

2009-10

PharmCAS Manual

For

AACP Member Institutions

Pharmacy College Application Service
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2009-10 PharmCAS Manual for AACP Member Institutions

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DESCRIPTION OF PHARMCAS

In an effort to simplify the application process for prospective student pharmacists and encourage more students to consider pharmacy as a career option, 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 degree programs.

This comprehensive service:

- facilitates applications to pharmacy colleges and schools;
- 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 pharmacy degree applicants only. High school students, BS of Pharmacy degree graduates, and current student pharmacists who wish to transfer to another pharmacy degree 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 PharmAdMIT software and support services as a benefit of PharmCAS participation. AACP does NOT charge a fee to AACP member institution PharmCAS schools to participate in the Service or to use the PharmAdMIT admissions software. PharmAdMIT is a product of Academic Management Systems, a subsidiary 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 schools, 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 schools may access real-time applicant information via the PharmCAS Admissions Portal.

For Applicants

PharmCAS
P.O. Box 9109
Watertown, MA 02471
617-612-2050
TTY Phone: 617-612-2060
info@pharmcas.org
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 colleges and schools 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.**

Lexi Losch
PharmCAS Team Leader
Liaison International, Inc.
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617-612-2055

Jennifer Athay
Director, Student Affairs
American Association of Colleges of Pharmacy
703-739-2330, x1024
JAthay@aacp.org

For any PharmAdMIT technical questions, contact AMS customer support staff:

Chris Ferraraccio
Academic Management Systems
1576 Sweet Home Road
Amherst, NY 14228-2710
716-204-0464 x 2109
716-204-0466 (fax)
<http://academicmanagement.com>
support@academicmanagement.com

2009-10 PharmCAS Advisory Panel

The PharmCAS Advisory Panel counsels AACP and Liaison International on the development and promotion of PharmCAS. The Panel 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 Panel members for their outstanding service and dedication in the development of the Pharmacy College Application Service since the group first convened in December 1999. Pharmacy schools may contact AACP directly to suggest an issue, policy, or enhancement for the Panel to consider.

Jennifer L. Clutter, Chair	West Virginia University
Sara A. Flynn	Massachusetts College of Pharmacy Boston
Gireesh V. Gupchup	Southern Illinois University Edwardsville
Jennifer Hess	University at Buffalo
Michael W. Kelly	University of Iowa
Mary Lee	Midwestern University -Chicago
Jonathon Parker	Samford University
Brent Reed	University of North Carolina
Donald A. Tuttle.	LECOM
Andrea L. Wall	University of Cincinnati

BENEFITS OF PHARMCAS PARTICIPATION

The Pharmacy College Application Service (PharmCAS) is a centralized application service for schools and colleges of pharmacy. This comprehensive service:

- Facilitates applications to pharmacy colleges and schools;
- 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 colleges and schools of pharmacy 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 pharmacy degree program.
- Provides access to individual pharmacy school 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 and paper 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 pharmacy school 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). Money orders are also accepted by PharmCAS via the mail.

Benefits to Participating Institutions

- **Rich database of applicant information.**
- *Automatic set of year-end reports with national and school-specific data.*
- *Potential applications for tracking the success of applicants in the professional pharmacy degree program*
- PharmAdMIT admissions software (PharmAdMIT) is distributed to participating schools **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 school that utilizes PharmAdMIT 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. Schools can login to the school-specific admissions portal at any time to track the progress of individual applicants and view application details.
- PharmCAS generates and mails paper copies of application files to schools. Reduces burden on staff to print or create application files in-house.
- Reports can also be generated electronically for schools choosing to go “paperless”.
- Promotion of degree 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/mailed”) so colleges and schools can contact applicants and send supplemental materials as desired.
- Colleges and schools 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, alternate, 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 colleges and schools 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 the PharmCAS software.
- Mailing and file folder labels sent for each complete/mailed applicant for use by admissions office.
- Through PharmAdMIT, colleges and schools have the ability to mark and sort academic coursework that fulfills institutional prerequisites and calculate prerequisite grade point averages.
- PharmAdMIT *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 school’s applicant pool.
- Flexibility in the PharmAdMIT to create customizable fields for program-specific data (such as for secondary application questions).
- 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 schools.
- Weekly 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 colleges and schools 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 into local computer database (e.g., PeopleSoft). Export to separate database requires local programming to create “bridge” from PharmAdMIT to local database, or directly from PharmCAS raw (DBF) data into local database.
- 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 school software (PharmAdMIT).
- Dedicated support, via the Web site and direct telephone contact, to admissions staff and applicants.
- Ability to download complimentary PharmAdMIT software 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 colleges and schools.
- Ability to compare pharmacy college and school 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 Manpower Project 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 on-line 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 pharmacy 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 colleges and schools of pharmacy 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 **Transcript Evaluation Report** for all **international** (foreign) institutions attended, if required by the applicant's designated pharmacy schools;
- **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.
- Use the PharmCAS Payment Form to submit money order fee payments to PharmCAS (credit card payments preferred); Agree to submit the correct PharmCAS application fee (and attach a copy of your PharmCAS Payment Form when paying by money order) 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 colleges and schools, either to accept or to decline interview invitations and offers of admission;
- **Check application status online** by logging onto the PharmCAS web application;
- **Promptly** notify PharmCAS of any change in contact information before April 1;
- **Promptly** notify all designated colleges and schools of pharmacy of any change in contact information after April 1;

- Contact colleges and schools of pharmacy 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.

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 schools, although not yet members of the 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 provides an explicit statement of applicant responsibilities and expected standards of performance and behavior. Applicants must electronically sign a copy of the code of conduct, signifying that they have read and agree to accept the code’s provisions. It is drawn from the ethical principles of the Code of Ethics for Pharmacists.

<http://www.pharmacist.com/AM/Template.cfm?Section=Search1&template=/CM/HTMLDisplay.cfm&ContentID=2903>

Misconduct, as defined in the Applicant Code of Conduct, and all forms of dishonesty, will not be tolerated in the application process. Colleges and schools of pharmacy will determine whether an applicant has violated the Code of Conduct and whether sanctions should be imposed. Sanctions imposed by the institutions 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.

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, 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 the 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 schools and colleges 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.

** The Code of Ethics for Pharmacists was developed by the American Pharmacists Association Academy of Student Pharmacists and American Association of Colleges of Pharmacy Council of Deans (APhA-ASP/AACP-COD) Task Force on Professionalism; June 26, 1994.*

PharmCAS Institutions

PharmCAS provides colleges and schools of pharmacy with accurate, timely, and comprehensive applicant data. To participate in the Service, colleges and schools agree to:

- Require all applicants* to their first professional Pharm.D. degree program to apply through PharmCAS;
- Provide all admission actions, such as "Accepted," "Waitlisted," or "Denied," for every applicant to PharmCAS via PharmAdMIT software (or secured electronic transmission through PharmCAS Admissions Portal if not using PharmAdMIT) by May 25 of each year;

- If participating as an Early Decision institution, provide admission decisions on ED candidates by October 23;
- Select a single institution-specific admissions deadline date – from a range of options agreed upon by participating institutions – for receipt of applications at PharmCAS;
- Contact PharmCAS via phone or email for deadline extension requests for individuals or the entire applicant pool;
- 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;
- Submit suggestions for system enhancements for the next application cycle to AACP;
- Publish instructions and policies for supplemental applications, if required, on the PharmCAS school page and institutional materials;
- Collect supplemental applications and fees, if required, directly from applicants (PharmCAS does not collect supplemental applications or fees); and
- Respond to applicant inquiries regarding school-specific admission requirements.

** Institutions accepting students with "early assurance" standing to a professional degree program and/or directly from high school into a "0-6" program ("special applicants"), for whom a second application is currently not employed, are eligible to elect this status and are not required to submit a PharmCAS application. Those "special applicant" applications are processed by the institution according to its established procedures.*

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 institutions;
- Respond promptly to PharmCAS-specific questions and concerns from institutions, applicants, or the AACP;
- Direct applicant inquiries regarding school-specific questions about admission requirements and pharmacy 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 pharmacy schools;
- Calculate and report standardized grade point averages for all completed applications;
- Produce and transmit comprehensive electronic and paper application data to colleges and schools on a weekly basis;
- Receive admission decisions from schools and report them to all schools 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 PharmAdMIT database structure;
- Provide applicant data reports to PharmCAS institutions and AACP;
- Maintain confidentiality, high quality control, and sound Internet security system to ensure data integrity;
- Produce activity and accounting reports for AACP;
- Archive application data and materials at the end of the application cycle; and
- Meet with AACP and PharmCAS Advisory Panel to develop, update, and enhance the PharmCAS product.

