Advisors**

- Access to a Web-based query system that provides status information on individual applicants from their institutions, pending verification from the individual applicant releasing this information.
- The online PharmCAS Advisor Portal allows advisors to easily track the success rates of their students into pharmacy programs.
- The use of a single application for multiple Pharm.D. programs helps advisors to better guide pharmacy applicants through the admissions process.
- PharmCAS links to the AACP Web site and other relevant sites related to the evolving pharmacy profession, which assists advisors in promoting the pharmacy profession to prospective students.

## **RESPONSIBILITIES OF PHARMCAS PARTICIPATION**

### **APPLICANTS**

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;
- Respond immediately to ALL notices and questions received from PharmCAS and each school 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;
- 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; and
- 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.
- Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the [AACP Cooperative Admissions Guidelines](#). Please note not all schools will be participating in 2017-2018.

As per the guidelines, as an applicant you should respond promptly to a school or college's invitation for interview. If you cannot appear for a previously scheduled interview, notify them immediately that you 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, 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.

## **Applicant Code of Conduct**

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

### **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.

### **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). 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.

### **PHARMCAS INSTITUTIONS**

PharmCAS provides Pharm.D. programs with accurate, timely, and comprehensive applicant data. To participate in the Service, Pharm.D. programs agree to:

- Have a mission statement for their admissions committee;
- Train their admissions committee members;
- Train their interviewers;
- Study their admissions criteria to improve their admissions processes; and
- 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;
- Process only those applicants who have been **verified** to the school (this does not include received or complete applicants);
- 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 October 20;
- 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 5 business days 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](mailto: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.

Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the [AACP Cooperative Admissions Guidelines](#). Please note not all schools will be participating in 2017-2018.

### **Cooperative Admissions Offer and Deposit Timeframes**

*(Not applicable to PharmCAS Early Decision Admissions Program)*

#### **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.

*\* Institutions accepting PharmD students with "early assurance" standing to a professional degree program are encouraged to require those applicants to apply via the Early Decision process in PharmCAS.*

### **PHARMCAS OFFICE**

PharmCAS is supported by proven technologies and dedicated staff. 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 forward letters of reference onto the applicant's designated Pharm.D. programs as part of the PDF of the application;
- Calculate and report standardized grade point averages 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 AACCP;
- Archive application data and materials at the end of the application cycle; and
- Meet with AACCP and PharmCAS Advisory Committee to develop, update, and enhance the PharmCAS product.

## **AACP**

AACP offers its full support to the design, development, and promotion of PharmCAS. In so doing, AACCP 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;
- Program 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 AACCP 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 AACCP Web Site, with promotional materials, and in relevant publications;
- As appropriate, respond to applicant or Pharm.D. program policy questions; and
- Provide institutional research reports to member Pharm.D. programs.

## **PHARMCAS INSTITUTIONAL PARTICIPATION POLICY**

All AACCP 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.

Emerging Pharm.D. programs that are not yet eligible for AACP Associate institutional membership status may join PharmCAS for a one-time fee 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. It is encouraged that the PharmCAS early decision process be used for these students.
- 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. It is encouraged that the PharmCAS early decision process be used for these students.
- "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. It is encouraged that the PharmCAS early decision process be used for these students.
- "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. It is encouraged that early decision be used for these students. There are no special provisions or exceptions in PharmCAS for "feeder school transfer" students.

## PHARMCAS INSTITUTIONS FOR 2018 ENROLLMENT

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

South College – TN  
South Florida, University of  
South University – GA  
South University – SC  
Southern California, University of  
Southern Illinois University Edwardsville  
St. John Fisher College  
St. Louis College of Pharmacy  
Stony Brook University  
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  
Wingate University – Hendersonville, NC  
Wingate University – Wingate, NC  
Wisconsin - Madison, University of  
Wyoming, University of  
Xavier University

## PHARMCAS WEB SITE

[www.pharmcas.org](http://www.pharmcas.org)

PharmCAS 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
- Frequently asked questions
- Checklist
- Forms
- General information about pharmacy education and careers

### SCHOOL DIRECTORY

Every participating Pharm.D. program has a PharmCAS-specific Web page posted on the PharmCAS Web site each year. Participating Pharm.D. 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. One login for the school directory site is sent to each participating Pharm.D. program. These pages in the school directory provide applicants with Pharm.D. program-specific admissions requirements in a standardized format. Pharm.D. 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. The information captured in the Pharm.D. program pages is used to populate School Directory search tools. Pharm.D. programs must submit changes in accreditation status and deadline changes directly to AACP.

### 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.



## 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.

### Browser Requirements - Information for Applicants

For the optimal browsing of this site, we recommend using Internet Explorer 9.0 and above, Safari 5.1 and above, or the current and prior major versions of Mozilla Firefox or Google Chrome.

1. Internet Access
2. JavaScript is enabled (default setting for IE and Firefox)
3. Cookies are enabled (default setting for IE and Firefox)
4. Pop-up windows are used, so pop-up disablers should be disabled (default setting for IE and Firefox)
5. 800 × 600 screen resolution (1024 × 768 or larger is preferred)
6. It is recommended that the browser window be maximized to take up the entire screen

If a disability prevents you from accessing the web application, please contact PharmCAS at 617-612-2050 or email [info@pharmcas.org](mailto:info@pharmcas.org).

### 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**

For the 2017-2018 application cycle, all applicants, including those who previously applied during the 2016-2017 application cycle will need to create a new application and send in all required documents. PharmCAS is using a new technology platform for the 2017-2018 cycle and it was not possible to move data from the previous application.

### **APPLICATION DEADLINE DATES**

Each participating PharmCAS institution selects one PharmCAS application deadline date. The deadline indicates the date the PharmCAS application must be received in the PharmCAS office. The available PharmCAS deadline dates are on the first of November, December, January 5, February, and March. Whenever a deadline falls on a weekend or Federal holiday, the next business day is automatically the deadline.

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

**PharmCAS does NOT enforce transcript, reference, test score, or foreign transcript evaluation deadlines and forwards all verified applications to the designated Pharm.D. programs, even if these materials arrive late.** If a program does not want to consider applicants who submit late materials, the Pharm.D. program must use WebAdMIT to select the "Denied" admission code for these applicants. PharmCAS will not forward a file or updates to a Pharm.D. program if it has denied the applicant.

### **PharmCAS Institutional Deadline Date Options for 2017-18**

- **November 1, 2017** (11:59 pm Eastern time)
- **December 1, 2017** (11:59 pm Eastern time)
- **January 5, 2018** (11:59 pm Eastern time)

- **February 1, 2018** (11:59 pm Eastern time)
- **March 1, 2018** (11:59 pm Eastern time)

**In the Pharm.D. program admissions process, please consider any applicant who submits an application, all official transcripts, references, and correct fee to PharmCAS by the PharmCAS deadline date.**

To see the application deadlines listed for all schools, please refer to the [PharmCAS School Directory](#).

