

**LECOM Pharmacy School
Early Acceptance Program**

Provided through an
AFFILIATION AGREEMENT

between

UTICA COLLEGE

Utica, NY

AND

**LAKE ERIE COLLEGE OF
OSTEOPATHIC MEDICINE**

Erie, PA

**School of Pharmacy
Early Acceptance Program
AFFILIATION AGREEMENT
With
Utica College
Table of Contents**

1. Article I: Introduction

1.1. <u>Parties</u>	Page 1
1.2. <u>Relationship of Parties</u>	Page 1
1.3. <u>Purpose</u>	Page 1
1.4. <u>Consideration</u>	Page 1
1.5. <u>Early Acceptance Program</u>	Pages 1-2

2. Article II: Program Considerations

2.1. <u>Pathways</u>	Page 2
2.2. <u>Changing Tracks</u>	Pages 2-3
2.3. <u>Campus Choice</u>	Page 3
2.4. <u>Number of Students Accepted</u>	Pages 3-4
2.5. <u>Application to EAP</u>	Page 4
2.6. <u>Interviews</u>	Pages 4-5
2.7. <u>Provisional Acceptance</u>	Pages 5-6
2.8. <u>Student Inquiries</u>	Page 6
2.9. <u>Student Responsibility</u>	Pages 6-7
2.10. <u>Utica College / LECOM Responsibility</u>	Pages 7-8
2.11. <u>Representatives</u>	Page 8
2.12. <u>Annual Reviews</u>	Page 8

3. Article III: Program Timeline

- 3.1. EAP Application DeadlinesPage 8
- 3.2. Provisional LetterPage 9
- 3.3. Other InformationPage 9

4. Article IV: Admission to the Affiliated Program

- 4.1. Eligibility for Admission to Phase I Pages 9-10
- 4.2. Enrollment..... Pages 10-11
- 4.3. Admissions Criteria to Phase I Page 11
- 4.4. Eligibility for Admission to Phase II Pages 11-13
- 4.5. Admission Criteria for Phase II Pages 13-14
- 4.6. Admissions Procedure Page 14
- 4.7. Application Contents (Phase II) Pages 14-15
- 4.8. Final Acceptance by LECOM Pages 15-16
- 4.9. Notice of Intent to Matriculate at LECOM Page 16

5. Article V: Degree Awarded

- 5.1. Baccalaureate Degree Page 16
- 5.2. Doctor of Pharmacy Degree Page 16

6. Article VI: General Considerations

- 6.1. Publicity Pages 16-17
- 6.2. Nondiscrimination/Anti-Harassment Clause Page 17
- 6.3. Amendment of Requirements Page 17
- 6.4. Term of Agreement Page 18
- 6.5. Termination of Agreement Page 18
- 6.6. Indemnification..... Page 18

6.7. Liability Page 18
6.8. Modifications Page 18
6.9. Confidentiality Pages 18-19
6.10. No Third Party Beneficiary.....Page 19
6.11. Entire Agreement Page 19
Signatures Page 20
Addenda Pages 22-31

LECOM School of Pharmacy
Early Acceptance Program

Provided through an
AFFILIATION AGREEMENT
With
Utica College

1. Article I: Introduction

- 1.1. **Parties.** This Affiliation Agreement (Agreement) is made by and between Utica College (Utica) 1600 Burrstone Rd, Utica NY 13502-4892 and the Lake Erie College of Osteopathic Medicine (LECOM) located at 1858 West Grandview Blvd., Erie, Pennsylvania 16509.
- 1.2. **Relationship of Parties.** The relationship between the parties to this Agreement and to each other is that of independent contractors. In performance of services, duties and obligations under this Agreement, LECOM and Utica shall be, and at all times are acting and performing as independent contractors and nothing contained herein is intended to, nor will it create the relationship of partnership, joint venture, agency, or employment between LECOM and Utica, or their respective officers, trustees, directors, servants, employees or staff.
- 1.3. **Purpose.** The Purpose of this Agreement is to establish an affiliation between the institutions whereby the parties will define the criteria for Utica students to become eligible for early acceptance into LECOM's School of Pharmacy. The purpose of the Agreement is to establish a joint undergraduate/professional program of education leading to the Doctor of Pharmacy degree (the "Early Acceptance Program").
- 1.4. **Consideration.** The parties execute this Agreement in consideration of their mutual objective to establish an Early Acceptance Program, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged and agreed to by the parties.
- 1.5. **Early Acceptance Program (EAP).** This Agreement establishes an Early Acceptance Program to which Utica College undergraduate students are enrolled jointly by Utica and by LECOM. The Early Acceptance Program is designed to facilitate the admission of Utica students into LECOM's Doctor of Pharmacy program. LECOM will interview qualified students prior to their enrollment at Utica or within the first two years of study at Utica. Students interviewing successfully will be offered a provisional acceptance to LECOM's Doctor of

Pharmacy program. Upon meeting the criteria for final acceptance, they will matriculate at the LECOM campus of their choice.

Because this is a demanding professional program, the requirements listed for acceptance have been established to demonstrate that the student is capable of handling the rigorous course load.

2. Article II: Program Considerations

2.1. **Pathways.** The LECOM School offers a three-year pathway at the Erie, PA campus and a four-year pathway at the Bradenton, FL campus each with two tracks.

2.1.1. **The “4+” track** is the recommended track for most students. It is comprised of two phases. Phase I consists of four years of undergraduate education at Utica College. Phase II consists of three years of pharmacy school education at LECOM’s Erie campus or four years of pharmacy school education at the Bradenton campus and their associated clinical training sites.

2.1.2. **The “3+” track** is available to all students but is typically utilized by the highly motivated student who wishes to enter pharmacy school before receiving an undergraduate degree. It is comprised of two phases. Phase I consists of three years of undergraduate education at Utica College. Phase II consists of three years of pharmacy school education at LECOM’s Erie campus or four years of pharmacy school education at the Bradenton campus and their associated clinical training sites. At Utica College’s discretion, this program will permit the student to receive a baccalaureate degree from Utica after the completion of the first year at LECOM.