AACP

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

- Provide oversight, development, and promotion of a centralized application service for pharmacy college/school applicants;
- Work in conjunction with the Advisory Panel 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 colleges and schools of pharmacy in PharmCAS;
- Program PharmCAS presentations at official association meetings, as needed;
- Establish, periodically convene, and provide operational support for the PharmCAS Advisory Panel, which provides advice and suggestions for improving the operations and services of PharmCAS;
- Serve as the liaison between membership and PharmCAS vendor;
- Schedule PharmAdMIT 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 institutions;
- Review PharmCAS reports for accuracy;
- Promote PharmCAS and pharmacy career information to institutions, applicants, and related organizations on the AACP Web Site, with promotional materials, and in relevant publications;
- As appropriate, respond to applicant or institutional policy questions; and
- Provide institutional research reports to member colleges and schools.

PharmCAS Institutional Participation Policy

All AACP U.S. member institutions are eligible and invited to participate in the Pharmacy College Application Service (PharmCAS) under “full” or “partial participation” status.

Emerging colleges and schools of pharmacy 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.**
2. **Program has approval (if applicable) from the state higher education authority.**
3. **Founding dean is hired.**
4. **ACPE pre-candidate application submitted and site visit approved.**

PharmCAS institutions must choose a level of participation

1. **Full Participation Status:** All applicants to the institution’s professional pharmacy degree program must apply through PharmCAS. .
2. **Partial Participation Status:** High school students applying to an early assurance or a “0-6” pharmacy program (“special applicants”) are **not** required to submit a PharmCAS application at any point. All in-school and transfer applicants to the professional pharmacy degree program must apply through PharmCAS, regardless of any preference given in the admissions process.

Definitions

- Regular Applicants: Those applicants who apply directly to the first year of a professional pharmacy degree program (4 academic years or 3 calendar years). “Regular applicants” include in-school or feeder school transfer students – see definitions below.
- Special Applicants: High school applicants to “0-6” pharmacy programs, and those individuals holding a **guaranteed** “early assurance” of 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 to that other institution through PharmCAS.
- 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.
- “0-6” Programs: Students matriculating into a “0–6” 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.
- “In-School Transfer” students: Institutions, electing either full or partial participation status, must require students wishing to transfer into the first year of the professional pharmacy degree program, and who are not 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, electing either full or partial participation status, must require students wishing to transfer into the first year of the professional pharmacy degree program from a feeder college or university, and who are not holding an early assurance of admission, to apply as “regular applicants” through PharmCAS. There are no special provisions or exceptions in PharmCAS for “feeder school transfer” students.

PHARMCAS INSTITUTIONS FOR 2010 ENROLLMENT

**New PharmCAS Institutions for the 2009-10 Cycle. There are a total of 80 pharmacy degree institutions participating in the Service.*

Albany College of Pharmacy
Appalachia College of Pharmacy
Auburn University
Belmont University
Buffalo, University at
Butler University
CA - San Diego
CA - San Francisco
California Northstate
Campbell University
Charleston, University of
Chicago State University
Cincinnati, University of
College of Notre Dame of MD
Colorado, University of
Concordia University*
Creighton University
Drake University
D'Youville College*
East Tennessee State University
Florida, University of
Harding University
Hawaii-Hilo, University of
Howard University
Husson University*
Illinois at Chicago, University of
Incarnate Word, University of the
Iowa, University of
Kentucky, University of
LECOM Brandenton
LECOM Erie
Lipscomb University
Loma Linda University*
Long Island University
Louisiana at Monroe
Maryland, University of
MCPHS-Boston
MCPHS Manchester
MCPHS Worcester
Mercer University
Michigan, University of
Midwestern - Chicago

Midwestern - Glendale
Minnesota, University of
Northeastern Ohio Universities (NEOUCOP) College of Pharmacy
Nebraska, University of*
New England, University of*
New Mexico, University of
North Carolina, University of
Nova Southeastern University
Ohio State University
Oklahoma, University of
Oregon State University
Pacific, University of the (CA)
Pacific University of Oregon*
Palm Beach Atlantic University
Pittsburgh, University of
Presbyterian University*
Purdue University
Regis University
Samford University
Shenandoah University
South University
Southern California, University of
St. John Fisher University
St. Joseph's College*
St. Louis College of Pharmacy
Temple University
Tennessee, University of
Thomas Jefferson University
Touro - CA
Touro - NY
Union University
Utah, University of
Virginia Commonwealth University
Washington, University of
Washington State, University
Wayne State University
West Virginia University
Western University
Wingate University
Wyoming, University of

PharmCAS Web Site

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
- ❑ School pages
- ❑ At-a-glance tables on school admission requirements
- ❑ Contact information
- ❑ Frequently asked questions
- ❑ Checklist
- ❑ Forms
- ❑ General information about pharmacy education and careers

School Pages

Every participating pharmacy college/school has a PharmCAS-specific Web page posted on the PharmCAS Web site each year. Participating schools have an opportunity to update their school pages each spring prior to the application launch in June. These school pages provide applicants with school-specific admissions requirements in a standardized format. Schools are discouraged from changing their school page after they are posted on the PharmCAS Web site in order to minimize confusion among the applicants. The information captured in the school pages is used to populate the comparison “at-a-glance” PharmCAS tables. Tables include lists of participating institutions, non-participating institutions, and colleges and schools by public or private designation; and PharmCAS deadlines, supplemental requirements, EDP Participants, required tests, and residency/non-US citizens requirements of all participating institutions. Updates to school pages go live on Tuesday and Thursday evenings so please submit updates accordingly.

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 (preferred)

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 early June 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. The weekly data output includes all application fields, EXCEPT for payment information, username/password, and list of other designated pharmacy schools.

Browser Requirements - Information for Applicants

For the optimal browsing of the web application, use Microsoft Internet Explorer 5.0 or a later release. You may also use Netscape 6 or higher.

- Internet access with a 56K modem or faster.
- MS Internet Explorer (IE) 5.0 or a later release for optimal use of the site. You may also use Netscape 6.01 or higher.
- Javascript is enabled (default setting for IE and Netscape).
- Cookies are enabled (default setting for IE and Netscape).
- **Pop-up windows are used, so pop-up disablers should be disabled** (default setting for IE).
- 800 x 600 screen resolution (1024 x 768 or larger is preferred).
- 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.

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 (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 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 (including Netscape, Internet Explorer, or AOL version 3+, among others), 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 Internet Explorer or Netscape browser. Once we receive your credit card information, it is accessible only to designated PharmCAS administrators.

Paper Application

PharmCAS promotes the Web application as the sole and preferred mechanism to apply. The Service also provides applicants a paper application alternative upon request, but does not promote its availability. An applicant may request a paper application by phone or email. PharmCAS encourages applicants who request a paper application to consider using the Web application in order to expedite the processing of their application to their designated pharmacy schools. **A paper application can take 2-3 additional weeks to process due to data entry time and any applicant errors or omissions.**

Applicants who request a paper application must provide selected contact information over the phone so PharmCAS may create a unique PharmCAS ID Number for that person at the time of the request. By creating the ID number at the time of the request, applicants can use it in all future communications with PharmCAS and staff can more easily match the transcripts, fee, and any other materials to the applicant's record.

Mailing Paper Applications to Students

PharmCAS sends the paper application and application instructions by regular mail. If an applicant requests express or overseas delivery, the applicant must provide PharmCAS with either a personal FEDEX or UPS account number that PharmCAS can use for the shipping expense. PharmCAS cannot guarantee receipt of paper applications. (During the first two years of PharmCAS, 100 percent applications were submitted online).

Corresponding with Applicants Who Apply by Paper

Applicants submitting a paper application are presumed not to have access to email nor are they able to receive the on-line PharmCAS messages. PharmCAS mails any correspondence to the applicant's preferred address (current or permanent).