## **DEADLINE EXTENSIONS**

Participating Pharm.D. programs may request a deadline extension for the entire applicant pool or individual applicants. PharmCAS does not accept deadline extension requests from applicants. **PharmCAS Pharm.D. programs should request a deadline extension for the entire applicant pool under extenuating circumstances only.** Pharm.D. programs may not extend their applicant pool deadline past March 1. Individual deadline extensions may be granted for applicants through June 1.

### **Individuals**

Pharm.D. programs that request a deadline extension for an individual applicant must provide the name of the applicant, PharmCAS ID Number, and revised deadline date (not past June 1). Pharm.D. programs can only grant deadline extensions to individual applicants who have already created a PharmCAS account. 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 Pharm.D. program to grant a second extension.

### **Full Applicant Pool**

Pharm.D. 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 5 business days prior to the published deadline.** Deadlines may be extended, but they may not be shortened to an earlier date.

## EARLY DECISION

The Early Decision application deadline is September 5, 2017. The Early Decision program is a binding option for applicants who have decided that a particular Pharm.D. program is their first choice and that they will enroll if accepted. As an Early Decision applicant, applicant can apply to only one Pharm.D. 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 Pharm.D. 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 2018 Enrollment

|   |  |
|---|--|
| Albany College of Pharmacy - Albany, NY     | Oregon State University                              |
| Albany College of Pharmacy - Colchester, VT | Pacific University Oregon                            |
| Appalachian College of Pharmacy             | Palm Beach Atlantic University                       |
| Auburn University                           | Philadelphia College of Osteopathic Medicine (PCOM)  |
| Belmont University                          | Presbyterian College                                 |
| Binghamton University - SUNY                | Regis University                                     |
| California Health Sciences University       | Roosevelt University                                 |
| California Northstate University            | Rosalind Franklin University of Medicine and Science |
| Campbell University                         | Roseman University of Health Sciences                |
| Cedarville University                       | Samford University                                   |
| Chapman University                          | Shenandoah University                                |
| Chicago State University                    | South College (TN)                                   |
| Concordia University Wisconsin              | South University (GA)                                |
| Creighton University                        | South University (SC)                                |
| Drake University                            | Southern Illinois University Edwardsville            |
| D'Youville College                          | St. John Fisher College                              |
| East Tennessee State University             | Sullivan University                                  |
| Fairleigh Dickinson University              | Temple University                                    |
| Ferris State University                     | Texas A&M University                                 |
| Harding University                          | Texas Southern University                            |
| High Point University                       | Texas Tech University Health Sciences Center         |
| Howard University                           | The Ohio State University                            |
| Husson University                           | The University of Hawaii at Hilo                     |
| Keck Graduate Institute                     | The University of Louisiana Monroe                   |
| LECOM - Bradenton Campus                    | The University of New Mexico                         |
| LECOM - Distance Education Pathway          | The University of Tennessee                          |
| LECOM - Erie Campus                         | The University of Texas at Austin                    |
| Larkin University                           | The University of Texas at Tyler                     |
| Lipscomb University                         | Thomas Jefferson University                          |
| Long Island University                      | Touro College (NY)                                   |
| Manchester University                       | Union University                                     |
| Marshall B. Ketchum University              | University at Buffalo – SUNY                         |
| Marshall University                         | University of Arkansas for Medical Sciences          |
| Medical University of South Carolina        | University of Charleston                             |
| Mercer University                           | University of Cincinnati                             |
| Midwestern University - Chicago Campus      | University of Colorado                               |
| Midwestern University - Glendale Campus     | University of Florida                                |
| Northeast Ohio Medical University (NEOMED)  | University of Houston                                |
| Northeastern University                     | University of Illinois - Chicago                     |
| Notre Dame of Maryland University           |  |
| Nova Southeastern University                |  |

University of Iowa  
University of Kentucky  
University of Maryland  
University of Maryland Eastern Shore  
University of Michigan  
University of Mississippi  
University of Missouri-Kansas City  
University of New England  
University of North Texas  
University of Oklahoma  
University of Pittsburgh  
University of Saint Joseph  
University of South Carolina  
University of South Florida  
University of the Incarnate Word  
University of the Pacific (CA)

University of the Pacific (CA) - Pre-Pharmacy  
Advantage Program  
University of the Sciences in Philadelphia  
University of Washington  
University of Wisconsin  
University of Wyoming  
Virginia Commonwealth University  
Washington State University  
Wayne State University  
West Coast University  
West Virginia University  
Western New England University  
Western University of Health Sciences  
Wingate University - Hendersonville, NC  
Wingate University - Wingate, NC

### **Admission Decisions for Early Decision Candidates**

Pharm.D. programs are required to report admission decisions to PharmCAS. Pharm.D. programs must report Early Decision admission codes to PharmCAS no later than

**OCTOBER 20, 2017.**

1. Institution DENIED offer of admission
2. Applicant placed on WAIT LIST (alternate)
3. OFFER OF ADMISSION MADE TO APPLICANT

\*If an early decision admission code is not indicated by October 20, 2017, 11:59pm EDT, the applicant will automatically be returned to your regular applicant pool, and will then be allowed to apply to additional programs.

Applicants may be offered early admission, denied admission, and/or deferred to regular applicant status. If an applicant is offered admission as an Early Decision applicant, the applicant is obligated to accept the offer and is not permitted to apply to other pharmacy institutions via PharmCAS. If, however, the applicant is denied admission as an Early Decision applicant, 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.

### **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. PharmCAS recognizes the date the applications and transcripts were received (not key-entered) at PharmCAS.

### **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 changes the applicant from "Early Decision" to the regular applicant pool, where the applicant can choose to apply to additional Pharm.D. programs and pay the appropriate fee.

**REQUIRED APPLICATION MATERIALS**

This manual describes each of these application materials in more detail in the sections that follow:

**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 Pharm.D. 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 Pharm.D. program requirement.

1. Letters of Reference (4)
2. Foreign Transcript Evaluation Report
3. PCAT and TOEFL Scores
4. Fall Term Transcripts

**OTHER MATERIALS COLLECTED BY PHARM.D. PROGRAM**

The following application materials may be required and collected directly by the Pharm.D. programs:

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 (**NOT** foreign transcript evaluation reports)
6. Writing Samples, Resumes, etc.

**EXTRANEIOUS 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 the Pharm.D. programs; for exceptions to this rule, please see below. Examples of extraneous documents include original or copies of foreign transcripts (only 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.

#### **Foreign Transcripts**

Although not accepted, applicants may erroneously send original or photocopies of foreign transcripts to PharmCAS. International transcripts are NOT accepted by PharmCAS. PharmCAS only accepts and scans foreign transcript evaluation reports to the application. 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. 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. PharmCAS accepts all official transcripts even if the form is not attached.

#### **TRANSCRIPT DEADLINES**

PharmCAS instructs applicants to arrange for PharmCAS to RECEIVE all official transcripts by the earliest application deadline date set by their designated Pharm.D. programs. PharmCAS does NOT enforce transcript deadlines. The Service accepts transcripts received after the institutional deadline has passed.

WebAdMIT indicates the date each transcript was received in the PharmCAS office so Pharm.D. programs can determine whether the applicant has met the Pharm.D. program-specific transcript deadline date and is eligible for admission. If the applicant has failed to meet a Pharm.D. program deadline, the Pharm.D. program must decide whether to still consider the applicant for admission. To stop receiving PharmCAS updates on a particular applicant, login to WebAdMIT and select the "DENIED" admission code.

