



Albany College of Pharmacy
AND HEALTH SCIENCES

UNDERGRADUATE ADMISSIONS

IMPORTANT DEADLINES FOR FRESHMAN APPLICANTS

NOVEMBER 1

Early Decision I Application Deadline

Free Application for Federal Student Aid (FAFSA) Deadline (Early Decision Applicants)

DECEMBER 1

Early Action Application Deadline

Free Application for Federal Student Aid (FAFSA) Deadline (Early Action Applicants)

FEBRUARY 1

Regular Decision Priority Deadline

Free Application for Federal Student Aid (FAFSA) Deadline (*Regular Decisions Applicants*)

Deposit and Enrollment Confirmation Deadline (*Early Decision applicants only*)

MARCH 1

Regular Decision Notification

MAY 1

Deposit and Enrollment Confirmation

EARLY DECISION

The Office of Undergraduate Admissions encourages qualified candidates who have selected ACPHS as their first choice to apply under the Early Decision program. Review of Early Decision Applications will be prioritized, and these applicants will receive their admissions and scholarship decisions earlier than students who do not apply Early Decision. . Early Decision is a binding agreement and those offered admission would be expected to submit an enrollment confirmation and non-refundable tuition deposit by February 1.

EARLY ACTION AND REGULAR DECISION

To ensure full consideration and a place in the incoming class, we highly recommend that the completed application be submitted by the December 1 (for non-binding Early Action) or by February 1 (for Regular Decision). We will continue to process and accept applications after the priority deadline as long as space remains available.

INSTRUCTIONS FOR EARLY DECISION, EARLY ACTION, AND REGULAR DECISION

An application for freshmen admission is reviewed when the file is complete. Students may apply by submitting the Common Application online at www.commonapp.org. The application must be submitted to the College along with the required \$75 non-refundable fee, unless this fee is waived by the Office of Admissions. The following materials also must be sent to the Office of Admissions:

- Official high school transcript(s) from all secondary schools attended, including most recent grades.
- Official transcripts from any colleges or universities attended.
- Official reports of standardized test scores, either Scholastic Aptitude Test (SAT) or American College Testing Program Examination (ACT).
- Official reports from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), if the applicant has studied for fewer than 4 years where English is the language of instruction. A minimum score of 84 on the TOEFL or a minimum of 6.5 on the IELTS must be achieved to be considered for admission.
- Two (2) letters of recommendation (one from your guidance counselor and one from a mathematics or science teacher).

Transcripts

Transcripts must clearly indicate all credits and grades received and indicate coursework currently in progress. All transcripts must be official. If mailed, they must be presented in a sealed envelope with the institution's stamp or an official's signature across the closure. Photocopies and hand-carried documents not in a sealed, stamped envelope are not accepted.

All deposited students are expected to submit a final high school transcript by the first day of classes. Failure to meet this requirement will result in forfeiture of the offer of admission.

Standardized Tests

Freshmen applicants are required to submit official reports of standardized test scores as follows:

- Applicants for freshmen admission are required to submit official test scores from either the SAT or the ACT. ACPHS recommends, but does not require, that applicants submit the optional SAT essay and/or the optional ACT writing test, as these may be used for course placement determinations. The SAT code for the College is 2013. The ACT code is 2672. If both SAT and ACT scores are submitted, the higher score will be considered.
- Deposited students may be required to complete additional writing assessments prior to the first day of classes at the request Chair of the Department of Humanities and Communications.

Applicants must be at least 16 years old. The course of study must have included the following college preparatory coursework:

- English, 4 years 4 units
- Mathematics, 4 years (including pre-calculus) 4 units
- Science, 3 years (including chemistry) 3 units
- Academic college preparatory electives 6 units

Note: Physics and/or Calculus are recommended.