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, 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 pharmacy school 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 pharmacy schools, even if these materials arrive late. If a pharmacy does not want to consider applicants who submit late materials, the school must use PharmAdMIT or the Admissions Portal to select the "Denied" admission code for these applicants. PharmCAS will not forward a file or updates to a school if it has denied the applicant.

PharmCAS Institutional Deadline Date Options for 2009-10

- **November 2, 2009** (11:59 pm Eastern time)
- **December 1, 2009** (11:59 pm Eastern time)
- **January 5, 2010** (11:59 pm Eastern time)
- **February 1, 2010** (11:59 pm Eastern time)
- **March 1, 2010** (11:59 pm Eastern time)

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

Published Pharmacy School Deadline Dates

November 2, 2009

- California - San Diego
- California - San Francisco
- North Carolina at Chapel Hill
- Oklahoma, University of
- Loma Linda University
- Pacific, University of the
- Pacific University Oregon School of Pharmacy
- Southern California, University of
- Western University

December 1, 2009

- Cincinnati, University of
- Colorado, University of
- Drake University
- Howard University
- Illinois, University at Chicago
- Incarnate Word, University of the
- Iowa, University of
- Michigan, University of
- Ohio State University, The
- Oregon State University
- Pittsburgh, University of
- Purdue University
- Wayne State University

- West Virginia University
- Wyoming, University of

January 5, 2010

- California Northstate College of Pharmacy
- Kentucky, University of
- Long Island University
- Maryland, University of
- Mercer University
- Midwestern University - Chicago
- Midwestern University – Glendale
- Nebraska, University of
- Northeastern Ohio Universities College of Pharmacy
- Nova Southeastern University
- Touro College (NY)
- Utah, University of
- Washington State University
- Washington, University of

February 1, 2010

- Buffalo, University of
- Butler University
- Campbell University
- Charleston, University of
- Chicago State University
- College of Notre Dame of Maryland
- Creighton University
- East Tennessee State University
- Florida, University of
- Husson University
- Hawaii-Hilo, University of
- Lipscomb University
- Massachusetts College of Pharmacy and Health Sciences – Boston
- Massachusetts College of Pharmacy and Health Sciences – Manchester
- Massachusetts College of Pharmacy and Health Sciences - Worcester
- Minnesota, University of
- New England, University of
- New Mexico, University of
- Palm Beach Atlantic University
- Samford University
- Shenandoah University
- South University
- St. John Fisher College
- St. Louis College of Pharmacy
- Temple University
- Tennessee, University of
- Touro University - California
- Wingate University

March 1, 2010

- Albany College of Pharmacy and Health Sciences-Albany, NY
- Albany College of Pharmacy and Health Sciences-Colchester, VT
- Appalachian College of Pharmacy
- Auburn University
- Belmont University
- Harding, University of
- LECOM Bradenton School of Pharmacy
- LECOM Erie School of Pharmacy
- Louisiana at Monroe, University of
- Regis University
- Thomas Jefferson University
- Union University
- Virginia Commonwealth University

Deadline Extensions

Participating schools may request a deadline extension for the entire applicant pool or individual applicants. PharmCAS does not accept deadline extension requests from applicants. **PharmCAS schools should request a deadline extension under extenuating circumstances only.** Schools may not extend their deadline past April 1.

Individuals

Schools 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 April 1). Pharmacy schools 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 pharmacy school to grant a second extension.

Full Applicant Pool

Schools that wish to extend their application deadline for ALL applicants are encouraged to contact the PharmCAS Manager **BEFORE THE DEADLINE HAS PASSED.** (Admission officers may also need to extend the supplemental deadline date, if required by the institution).

EARLY DECISION

The Early Decision application deadline is **September 3, 2009**. The Early Decision program is a binding option for applicants who have decided that a particular pharmacy degree program is their first choice and that they will enroll if accepted. As an Early Decision applicant, applicants can apply to only one pharmacy degree program.

Participating Early Decision Institutions for 2010 Enrollment

1. Albany College of Pharmacy and Health Sciences - Colchester, VT
2. Auburn University Harrison School of Pharmacy
3. Belmont University School of Pharmacy
4. California Northstate College of Pharmacy
5. Campbell University School of Pharmacy
6. East Tennessee State University College of Pharmacy
7. Harding University College of Pharmacy
8. Howard University College of Pharmacy, Nursing, and Allied Health Sciences
9. Lipscomb University College of Pharmacy
10. Northeastern Ohio Universities (NEOUCOP) College of Pharmacy
11. Oregon State University College of Pharmacy
12. Union University School of Pharmacy
13. University of Colorado Denver School of Pharmacy
14. University of Kentucky College of Pharmacy
15. University of Maryland School of Pharmacy
16. Virginia Commonwealth University School of Pharmacy

Admission Decisions for ED Candidates

Colleges and schools are required to report admission decisions to PharmCAS. **Schools must report Early Decision admission codes to PharmCAS no later than **OCTOBER 23, 2009**.**

1. Institution **DENIED** offer of admission
2. Applicant placed on **WAIT LIST** (alternate)
3. Early Decision applicant deferred to **REGULAR** status
4. **OFFER OF ADMISSION MADE TO APPLICANT**

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 ED 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 ED 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 “Regular” status. If the applicant is deferred by PharmCAS to “regular” status, the applicant can choose to apply to additional schools and pay the appropriate fee. PharmCAS notifies the applicant and selected institution of the change in status.

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 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 pharmacy schools. 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 school requirement.

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

Other Materials Collected by School

The following application materials may be required and collected directly by the pharmacy schools:

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

EXTRANEOUS APPLICATION MATERIALS

Applicants are instructed to submit only required documents to PharmCAS. Any other documents received are considered extraneous materials. PharmCAS does NOT, generally, return extraneous materials to the applicant, nor forward the documents to the pharmacy schools. 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 accept supplemental applications. If PharmCAS receives a supplemental application for a participating PharmCAS institution, PharmCAS forwards the supplemental and fee to the appropriate institution in the regular mail. Staff notifies the pharmacy institution that a supplemental application was received.

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 photocopies foreign transcript evaluation reports to the applicant's designated schools. 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 pharmacy schools. PharmCAS does NOT enforce transcript deadlines. The Service accepts transcripts received after the institutional deadline has passed.

The PharmCAS Admissions Portal indicate the date each transcript was received in the PharmCAS office so schools can determine whether the applicant has met the school-specific transcript deadline date and is eligible for admission. If the applicant has failed to meet a school deadline, the school must decide whether to still consider the applicant for admission. To stop receiving PharmCAS updates on a particular applicant, login to the Admissions Portal 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 pharmacy schools.

PharmCAS calculates a set of GPAs for all newly completed applications. PharmCAS provides pharmacy schools 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 pharmacy schools with a more comprehensive account of their college course history. Pharmacy schools 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 schools in late July. Applicants should contact the pharmacy schools directly to determine when a particular school plans to begin reviewing applications for the fall 2010 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 2009 transcripts to be sent directly to PharmCAS as soon as they are available. Applicants must update courses on-line during the PharmCAS "Academic Update" window. The Academic Update window will open on December 15, 2009, following the

completion of the fall 2009 term, and will close on February 2, 2010. 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.

The Academic Update will launch on December 15, 2009. 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 are eligible to complete the AU process. The AU window will close for all applicants on February 2. **Applicants are only invited to complete an AU after their original application is verified and mailed.** PharmCAS will not accept transcripts after April 1, 2010.

Applicants can only update their course history ONCE during the AU window. 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 on the Admissions Portal changes from "**AU in-progress**" to "**AU submitted**". At this point, the **unverified** fall courses are on the PharmCAS Admissions Portal. (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 sends the applicant's revised course history and updated GPAs to the designated pharmacy schools as part of the next weekly mailing.

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 pharmacy schools via the Admissions Portal.
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 pharmacy schools.

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 e-submit initial application by January 15.
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 2009 term.
6. Applicant's initial application is verified / mailed.
7. Applicant invited to begin Academic Update.

2010 Transcripts

Applicants must arrange for new winter, spring, and summer 2010 term transcripts to be sent directly to their designated pharmacy institutions, as required.

