

## Instructions and Information for the Applicant 2015 Application Cycle

Dear Applicant:

Thank you for your interest in the West Virginia University (WVU) School of Pharmacy (SoP) Pharm.D. Program.

Included in this document are the admissions criteria and requirements and other important information regarding your responsibilities through the remainder of the admissions cycle. This includes all information applicants will need regarding the admissions process. **Please read everything included in the admissions document very carefully.** The applicant is responsible to know the information provided within this document and to meet all deadlines.

The School of Pharmacy Office of Student Services has created a webpage for applicants. This webpage will provide maps of campus, information on the progress of the admissions cycle, any updates in the timeline set by the Admissions Committee and answers to frequently asked questions that have come from applicants in the admissions cycle. Applicants should periodically check this site to be aware of any updated information. The webpage may be accessed at “**For the 2015 Applicant**” at <http://pharmacy.hsc.wvu.edu/student-services/Pharm-D--Admissions/For-The-Applicant>

Our webpages have a wealth of additional information with which the applicant should be familiar.

### I. GENERAL INFORMATION

**1. Program:** The program being applied for is a four year, full-time Doctor of Pharmacy (Pharm.D.) Program at WVU School of Pharmacy.

**2. Class Size:** Approximately 90 individuals will be accepted into the program. A few additional applicants will be placed on alternate status. Persons on alternate status will be selected to fill any class openings that occur between the end of February and the beginning of New Pharmacy Student Orientation on August 10, 2015. Classes begin on August 17, 2015.

**3. Decision Criteria:** Qualified applicants will be selected based on the following criteria; each criterion will count a certain percentage in the overall evaluation as described:

- a) Grade Point Averages, (GPA) will count for 45%
  - i. \*Pre-professional GPA=30%
  - ii. Overall GPA=15%

\*This includes all core pre-pharmacy requirements except for GEC electives.

- b) Applicant interview will count for 30%
- c) PCAT composite percentile will count for 15%
- d) PCAT writing score will count for 10%
- e) Preference will be given to WV residents and/or nonresidents having completed a majority of their pre-pharmacy coursework at WV colleges or universities and/or those having earned a bachelor's degree by the end of the Spring 2015 semester.

**4. It is preferred that all pre-pharmacy course requirements be completed by the end of the Spring 2015 semester. However, up to two (2) non-sequential prerequisite courses can be in a planned course of study to be completed before the start of orientation, August 10, 2015.**

**5. AP or IB Transcripts/Academic Records:** All (except WVU main campus) applicants are required to submit official examination scores to the Office of Admissions at the address below. These scores must be sent directly from the official testing organization. This is to grant credit for required courses according to WVU standards. Applicants may confirm the scores needed to qualify for AP or IB credit by checking the WVU Undergraduate Catalog on the WVU webpage at <http://coursecatalog.wvu.edu/>.

**6. Status Notification:**

**a.) Provisional admission:** An e-mail informing candidates of their status will typically be sent within 10 days of the candidate's interview. "Provisional admission" to the program means that a space in the Class of 2019 has been reserved for the applicant provided grades for required courses for the Spring and/or Summer 2015 semester do not fall below the letter grade of "C" and all other required materials are submitted by the deadlines.

**Final admission decisions will not be made until Spring and/or Summer 2015 Semester grades have been received and reviewed by the Admissions Committee on all candidates. Applicants are asked to e-mail [jeclutter@hsc.wvu.edu](mailto:jeclutter@hsc.wvu.edu) to provide unofficial grades as soon as they are known.** Applicants attending a school other than WVU (Main Campus) must send an official transcript, which includes Spring and/or Summer 2015 grades to the address below as soon as they are available.

**WVU HSC Office of Admissions  
1170 HSCN  
P.O. Box 9815  
Morgantown, WV 26506-9815**

**b.) Deferred:** The applicant is still being actively considered for admission, but the Committee wants to view the entire applicant pool before a final decision is made.

**c.) Alternate:** At the end of the selection process a small pool of alternates will be created to fill any openings that occur.

**d.) Denied:** The individual is not competitive for the admission cycle. Applicants denied admission should contact their advisor for alternative majors. Additionally, denied applicants are welcome to contact the School of Pharmacy Office of Student Services to discuss career alternatives or to discuss what the applicant can do to be more competitive for future application cycles. Decisions of denial will not be reconsidered for admission for the current admissions cycle.

**7. Tuition and Fees:** <http://financialservices.wvu.edu/home/wvu-tuition-and-fees>. In addition, to regular tuition and fees, a one-time laptop fee of approximately \$1,927 will be assessed with your first semester tuition.