REQUIRED HEOA DISCLOSURE FOR UNDERGRADUATE ADMISSIONS

The Office of Admissions will confirm all students' transcripts that arrive from a high school with a CEEB code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admissions will investigate to confirm the school is recognized by the state department of education or home school association. The Office of Admissions requires a final and official copy of the student's transcript in the admission verification process. If a diploma is determined invalid, a GED may be required for admission consideration. International students must submit a copy of the completed Foreign Education Credential Evaluation Form from the World Education Service (WES). Transfers students who have not completed a previous college degree are required to submit an official high school transcript. Should a discrepancy be found through the Institutional Summary Information Report (ISIR), the Office of Financial Aid will reach out to the Office of Admissions for follow up.

Applicants are required to select a degree program when completing an application for admission. Applicants will be processed as long as space remains available in the class. Once a student is notified of acceptance, a non-refundable deposit of \$400, along with the signed Enrollment Confirmation Form, will be required to reserve a place in the incoming freshman class as long as space remains available. In the event that enrollment exceeds capacity, ACPHS reserves the right to return the admission deposit based on the date received. Accepted freshmen applicants must complete their senior year of high school successfully and submit a final transcript and all required preregistration forms to the Office of Admissions prior to enrollment. Failure to submit a final transcript and all required forms may result in the withdrawal of a student's acceptance. The College reserves the right to use a wait list for qualified students.

Note: A person who has been convicted of a misdemeanor or felony related to drug use or sale may not be eligible for the pharmacy licensing examination. To determine eligibility, contact the New York State Board of Pharmacy, Cultural Education Center, Room 3035, Albany, NY 12230, or online at www.op.nysed.gov/pharm.htm.

TRANSFER CREDIT FOR ADVANCED PLACEMENT (AP), COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM (IB)

ACPHS grants advanced standing in the form of credit hours to entering students who, on the basis of performance on the College Board Advanced Placement Examinations, demonstrate proficiency in English, literature, calculus, general chemistry, general biology, statistics, physics and selected humanities courses. A minimum score of 4 must be obtained to receive course credit. It is important to note, however, that it is not always in the student's best interest to have credit awarded (especially for science courses). To receive credit for the College Level Examination Program (CLEP) examinations, a score of 70 or better must be achieved. CLEP credits will only be accepted for elective courses. The College recognizes the International Baccalaureate Diploma Program (IB) and grants up to six elective course credits for superior performance on the Higher Level examinations, provided that the exams cover fields of study represented by the College's academic offerings. Students who have completed the IB curriculum ordinarily will be granted, on matriculation at ACPHS, one course credit for each score of 6 or 7 on the Higher Level examinations. These credits may be used to reduce the number of elective courses required for graduation, but normally may not be used to satisfy any other degree requirement. Students who wish to receive credit for AP, CLEP, IB, or prior college coursework must make their request to the College, as well as provide all supporting documentation no later than August 1 of their start year for students beginning in the fall semester, or January 15 for students beginning in the spring semester. The granting of additional credits will not be considered after this date. All decisions regarding transferring of credit are final at point of matriculation.

EARLY ADMISSION

Applicants who complete all freshmen admission requirements at the end of the third year of high school will be considered on the same basis as four-year graduates.

RETURN OF TITLE IV FUNDS POLICY

Albany College of Pharmacy and Health Sciences uses the revised policy of Return of Title IV Funds as amended in section 484B of the Higher Education Act of 1965. Each student receiving Title IV assistance will have his or her financial award recalculated to adhere with federal regulations. Federal funds will be returned when required by law. The Return of Title IV Funds (Return) regulations dictate the statutory schedule used to determine the amount of Title IV funds (federal student aid) a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student's incurred institutional charges. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds. The Return regulations do not prohibit a school from administering its own refund policy or complying with refund policies required by state or other outside agencies. Although an institutional, state or agency refund policy will determine the charges a student will owe after withdrawing, those policies will not affect the amount of aid the student has earned under the Return calculation.