Missing Transcript Identified by School after File is Complete / Mailed

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. Pharmacy schools 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 pharmacy school and a copy of the missing transcript is in the applicant's institutional records; or other reasons. If a pharmacy school discovers that an applicant failed to report one or more transcripts to PharmCAS after the file is verified and mailed, 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 pharmacy schools, if any, are notified of the omission.
- During the Academic Update window (beginning on December 15), 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 pharmacy schools decides whether to still consider the applicant for admission or deny admission based on the fact that the individual did not follow instructions.

Transcript Requirements for Matriculated Students

Those applicants who are offered and accept an offer of admission to a pharmacy degree program may be required to submit a second set of official transcripts from every college/university they have attended directly to the pharmacy school 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 school 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 school of pharmacy 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

INTERNATIONAL TRANSCRIPTS

The policies for documenting foreign course work vary by pharmacy school. 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 pharmacy school 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 pharmacy schools 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 pharmacy degree program.

2. Original Foreign Transcript (sent directly to the school)

If a particular pharmacy school(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 schools, applicants may also need to arrange for an FTER to be sent to PharmCAS. PharmCAS forwards a photocopy of all FTERs received, regardless of an individual school 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 schools, 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 school requirement.

PharmCAS-Accepted Foreign Transcript Evaluation Services

World Education Services, Inc
 P.O. Box 745 Old Chelsea Station
 New York, NY 10113-0745
 (212) 966-6311
<http://www.wes.org>

Josef Silny & Associates, Inc
 International Educational Consultants
 P.O. Box 248233
 Coral Gables, FL 33124

(305) 666-0233
<http://www.jsilny.com>

Educational Credential Evaluators, Inc
P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
<http://www.ece.org>

International Education Research Foundation, Inc
P.O. Box 66940
Los Angeles, CA 90066
(310) 390-6276
<http://www.ierf.org>

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
Foreign Education Credential Services
One Dupont Circle, NW, Suite 520
Washington, DC 20036-1135
(202) 296-3359
<http://www.aacrao.org/credential/individual.htm>

Educational Perspectives
P.O. Box 618056
Chicago, IL 60661-8056
(312) 421-9300
info@educational-perspectives.org
<http://www.educational-perspectives.org/>

PCAT, TOEFL, TSE

Applicants should request the testing agency to release PCAT, TOEFL, and/or TSE test scores directly to PharmCAS, if required by their designated pharmacy institutions. PharmCAS forwards PCAT, TOEFL, and/or TSE scores to all of the applicant's designated colleges and schools, regardless of institutional requirements. Official PCAT, TOEFL, and TSE test scores appear on the applicant's printed PharmCAS Profile and in the electronic data record submitted to the school.

PharmCAS Test Codes

Pharmacy College Admission Test (PCAT)

PharmCAS Code **104**

Test of English as a Foreign Language (TOEFL)

PharmCAS Code **8246**

PCAT

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

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.

Missing Test Scores

Standardized test requirements vary by institution. Due to these variations, PharmCAS does NOT hold application files for missing PCAT, TOEFL, or TSE 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 schools, PharmCAS sends the new scores in the next 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.

June PCAT Scores

PharmCAS will match June 2009 PCAT scores to applicants applying in the 2009-10 PharmCAS cycle. PharmCAS will **not** automatically forward June 2008 PCAT scores for applicants applying in the 2008-09 admissions cycle. Contact PharmCAS directly if you need updated PCAT scores for a past admissions cycle.

School 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 schools in one of three ways:

- 1) Directly to PharmCAS (as instructed).
- 2) Only to the school and not to PharmCAS.
- 3) To both the school and PharmCAS.

Pearson agreed to implement a new PCAT score reporting process for PharmCAS schools in the 2007-08 examination cycle. Beginning with the June 2007 exam, Pearson can automatically e-transmit all of the institution's PCAT scores to PharmCAS and eliminate all paper score reports shipped to the institution. Each PharmCAS school must select one of the options below:

Option 1 - Send all PCAT scores to PharmCAS

Option 2 - Continue to send paper PCAT scores to school

PLEASE NOTE: If your institution requires PCAT scores from any NON-PharmCAS applicants (e.g., early assurance students), you must choose to continue to receive paper PCAT score shipments 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.

PCAT Reports to Schools

PharmCAS only reports official test scores submitted by Pearson Assessment.

TEST DATE: (Month Year)	<u>Scaled Score</u>	NAME: (Last, First, Middle) <u>Percentile (between 1-100)</u>
Verbal Ability	xxx	xxx
Biology	xxx	xxx
Reading Comprehension	xxx	xxx
Quantitative Ability	xxx	xxx
Chemistry	xxx	xxx
Composite	xxx	xxx
Essay	<u>Raw Score</u> (1-5)	<u>Problem Solving Score</u> (1-5)

REFERENCES

Evaluators are able to submit electronic or paper references directly to PharmCAS. PharmCAS accepts up to four references per applicant. Applicants are instructed to check with their evaluators in advance to determine if they prefer an electronic or paper process.

School Reference Requirements

Applicants may enter up to four (4) evaluator names on the PharmCAS application. Applicants are instructed to send any additional references directly to their designated pharmacy schools and warned that pharmacy schools may not consider extra references.

Evaluators can submit electronic letters of reference (eLORs) or paper references to PharmCAS. Applicants are instructed to review the PharmCAS School Reference Table 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 pharmacy school.

eLORs Preferred

Strongly encourage your applicants to 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 forward the applicant a copy of the automated email once it is sent to the evaluator.

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.

Paper References

Paper references take longer to duplicate and send to designated pharmacy schools. If the evaluator does not have Internet access, applicants must login to their application and print the PharmCAS Evaluation Form. The evaluator should complete the paper form and attach it to a reference letter. Applicants are instructed that pharmacy schools may not accept paper references unless a completed form and letter are attached. PharmCAS does not verify that references are complete. Paper references must be mailed to PharmCAS in a sealed envelope on the evaluator's signed official institutional or business stationery. The letter of reference and PharmCAS reference form must arrive together in a single envelope. PharmCAS will not accept paper references mailed by applicants. Applicants must arrange for only one paper reference to be sent to PharmCAS per evaluator. PharmCAS will provide a copy of the paper reference to each of the applicant's designated pharmacy schools.

PharmCAS will NOT accept paper references mailed by applicants. Evaluators must mail paper references to:

Reference Department
PharmCAS
PO Box 9109
Watertown, MA 02471

Committee and Composite Letters

Each designated pharmacy schools 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).

Letter Services

College and university letter services may mail references directly to PharmCAS. Applicants should encourage the letter service to complete and attach the PharmCAS Evaluation Form to the reference packet. PharmCAS will not accept reference packets mailed by applicants.

References Deadlines

Applicants are instructed to arrange for PharmCAS to RECEIVE all references by the application deadline date set by the designated pharmacy schools. PharmCAS does NOT enforce reference deadlines and will forward the references to designated schools even if they arrive late.

Reference Status

Approximately two weeks after an applicant e-submits an application, the applicant can login to the application to begin checking on the status of references sent to PharmCAS. PharmCAS schools may login to the PharmCAS Admissions Portal to view the status of all references for each applicant.

Reference Shipments to PharmCAS Schools

PharmCAS will begin to forward references to pharmacy schools once the application file is complete. PharmCAS will NOT hold an application for missing references. PharmCAS reproduces and forwards electronic and paper references to the applicant's designated pharmacy school on a weekly basis. The references are collated and stapled to corresponding application files sent in the regular weekly shipments. Any additional references received after the initial application file is sent, will be sorted and shipped separately without the application file attached.

NOTE! For each paper reference a school receives, check the actual reference file to determine if it contains comments or letters from multiple evaluators. (FYI - The eLORs can only contain comments from a single evaluator).

Each pharmacy school may choose to receive or not receive printed copies of the references from PharmCAS. If printed, the references will be stapled to the printed application file mailed each week. PharmCAS will not forward references to pharmacy schools that do not accept them. A few pharmacy schools prefer that applicants send references directly to the institution. PharmCAS will forward up to four references to all designated pharmacy schools, regardless of the school's preference.

Reference Images on Admissions Portal

Images of both electronic and printed references are available to designated pharmacy schools via the PharmCAS Admissions Portal. To view, select an applicant and click on the button in the "references" column. The Portal provides the evaluator's name, reference type (electronic or paper), applicant's waiver decision, date PharmCAS received reference, the PharmCAS Mailing number and mailing date, and link to scanned image of reference (PDF format).