**8. Curriculum:** <http://pharmacy.hsc.wvu.edu/student-services/Pharmacy-Curriculum>

**9. Immunizations:** All Health Sciences Center (HSC) students are required to have certain immunizations. Additionally, they may be required to have certain antibody titers to prove immunity to various diseases. Prior to beginning classes students must provide evidence of vaccination for rubella, rubeola, mumps, hepatitis B, tetanus, diphtheria, pertussis, meningococcal meningitis, varicella, and polio. Students must also present evidence of a negative PPD test performed within the previous 12 months. A positive PPD test result must be accompanied by an appropriate chest x-ray report and follow-up treatment plan.

**10. Criminal Background Checks:** All students will be required to undergo a criminal background check. Applicants admitted to our program must undergo a criminal background check carried out by Certiphi Screening Inc. via PharmCAS. The background check is paid for by the applicant. Additional background checks may be required later in the curriculum.

**11. Drug Screenings:** Some experiential education sites may require periodic drug testing of students who are performing patient care activities. The expense of these drug tests, depending upon the site policies, may be the responsibility of the student. Any positive drug screening will result in removal from experiential sites and/or classroom activities with further disciplinary actions taken as deemed appropriate by the WVU School of Pharmacy Academic and Professional Standards Committee and/or the Dean.

**12. Technical Standards:** All students enrolled in the WVU SoP Pharm.D. program must meet all technical standards in order to enter, progress through and graduate from the Pharm.D. program. Failure to meet any of these standards will result in suspension or dismissal from the Pharm.D. program. The technical standards may be found at

[http://pharmacy.hsc.wvu.edu/studentservices/MediaLibraries/Pharmacy-Studentservices/Media/Documents/PDF/SoP\\_Technical\\_Standards-revised-2014.pdf](http://pharmacy.hsc.wvu.edu/studentservices/MediaLibraries/Pharmacy-Studentservices/Media/Documents/PDF/SoP_Technical_Standards-revised-2014.pdf).

**13. Dress Code:** WVU SoP has a dress code policy that is to be followed by all faculty, staff, and students. A copy of the dress code policy can be found on the School of Pharmacy website at

<http://pharmacy.hsc.wvu.edu/studentservices/MediaLibraries/Pharmacy-Studentservices/Media/Documents/PDF/Dress-20code.pdf>.

## II. RESPONSIBILITIES OF THE APPLICANT

- To become thoroughly familiar with information in the latest WVU HSC Catalog pertaining to the School of Pharmacy. This catalog can be accessed at <http://coursecatalog.wvu.edu/>.
- To return the completed supplemental application form and other necessary documentation by the deadline indicated in your e-letter granting your supplemental application.
- To notify the Office of Admissions **and** the School of Pharmacy Office of Student Services promptly of any change in address or any other information submitted with the application (such as course schedule changes or grade changes). Applicants are required to provide the School of Pharmacy Office of Student Services with their mailing address, e-mail address, and phone number. **We must be able to contact you at any time.**

## III. DIRECTIONS AND REQUIREMENTS FOR COMPLETING THE SUPPLEMENTAL APPLICATION

1. **Application:** Information requested on the application must be accurate, in detail, and typed or printed in ink. **Attach an application fee of \$50.00** made payable to WVU. Applications that have NOT been signed and dated are considered incomplete and will be returned to the student for correction.

2. **Letters of Recommendation:** PharmCAS permits each applicant to submit up to four letters of recommendation (LORs) through the service. Three (3) letters are required, two of which must be from individuals who have instructed the applicant. Specifically, applicants must have letters representing two different sciences as follows: (Biological Sciences: General Biology or Microbiology; Chemistry: General Chemistry, Organic Chemistry or Biochemistry; Physics; Math: Statistics or Calculus are considered "science" references for WVU). The third recommendation letter may be from an instructor in any subject area, an academic advisor, pharmacist, or other healthcare provider. Due to the PharmCAS limit of four LORs accepted from each applicant, the applicant may need to send additional LORs directly to WVU in order to meet WVU LOR requirements. Those applicants are required to send the additional LOR(s) to Jennifer Clutter, 1122E HSCN, P.O. Box 9500, Morgantown, WV 26506-9500.

3. **Pharmacy College Admission Test (PCAT):** It is recommended that candidates take the PCAT during the summer or fall testing dates, WVU will accept January test scores; however because WVU SoP does rolling admissions decisions on a candidate may be delayed (placed on alternate list or denied) if no Fall PCAT scores are submitted.

4. **Personal Interviews:** The Admissions Committee requires a personal interview with qualified applicants. Only **selected** applicants will be granted an interview; however, being granted an interview does not guarantee admission to the program. Interviews will be held at the WVU HSC in Morgantown, West Virginia and will be scheduled between October through mid-February. Applicants deemed eligible for an interview will receive detailed instructions via e-mail.