## **SUMMER TRANSCRIPTS**

PharmCAS encourages applicants to submit their applications to PharmCAS after their summer term grades are complete so that (1) staff can verify these 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 Pharm.D. programs.

PharmCAS calculates a set of GPAs for all newly completed applications. PharmCAS provides Pharm.D. programs with an updated set GPAs after the completion of the fall term. By submitting their applications after the summer term transcripts are available, applicants provide the Pharm.D. programs with a more comprehensive account of their college course history. Pharm.D. programs may be able to better evaluate those applications that include all completed prerequisites through the end of the summer term. PharmCAS begins to send verified application files to the Pharm.D. programs in early August. Applicants should contact the Pharm.D. programs directly to determine when a particular Pharm.D. program plans to begin reviewing applications for the fall 2018 entering class.

The instructions are intended to help applicants in 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 TRANSCRIPTS**

If an applicant's fall term grades will not be available until after s/he applies, the applicant must arrange for official fall 2017 transcripts to be sent directly to PharmCAS as soon as they are available. Applicants must update courses on-line during the PharmCAS "Fall Academic Update" window. The Academic Update window will open on December 15, 2017, following the completion of the fall 2017 term, and will close on February 15, 2018. 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.

## **2018 TRANSCRIPTS**

Applicants must arrange for new winter, spring, and summer 2018 term transcripts to be sent directly to their designated pharmacy institutions, as required.

## **MISSING TRANSCRIPT IDENTIFIED BY PHARM.D. PROGRAM 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. Pharm.D. 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 Pharm.D. program and a copy of the missing transcript is in the applicant's institutional records; or other reasons. If a Pharm.D. 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 Pharm.D. programs, if any, are notified of the omission.



- During the Fall Academic Update window (beginning on December 15, 2017), 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 Pharm.D. 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).

### **TRANSCRIPT REQUIREMENTS FOR MATRICULATED STUDENTS**

Those applicants who are offered and accept an offer of admission to a Pharm.D. program may be required to submit a second set of official transcripts from every college/university they have attended directly to the Pharm.D. program prior to matriculation. 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. Please do **NOT** require all applicants to send official transcripts to your Pharm.D. program as part of the regular admissions process.

PharmCAS must retain archived paper copies of the application materials received for a full year following enrollment. Therefore, PharmCAS cannot forward transcripts to a Pharm.D. 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. Please note that 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 Jerusalem (closed in 1976)  
 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

## INTERNATIONAL TRANSCRIPTS

The policies for documenting foreign coursework vary by Pharm.D. 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 Pharm.D. program selects one of three options for international coursework:

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

If one or more of the applicant's designated Pharm.D. programs requires an "FTER," the applicant must arrange for a course-by-course foreign transcript evaluation report to be sent to PharmCAS from the appropriate foreign transcript evaluation service(s). Applicants arrange for a copy of the report(s) to be sent to PharmCAS. PharmCAS does not verify that an applicant has submitted the correct foreign transcript evaluation service report required by a particular Pharm.D. program.

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

If a particular Pharm.D. program(s) performs its own review of foreign transcripts, applicants must arrange for original foreign transcripts to be sent directly to that pharmacy institution. If applying to multiple Pharm.D. programs, applicants may also need to arrange for an FTER 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 Pharm.D. 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 Pharm.D. programs, applicants may still need to arrange for an FTER to be sent to PharmCAS. PharmCAS forwards a photocopy of all FTERs received, regardless of an individual Pharm.D. program requirement.

## PHARMCAS-ACCEPTED FOREIGN TRANSCRIPT EVALUATION SERVICES

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

## 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 forwards PCAT and TOEFL scores to all of the applicant's designated colleges and Pharm.D. programs, regardless of institutional requirements. Official PCAT and TOEFL test scores appear on the applicant's printed PharmCAS Profile and in the electronic data record submitted to the Pharm.D. program.

## PHARMCAS TEST CODES

Pharmacy College Admission Test (PCAT)  
Test of English as a Foreign Language (TOEFL)

PharmCAS Code **104**  
PharmCAS Code **8246**

## **PCAT**

If received from Pearson, PharmCAS will automatically forward the five most recent PCAT scores for 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. In the past, PharmCAS applicants did not always follow instructions. Therefore, applicants could arrange for their PCAT scores to PharmCAS Pharm.D. programs in one of two ways:

1. Directly to PharmCAS (as instructed).
2. Only to the Pharm.D. program and not to PharmCAS.

Pearson automatically e-transmits all of the institution's PCAT scores to PharmCAS and eliminates all score report transmissions to institutions participating in PharmCAS.

PLEASE NOTE: 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 Pharm.D. programs, PharmCAS sends 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 Pharm.D. 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 Pharm.D. 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 directly to PharmCAS. PharmCAS accepts up to four references per applicant. Applicants are instructed to direct their

evaluators to contact PharmCAS Customer Service if they have any questions or require any assistance using the online reference portal.

### **PHARM.D. PROGRAM EVALUATION REQUIREMENTS**

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 Pharm.D. programs and warned that Pharm.D. programs may not consider extra references.

Evaluators can submit electronic letters of reference (eLORs) only to PharmCAS. 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 Pharm.D. program.

### **E-LORS**

Applicants must send electronic letters of reference (eLORs) to PharmCAS. 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 Pharm.D. 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.

### **LETTER SERVICES**

While Interfolio and other letter services might be able to upload a letter of reference on the applicant's behalf, they are not able to answer the questions on the ratings grid intended for the reference. As such, applicants are strongly encouraged to either have their references fill out their own letter of reference.

### **EVALUATION DEADLINES**

Applicants are instructed to arrange for PharmCAS to RECEIVE all evaluations by the application deadline date set by the designated Pharm.D. programs. PharmCAS does NOT enforce evaluation deadlines and will forward the evaluations to designated Pharm.D. programs 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 Pharm.D. programs may login to WebAdMIT to view the status of all evaluations for each applicant.

## **EVALUATIONS SENT TO PHARMCAS PHARM.D. PROGRAMS**

PharmCAS will begin to forward evaluations to Pharm.D. programs once the application file is complete at PharmCAS (transcripts received, application submitted, fee received). PharmCAS will NOT hold an application for missing evaluations. PharmCAS reproduces and forwards electronic evaluations to the applicant's designated Pharm.D. program on a twice-weekly basis.

**NOTE! For each evaluation a Pharm.D. 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 Pharm.D. 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 Pharm.D. program suspects a evaluation is falsified, the Pharm.D. program 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](mailto:conduct@aacp.org). PharmCAS will not attempt to verify the accuracy of the Pharm.D. program investigation results and will facilitate the Conduct Review. For more information see [Applicant Code of Conduct Violation Policy](#).

## **EDITING LIST OF EVALUATORS**

If one or more of the applicant's evaluators is unresponsive or declines 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 Pharm.D. 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.