Investigations

PharmCAS will not verify an evaluator's identity. If a pharmacy school suspects an evaluation is falsified, the pharmacy school must contact the applicant or evaluator to investigate. PharmCAS will share any suspected cases of falsified evaluations reported by a pharmacy school with the applicant and the applicant's other designated pharmacy schools without comment regarding

appropriate action. PharmCAS will not attempt to verify the accuracy of the school investigation results.

Editing List of References

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 a reference to the evaluator and designated pharmacy schools.

Applicants that do not waive their right of access may login to the PharmCAS application and select the STATUS option to view the online references submitted on their behalf. For paper references, applicants must contact the evaluator or their selected pharmacy schools directly to obtain a hard copy.

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 a paper or 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 pharmacy schools are received by the deadline.
- I understand that the pharmacy schools 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 schools to do so.

General PharmCAS Reference Rules

- PharmCAS does NOT hold applicant files in process for missing or late references.
- 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 references to schools until the application is verified and mailed.
- PharmCAS does NOT verify that one reference is from a science professor or determine if applicants have met other evaluator requirements for a particular pharmacy school.
- PharmCAS does not verify an evaluator's identity. If a pharmacy school suspects an evaluation is falsified, it is the school's responsibility to contact the applicant or evaluator to investigate.
- PharmCAS only forwards references that appear on the applicant's application. PharmCAS contacts the applicant directly if the reference is not listed on his/her

application. The applicant is responsible for making any edits to the references listed on his/her application. This rule protects the applicant from unsolicited references.

ELOR Rules

In addition to the general reference rules, the following eLOR reference rules apply:

- 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.

Paper Reference Rules

PharmCAS strongly encourages evaluators who submit paper letters to attach the paper PharmCAS reference form. Evaluators, however, may mail paper references to PharmCAS in different formats. Below are some of the PharmCAS operational rules intended to handle these differences.

In addition to the general reference rules, the following paper reference rules apply:

- PharmCAS accepts signed paper letters that arrive without the paper PharmCAS reference form attached.
- PharmCAS accepts signed paper PharmCAS reference forms that arrive without an attached letter.
- PharmCAS does not check to see if the evaluator answered all of the questions on the paper reference form.
- PharmCAS does NOT have the ability to match letters and reference forms that arrive in separate envelopes. A letter and corresponding reference form must be sent to the Service in the same envelope.
- PharmCAS counts letters that arrive in a single envelope as one (1) reference, regardless of how many letters or evaluator comments are included.
- PharmCAS will check to see if a reference packet includes multiple evaluators listed on the application. If yes, PharmCAS will mark each separate reference as received.
- PharmCAS accepts a signature from a pre-health professions advisor in lieu of an evaluator.
- PharmCAS checks for an evaluator (or advisor) signature on the reference form OR on the letter.

Reference Form Questions

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

Letter of Reference – Comments Section

- What are the applicant's primary strengths and weaknesses?
- How might these affect the applicant's performance in a Pharm.D degree program and future career in pharmacy?

With what organization or institution are you affiliated?

Circle the role that best describes your primary relationship with the applicant:

- Teaching Assistant
- Supervisor
- Professor (Science)
- Professor (Math)
- Professor (Liberal Arts)
- Pre-Health Professions Advisor
- Politician
- Pharmacist
- Health Care Professional
- Friend
- Family Member
- Faculty Advisor
- Employer
- Co-Worker
- Clergy
- Other

If you are a pharmacist, please answer the following two questions.

- Pharmacy institution from which you graduated:
- State in which you are licensed to practice pharmacy, if applicable

If you are a professor or teaching assistant, list all courses with applicant. (e.g., Chemistry, CHEM 101)

How long have you known the applicant:

- Years
- Months

How well do you know this applicant? (select one)

- Very well
- Moderately
- Minimally
- Not at all

How would you rate the applicant for each of the following characteristics? Please select the rating that best describes the applicant in each category. Select 'Not Observed' (N/O) if you have not had an opportunity to evaluate the characteristic or have no basis for assessment. (*Rating Scale: Superior, Excellent, Good, Average, Below Average, Not Observed*)

- **Oral Communication:** speaks clearly with precision and accuracy, without ambiguity.
- **Written Communication:** writing is precise, accurate, grammatically correct, and unambiguous.
- **Intellectual Ability:** academic competence and aptitude for pharmacy school.
- **Leadership:** takes initiative and motivates others.
- **Ethics:** displays honesty, integrity, and ethical behaviors.
- **Empathy:** considerate, sensitive, and tactful in response to others.
- **Reliability:** dependable, responsible, prompt, and thorough.
- **Judgment:** displays critical thinking skills, common sense, and decisiveness.
- **Interpersonal Relations:** able to get along well with peers and superiors.
- **Adaptability:** reacts well to stress, is poised and controlled.
- **Professional Appearance:** maintains good personal hygiene, appropriate attire, well-groomed.

Recommendation concerning admission (select one):

- I highly recommend this applicant
- I recommend this applicant
- I recommend this applicant, but with some reservations
- I am not able to recommend this applicant

Important Dates

The PharmCAS application cycle began in June 2009 for fall 2010 enrollment. Applicants were able to start the PharmCAS application as soon as it was 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 late July. The Service does not determine if an applicant has met the minimum course requirements or is eligible for admission to a particular institution. Participating colleges and schools must report admission decisions to applicants and PharmCAS throughout the application cycle. The PharmCAS Web application for the 2010 Entering Class will close on April 1, 2010 unless otherwise announced.

PharmCAS Launched for 2010 Entering Class	June 3
Early Decision Deadline for Applicants	September 2
08-09 Matriculation Data Due to PharmCAS	September 15
Shipments Begin:	Last Week of July
School ED Decisions Due:	October 23
Academic Update Opens:	December 15
Applicants must e-submit before January 15	
Last day to e-submit AU: February 2	
Enhancement Requests (send to AACP)	January 1
School Deadlines:	Nov 2, Dec 1, Jan 5, Feb 1, Mar 1,
Cycle Closes:	April 1
09-10 Decisions Due:	May 25
PharmCAS 2009-10 Year-End Reports Released	October 2010

FEE SCHEDULE

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 2009-10 APPLICATION CYCLE

<u>Number of PharmCAS School Designations</u>	<u>PharmCAS Fee Due</u>
1	\$150
2	\$190
3	\$230
4	\$270
5	\$310
6	\$350
7	\$390
8	\$430
9	\$470
10	\$510
11 or more	Add \$40.00 for each additional school

PharmCAS Processing of Fee Payments

Applicants are encouraged to pay the application fee on-line by credit card as part of the PharmCAS Web application. Some applicants may choose, however, to send a money order payment by mail instead. PharmCAS accepts credit card payments on-line only, and not by mail or fax.

Applicants who pay by mail are instructed to use the "PharmCAS Payment Form" to facilitate the matching of the payment to the correct PharmCAS ID. PharmCAS accepts payments if the PharmCAS Payment form is attached. **PharmCAS does not begin to verify the application until the correct application fee amount is received.**

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 \$20.00 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 pharmacy colleges and schools.

Repeat Applicants with Balance Due

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

Fee Waiver

The AACP fee waiver fund, approved by the AACP Board of Directors will support 265 applicants applying to 1 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 school for free. If an applicant receives a waiver and chooses to apply to additional PharmCAS schools, the applicant will be responsible for an incremental fee of \$40 for each additional designation.

The PharmCAS waiver applies to the PharmCAS application fee only. PharmCAS will notify the applicant's designated pharmacy schools if s/he qualifies for a waiver, even if the fee waiver funds for the year are exhausted. Each pharmacy school 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. Submit a [PharmCAS Fee Waiver Form](#).
3. Submit the completed form with a copy of your most recent Federal Income Tax Return to PharmCAS. Submit your parent's Tax Return, if claimed as a dependent.
4. 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.
5. Once you have been approved for a PharmCAS fee waiver, please choose the money order option as your form of payment.

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.

2009 Low Income Levels

Persons in Family or Household	Income Level*
1	\$21,660
2	29,140
3	36,620
4	44,100
5	51,580
6	59,060
7	66,540
8	74,020
For each additional person, add	7,480

**Adjusted gross income for calendar year 2008. Changes in your 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 course work 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 pharmacy colleges and schools.