5. **Academic Deposits: Candidates who are awarded and accept provisional admission after interviews** will receive an invoice generated by the WVU HSC Office of Admissions requiring a \$500 nonrefundable deposit to be credited towards Fall Semester tuition.

#### IV. ADDITIONAL INFORMATION

1. **Timeline:** Applicants should consider the following timeline. These dates are goals of the Admissions Committee; however, bear in mind that this schedule is subject to change without written notice to individual candidates. The Admissions Committee will make every effort to notify the candidate in the event of significant change.

- **Application deadline January 5, 2015:** All materials due to PharmCAS (except supplemental application materials).
- **October to mid-February 2015:** Interviews typically conducted; status e-mails usually sent within 10 days of the interview.
- **Early to mid-March 2015:** Updated status e-mails sent to all candidates.
- **Week of August 10, 2015:** New Pharmacy Student Orientation, Morgantown WV. **Attendance is required and will include evening and weekend activities. Schedule to be announced.**

Additional questions should be directed to the Office of Student Services at [jeclutter@hsc.wvu.edu](mailto:jeclutter@hsc.wvu.edu) or by phone at 304-293-1552.

#### V. FINANCIAL AID

1. **Office Information:** The HSC Financial Aid Office processes financial aid for students accepted into health sciences majors, including the Pharm.D. program. The HSC Financial Aid Office can be reached by:

Telephone: 304-293-3706  
Address: Financial Aid Office  
Robert C. Byrd Health Sciences Center  
P.O. Box 9810  
Room G-111 HSCN  
Morgantown, WV 26506-9810

E-mail: [hscfinaid@mail.wvu.edu](mailto:hscfinaid@mail.wvu.edu)  
Website: <http://financialaid.wvu.edu/home/hsc-office>

2. **Pharm.D. Costs:** Costs for the Pharm.D. curriculum for the 2015-2016 academic year will be available at <http://financialaid.wvu.edu/home/hsc-office/cost-of-attendance/pharmd> after July 1, 2015.

3. **Financial Aid Application Completion:** To apply for financial aid, students complete the Free Application for Federal Student Aid (FAFSA) preferably prior to March 1. The FAFSA is completed online at [www.fafsa.gov](http://www.fafsa.gov). The federal school code for West Virginia University is 003827.

For financial aid purposes, 1<sup>st</sup> (P-1) and 2<sup>nd</sup> (P-2) year students are classified as undergraduate juniors and seniors, respectively. When completing the FAFSA, 1<sup>st</sup> and 2<sup>nd</sup> year students must answer “NO” to the question regarding working on a master’s or doctorate program in the 2015-16 school year even if the applicant has already completed a bachelor’s degree. Also, the FAFSA question regarding grade level for 2015-2016 school year must be answered “3” (3<sup>rd</sup> year undergraduate junior) for 1<sup>st</sup> year Pharm.D. students. To be considered for all types of financial aid, it is recommended that students complete parent information, regardless of dependency status. Complete the FAFSA completely and accurately. Errors will delay processing and could result in loss of financial aid.

**4. Scholarship Information:** Currently, there is limited institutional scholarship funding for incoming Pharm.D. students. WVU institutional scholarship funding is primarily awarded to Pharm.D. students in their 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year. A listing of available scholarships (both institutional and external) is available at <http://financialaid.wvu.edu/aid-and-scholarships/scholarships>. Once students are accepted into the School of Pharmacy, incoming 1<sup>st</sup> year (P-1) students will be sent an electronic application form for scholarships available to P-1s only.

**2015 Applicant Checklist**  
(for applicant use only, do not return with the supplemental application)

**For Supplemental Application procedures:**

**AP/IB Exam Scores:**

- AP/IB scores sent directly to WVU Office of Admissions

**Supplemental Application:**

- Supplemental Application Completed
  - Application completed, signed, and dated
  - Application fee of \$50 enclosed with application

**For all provisional and alternate status applicants after the Spring Semester:**

- Spring grades have been e-mailed to the WVU SoP Office of Student Services to [jeclutter@hsc.wvu.edu](mailto:jeclutter@hsc.wvu.edu).

- Transcript(s) from all colleges or universities (with the exception of WVU main campus) attended in the Spring and/or Summer semester/quarter must be sent to WVU HSC Office of Admissions, 1170 HSCN, P.O. Box 9815, Morgantown, WV 26506-9815. Transcripts must be received in the Office of Admissions within two weeks following conclusion of academic term. Failure to receive transcripts within this timeframe may render candidate ineligible to matriculate.