## **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 forward evaluations to Pharm.D. programs until the application is verified and mailed.
- PharmCAS does NOT verify that one evaluation is from a science professor nor determines if applicants have met other evaluator requirements for a particular Pharm.D. program.
- PharmCAS does not verify an evaluator's identity. If a Pharm.D. program suspects an evaluation is falsified, it is the Pharm.D. program's responsibility to contact the applicant or evaluator to investigate.
- PharmCAS only forwards evaluations that appear on the applicant's application. PharmCAS contacts the applicant directly if the received evaluation is not listed on his/her application. The applicant is responsible for making any edits to the evaluations listed on his/her application. This rule protects the applicant from unsolicited references. The electronic PharmCAS reference form (eLOR) requires evaluators to complete all of the questions on the e-form, including the general comments and strengths/weakness sections.
- Evaluators may include comments in the comments section, or may upload a letter in Word or PDF format.

### **EVALUATION FORM QUESTIONS**

PharmCAS asks evaluators to address the following questions on the PharmCAS form.

#### **Relationship**

- How long have you known the applicant?
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - 3-5 years
  - 5-10 years
  - More than 10 years
- How well do you know the applicant?
  - Very well
  - Moderately
  - Minimally
  - Not at all
- In what capacity do you know the applicant?
  - Employee/Supervisor
  - Colleague/Coworker
  - Instructor/Professor
  - Advisor
  - Internship/Job Shadowing

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

### Overall Recommendation

- Recommendation Concerning Admission:
  - I highly recommend this applicant
  - I recommend this applicant
  - I recommend this applicant with some reservations
  - 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 Text (.rtf), Plain text (.txt)

## IMPORTANT DATES

The PharmCAS application cycle begins in July 2017 for fall 2018 enrollment. Applicants are able to start the PharmCAS application as soon as it is available.

Processing begins once all required materials are received (application, fee, and transcripts). Once an application is complete, PharmCAS verifies the accuracy of the application materials, compares the original transcripts to the self-reported course information on the application, calculates PharmCAS GPAs, and submits the verified application to each designated pharmacy institution. PharmCAS attempts to verify completed applications within 2 weeks after the file is complete, however, during peak periods processing may take up to 4-5 weeks.

PharmCAS begins to forward verified applications to participating institutions in early August. The Service does not determine if an applicant has met the minimum course requirements or is eligible for admission to a particular institution. Participating Pharm.D. programs must report admission decisions to applicants and PharmCAS throughout the application cycle. The PharmCAS Web application for the 2018 Entering Class will close on June 1, 2018 unless otherwise announced.

|                     |  |
|---------------------|--|
| May 19, 2017        | - Regular registration deadline for July PCAT examinations.  |
| July 10, 2017       | - Regular registration deadline for Sept PCAT examinations.  |
| Mid-July            | - PharmCAS launches 2017-2018 application  |
| July 18-19, 2017    | - July PCAT examination dates  |
| September 5, 2017   | - Early Decision deadline for applicants   |
| September 7-8, 2017 | - September PCAT examination dates   |
| October 6, 2017     | - Regular registration deadline for October/November PCAT examinations.  |
| October 20, 2017    | - Deadline for Early Decision Pharm.D. programs to report admission decisions  |
| October 23-31, 2017 |  |
| Nov 1-3, 2017       | - October/November PCAT examination dates  |
| November 1, 2017    | - 1st Regular institutional application deadline   |
| November 3, 2017    | - Regular registration deadline for January PCAT examinations.   |
| December 1, 2017    | - 2nd Regular institutional application deadline   |
| December 15, 2017   | - Fall Academic Update window opens  |
| January 5, 2018     | - 3rd Regular institutional application deadline   |
| January 3-4, 2018   | - January PCAT examination dates   |
| February 1, 2018    | - 4th Regular institutional application deadline   |
| February 15, 2018   | - Fall Academic Update closes  |
| Prior to March 1:   | - Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the <a href="#">AACP Cooperative Admissions Guidelines</a> . Please note not all schools will be participating in 2017-2018. |



|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>- 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, promptly withdraw your application from that (those) program(s) using the school or college's preferred method.</li> <li>- You may choose to hold multiple acceptances until March 1.</li> <li>- When a school or college extends an offer of admission prior to March 1, a maximum \$200 holding deposit may be required.</li> <li>- Schools and colleges may <b>not</b> require a second deposit prior to March 1. After March 1 they will set the dollar value for the second deposit, if applicable.</li> </ul>  |
| March 1, 2018      | - 5th Regular institutional application deadline   |
| After March 1:     | <ul style="list-style-type: none"> <li>- Over the course of the application cycles until 2019-2020, schools will be voluntarily implementing the <a href="#">AACP Cooperative Admissions Guidelines</a>. <b>Please note not all schools will be participating in 2017-2018.</b></li> <li>- After March 1, you may hold only a single acceptance.</li> <li>- 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.</li> <li>- By March 1, promptly withdraw your application from all other schools that offered you an acceptance using the school or college's preferred method.</li> <li>- Additional admission offers may continue as needed after March 1.</li> <li>- 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.</li> </ul> |
| April 17, 2018     | - Spring Academic Update window opens  |
| May 18, 2018       | - Last date for creating a new PharmCAS application  |
| June 1, 2018       | - Last date for individual deadline extensions. PharmCAS 2017-2018 application cycle is closed.  |
| June 15, 2018      | - 2017-2018 Preliminary Admissions Decisions Due   |
| June 28, 2018      | - Spring Academic Update closes  |
| September 28, 2018 | - 2017-2018 Final Admissions Decisions Due   |
| October/Nov 2018   | - PharmCAS 2017-18 Year-End Reports Released (Release time is dependent on schools submitting final admissions decisions)  |

## FEES

A guiding principle for establishment of the PharmCAS application fees is the comparability with the base and incremental application fees of centralized application services used by other health professions institutions. PharmCAS application fees are subject to change each year.

## **FEE SCHEDULE FOR THE 2017-2018 APPLICATION CYCLE**

| <u># of PharmCAS Pharm.D. Programs Designations</u> | <u>PharmCAS Fee Due</u>                          |
|---|--|
| 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 Pharm.D. program |

### **PHARMCAS PROCESSING OF FEE PAYMENTS**

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

### **POSSIBLE PROBLEMS WITH PAYMENT AMOUNT**

**Overpayment** - If an applicant overpaid, the system does NOT hold the application in processing. Staff contacts the applicant to resolve payment problem. If necessary, PharmCAS issues a refund to the applicant for overage.

**Underpayment or Improper Payment** - If an applicant did not pay the required fee or submitted an improper payment (e.g., payment is not in U.S. dollars), PharmCAS attempts to notify the applicant regarding payment problem. The system holds the application in processing until the payment issue is resolved.

### **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 Pharm.D. 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 AACCP fee waiver fund, approved by the AACCP Board of Directors will support 532 applicants applying to ONE PharmCAS institution. PharmCAS will grant 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).

Applicants with approved waivers may apply to a maximum of one (1) PharmCAS Pharm.D. program for free. If an applicant receives a waiver and chooses to apply to additional PharmCAS Pharm.D. 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 45 days (including holidays and weekends). If the waiver is not used within 45 days, the applicant will forfeit the waiver and it will be given to another qualifying applicant. PharmCAS will notify the applicant's designated Pharm.D. programs if s/he qualifies for a waiver, even if the fee waiver funds for the year are exhausted. Each Pharm.D. 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 2016 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 2016 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.