- 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 school 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.

North Central Association of Schools and Colleges (NCA)

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

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 pharmacy schools.
- ❑ **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 pharmacy schools.
 - **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, 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.

Course Subject List By GPA

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

Biochemistry: Biochemistry, Physiological Chemistry

Biology & Other Life Sciences: Animal Science, Anatomy (Human/Comparative), Biology, Botany, Cellular & Molecular Biology, Cellular Physiology, Earth Science, Ecology, Evolution, Genetics, Hematology, Histology, Natural Science, Oceanography, Pathology, Physiology, Physical Science, Zoology

Inorganic Chemistry: Chemistry, General, Medical Chemistry, Pharmaceutical Chemistry, Physical Chemistry, Qualitative Analysis, Quantitative Analysis, Readings in Chemistry, Research in Chemistry, Special Topics in Chemistry, Structures & Bonds

Microbiology: Bacterial Pathogenesis, Bacteriology, Infectious Diseases, Immunology, Medical Microbiology, Microbiology, Microbial Genetics, Mycology, Pathogenics, Parasitology, Virology

Organic Chemistry: Bio-Organic Chemistry, Organic Chemistry, Readings in Organic Chemistry, Special Topics in Organic Chemistry

Other Science: Agricultural Science, Astronomy, Bioethics, Chiropractic, Dentistry, Electronics, Emergency Med-Tech, Engineering, Epidemiology, Geology, Kinesiology, Medical Technology, Meteorology, Nursing, Nutrition, Occupational Therapy, Pharmacology, Physical Anthropology, Physical Geography, Physical Science, Physical Therapy, Physician Assistant, Public Health, Radiology, Respiratory Therapy, Teaching Science

Physics: Electricity & Light, Magnetism, Mechanical Heat, Physics, Thermodynamics

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

Math: Algebra, Behavioral Statistics, Biostatistics, Calculus, Chemical Math, Math, Statistics

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

Computer Science: Algorithms, Artificial Intelligence, Computer Animation, Graphic Design, Operating Systems, Programming Languages, Software Engineering, Word Processing,

Economics: Macroeconomics, Microeconomics, Economics, Banking

English/Literature: Bible Literature, Composition, English, Journalism, Literature, Medical Terminology, Poetry, Reading Skills, Theater Literature

Non-Science: Acting, Agriculture, Archeology, Art, Art History, Business, Cultural Geography, Dance, Education, ESL, Ethics, First Aid, Foreign Language, Forestry, Geography, Government, Health/Personal Hygiene, History, Humanities, Law, Logic, Management, Marketing, Military Science, Music, Philosophy, Physical Education, Political Science, Religion, Social Ethics, Theater, Theology

Public Speaking: Communication, Debate, Public Speaking, Speech

Social/Behavioral Science: Anthropology, Community Health, Criminal Justice, Educational Psychology, Ethnic Studies, Human Sexuality, Marriage/Family, Personal Health, Physiological Ethics, Psychology, Social Science, Social Work/Sociology

Discrepancies and Special Circumstances

PharmCAS indicates to designated schools 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.

- If PharmCAS staff cannot match most or all course work 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.

- 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 quickly respond via e-mail, grant PharmCAS permission to undeliver the application, and make the necessary corrections on the application.
- **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 schools; 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 mailed to the designated pharmacy schools as part of the weekly reporting cycle.
- 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 verifier places a note on the "Transcripts Received" screen for the particular school in question that includes the following information:
 - Clarification that the transcript in question is a narrative transcript and **will not** be interpreted by PharmCAS.
 - An alert to the admissions officer(s) that PharmCAS has included a copy of the transcript in the mailing with the applicants' file.
 - The contact information for the school in question.

The following schools use narrative evaluations completely or partially, or have used them during some period of time. Please contact AACCP 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 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. PharmCAS makes photocopies of these types of transcripts, as is done with narrative transcripts, and include the copies in the next mailing.

Foreign Transcripts and Evaluation Reports

PharmCAS does not calculate foreign courses into the PharmCAS GPAs. If a student enters foreign course information in the application, **one** of the following steps is taken (which step is selected is at the discretion at the PharmCAS verifier):

- The PharmCAS verifier notifies the applicant that his/her application will be undelivered and the applicant is instructed to delete all courses listed under college code 444444 - Non-US/Canadian (Foreign) Institution; or
- The PharmCAS verifier manually deletes the foreign courses from the applicant's application.

In the event that a student or college representative contacts PharmCAS and requests that all foreign coursework is included in the applicant's application, **the request is denied**. Absolutely no foreign course information is included in an applicant's PharmCAS GPA, even if it appears on another college/university transcript (unless "study abroad").

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 2007 spring or summer terms.

Pharmacy institutions 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. Pharmacy schools 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 through out 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 staff member who originally verified the application handles the call. If an applicant questions the PharmCAS GPAs, the manager re-evaluates the verified courses and, if needed, revises the application to reflect any course corrections. Revised application files are automatically forwarded to the applicant's designated pharmacy schools in the next mailing. Applicant inquiries help to ensure that the course information provided by the schools is accurate.

If PharmCAS receives an inquiry from a pharmacy school, the PharmCAS Manager 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. The PharmCAS Manager may also contact the applicant's designated pharmacy schools 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 pharmacy schools with updated fall courses and GPAs.

GPA CALCULATIONS

PharmCAS calculates a standardized GPA to help participating colleges and schools 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/ A+	A-	A B	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 special classification course types are excluded from all PharmCAS GPAs, but appear in the applicant's course history.

<input type="checkbox"/> Foreign Coursework	<input type="checkbox"/> Inst/Dept Exam
<input type="checkbox"/> AP/CLEP/IB	<input type="checkbox"/> Incomplete
<input type="checkbox"/> Audit	<input type="checkbox"/> Pass/Fail
<input type="checkbox"/> Deferred	<input type="checkbox"/> Withdrawn
- Cumulative quality points are divided by the cumulative attempted hours.

- ❑ All credit hours are rounded to the tenths 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
Post-BS

“Academic Status” = Freshman, Sophomore, Junior, Senior,

- **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 / PROF

“Academic Status” = Graduate/Professional.

Same “Course” subject breakdown as provided for undergraduate GPAs.

OVERALL CUMULATIVE

All verified and graded courses.

COLLEGE-SPECIFIC

slightly to the grade

PharmCAS GPA for each college attended. GPA may be different than the GPA that appears on the transcript due standardization process.

BY ACADEMIC STATUS

GPAs based on the student’s registration status at the time the courses were taken.

- Freshman
- Sophomore
- Junior
- Senior
- Graduate
- Professional
- Post-BS Undergraduate

COURSE SUBJECT GPAs

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

- Biochemistry
- Biology

- Inorganic Chemistry
- Math
- Microbiology
- Organic Chemistry
- Other Science
- Physics
- Social Science

ACADEMIC UPDATE - FALL 2009 GRADES

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

PharmCAS will launch the Academic Update on December 15, 2009. The AU launch date allows applicants to report their fall grades to PharmCAS in mid-December even if their fall transcripts do not arrive until a few weeks later. The AU window is open to all applicants who submit an original application by February 1. Applicants are only invited to complete an AU after their original application is verified and mailed. **PharmCAS will not accept new transcripts after April 1, 2010.**

Applicants can only update their course history ONCE during the AU window. 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 submits the AU to PharmCAS, the applicant's AU status on the Admissions Portal changes from "**AU in-progress**" to "**AU submitted**". Before PharmCAS verifies, **UN-verified fall courses are available on the PharmCAS Admissions Portal.** (GPAs are NOT revised until the AU is verified).

Once the updated transcripts are received and courses are verified, the applicant AU status changes to "**AU-verified**". PharmCAS then sends the applicant's revised course history and updated GPAs to the designated pharmacy schools as part of the next weekly mailing.

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 the PharmCAS Admissions Portal.

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 pharmacy school 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 schools.

(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 the PharmCAS Admissions Portal.

AU Rules for Applicants

Applicants can only update their course history ONCE during the 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 delete any planned/in-progress courses and re-enter them in the completed course section, as appropriate. 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 April 1, 2010.