2.1.2.1. Students in this track may not qualify for an undergraduate degree if they fail to successfully complete any of the first year Pharmacy courses listed in Addendum C.

2.2. Changing Tracks

2.2.1. Students in good standing.

2.2.1.1. Students may request to switch to a longer term track by obtaining approval from the ACHP and LECOM prior to starting the final year of the original track; and

2.2.1.2. Students may request to switch to a shorter term track as long as they can meet the requirement of being enrolled for two consecutive years.

2.2.2. Students who do not meet the GPA requirements by February 1st of the year of LECOM matriculation may change to a longer track.

2.2.2.1. The student's cumulative overall GPA must be 3.2 or higher;

2.2.2.2. The student's cumulative science GPA must be 3.0 or higher; and

2.2.2.3. They must get approval from LECOM and Utica's ACHP.

2.2.2.4. They must meet the Phase II GPA requirements shown in Section 4.5 by the time they matriculate at LECOM.

2.3. Campus Choice. LECOM has two campuses, the main campus in Erie, PA and a branch campus in Bradenton, FL. A student enrolled in the Early Acceptance Program may attend either campus. However, a student may only apply to the Erie or to the Bradenton campus, not to both. The Pharmacy College Application Service (PharmCAS) application and other required information listed in Section 4.7 must be directed to the campus of choice.

2.4. Number of Students Accepted. Each academic year, a maximum combined total (Bradenton campus and Erie campus) of five (5) students will be accepted by LECOM into Phase II from Utica's Early Acceptance Program.

2.4.1. LECOM agrees to admit qualified Utica College students to the LECOM Doctor of Pharmacy Program (Phase II);

2.4.1.1. The students in the "4+" track must have successfully completed the requirements for an undergraduate degree at Utica as described in Addendum A-1 and specified in Utica College's catalog;

2.4.1.2. The students in the "3+" track must have successfully completed at least 75% of the credits required, as described in Addendum A-1 or all credits shown in Addendum A-2, to receive an undergraduate degree at Utica College; and

2.4.1.3. The students must have fulfilled admission requirements for LECOM, as outlined in Addendum B and throughout this document.

2.5. Application to EAP. Application to the EAP is initiated by doing an inquiry through a link on the LECOM portal (<http://portal.lecom.edu>).

2.5.1. Students wishing to receive their letter of provisional acceptance prior to entering Utica should complete the LECOM on-line EAP application before or while applying to Utica College.

2.5.2. LECOM will provide Utica College's Admissions Office and Dr. Pack with the contact information from the EAP application for each high school student interested in the EAP program offered through Utica.

2.5.3. High school students should also contact the Utica College ACHP for their EAP enrollment requirements.

2.5.4. Students in the 3+4 track who are already matriculated at Utica College should complete the LECOM on-line EAP application before starting their second year of study at Utica. See Article IV for additional details.

2.5.5. Students in the 4+4 track who are already matriculated at Utica College should complete the LECOM on-line EAP application before starting their third year of study at Utica. See Article IV for additional details.

2.6. Interviews. All interviews will be conducted by LECOM and must be in-person; either on a LECOM campus, in an offsite location or by videoconferencing. Phone interviews are not acceptable.

2.6.1. Interviews are conducted at all LECOM sites.

2.6.2. The LECOM interview cycle typically runs from August through the following June.

2.6.3. High school students should try to interview as early in the cycle as possible. They should also indicate their desire to enroll in the EAP as part of their application to Utica College.

2.6.4. Along with the invitation to interview, a schedule of available interview dates will be sent by email to qualified applicants.

2.6.5. Interviews may be rescheduled by notifying LECOM no less than two business days prior to the scheduled interview date.

Applicants not properly rescheduling their interview date will be rejected.

2.6.6. Tracks

2.6.6.1. Students in the "3+" Track who were not interviewed prior to entering Utica College must be interviewed prior to starting their second year of study at Utica College.

2.6.6.2. Students in the "4+" Track who were not interviewed prior to entering Utica College must be interviewed prior to starting their third year of study at Utica College.

2.6.6.3. No additional interview will be required prior to entering Phase II.

2.7. **Provisional Acceptance.** All students, high school and currently matriculated, must be approved by both LECOM and Utica College ACHP to receive a provisional letter of acceptance.

2.7.1. High School Students

2.7.1.1. A letter of provisional acceptance to the LECOM Doctor of Pharmacy Program will be sent to the high school student once they have been approved by LECOM and by Utica's ACHP to participate in the EAP and have officially committed to enroll at Utica College

2.7.2. Utica College Students

2.7.2.1. Students currently matriculated at Utica College and approved by the ACHP for participation in the EAP will receive a letter of provisional acceptance to the LECOM Doctor of Pharmacy Program within two weeks of their successful LECOM interview.

2.7.3. Provisionally accepted students may not apply to any other pharmacy school. Application to another pharmacy school will result in the loss of the student's provisional acceptance.

2.7.4. Any student not having both a cumulative science GPA and cumulative overall GPA equal to or greater than 3.00 at the end of each term in all years prior to the year of matriculation at LECOM may be permanently withdrawn from the EAP, upon being advised in writing, and have their provisional letter of acceptance revoked.

2.7.5. Final acceptance of candidates to Phase II of the Early Acceptance Program will be determined by LECOM in accordance with the provisions of this Agreement.

2.8. Student Inquiries. While enrolled in Phase I of the Early Acceptance Program, student inquiries for information regarding Phase I should be directed to the ACHP of Utica College. All student inquiries for information regarding Phase II application status should be directed to the LECOM Admissions Office of the campus to which they have applied.

2.9. Student Responsibility.

2.9.1. It is the interested student's responsibility to ensure that they meet the requirements for admission to Phase I as specified in Sections 4.1, 4.2 and 4.3 and they are properly enrolled in the Early Acceptance Program.

2.9.2. It is the enrolled student's responsibility to ensure that they meet the requirements for admission to Phase II as specified in Sections 4.4 and 4.5.