**2017 Low Income Levels**

| <b>Persons<br/>in Family or<br/>Household</b> | <b>Income<br/>Level*</b> | <b>Persons<br/>in Family or<br/>Household</b> | <b>Income<br/>Level*</b> |
|---|--------------------------|---|--------------------------|
| 1   | \$24120                  | 6   | \$65920                  |
| 2   | \$32480                  | 7   | \$74280                  |
| 3   | \$40840                  | 8   | \$82640                  |
| 4   | \$49200                  | For each<br>additional<br>person, add         | \$8360                   |
| 5   | \$57560                  |   |                          |

\*Adjusted gross income for calendar year 2016. Changes in current year financial situations will not be considered.

## 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 "Coursework" section of the web 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.

### OVERVIEW

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

1. Maintain a communications log for each applicant using the PharmCAS portal.
2. Sign out applicant file(s) that will be verified
  - a. Sign-in applicant(s) that 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 from an applicant's file, 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. Verify that all courses that appear on the transcript are properly reported on the application. (See field-by-field transcript verification description on next page).
5. Once all of the applicant's coursework is verified, confirm that the PharmCAS GPAs for each degree program attended matches or is close to the institutional GPAs reported on the transcript. **The institutional GPA generated by PharmCAS may differ from the transcript GPA due to the grade standardization process and policies regarding repeated or failed coursework.**

### 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.

### PHARMCAS RECOGNIZED U.S. ACCREDITATION AGENCIES

PharmCAS only includes courses taken at regionally accredited institutions in the applicant course history and GPAs. The list of recognized accrediting bodies is below. These accrediting associations are recognized by the U.S. Department of Education and accredit entire institutions (as opposed to individual programs) in the U.S. and abroad:

**Middle States Association of Schools and Colleges (MSA)**

Accredits colleges, universities, and other institutions in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Islands, Central America, Europe, and the Middle East.

**New England Association of Schools and Colleges (NEASC)**

Accredits colleges, universities, and other institutions in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, Europe, Africa, Asia, and the Middle East.

**Higher Learning Commission (HLC)**

Accredits colleges, universities, and other institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Navajo Nation, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming, and international locations of accredited members.

**Northwest Association of Schools and Colleges (NWCCU)**

Accredits colleges, universities, and other institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

**Southern Association of Schools and Colleges (SACS)**

Accredits colleges, universities, and other institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America.

**Western Association of Schools and Colleges (WASC)**

Accredits colleges, universities, and other institutions in California, Hawaii, Guam, American Samoa, Palau, Micronesia, Northern Marianas, Marshall Islands, and other Australasian locations

**Accreditation Council for Pharmacy Education (ACPE)**

Accredits colleges and schools of pharmacy

**Association of Theological Schools**

The Commission on Accrediting of ATS accredits institutions and approves degree programs offered by accredited schools.

**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:

**INSTITUTION CODE:** The institution code reflects where the course was originally completed. If the applicant identified the wrong institution, PharmCAS makes the correction to the institution code. PharmCAS edits to the institution code 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")

**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. This will accomplish the following tasks:  
The field will be completed so that the applicant can move on within the application.  
Schools will be alerted that the institution does not provide course numbers/codes on their official transcripts.

**COURSE LEVEL:** PharmCAS does not verify that the applicant properly reported the level of each course taken (Fr/So, Jr/Sr, Graduate, Technical, Remedial, or Professional). It is the applicant's responsibility to check the college or university catalog to determine the level of the course taken. PharmCAS will only edit this field if an obvious error is made.

**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).

**NOTE:** 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.

**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:** Applicants are instructed to convert each grade on the transcript to the correct standardized letter grade. Using the transcript's grading scheme (key) PharmCAS determines if the applicant properly converted the transcript grade to the PharmCAS (converted) letter grade. If it is a non-graded course (e.g., Pass/Fail), the converted grade is equal to "None". Each PharmCAS converted grade has a numeric value (4.0 - 0.0) that is used in the PharmCAS GPA calculation process. See section on GPA calculations. PharmCAS edits to this field are not apparent in any reports to designated Pharm.D. programs.

**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 Pharm.D. programs.

**NOTE:** 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.

**SPECIAL CLASSIFICATION:** PharmCAS will attempt to verify that the applicant properly identified any special classification for each course. Special classifications options are repeated, incomplete, college in high school, distance-learning, honors, study abroad, AP, CLEP, IB, Regent's, freshman forgiveness, academic bankruptcy, and institutional/department exam. These designations may or may not be apparent on the transcript.

**Freshman Forgiveness:** Some institutions allow students to repeat courses taken during the freshman year in which a grade of D or F (or incomplete) was earned. The institution only

uses the second grade in the calculation of the cumulative grade point average. Generally, the grades/credits for both attempts appear on the transcript. Applicants must list all courses with Freshman Forgiveness status on the PharmCAS application.

**Academic Bankruptcy** is similar to Freshman Forgiveness. This policy usually applies to all coursework taken at the institution, including courses with A, B, and C grades and those taken after the freshman year. It "wipes" the student's academic record clean as far as the institution is concerned. Generally, the bankrupted coursework remains on the transcript; but it is not counted in the transcript's GPA calculation and does not count toward the student's degree requirements. Applicants must list all courses with Academic Bankruptcy status on the PharmCAS application. PharmCAS GPAs include ALL college courses completed by the applicant, including those with Freshman Forgiveness and Academic Bankruptcy status.

**TEST SCORE:** If the applicant selects AP, IB, or CLEP, the web application will prompt the individual to enter the original test score as reported by the testing agency. These scores are not verified by PharmCAS.

**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. Below are the PharmCAS course subjects and examples of courses that fall under each.

See the [PharmCAS Course Subject](#) list for guidance.

#### **COURSE SUBJECT LIST BY GPA**

The following course subject categories are all combined to calculate the **SCIENCE GPA**:

***Biochemistry, Biology & Other Life Sciences, Inorganic Chemistry, Microbiology, Organic Chemistry, Other Science, Physics***

The following category is used to calculate the applicant's **MATH GPA**:

***Math***

The following course subject categories are all combined to calculate the **NON-SCIENCE GPA**:

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

#### **DISCREPANCIES AND SPECIAL CIRCUMSTANCES**

PharmCAS indicates to designated Pharm.D. programs whether PharmCAS made any changes to the following fields:

- **PharmCAS Verified Grade** – If populated, this field indicates a change was made to the applicant-reported grade. If staff does not make any changes to the applicant's original grade, this field is blank.



- **PharmCAS Verified Credits** - If populated, this field indicates a change was made to the applicant-reported credits. If staff does not make any changes to the applicant's original credits, this field is blank.
- **PharmCAS (Converted) Grade** - Reflects applicant's attempt to convert transcript grade to PharmCAS grade. If the applicant makes an error, staff will overwrite applicant's entry in the PharmCAS verified grade field.