AU Status Definitions

The following statuses appear on the PharmCAS Admission Portal next to any applicant eligible for the Academic Update.

"AU Started": PharmCAS has verified and mailed the applicant's initial application file to the designated pharmacy schools, and has invited the applicant to e-submit any new planned or completed course changes, as well as any updated transcripts. Applicant has deleted one or more in-progress or planned courses. The applicant may or may not have entered any newly completed courses. The applicant has not e-submitted any updated courses to PharmCAS.

"AU Submitted": Applicant has e-submitted new planned and/or completed course changes to PharmCAS. Fall transcripts may or may not be received. (GPAs are NOT revised until the AU is verified).

"AU Verified": PharmCAS has verified the applicant's updated courses against the fall transcript. PharmCAS will then send the applicant's revised course history and updated GPAs to the designated pharmacy schools as part of the next weekly mailing.

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 2009 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 2007)
- 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 Schools

PharmCAS calculates a set of GPAs for all newly completed applications. PharmCAS provides pharmacy schools with an updated set of GPAs after the completion of the fall 2009 term beginning in late-December 2009. PharmCAS sends revised data via paper reports, the on-line Admissions Portal, and the weekly data reports.

INVESTIGATIONS

Transcripts and Application Data

The Service investigates and report 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 pharmacy schools are notified and relevant information is requested. If misrepresentation in data is confirmed, PharmCAS notifies the schools to which the applicant has applied. In addition, on a case-by-case basis, PharmCAS reserves the right to notify all colleges and schools participating in the Service.

Missing Transcript Identified by School after File is Complete / Mailed

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. Pharmacy schools 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 pharmacy school and a copy of the missing transcript is in the applicant's institutional records; or other reasons. If a pharmacy school discovers that an applicant failed to report one or more transcripts to PharmCAS after the file is verified and mailed, 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 pharmacy schools, if any, are notified of the omission.
- During the Academic Update window (beginning on December 15, 2009), 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 pharmacy schools decides whether to still consider the applicant for admission or deny admission based on the fact that the individual did not follow instructions.

References

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

ADMISSIONS PORTAL

The PharmCAS Admissions Portal is a dynamic tool that provides real-time application data for a particular institution. Pharmacy schools may use the Admissions Portal to view, search, and print data on applications to the institution. The online program allows schools 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://portal.pharmcas.org/admissions/admissions.htm>

Login Information

Each PharmCAS institution automatically receives one Admissions Portal login username and password. A school may request additional login accounts as needed.

Note: Individuals on the PharmCAS listserve are NOT automatically assigned a PharmCAS Admissions Portal account. A current PharmCAS contact at each school must authorize the creation of additional accounts as needed.

Applicant Status Categories

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

In Progress Applicants

This group consists of ALL applicants whose applications are still being filled out. These applicants have NOT yet E-Submitted their applications.

Undelivered Applicants

This group consists of ALL applicants whose applications have been undelivered (due to multiple transcript entry errors) by PharmCAS.

Delivered Applicants

This group consists of ALL applicants whose PharmCAS applications have been e-submitted to PharmCAS and are not yet verified.

Verified Applicants

This group consists of ALL applicants that have been verified by PharmCAS, but whose applications have not been mailed.

Mailed Applicants

This group consists of ALL applicants whose application is complete and has been mailed.

On Hold Applicants

This group consists of ALL applicants whose application has been put on hold by PharmCAS.

Applicants Who Have E-Submitted AU

This group consists of applicants who have e-submitted the Academic Update online to PharmCAS. Update fall transcripts may or may not yet be received. Pharmacy schools may now view the unverified fall courses for this set of applicants. Verified course data and updated GPAs are posted once the revised transcript is reviewed by staff.

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.

Downloading the Weekly Data File

To download the weekly data file, follow these steps:

- ❑ Login to the PharmCAS **Admissions Portal**.
 - <https://portal.pharmcas.org/admissions/admissions.htm>
- ❑ Select **Mailings, then HISTORY** from the left menu bar
- ❑ Click on the printer icon button under the **Download File** column. Save the file to a local server or computer directory. Remember where the file is saved.

The list of files consists of all the mailings that have been generated by PharmCAS to date. A mailing where the number of applicants is zero indicates that no applicants have designated the pharmacy school in that particular mailing. Schools may download the e-output file associated with each mailing, or click on the mailing number to view the list of applicants in the selected mailing.

PAPER SHIPMENTS TO SCHOOLS

Beginning in late July, PharmCAS creates a weekly paper and electronic shipment for newly completed and revised applications for the week. PharmCAS generates at least one printed report for all newly completed files that are shipped to the schools. AACP strongly encourages all schools to be “paperless”. AACP’s goal is for PharmCAS to be paperless by 2012. The applicant files are sorted by last name.

Each regular paper shipment includes the following items:

- Applicant **Roster** for new and revised applicants in shipment (list is not cumulative).
- Applicant **File**
- Reference Roster (list of applicants with new references in the mailing)
- Letters of Reference** (Optional – Stapled to the applicant's file or in separate pile if PharmCAS received them after original application was mailed).
- Folder Labels** (schools may use pre-printed labels to affix to file folders)
- Mailing Labels** (label reflects applicant's “preferred” address)
- Photocopies** (if any) of
 - foreign transcript evaluation reports
 - non-graded transcripts
 - selected correspondence with applicant

WEEKLY REPORTS TO SCHOOLS

Each week during its processing cycle, PharmCAS generates paper and electronic shipments for each participating school of pharmacy. In addition, PharmCAS notifies the contacts at participating schools via email when the new weekly data report is ready for download from the Admissions Portal.

PharmCAS Export File - Data Layout

Schools that do not use PharmAdMIT must obtain the data layout of the PharmCAS weekly MBD (ACCESS) export file in order to properly import this data into a local database. The layout and sample file may also assist PharmAdMIT users who intend to export their data from PharmAdMIT to a third-party database.

The layout of the electronic file may change each cycle due to the addition or modification of the web application fields. PharmAdMIT is revised each year to be compatible with the new PharmCAS layout. If; however, the school uses a local admissions software/database other than PharmAdMIT, review the files below to make local programming changes to the local database and import routines. To access these files, visit the AACP web site at

www.aacp.org -> Resources -> Academic Policies -> Admissions Guidelines and Information

-> PharmCAS Data and Resources

Application Fields EXCLUDED from Data File

The weekly electronic file to the designated schools contains all of the fields captured in the Web application, **EXCEPT** the following:

- Pharmacy School Designations
- PharmCAS Application Fee Payment related-fields
- Applicant's PharmCAS Web login and password
- Advisor Release Statement
- Reference Text (only available in paper and on the Admissions Portal)

PharmCAS-Generated Fields INCLUDED in Data File

In addition to the PharmCAS application fields as discussed above, the weekly electronic file contains selected PharmCAS-generated fields, including

- All PharmCAS GPAs
- PharmCAS changes to the College Courses Completed section.
- PCAT, TOEFL, and TSE scores received from testing agency
- Dates the transcript(s) were received at PharmCAS

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 degree 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 colleges and schools 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 May 25 for every complete/mailed PharmCAS application it receives (due date is subject to change). Schools may report admission decisions via PharmAdMIT, the Admissions Portal, or a standardized data file. Participating institutions are encouraged to submit admission decisions to PharmCAS on a weekly basis, and not wait to send them all on the deadline date.

After May 25, PharmCAS colleges and schools must continue to electronically transmit updated admission decisions to PharmCAS on at least a weekly basis.

In September, PharmCAS schools must report final matriculation data for those applicants who accepted offers of admission and actually began professional pharmacy degree classes in the fall 2010.