2.9.3. Students should sign the Record Release Form (Addendum G).

2.9.4. While attending Utica, enrolled students should meet at least once per term with Dr. Pack

2.9.5. Utica College students are responsible for submitting all forms, applications and letters specified in Section 4.7 (Application Contents) and ensuring that they have been received by LECOM's Office of Admissions.

2.9.6. In order to receive a baccalaureate degree from Utica, students enrolled in the "3+" track are responsible for requesting a LECOM transcript be sent to Utica College following the completion of the first semester and/or second semester at LECOM.

2.9.7. Neither Utica College nor LECOM will consider incomplete applications.

2.9.8. Enrolled students should attend all but are required to attend at least one of the annual on-campus day events held for affiliated students at LECOM. Travel arrangements and expenses are the responsibility of the student.

2.9.9. While Utica and LECOM will exercise reasonable care and diligence in the advisement of students concerning requirements for

admission to Phase I or Phase II, failure of a student to comply with any of the requirements for admission to Phase I or Phase II shall not be deemed a breach of this Agreement by Utica or LECOM. Utica and LECOM shall have no liability as a result of a student's failure to comply with such requirements. Except as provided for under Section 2.9.2, Utica and LECOM shall have no obligation to monitor a student's activities to insure compliance with the requirements for admission to Phase I or Phase II. For purposes of exemplification, a violation by a student of the prohibition on applying to other pharmacy schools or early admission programs shall not be deemed a breach of this agreement. LECOM and Utica shall have no liability as a result of such action by a student.

2.10. Utica / LECOM Responsibility. Consultation and communication on program evaluations and student progress should be maintained by Utica's ACHP and by LECOM's Office of Student Affairs.

2.10.1. Utica's ACHP will provide counseling to students and evaluate students' performance in accordance with the requirements as stated herein.

2.10.2. Twice a year, by February 1st and July 1st, the ACHP will send LECOM an academic status update for all enrolled students. This will include:

2.10.2.1. Current academic year;

2.10.2.2. GPA

2.10.2.2.1. Cumulative Overall;

2.10.2.2.2. Cumulative Science; and

2.10.2.2.3. Cumulative Math.

2.10.2.3. If a change of track request is being made by the student.

2.10.3. LECOM will notify in writing the students whose cumulative GPA falls below 3.0 that they are at risk of having the provisional letter of acceptance withdrawn if they fail to improve by the next status report.

2.10.4. Utica College will provide a LECOM recruiter with the opportunity to meet with enrolled and non-enrolled students to discuss LECOM's Programs.

2.10.5. LECOM will provide Utica College Admissions Recruiters and ACHP literature supporting the Early Acceptance Program and, if requested, one on-site visit per year.

- 2.10.6. LECOM will sponsor an annual meeting of Pre-Professional Health Care Advisors from the affiliated schools.
- 2.11. **Representatives.** Each party shall designate a representative responsible for expediting and directing applications and admissions to the Early Acceptance Program.
- 2.11.1. Utica College designates its ACHP or Adam Pack, Ph.D. to be its representative to the Early Acceptance Program.
- 2.11.2. LECOM designates John Wojtkielewicz or the Office of Student Affairs to be its representative to the Early Acceptance Program.
- 2.11.3. In the event a party changes representatives, it shall notify the other of the change in writing as soon as practical.
- 2.12. **Annual Reviews.** An annual review of the Early Acceptance Program will be conducted jointly by the parties to this Agreement. This review will include:
- 2.12.1. A review of enrolled students' performance and progress;
- 2.12.2. A review of any changes to acceptance requirements; and
- 2.12.3. A review of other changes to the Agreement.

3. Article III: Program Timeline

The following is the timeline for the Early Acceptance Program. A summary table is provided in Addendum D:

3.1. **EAP Application Deadlines**

- 3.1.0. Current Utica students desiring to enroll in the "4+" Program must submit an on-line Early Acceptance Program application, be interviewed and accepted for participation by both LECOM and Utica College prior to starting their third year of undergraduate education at Utica College.
- 3.1.1. Current Utica students wishing to enroll in the "3+" track must submit an on-line Early Acceptance Program application, be interviewed and accepted for participation by both LECOM and Utica College prior to starting their second year of undergraduate education at Utica College.

3.2. Provisional Letter

3.2.0. High school students will be interviewed and, if successful, given a provisional letter of acceptance to LECOM once they have officially committed to attend Utica College and been approved by Utica's ACHP to participate in Phase I at Utica College.

3.2.1. Current Utica College students will receive the provisional letter of acceptance within two weeks of a successful interview and approval by Utica's ACHP.

3.3. Other Information

3.3.0. Provisionally accepted students will submit a completed PharmCAS application by November 15th of the year prior to the year they plan to matriculate at LECOM.

3.3.1. Provisionally accepted students will submit a completed on-line LECOM supplemental application by January 1st of the year they plan to matriculate at LECOM.

3.3.2. In the spring of the year of LECOM matriculation, LECOM will send the provisionally accepted students a Dean's letter confirming final admission to the LECOM School of Pharmacy. All documents listed in Section 4.7, except final transcripts, must be received by LECOM before the letter will be mailed. Other information associated with matriculation will be sent once the matriculation fee is paid.

4. Article IV: Admission to the Affiliated Program

4.1. **Eligibility for Admission to Phase I.** All students who have met Utica College's entrance requirements, who will be or are currently full time students at Utica and meet or exceed the minimum Admissions Criteria listed in Section 4.3, are eligible to enroll in Phase I of the Early Acceptance Program.

4.1.1. Exceptions. The following exceptions apply:

4.1.1.1. They must be a U.S. citizen or lawful permanent resident;

4.1.1.2. They may not have already earned a baccalaureate degree

4.1.2. Transfer Students.

4.1.2.1. All students interested in the "4+" Track who are transferring from an institution not participating in the

LECOM EAP must apply, be interviewed and accepted for participation in the EAP by both LECOM and Utica prior to starting their third year of undergraduate education.