### **Transcript Verification Stopped Due To Discrepancies**

There are two major reasons why PharmCAS may need to stop the 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 a circumstance arises in which an application needs to be undelivered, PharmCAS follows these procedures:

- The PharmCAS verifier places 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.
- The PharmCAS verifier opens the Automatic Message system to generate an email to the applicant and describe the problems encountered on the application. The applicant is asked to follow the detailed instructions listed in the message and resubmit their application in a timely manner.
- If an applicant needs to be undelivered, the PharmCAS verifier will:
  - Undeliver the application.
  - Send an e-mail through the PharmCAS Message system to alert the applicant that his/her application has been undelivered.

- In the message, **applicant is reminded to re-submit application corrections to PharmCAS within 2-business days** (PharmCAS encourages applicants to submit edits quickly to assist their designated Pharm.D. programs; however, it does not enforce this deadline)
- 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.

### Numeric Grading Schemes

PharmCAS staff will attempt to use the letter grade conversion chart (grading scheme) posted on the transcript by the feeder institution, if provided. For numeric-based grades, the conversion to a letter-grade will vary by institution (e.g., an "A" may be 90-100 at one school and 93-100 at another). If there is no letter grade conversion provided on the transcript or by the registrar, PharmCAS will default to the grading scales as shown below.

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

A few transcripts provide numeric 4.0-scaled grades, but do not provide a letter-grade equivalent (e.g., 3.7 = A-). As part of the standardization process, any transcript grades without letter grade equivalents are converted to the standard PharmCAS scale using the ranges below.

| 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  |
| 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**

### ***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 Special 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***

As part of the verification process, 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. PharmCAS institutions, therefore, 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 following steps are followed:

- These transcripts are photocopied and e-mailed to a representative at the designated Pharm.D. programs. 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 PharmCAS Coordinator will send this information to the Pharm.D. program's Primary PharmCAS Contact. The following schools use narrative evaluations completely or partially, or have used them during some period of time. Please contact AACP regarding any additional postsecondary institutions that utilize narrative transcripts.

|                                       |  |
|---------------------------------------|--|
| Antioch College                       | New College of the U. of South Florida |
| Bennington College                    | Pacific Oaks College                   |
| Evergreen State College               | Prescott College                       |
| Goddard College                       | Sarah Lawrence College                 |
| Goshen College                        | SUNY at Purchase                       |
| Hampshire College                     | University of California – Santa Cruz  |
| Hartwick College                      | University of Massachusetts – Boston   |
| Lindenwood College                    | University of Minnesota – Twin Cities  |
| Nova Scotia College of Art and Design | World College West                     |

### ***Military Transcripts and Other Unique Grading Schemes***

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.

### **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.

### **DEGREE VERIFICATION**

PharmCAS verifies that all degrees reported as earned in the Colleges 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 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 2018 spring or summer terms.

**Pharm.D. programs should not automatically interpret a PharmCAS-reported "NO" in the degree field 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. Pharm.D. 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.

### **Fields NOT Verified**

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

### **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, the director and coordinator 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 Pharm.D. programs specifying what was changed on the application. Revised application files are automatically forwarded to the applicant's designated Pharm.D. programs via WebAdMIT. Applicant inquiries help to ensure that the course information provided by the Pharm.D. programs is accurate.

If PharmCAS receives an inquiry from a Pharm.D. 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 Pharm.D. 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 Pharm.D. programs with updated fall courses and GPAs.

## **GPA CALCULATIONS**

PharmCAS calculates a standardized GPA to help participating Pharm.D. 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 "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/<br>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). If "Unit", applicant must manually convert credits to semester hours for each course. For example, 1 unit equals 3 semester hours. Staff overwrites the applicants' unit entry and changes the "Term Type" from "unit" to "semester".
- System attempts to use only verified course data from accredited U.S. 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.

**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

GPA's 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 2017 or Spring 2018 and are asked the following questions:

**Are you currently enrolled, or planning to enroll, in any courses in Fall 2017?**

Answer yes or no.

**Are you currently enrolled, or planning to enroll, in any courses in Spring 2018?**

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

## ACADEMIC UPDATE

Applicants can only update their course history ONCE during each AU window (Fall and Spring). Courses that were originally reported as completed cannot be modified; but new ones may be added. Applicants cannot make modifications to their coursework section (whether completed or planned/in-progress) until the AU window is open.

Once the applicant e-submits the 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 the AU courses are verified).

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

## ACADEMIC UPDATE PROCESS FOR PREVIOUSLY COMPLETE/MAILED APPLICANTS.

1. PharmCAS verifies the initial application file.

2. PharmCAS invites the applicant to complete the AU.
3. Applicant logs in 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 Pharm.D. 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 Pharm.D. 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.
2. PharmCAS "un-delivers" 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 2017 term.
6. Applicant's initial application is verified.
7. Applicant invited to begin Academic Update.

### FALL ACADEMIC UPDATE

*(Also see "Fall Transcripts" in the TRANSCRIPTS section)*

The Fall Academic Update (AU) will launch on December 15, 2017. The AU launch date allows applicants to report their fall grades to PharmCAS in mid-December even if their fall transcripts will not arrive until a later date. Applicants who e-submit their application on or before January 15, 2018 are eligible to complete the Fall AU process. The AU window will close for all applicants on February 15, 2018. **Applicants are only invited to complete an AU after their original application is verified and mailed.** PharmCAS will not accept transcripts after June 28, 2018.

### SPRING ACADEMIC UPDATE

Accepted applicants can update their Spring & Summer 2018 courses online during the PharmCAS "Spring Academic Update" window. The Spring Academic Update window will open on April 17, 2018, following the completion of the spring 2018 term, and close on June 28, 2018. Applicants must **arrange for their official spring 2018 and summer 2018 transcripts to be sent directly to the Pharm.D. program(s) they have been accepted to AS SOON AS THEY ARE AVAILABLE.** Applicants are notified that if they do not submit updated courses and transcripts in a timely manner, their selected Pharm.D. programs may no longer consider them for admission.



PharmCAS contacts accepted applicants by email when the Spring Academic Update is available. 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.

### **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 take the following action. The purpose of this process is to standardize and expedite the verification of the initial application file, as well as ensure that the Pharm.D. program can determine if the applicant has the required fall/spring courses in the "planned/in-progress" coursework section.

1. PharmCAS will place the application on hold and notify the applicant they must do three things:
  - arrange for a second official transcript with fall grades to be sent to PharmCAS,
  - delete fall courses from the completed section, and
  - enter the fall courses into the in-progress/planned section.
2. Once the applicant moves the fall courses to the in-progress section, PharmCAS will verify the initial application and mail the file to designated Pharm.D. programs.
3. Applicants will be invited to complete the Academic Update once their updated fall transcripts are received, and after the initial applications are verified and mailed. During the AU process, applicants will delete the fall courses from the in-progress section and then re-enter them into the completed section. Unverified AU (fall) grades are visible to the pharmacy institution via WebAdMIT

### **AU RULES FOR APPLICANTS**

Applicants can only update their course history ONCE during each AU window. Courses that were originally reported as completed cannot be modified; but new ones may be added. As part of the AU, applicants should switch planned/in-progress courses to completed and be sure to enter their grades. Applicants cannot make modifications to their coursework section (whether completed or planned/in-progress) until the AU window is open. PharmCAS will not accept new transcripts after June 28, 2018.