PharmCAS Admission Decisions

- 1 **Withdrew:** Applicant withdrew application before a school decision was made.
- 2 **Denied:** Applicant was formally denied admission to the program.
- 3 **Wait List:** Applicant was placed on an alternate list.
- 4 **Regular:** Early Decision applicant deferred to regular applicant status.
- 5 **Offer Made:** Institution made an offer of admission to the applicant.
- 6 **Offer Accepted:** Applicant accepted offer of admission.
- 7 **Declined offer:** Applicant did NOT accept offer of admission.
- 8 **Deferred:** Applicant accepted offer for the next enrollment year (08-09)
- 9 **Rescinded:** Institution revoked offer of admission (rare occurrence)
- 10 **Matriculated:** Accepted applicant began professional program.
- 11 **Received/Under Review:** NOT A FINAL DECISION
- 12 **Incomplete/Application Not Reviewed:** See below:

** **INCOMPLETE:** Use this code to reflect PharmCAS complete/mailed applicants who failed to meet your supplemental requirements and were not considered for admission. The new code is NOT intended for applicants who withdrew their application at any point during the cycle or were formally denied admission for any reason.*

Final decision codes are noted in **RED*

Properly map the local admission codes in PharmAdMIT (or local software) to the set of PharmCAS admission decision codes shown above. Failure to properly map the data fields will create data errors for the institution and other programs with shared applicants.

All PharmCAS schools agree to share information with each other regarding actions #7 and #8. 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. (Decisions 1, 4, and 5 are not considered a "final" admission decisions)

- The institution shares the applicant with another PharmCAS institution in which an offer of admission was made or an offer of admission was accepted.

Offers Made and Offers Accepted Reports

Beginning in mid-June, PharmCAS reports the number of “Offers Made” and “Offers Accepted”, but will not report the identity of the competing institutions. Participating colleges and schools do not know at that time how many applications an applicant has submitted, whether the applicant was denied admission to another pharmacy school, or any other admission actions.

The 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.

To view these reports, go to the Admissions Portal at

- <https://portal.pharmcas.org/admissions/admissions.htm>
- Login and select REPORTS from the menu.
- Select the Offers Made or Offers Accepted.

Year-End Reports

PharmCAS provides comprehensive admission decision data for all complete/mailed applicants in October after the fall term begins (e.g., October 2010 for the fall 2010 entering class). The year-end reports provide total PharmCAS and school-specific applicant data on Gender, Race, Age, Citizenship, State (of residency), Degrees (earned/planned), and GPAs. To view the year-end reports, go to the PharmCAS Admissions Portal, select the appropriate cycle, and login. Select REPORTS from the top menu bar. Choose to either open or SAVE each PharmCAS report. Files are in Excel format.

<https://portal.pharmcas.org/admissions/admissions.htm>

BENEFITS: By sharing this information, schools 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 colleges and schools 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, for example, 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 schools to share information that has not been shared in the past.
6. Encourage institution-specific competition

INSTRUCTIONS TO APPLICANTS

Beginning in June, PharmCAS institutions will receive reports regarding the number of offers of admission made and number of offers of admission accepted for those applicants the college or school shares with another PharmCAS institution. Therefore, your designated PharmCAS institutions 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 pharmacy school or be informed of any other admission actions made by other PharmCAS institutions, 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 appropriate School Page on the PharmCAS Web site for instructions on deadlines, documents, and deposits that may be required to formally accept an offer of admission. PharmCAS institutions 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 college or school 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 school directly for specific information on that school's wait-list policy.

Centralized Criminal Background Check Pilot Program

The American Association of Colleges of Pharmacy (AACP) recommends that all US pharmacy schools procure a national background check on you upon your initial, conditional acceptance to pharmacy school. The rationale for performing criminal background checks on accepted pharmacy school 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 new service in order to recognize the desire of pharmacy schools to procure appropriate national criminal history reports, and to prevent applicants from paying additional fees at each pharmacy school to which they are accepted.

PARTICIPATING SCHOOLS

The schools below are participating:

Drake University
Midwestern University – Glendale
Northeastern Ohio Universities Colleges of Medicine and Pharmacy (NEOUCOP)
Nova Southeastern University
University of California, San Diego
University of California, San Francisco
University of Louisiana at Monroe
University of Maryland
University of Michigan
Samford University
Touro College of Pharmacy - NY
West Virginia University

BACKGROUND CHECK DESCRIPTION

Below you will find a search by search description of each check to be facilitated by AACP, and conducted by AACP's selected vendor, in support of the AACP centralized criminal background check solution. Note that all criminal history searches will be conducted in order to collect criminal history as follows. The reports that result from these searches will not include criminal history in which the applicant: 1) was adjudicated as a juvenile, as reflected in public record; and 2) criminal matters with the following dispositions Judgment set aside, Deferred prosecution, Pre-trial Diversion, Pre-trial intervention, Acquitted, Dead docket, Discharged, Dismissed, Dropped and abandoned, Innocent, No Billed, No information filed, Nolle prosequi, STET Docket, Stricken off docket - with leave to reinstate, Warrant returned unserved, and Withdrawn.

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 new service will work as follows:

Upon your initial, conditional acceptance by a participating pharmacy school, Certiphi Screening, Inc. will send an email to the preferred email address you entered in your PharmCAS application. This email will provide you with access to a secure, online form via which you will provide basic identifying information and consent for this report to be procured. Your consent will serve for all pharmacy schools, and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by participating pharmacy schools.

Once you have provided consent, Certiphi Screening, Inc. will procure a national background check on you (Background Check Details). Once the report is complete, Certiphi Screening, Inc. will send an email to your preferred email address requesting that you review the report prior to its distribution. Upon receiving this email:

You 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 pharmacy schools who request this report. If you do not review this report, the report will be distributed after this period elapses.

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

Should you choose to do so, for a fee, you may procure your own report from Certiphi Screening, Inc. in advance of the PharmCAS-facilitated report if you designate one of the 12 pilot schools 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 pharmacy school.

Additional Notes:

The report procured during this process will not be released to any party other than the pharmacy schools requesting this report. Please note that the requesting school will be notified if consent is not provided, and that failure to provide consent may result in failing to meet the requesting school's admissions requirements. Many pharmacy schools not participating in our new service during this year may also require applicants to undergo a separate national background check process. Contact your designated pharmacy schools directly for specific policies.

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 (AACCP). Data gathered by PharmCAS are classified as "Restricted". Restricted data are reported/released only in aggregate form so as not to divulge student-specific demographic information. Student data are reported in aggregate only by school and region. To maintain confidentiality, it is the policy of the AACCP to not report any average unless more than four values are used to calculate that average.

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 directory information and communications with the schools 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 colleges/schools 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 pharmacy college/school is available only to that institution.

Privacy, Confidentiality and Release of Data

In the application, PharmCAS asks its Pharm.D. degree applicants to consider and authorize the following release of data to its participating colleges and schools and appropriate pre-health professions advisors.

PharmCAS will only discuss an application with the applicant and the applicant's designated pharmacy schools. Staff cannot discuss an application with a parent, spouse, relative, friend, or employer.

Release to Colleges and Schools

"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 process. I certify that I have read and will abide by all school-specific instructions for my designated pharmacy schools. 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 after I have been admitted. I give permission to PharmCAS to release any information related to my PharmCAS application to my designated pharmacy institutions. I acknowledge and agree that my sole remedy in the event of any proven errors or omissions related to the handling or processing of my application by PharmCAS is to obtain a refund of my PharmCAS application fee."

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."

Internet Security Measures

Any personal information sent to PharmCAS is scrambled. This technology, called Secure Socket Layers (SSL), protects information submitted or received through the site. In addition, any sensitive personal information that is sent to the PharmCAS Portal or Web site (such as social security number) is held in a secured environment, protected by tools such as firewalls and database field encryption. The technology is designed to make personal data and credit card information on the Internet as safe as possible. PharmCAS protects the privacy of credit card information, name, address, e-mail and all other information provided 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 credit card information electronically via an SSL site than it is to give a credit 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 a user uses a browser that recognizes SSL (including Netscape, Internet Explorer, or AOL version 3+, among others), the user is notified that (s)he is on a secure page. Any information entered on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted by the PharmCAS server. If a browser does not support SSL technology, the user receives an error message when trying to access the SSL page. If this error occurs, the user must logout and download the most current Internet Explorer or Netscape browser.

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

Supplemental Status Tool

PharmCAS colleges and schools that utilize the complimentary PharmAdMIT software 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 PharmAdMIT user manual for instructions on how to setup the tool within the local software and transmit the status data to PharmCAS.

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 schools may not begin to report supplemental status information until the school deadline date passes. Not all pharmacy schools use the supplemental status tool. Contact the pharmacy schools directly if you have questions about the status of your supplemental materials. Do NOT contact PharmCAS.”

Pharmacy schools 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 pharmacy school, PharmCAS will display the following default message.

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