4.1.2.2. All students interested in the "3+" Track who are transferring from an institution not participating in the LECOM EAP must apply, be interviewed and accepted for participation in the EAP by both LECOM and Utica prior to starting their second year of undergraduate education.

4.1.2.3. Students transferring from an institution that has a LECOM EAP affiliation must be approved by Utica College to be part of Phase I while attending Utica. Another LECOM interview is not required; however, LECOM must approve the transfer;

4.1.2.3.1. All students interested in the "4+" Track must be accepted for participation in the EAP by both LECOM and Utica prior to starting their third year of undergraduate education;

4.1.2.3.2. All students interested in the "3+" Track must be accepted for participation in the EAP by both LECOM and Utica prior to starting their second year of undergraduate education; and

4.1.2.4. LECOM prefers that all courses listed in Addendum B be taken at Utica College but will accept all transfer credits for courses with a grade of "C" or better that are accepted by Utica College

4.2. **Enrollment.** All interested students must complete a LECOM on-line EAP application.

4.2.1. A student is considered to be officially enrolled as of the date shown on the provisional letter of acceptance

4.2.2. A student must be enrolled for at least two consecutive years in order to be considered for acceptance to Phase II

4.2.2.1. A student interested in the "3+" EAP program should apply to enroll in the program as part of their application to Utica College but must be enrolled in the program before starting their second year at Utica.

4.2.2.2. A student interested in the "4+" track may apply to enroll as part of their application to Utica College but must be enrolled before the starting their third year of study at Utica.

4.2.3. Utica College and LECOM reserve the right to limit the number of students enrolled in this program (also, see Section 2.3).

4.2.4. Students enrolled in this program may not enroll in another pharmacy school's early acceptance program or apply to another school of pharmacy.

4.2.5. Utica College retains the right to dismiss students for academic or disciplinary reasons.

4.3. Admissions Criteria to Phase I.

4.3.1. SAT (Math + Verbal) ≥ 1170

or

ACT Score ≥ 26

4.3.2. High School Grade Point Average ≥ 3.5

4.3.3. Students currently enrolled at Utica College who do not meet the criteria listed in 4.3.1 and 4.3.2 but have completed at least one year of study at Utica and meet the science and overall GPA criteria listed in Section 4.5 and all other Utica academic policies while pursuing the Utica degree at the time of application to the program are eligible for enrollment into the "3+" or "4+" tracks.

4.4. Eligibility for Admission to Phase II. To be eligible for Phase II of the Early Acceptance Program, Utica College students must:

4.4.1. Be enrolled as a full time student and maintain that status throughout their participation in Phase I;

4.4.2. Be enrolled in Phase I of the Early Acceptance Program for at least two consecutive years;

4.4.3. Be a U.S. citizen or lawful permanent resident;

4.4.4. Meet the GPA criteria for admission to Phase II shown in Section 4.5 by July 1st of the year of matriculation into Phase II.

4.4.5. Satisfy the minimum course requirements outlined in Addendum B by completing the curriculum listed in Addendum A with the following restrictions:

- 4.4.5.1. Courses listed in Addendum B must be completed by the end of the spring term prior to matriculation at LECOM.
- 4.4.5.2. The student should follow a schedule with a course load equal to or greater than the one specified in Addendum A or one that is at least 15% greater than the minimum requirement to be considered a full time student as specified in the Utica catalog. Variations for scheduling reasons must be approved in advance by the ACHP.
- 4.4.5.3. Students must comply with all of Utica College's academic policies while pursuing the Utica degree, including policies regarding withdrawal from a course and repeating a course.
- 4.4.5.4. A grade of "C" or better must be achieved in any of the courses listed in Addendum B.
- 4.4.5.5. Courses listed in Addendum B should not be taken in the summer unless sequential scheduling necessitates. When this occurs, LECOM and the Utica ACHP must be notified either as part of a status update, a separate email or by memo.
- 4.4.5.6. Up to two non-summer courses and their associated labs that are listed in Addendum A or Addendum B taken at another regionally accredited college or university while attending Utica or while in high school would satisfy the requirements of Addendum B but cannot be used to reduce the scheduled course load specified in Addendum A or specified in the Utica catalog for the degree being pursued. Therefore, a substitute course applicable to the field of medicine or a course of similar academic rigor, if approved by the Phase I advisor, must be taken.
- 4.4.5.7. LECOM will not accept Pass/Fail grades for courses unless the course is not offered for a numerical or letter grade (A to F).
- 4.4.5.8. LECOM will not accept CLEP or IB credits to fulfill the minimum requirements listed in Addendum B.
- 4.4.5.9. Utica College may accept Advanced Placement (AP) credits to fulfill the minimum degree requirements as listed in Addendum A or in Utica's catalog; however,

LECOM will only accept AP credits if the student scores a four (4) or five (5) on the AP exam. In order to maintain a full course load, a replacement science course applicable to the field of pharmacy or a course of similar or greater academic rigor, approved by the Phase I advisor, must be taken at Utica College.

4.4.5.10. Students in the "4+" track must satisfy the requirements for a baccalaureate degree in an appropriate field at Utica College, as set forth in the Utica College catalog for the student's catalog year. Students in the "3+" track must satisfy at least 75% of the degree requirements.

4.4.5.11. Degrees in fields other than the biological or physical sciences will need to be approved by the Utica ACHP

4.4.6. Display the scholarly and professional potential to practice pharmacy and express a desire to become a pharmacist.

4.5. **Admission Criteria for Phase II.** Admission to LECOM is subject to the applicant's meeting the following minimum criteria:

4.5.1. Overall GPA* ≥ 3.4 ; and

4.5.2. Science GPA* ≥ 3.2

*As of February 1st of the year of matriculation or provide proof that these are achievable by the end of the spring term. All GPAs are as calculated by PharmCAS.

4.5.3. PCAT

4.5.3.1. Students who will not have a Bachelors degree when they matriculate at LECOM and did not submit a SAT or ACT score when they applied to the EAP must take the PCAT.