### **AU STATUS DEFINITIONS**

The following statuses appear on WebAdMIT next to any applicant who has begun the Academic Update.

1. **AU In Progress** - Any applicant that has been mailed 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.

### **AU DEGREE VERIFICATION**

As part of the 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 2017 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 2015)
  - 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 Pharm.D. programs with an updated set of GPAs after the completion of the fall 2017 term beginning in late-December 2017. PharmCAS sends revised data via WebAdMIT.

## **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 Pharm.D. 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 PHARM.D. PROGRAM 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. Pharm.D. 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 Pharm.D. program and a copy of the missing transcript is in the applicant's institutional records; or other reasons. If a Pharm.D. 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 instruct him/her to submit the missing transcript to PharmCAS and that the applicant's other designated Pharm.D. programs, if any, are notified of the omission.
- During the Academic Update window (beginning on December 15, 2017), 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 AU is submitted, PharmCAS verifies the revised course data against the transcript(s).
- Each of the applicant's designated Pharm.D. 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 found that the applicant purposely withheld the information, it is a violation of the Applicant Code of Conduct and the violation policies will take effect.

## **EVALUATIONS**

PharmCAS does NOT verify an evaluator's identity. If a Pharm.D. program suspects an evaluation is falsified, it is the Pharm.D. program's responsibility to contact the applicant or evaluator to investigate. PharmCAS will share any suspected cases of falsified evaluations reported by a Pharm.D. program with the applicant and the applicant's other designated Pharm.D. programs without comment regarding appropriate action. PharmCAS will not attempt to verify the accuracy of the Pharm.D. program investigation results.

## **WEBADMIT**

WebAdMIT is a dynamic tool that provides real-time application data for a particular institution. Pharm.D. programs may use WebAdMIT to view, search, and print data on applications to the institution. The online program allows Pharm.D. 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 Pharm.D. 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](mailto:webadmitsupport@liaisonedu.com).

## APPLICANT STATUS CATEGORIES

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

- **In Progress** – Applicants that have designated your Pharm.D. program, but have not submitted their application or paid application fees. Users are able to view or search for these applicants in WebAdMIT, but can see limited information based on applicant approval. Only contact information is visible for the applicant. Please note that these applicants have not submitted an application to your program in this status, but have shown interest by selecting your designation. They will not become your applicant until they e-submit their application.
- **Received** – Applicants that have designated your Pharm.D. 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.
- **Complete** – Applicants that have designated your Pharm.D. 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 Pharm.D. 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 for any reason. Users are able to view or search for these applicants in WebAdMIT, but can see limited information.

## APPLICANTS WHO HAVE E-SUBMITTED AU

This group consists of applicants who have e-submitted the Academic Update online to PharmCAS. Update fall or spring transcripts may or may not yet be received. Pharm.D. 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 Pharm.D. programs once transcripts are received by the program.

## SEARCH TOOL

Admissions staff may search application data 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.

## DATA DICTIONARY

The layout of all exportable fields from WebAdMIT is found in the data dictionary. The data dictionary 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 Pharm.D. 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 Pharm.D. 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 Pharm.D. programs have the benefit of current, centralized data to better inform their admissions processes.

### POLICY

All PharmCAS institutions are required to report at least one admission decision to PharmCAS **by June 15, 2018** for every verified PharmCAS application it receives (due date is subject to change). Pharm.D. 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.

**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.**

**By September 30, 2018**, PharmCAS Pharm.D. programs must report final matriculation data for those applicants who accepted offers of admission and actually began professional Pharm.D. classes in the fall 2018.

### PHARMCAS ADMISSION DECISIONS

1. **Withdrawn:** Applicant withdrew application before a Pharm.D. 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. **Offer Made:** Institution made an offer of admission to the applicant.
5. **Offer Accepted:** Applicant accepted offer of admission.
6. **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.
7. **Deferred:** Applicant accepted offer for the next enrollment year (2018-2019)
8. **Rescinded:** Institution revoked offer of admission (rare occurrence)
9. **Matriculated:** Accepted applicant began professional program.

10. **Received/Under Review:** NOT A FINAL DECISION

11. **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.*

12. **Withdrew After Matriculation:** Applicant did not withdraw before classes started.

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

**Pharm.D. 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 Pharm.D. program and other programs with shared applicants.**

All PharmCAS Pharm.D. 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 following conditions are met:

- 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 Pharm.D. programs do not know at that time how many applications an applicant has submitted, whether the applicant was denied admission to another Pharm.D. 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, Pharm.D. 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 Pharm.D. programs in additional ways:

1. Encourage admissions office personnel to frequently report final admission decisions to PharmCAS.
2. Allow admissions offices to communicate with students who have received or accepted multiple offers of admission at other institutions, if they wish to do so. An admissions office could use the shared acceptances report to do the following:
  - a. Provide additional information regarding available financial aid;
  - b. Offer assistance in pursuing housing opportunities, connection with current students or alumni to answer institution-specific questions; and/or
  - c. Encourage individual applicants to make a final decision.

3. Facilitate the admission office's assessment of the acceptor's likelihood of matriculating in the fall.
4. Provide needed data to justify additional offers of acceptance to ensure a full class.
5. Allow Pharm.D. programs to share information.
6. Encourage institution-specific competition.

### **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 PharmCAS Pharm.D. 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**

You are encouraged to make a final decision related to your matriculation as soon as possible. It is your responsibility to adhere to any deadlines for acceptances established by the institutions to which you have been offered admission. You 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. Contact your selected institutions directly, if you 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 Pharm.D. program directly for specific information on that Pharm.D. program's wait-list policy.

### **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 2017 for the fall 2017 entering class). The year-end comparative reports provide total PharmCAS and Pharm.D. 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.

## **CENTRALIZED CRIMINAL BACKGROUND CHECK PROGRAM**

The American Association of Colleges of Pharmacy (AACP) recommends that all US Pharm.D. programs procure a national background check on you upon your initial, conditional acceptance to Pharm.D. program. The rationale for performing criminal background checks on accepted Pharm.D. 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 has 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 Pharm.D. program to which they are accepted.

Pharm.D. 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.