4.5.3.2. Taking the PCAT is optional but highly recommended for anyone who will have a Bachelors degree when they matriculate at LECOM and for anyone who included an SAT or ACT score when they applied to the EAP

4.5.4. Provide a writing assessment.

4.5.4.1 If the PCAT was taken, LECOM will use the essay score from the exam.

4.5.4.2 If the enrollee did not take the PCAT, a writing assessment must be done in the final year of enrollment using one of the following options:

4.5.4.2.1 during a visit to a LECOM campus;

4.5.4.2.2 during the annual student on-campus day;

4.5.4.2.3 at Utica under the supervision of the ACHP

4.5.5. The student must have a background check performed as described by LECOM by Certiphi Screening Inc. that is part of their PharmCAS application.

4.5.6. Meet and agree to LECOM's Health and Technical Standards (Addendum F)

4.6. **Admissions Procedure.** LECOM will reserve a seat for each provisionally accepted student, pending final acceptance. To gain final acceptance to Phase II of the Early Acceptance Program, students must:

4.6.1. Apply to LECOM through the Pharmacy College Application Service (PharmCAS) by November 15th of the year prior to the year they plan to matriculate at LECOM.

4.6.2. Complete a LECOM Supplemental Application by January 1st of the year of LECOM matriculation

4.6.3. Have a background check performed by Certiphi Screening Inc. that is part of their PharmCAS application.

4.6.4. Arrange for letters of recommendation and all supporting documentation to be submitted to PharmCAS.

4.6.5. Submit an official transcript for all undergraduate course credits taken at Utica College or other undergraduate institution

4.7. **Application Contents (Phase II).** A completed application to Phase II of the EAP consists of the following:

4.7.1. A completed PharmCAS Application;

4.7.2. A completed LECOM Supplemental Application;

4.7.3. Official transcript(s) reflecting all college credit;

4.7.4. Taking the PCAT is not required but, if taken, all PCAT scores taken in the three years preceding matriculation must be reported.

4.7.5. Two letters of recommendation, including one from the ACHP.

4.8. **Final Acceptance by LECOM.** In the spring of the year of LECOM matriculation, LECOM will send the provisionally accepted student a Dean's letter confirming final admission to the LECOM School of Pharmacy.

4.8.1. All documents listed in Section 4.7, except final transcripts, must be received by LECOM before the letter will be mailed; and

4.8.2. The provisionally accepted student must currently meet the criteria specified in Section 4.5 or are expected to meet the criteria specified in Section 4.5 by July 1 of the year of matriculation.

4.8.3. Information associated with matriculation will be sent once the matriculation fee is paid.

4.8.4. Students matriculating into Phase II of the Early Acceptance Program must agree to abide by all rules, regulations and policies of LECOM as set forth in appropriate documents of the institution.

4.8.5. Final acceptance of candidates to Phase II of the Early Acceptance Program will be determined by LECOM.

4.8.6. LECOM may withdraw the provisional acceptance or refuse admission for reasons other than not meeting the admissions criteria shown in Section 4.5. LECOM will notify a provisionally accepted student by mail within 30 days of the determination to withdraw the provisional acceptance. LECOM shall document the basis for the withdrawal and such basis must be consistent with LECOM's enumerated admissions criteria. Such information shall be made available to Utica College upon written request.

Examples of reasons for withdrawing the provisional acceptance include but are not limited to:

4.8.6.1. Being placed on conduct probation while in undergraduate school;

4.8.6.2. Uncovering information related to criminal activity not previously disclosed but reported in the background check;

4.8.6.3. Concerns presented in the letters of recommendation;

4.8.6.4. Behaviors inconsistent with professional attitudes or those that might harm the reputation of LECOM or the profession.

4.9. **Notice of Intent to Matriculate at LECOM.** The student will designate their intent to matriculate by signing the forms included with the letter confirming admission to the College of Medicine and returning them along with the non-refundable \$500.00 matriculation fee to the LECOM Office of Admissions within the timeframe specified in the admissions letter. The matriculation fee will be applied to the first year's tuition.

5. *Article V: Degree Awarded*

5.1. **Baccalaureate Degree for the Early Acceptance Program.**

5.1.1. Utica College will award to students enrolled in the "4+" track a Bachelor of Science (B.S.) Biology upon completing the degree requirements as outlined in the Utica College catalog.

5.1.2. Following a request by the student, LECOM will transfer 30 credit hours to Utica College for all students enrolled in the "3+" track. If courses or credits taken during LECOM's second semester of the first year are needed to satisfy Utica's degree requirements, the transfer of credits will occur following the student's completion of the first year at LECOM. Utica College may then confer the appropriate baccalaureate degree upon these students at their next regularly scheduled conferral date. Utica students must file their intent to graduate with Utica College and submit their LECOM transcripts to receive credit for LECOM coursework.

5.2. **Doctor of Pharmacy Degree.** Students will be awarded the degree of Doctor of Pharmacy (Pharm. D.) by LECOM after successfully completing the entire three-year at Erie or four-year at Bradenton pharmacy curriculum (Addendum C-1 or C-2), and otherwise satisfying all of the other requirements as identified by LECOM for graduation.

6. *Article VI: General Considerations*

6.1. **Publicity.** Utica College and LECOM may feature the Early Acceptance Program in their respective catalogs and admission activities, and may refer to the Program in their career counseling of students interested in Pharmacy, provided that any publicity shall be approved in writing by the parties prior to its use. Neither party shall

make use of the other party's trademarks, trade names and service marks without the other party's prior written consent.

6.2. Nondiscrimination/Anti-Harassment Clause. During the term of this Agreement, the Parties agree as follows:

6.2.1. To continue their respective policies of nondiscrimination per Titles VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, and all other applicable local, state and federal laws, including, but not limited to, Title III of the Americans with Disabilities Act; and

6.2.2. To establish and maintain a written anti-harassment policy and inform their employees of the policy. The policy must contain a notice that harassment, including discrimination based upon sexual orientation, will not be tolerated and employees, students or others who practice it will be disciplined or sanctioned.

6.3. Amendment of Requirements. From time to time, Utica College may amend the requirements for the baccalaureate degree and LECOM may amend the requirements for admission to the Doctor of Pharmacy Program.

6.3.1. Amendments to LECOM's admission requirements resulting from changes made by the LECOM's accreditation agencies will become effective in accordance with the dates specified by the agency making the change. The specified changes will apply to all students currently enrolled in the Early Acceptance Program and to all applicants to the Early Acceptance Program.

6.3.2. Students currently enrolled in the EAP and those enrolling within 12 months from the effective date of an amendment to LECOM's admission requirements will be exempt from the amendment to LECOM's admission requirements, except those covered by line 6.3.1. The new requirements will apply to all other students and applicants. If a LECOM admission requirement is reduced or removed by an amendment, the change will immediately apply to all currently enrolled students and new enrollees.

6.3.3. Any amendments made to the pre-pharmacy program requirements at Utica affecting an enrolled student must comply with LECOM's minimum requirements as set forth in Addendum B.

6.3.4. In the event that such amendment(s) may occur, the amending party shall notify the other of any change(s) prior to January 1st of the academic year in which the change(s) first apply.

- 6.4. **Term of Agreement.** This Agreement shall commence upon being signed by both parties and shall continue from academic year to academic year unless terminated in accordance with the provisions of this Agreement.
- 6.5. **Termination of Agreement.** Utica College or LECOM may terminate this Agreement for any reason with ninety (90) days written notice, which shall be given by Registered or Certified Mail service upon the party's principle business address and directed to the attention of the President of the appropriate institution. Either party may terminate this Agreement immediately in the event of a substantial breach. In the event of termination, the parties to this Agreement shall honor commitments to any student currently enrolled in the Early Acceptance Program.
- 6.6. **Indemnification.** Each Party agrees to indemnify, defend and hold harmless the other Party and its officers, directors, employees, agents and representatives from all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and reasonable attorney's fees, directly or indirectly arising out of or resulting from the acts or omissions of the indemnifying Party. All indemnity obligations shall survive any end to this Agreement.
- 6.7. **Liability.** Neither LECOM nor Utica College assumes any liabilities to each other. As to liability for damage, injuries or death to persons, or damages to property, Utica College and LECOM do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit either party's rights, obligations, liabilities, claims or defenses that arise as a matter of law pursuant to any provisions of this Agreement.
- 6.8. **Modifications.** The terms of this Agreement may not be modified unless a modification is agreed to by both parties, in writing.
- 6.9. **Confidentiality.** The parties acknowledge that, during the term and in the course of performing their obligations hereunder, each party may receive or become exposed to confidential information of the other party and the other party's students, alumni, faculty, and staff. Confidential information shall include without limitation, all information provided by one party to the other, whether intentionally, unintentionally, directly or indirectly, relating to any student, former student, alumni or other person affiliated, or previously affiliated with the disclosing party (including, but not limited to, names, addresses, phone numbers, social security numbers, or any and all other personally identifiable information).


Each party acknowledges and agrees that the other party's confidential information shall remain the exclusive property of the other party. Neither party shall use or permit any other entity to use the confidential information for any purpose other than as required to perform its obligations under this Agreement. Neither party shall disclose any confidential information to any third party, except as expressly permitted under this Agreement or by applicable law. Confidential information shall only be used for the sole purposes defined in this Agreement, and any other use shall be deemed to be a material breach of this Agreement and, in addition to all other remedies available hereunder, the non-breaching party shall be entitled to seek injunctive relief to prevent any use of confidential information not wholly consistent with the uses specified in this Agreement. In performing its duties hereunder, each party shall fully comply with all of the requirements of the Federal Privacy Act of 1974 (5 U.S.C. 522) and 34 C.F.R. Part 5b, as well as any other applicable state laws.

- 6.10. **No Third Party Beneficiary.** Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the parties that any such person or entity, other than the parties hereto, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
- 6.11. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes all prior communications, agreements and understandings, written or oral, with respect to the subject matter of this Agreement.

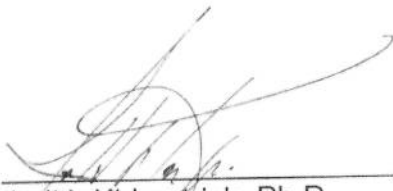
**LECOM School of Pharmacy
Early Acceptance Program**

**AFFILIATION AGREEMENT
with
Utica College**

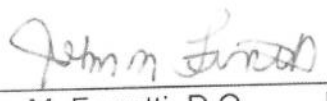
The affiliation agreement, as presented in the preceding pages of this document, will become effective when all parties listed below have signed the agreement.

 12/9/17

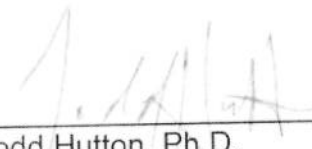
Hershey Bell, M.D. Date
Vice-President of Academic Affairs
and Dean of the School of Pharmacy

 1/7/14

Judith Kirkpatrick, Ph.D. Date
Provost and Vice President of
Academic Affairs
Utica College

 12/12/13

John M. Ferretti, D.O. Date
President
Lake Erie College of
Osteopathic Medicine

 1/10/14

Todd Hutton, Ph.D. Date
President
Utica College

ADDENDUM A1

Phase I for the "4+" Track

Refer to the current Utica College catalog for the curriculum, course and degree requirements

ADDENDUM A2

Phase I for the "3+" Track

Refer to the current Utica College catalog for the curriculum, course and degree requirements

ADDENDUM B

MINIMUM UNDERGRADUATE COURSES NEEDED*

English	6 semester hours
Biology with Laboratory	8 semester hours
General Chemistry with Laboratory	8 semester hours
Organic Chemistry with Laboratory	8 semester hours
Physics	3 semester hours
Calculus	3 semester hours
Statistics	3 semester hours
Economics	3 semester hours
Psychology or Sociology	3 semester hours
General Education Electives **	15 semester hours

TOTAL: 60 credit hours

*CLEP credits may not be used to satisfy any of the minimum requirements.

*No grade lower than "C" will be accepted.

*Credits from Pass/Fail courses will not be accepted.