## PARTICIPATING PROGRAMS

Albany College of Pharmacy - Albany, NY  
 Albany College of Pharmacy - Colchester, VT  
 Appalachian College of Pharmacy  
 Auburn University  
 Belmont University  
 Binghamton University – SUNY  
 California Health Sciences University  
 California Northstate University  
 Campbell University  
 Cedarville University  
 Chapman University  
 Chicago State University  
 Creighton University  
 Drake University  
 D'Youville College  
 Fairleigh Dickinson University  
 Ferris State University  
 Harding University  
 High Point University  
 Howard University  
 Husson University  
 Keck Graduate Institute  
 LECOM - Bradenton Campus  
 LECOM - Distance Education Pathway  
 LECOM - Erie Campus  
 Larkin University  
 Long Island University  
 Marshall B. Ketchum University  
 Medical University of Wisconsin  
 Mercer University  
 Midwestern University - Chicago Campus  
 Midwestern University - Glendale Campus  
 Northeast Ohio Medical University (NEOMED)  
 Notre Dame of Maryland University  
 Nova Southeastern University  
 Pacific University Oregon  
 Palm Beach Atlantic University  
 Philadelphia College of Osteopathic Medicine  
 Presbyterian College  
 Purdue University  
 Regis University School of Pharmacy  
 Roosevelt University

Rosalind Franklin University of Medicine and Science  
 Samford University  
 Shenandoah University  
 South College (TN)  
 South University (GA)  
 South University (SC)  
 St. John Fisher College  
 St. Louis College of Pharmacy  
 Stony Brook University  
 Sullivan University  
 Temple University  
 The University of Louisiana Monroe  
 The University of New Mexico  
 The University of North Carolina at Chapel Hill  
 The University of Texas at Austin  
 The University of Texas at Tyler  
 Thomas Jefferson University  
 Touro College (NY)  
 Union University  
 University at Buffalo - SUNY  
 University of California - San Diego  
 University of California - San Francisco  
 University of Charleston  
 University of Cincinnati  
 University of Colorado  
 University of Connecticut  
 University of Florida  
 University of Georgia  
 University of Iowa  
 University of Kentucky  
 University of Michigan  
 University of Montana  
 University of Nebraska Medical Center  
 University of New England  
 University of Oklahoma  
 University of Puerto Rico  
 University of Saint Joseph  
 University of South Carolina  
 University of South Florida  
 University of Southern California  
 University of the Pacific (CA)



University of the Pacific (CA) - Pre-Pharmacy  
Advantage Program  
University of Utah  
University of Washington  
University of Wisconsin  
Virginia Commonwealth University  
Washington State University

Wayne State University  
West Coast University  
West Virginia University  
Western New England University  
Wingate University - Hendersonville, NC  
Wingate University - Wingate, NC

## **BACKGROUND CHECK DESCRIPTION**

Below you will find a search by search description of each check to be facilitated by AACCP, and conducted by AACCP's selected vendor, in support of the AACCP centralized criminal background check solution. Note that all criminal history searches will be conducted in order to collect criminal history as follows.

### **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**

This service works as follows:

Upon initial, conditional acceptance by a participating Pharm.D. program, Certiphi Screening, Inc. will send 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 will serve for all Pharm.D. programs, and they will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating Pharm.D. programs. **Applicants will be charged a \$25 administrative fee by Certiphi Screening, Inc. The average fee is ~\$85 per applicant and AACP covers all additional fees.**

Once an applicant has provided consent, Certiphi Screening, Inc. will procure a national background check on the applicant (Background Check Details). Once the report is complete, Certiphi Screening, Inc. will send an email to the applicant's preferred email address requesting that the applicant review the report prior to its distribution. Upon receipt of the email:

The applicant will have ten (10) calendar days from the date this email is sent to review your report prior to this report being made available to the participating Pharm.D. programs who request this report. If the applicant does not review this report, the report will be distributed after this period elapses.

The applicant will be 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 Pharm.D. program who offered an acceptance and initiated the request for this report.

Should the applicant choose to do so, for a fee, the applicant may procure their own report from Certiphi Screening, Inc. in advance of the PharmCAS-facilitated report if they designate one of the participating Pharm.D. programs in your PharmCAS application. Please note that this is not required, and that this optional report will not take the place of the report to be procured at the time of conditional acceptance by a participating Pharm.D. program.

#### **Additional Notes:**

The applicant is assured that the report procured during this process will not be released to any party other than the Pharm.D. programs requesting this report. The applicant is also made aware that the requesting Pharm.D. program will be notified if consent is not provided, and that failure to provide consent may result in failing to meet the requesting Pharm.D. program's admissions requirements. The applicant is notified that Pharm.D. 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 Pharm.D. programs directly for specific policies.

## **CENTRALIZED DRUG SCREENING PROGRAM**

The American Association of Colleges of Pharmacy (AACP) recommends that all US Pharm.D. programs procure a drug screening on you upon initial, conditional acceptance to Pharm.D. program. The rationale for performing drug screenings on accepted Pharm.D. 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) will procure a drug screening 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 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 Pharm.D. 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 Pharm.D. programs offering acceptance

### **DRUG SCREENING PROCESS**

The drug screening process works as follows:

Upon initial, conditional acceptance by a participating Pharm.D. program, Certiphi Screening, Inc. will send an email to the preferred email address the applicant entered in your 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 Pharm.D. 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).

Additional Notes:

- The report procured during this process will not be released to any party other than the Pharm.D. 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

## **PARTICIPATING PROGRAMS**

Belmont University  
Binghamton University - SUNY  
California Health Sciences University  
Campbell University  
Chapman University  
Chicago State University  
High Point University  
Husson University  
Keck Graduate Institute  
LECOM - Bradenton Campus  
LECOM - Distance Education Pathway  
LECOM - Erie Campus  
Larkin University  
Long Island University  
Marshall B. Ketchum University  
Medical College of Wisconsin  
Mercer University

Pacific University Oregon  
Palm Beach Atlantic University  
Philadelphia College of Osteopathic Medicine  
Roosevelt University  
Rosalind Franklin University of Medicine and Science  
South College (TN)  
St. Louis College of Pharmacy  
Stony Brook University  
The University of North Carolina at Chapel Hill  
The University of Texas at Austin  
The University of Texas at Tyler  
University at Buffalo - SUNY  
University of Kentucky  
University of Saint Joseph  
University of South Carolina  
University of South Florida

## **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 Pharm.D. 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](mailto: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 Pharm.D. 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 Pharm.D. 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 Pharm.D. program is available only to that Pharm.D. 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 Pharm.D. programs and appropriate pre-health professions advisors. PharmCAS will only discuss an application with the applicant and the applicant's designated Pharm.D. programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

### **Release to Pharm.D. Programs**

"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. 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."

#### **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."

## **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.

## **SUPPLEMENTAL STATUS TOOL**

PharmCAS Pharm.D. programs may report the status of supplemental materials, items sent directly to the pharmacy institution from the applicant, to the PharmCAS supplemental status tool. Review the WebAdMIT user manual for instructions on how to setup the tool within the local software and transmit the status data to PharmCAS applicants.

To view, applicants who have e-submitted can login to the PharmCAS application, select the STATUS menu option, and then select SUPPLEMENTAL. PharmCAS states to applicants that "Some Pharm.D. programs may not begin to report supplemental status information until the Pharm.D. program deadline date passes. Not all Pharm.D. programs use the supplemental status tool. Contact the Pharm.D. programs directly if you have questions about the status of your supplemental materials. Do NOT contact PharmCAS."

Pharm.D. programs that opt to use the tool should update the supplemental status information on at least a weekly basis in order to reduce inquiries from applicants.

If no status information is provided for a particular applicant or Pharm.D. program, PharmCAS will display the following default message:

"There is no supplemental status information for [ABC University] at this time. Please review the School Directory on the PharmCAS web site or contact the institution directly for supplemental requirements."