*AP credits may be used to satisfy requirements if a score of 4 or 5 was achieved.

** General Education Electives should be in subject areas other than the above prerequisites; such as humanities and social sciences.

ADDENDUM C-1

Phase II-Erie

Courses & Credit Hours/Term

Pharmacy Yr.1 Fall Term	
Drug Information I	2.0
Pharmacy Calculations	2.5
Introduction to Health Care Delivery	3.0
Introduction to Pharmacy	3.5
Microbiology with lab	4.0
Pharmaceutics I	3.0
Total Fall	18.0
Pharmacy Yr. 1 Winter Term	
Biochemistry I	3.0
Effective Communication in Pharmacy Practice	2.0
Immunology	2.0
Research Methods and Pharmacoepidemiology	3.0
Pharmaceutics II Lab	1.0
Pharmaceutics II	4.0
Anatomy & Physiology I with lab	3.5
Total Winter	18.5
Pharmacy Yr. 1 Spring Term	
Biochemistry II	3.0
Drug Information II	2.0
Over the Counter Medications	4.0
Pharmacist Provided Care	2.0
Anatomy & Physiology II with lab	3.5
Basic Pharmacokinetics	4.0
Total Spring	18.5
Pharmacy Yr. 1 Summer Term	
IPPE Community	6
IPPE Institutional	6
Total Summer	12
Total Pharmacy 1	67.0

ADDENDUM C-1

Phase II-Erie cont.

Courses & Credit Hours/Term

Pharmacy Yr. 2 Fall Term	Credits
Clinical Pharmacokinetics	3.0
Complimentary & Alternative Medicine	3.0
Pharmacology/Medicinal Chemistry II	5.0
Pharmacotherapeutics I with lab	6.0
Professional Elective	3.0
Total Fall	20.0
Pharmacy Yr. 2 Winter Term	
Clinical Lab & Physical Assessment	2.0
Pharmacology/Medicinal Chemistry II	5.0
Pharmacotherapeutics II with lab	7.0
Pharmacy Practice Management	3.0
Sterile Dosage Forms with lab	2.0
Total Winter	19.0
Pharmacy Yr. 2 Spring Term	
Patient Safety & Medication Related Errors	2.0
Pharmacology/Medicinal Chemistry III	5.0
Pharmacotherapeutics III with lab	7.0
Pharmacy Law	3.0
Professional Elective	2.0
Total Spring	19.0
Pharmacy Yr. 2 Summer Term	
Capstone Course	2.0
Graduate Research Seminar	1.0
Pharmacogenomics	3.0
Pharmacoeconomics & Outcomes Assessment	3.0
Pharmacotherapeutics IV with lab	6.0
Professional Elective	3.0
Total Summer	18.0
Total Pharmacy Yr. 2	76.0
Pharmacy Yr. 3 Fall/Winter Terms	
Advanced Pharmacy Practice Experience	30.0
Pharmacy Yr. 3 Spring/Summer Terms	
Advanced Pharmacy Practice Experience	30.0
Total Pharmacy Yr. 3	60.0
Program Total Credit Hours:	<u>203.0</u>

ADDENDUM C-2

Phase II- Bradenton Courses & Credit Hours/Semester

Pharmacy 1 Fall Semester	Credits
Biochemistry I	3
Introduction to Health Care Delivery	2
Introduction to Pharmacy	2
Pharmaceutical Calculations	1
Pharmaceutics I with lab	4
Physiology & Anatomy with lab	4
Total Fall	16
Pharmacy 1 Spring Semester	
Biochemistry II	2
Drug Information	2
Effective Communications	1
Microbiology	4
Pharmaceutics II with lab	4
Pharmacist Provided Care	2
Pharmacy Law	2
Total Spring	17
Total Pharmacy Yr. 1	33
Pharmacy 2 Fall Semester	
Alternative Medicine	1
Basic Pharmacokinetics	3
IPPE Community	4
IPPE Institutional	4
PS2 Professional Elective I	2
Research Methods and Pharmacoepidemiology	2
Total Fall	16
Pharmacy 2 Spring Semester	
Clinical Laboratory and Physical Assessment	2
Clinical Pharmacokinetics	3
Pharmacology/Medicinal Chemistry I	3
Pharmacotherapeutics I	4
Pharmacy Practice Management	2
PS2 Pharmacy Elective II	2
Total Spring	16
Total Pharmacy Yr. 2	32

ADDENDUM C-2

Phase II- Bradenton cont.

Courses & Credit Hours/Semester

	Credits
Pharmacy Yr. 3 Fall Semester	
Pharmacotherapeutics II	5
Pharmacology/Medicinal Chemistry II	4
Pharmacogenomics	2
Public Health & Patient Safety	2
Drug Literature Evaluation	2
PharmD Seminar I	1
Total Fall	16
Pharmacy Yr. 3 Spring Semester	
Pharmacotherapeutics III	6
Pharmacology/Medicinal Chemistry III	4
Pharmacoeconomics and Outcomes Assessment	3
PS3 Pharmacy Elective I	2
PharmD Seminar II	1
Total Spring	16
Total Pharmacy Yr. 3	32
Pharmacy Yr. 4 Year	
Professional Practice Experience (APPE)	
Four week courses taken June through May	
APPE Advanced Community	4
APPE Advanced Institutional	4
APPE Acute Care Medicine I	4
APPE Acute Care Medicine II	4
APPE Ambulatory Care I	4
APPE Ambulatory Care II	4
APPE Elective I	4
APPE Elective II	4
APPE Elective III	4
Total Pharmacy Yr. 4	36
Program Total Credit Hours:	133

ADDENDUM D

Timeline Summary

High School Applicant		
Task	Deadline	Responsibility of:
1 apply to EAP	by June 1 following H.S. graduation	student
2 interview with LECOM	by July 1 following H.S. graduation	LECOM
3 Notification of provisional acceptance eligibility	by August 1 following H.S. graduation	LECOM
4 Notify of provisional acceptance eligibility	by August 1 following H.S. graduation	Pre-Health Advisor
5 Notify LECOM student will matriculate at undergrad school	by August 1 following H.S. graduation	Pre-Health Advisor
6 Send letter of provisional acceptance	by September 1 following H.S. graduation	LECOM
7 Follow schedule for existing student starting at #6		student
Existing Student - 4+ Program		
Task	Deadline	Responsibility of:
1 apply to EAP	by June 1 of second year	student
2 interview with LECOM	by July 1 of second year	LECOM
3 Notification of provisional acceptance eligibility	prior to start of third year	LECOM
4 Notification to LECOM of provisional acceptance eligibility	prior to start of third year	Pre-Health Advisor
5 Send letter of provisional acceptance	prior to start of third year	LECOM
6 Submit PHARMCAS Application to Campus Choice	by November 15 of Senior year	student
7 Submit LECOM supplemental	by January 1 of Senior year	student
8 Complete PharmCAS Academic Update	by February 1 of Senior year	student
9 Complete Writing Assessment	by March 1 of Senior year	student
10 Submit letters of recommendation to PHARMCAS	by March 1 of Senior year	Pre-Health Committee
11 Send Dean's contingency letter of acceptance	by March 15 of Senior year	LECOM
12 Pay Deposit	by date on Dean's letter	student
13 Send LECOM Matriculation package	after deposit is received	LECOM
14 Final transcripts and required documents submitted	by July 1 of year of LECOM matriculation	student
15 Submit annual status form to LECOM		Pre-Health Advisor
16 attend affiliation on-campus day		student
Existing Student - 3+ Program		
Task	Deadline	Responsibility of:
1 apply to EAP	by June 1 of first year	student
2 interview with LECOM	by July 1 of first year	LECOM
3 Notification of provisional acceptance eligibility	prior to start of second year	LECOM
4 Notification to LECOM of provisional acceptance eligibility	prior to start of second year	Pre-Health Advisor
5 Send letter of provisional acceptance	prior to start of second year	LECOM
6 Submit PHARMCAS Application to Campus Choice	by November 15 of Junior year	student
7 Submit LECOM supplemental	by January 1 of Junior year	student
8 Complete PharmCAS Academic Update	by February 1 of Junior year	student
9 Complete Writing Assessment	by March 1 of Junior year	student
10 Submit letters of recommendation to PHARMCAS	by March 1 of Junior year	Pre-Health Committee
11 Send Dean's contingency letter of acceptance	by March 15 of Junior year	LECOM
12 Pay Deposit	by date on Dean's letter	student
13 Send LECOM Matriculation package	after deposit is received	LECOM
14 Final transcripts and required documents submitted	by July 1 of year of LECOM matriculation	student
15 Submit annual status form to LECOM		Pre-Health Advisor
16 attend affiliation on-campus day		student

ADDENDUM F

HEALTH AND TECHNICAL STANDARDS

All candidates must meet the health and technical standards requisite for admission and participation in the educational programs of LECOM. Because the D.O. and Pharm. D. degrees signify that the holder is a professional prepared for entry into the practice of medicine within postgraduate training programs or the practice of pharmacy, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

Candidates for degrees must be able to demonstrate intellectual-conceptual, integrative and quantitative abilities; possess skills in observation, communication, and motor functions; and display mature behavioral and social attributes. Technological compensation can be made for some disabilities in some of these areas, but a candidate must be able to perform in a reasonably independent manner without a trained intermediary. (The use of a trained intermediary implies that the candidate's judgment or senses may have to be mediated by someone else's powers of selection and observation.)

- A. **Observation.** The candidate should be able to observe demonstrations and experiments in the basic sciences, including but not limited to: physiologic, pharmacologic and microbiologic demonstrations involving animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate should be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
- B. **Communication.** A candidate should be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate should be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The candidate should be able to communicate effectively and efficiently in oral and written form with all members of a health care team.
- C. **Motor.** D.O. Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic and manipulative maneuvers. The candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), and read EKG's and X-rays. A candidate should be able to reasonably execute motor movements required to provide general care, osteopathic manipulation and emergency treatment to patients. Examples include cardio-pulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds and the performance of obstetrical maneuvers. Pharm. D. candidates must possess sensory abilities to perform laboratory experiments and provide pharmaceutical care required in

such areas as testing, compounding, and physical assessment of patients. All candidates for LECOM degrees require coordination of both gross and fine muscular movements, equilibrium and the functional use of the senses of touch and vision.

D. Intellectual, Conceptual, Integrative, and Quantitative Abilities. These abilities required of the candidates include measurement, calculations, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians or pharmacists, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

E. Behavioral and Social. Candidates must possess the emotional health required for full use of their intellect, the exercise of good judgment, the prompt completion of all responsibilities in the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients and colleagues. The candidate must be able to cope with strenuous workloads and changing environments with flexibility, and to cope with ambiguity in decision making. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are essential for the successful functioning physician and pharmacist.

The candidate must be free of psychopathic or sociopathic behaviors which are contrary to professional and ethical standards. Emotional instability precludes the successful completion of the curriculum. Any of the above behaviors are inconsistent with the standards of LECOM and will result in denial of admission or expulsion from the LECOM.

Candidates must be intellectually honest, ethical, law-abiding and without felony convictions. Candidates should have no record of suspensions for academic misconduct or behavior showing disregard for the law or other individuals, other than minor traffic violations. A state or federal criminal background check must be submitted to LECOM at the time of matriculation.

F. General Health. The candidate must have sufficient physical stamina to perform strenuous workloads for long periods. Candidates should be free of chronic debilitating diseases that preclude successful completion of the curriculum. The candidate must be free of active infectious diseases, which are highly contagious in a healthcare setting.

Addendum G
RECORD RELEASE FORM

I, _____, as an enrolled student in the LECOM Early Acceptance Program, hereby authorize Utica College to release information regarding my academic performance and non-academic activities pertaining to my continued participation in the Lake Erie College of Osteopathic Medicine EAP as required by the affiliation agreement between LECOM and Utica College.

Name (Printed)

Signature Date