FINANCIAL AID

Many students will be assisted by grants, scholarships and loans from state and federal governments, the College and other private agencies. All students are expected to apply for federal and state grants, scholarships and loan programs for which they may be eligible. Approximately 95 percent of current students have received some assistance. Total assistance for 2015-2016 Grants and Scholarships- \$13,426,886; Loans – \$32,197,591.

FEDERAL STUDENT AID APPLICATION PROCESS

Students must file the Free Application for Federal Student Aid (FAFSA) each year in order to determine financial aid eligibility. Students may file the FAFSA online at www.fafsa.ed.gov as early as October 1st. Students without internet access may request a paper FAFSA by calling 1-(800) 4FED-AID. The Federal School Code for Albany College of Pharmacy and Health Sciences is 002885 and must be reported on the FAFSA. New students are required to file the FAFSA by February 1 for the following academic year. Returning students are required to file the FAFSA by March 1 for the following academic year. Once the FAFSA is processed, the *Institutional Student Information Record* (ISIR) is made available electronically to the schools the student listed on the FAFSA and the *Student Aid Report* (SAR) is made available to the student online.

SPECIAL CONSIDERATIONS FOR DOCTOR OF PHARMACY STUDENTS

Students may be admitted to the College in the first or second pre-pharmacy years or the first professional year in the Doctor of Pharmacy program. The Doctor of Pharmacy program is registered as and considered undergraduate level for the first two pre-professional years. It is important to note that the first and second professional years are also considered undergraduate level for financial aid purposes. Students will be considered graduate/professional level only for the third and fourth professional years when determining financial aid eligibility. Therefore, student eligibility for federal and state scholarships, grants and loans will be determined for all Doctor of Pharmacy students using this framework. Completion of a prior degree is not a determinant of undergraduate or graduate status for financial aid eligibility. When completing the Free Application for Federal Student Aid (FAFSA) for the upcoming year, Doctor of Pharmacy students enrolled in the pre-professional, first or second professional years must report grade level and degree level in the undergraduate categories. Doctor of Pharmacy students in the third and fourth professional year must report grade level and degree level as graduate/professional.

ELIGIBILITY

The student's **Cost of Attendance** (COA) at the College is determined, within guidelines established by federal law. The student's COA includes:

- tuition and fees
- room and board expenses while attending school
- allowances for books and supplies
- transportation
- laptop (students new to ACPHS)
- personal expenses (shampoo, toothpaste, laundry expense, etc.)
- loan fees for federal student loans (if applicable)
- dependent-care costs (if applicable)
- costs related to a disability (if applicable)

The student's **Expected Family Contribution** (EFC) appears on the *Institutional Student Information Record* (ISIR) or *Student Aid Report* (SAR). The EFC is used to determine whether a student is eligible for federal student aid. The EFC is calculated using a formula established by Congress to determine the amount that a student's family is expected to contribute toward the student's cost of attendance.

The student's **Unmet Financial Need** (UFN) is determined using the formula: $COA - EFC = UFN$. Students must have unmet need in order to qualify for need-based aid. Need-based awards are limited and offered on a first-come, first-served basis to students who meet the College's financial aid deadlines.

VERIFICATION POLICY

According to the College's policy, the Office of Financial Aid is required to review all ISIR/SAR records selected for verification review by the federal processor, as well as those selected by the College. Students selected for verification must submit documentation to support certain information reported on the FAFSA. Students selected for verification must submit the following: copies of student, spouse and/or parent(s) previous year's signed IRS Tax Return Transcripts or complete the IRS Data Retrieval Process, all applicable W-2 forms and a federal verification worksheet. These items are due to the Office of Financial Aid by May 1. Students subsequently selected for verification after May 1 are required to submit these documents within 60 days of written notification from the Office of Financial Aid. The Office of Financial Aid cannot process financial aid awards for students who do not meet the above deadlines.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students who receive financial aid must make satisfactory academic progress to remain eligible for federal, state and institutional aid. This section outlines satisfactory academic progress requirements pertaining to financial aid eligibility. These requirements are independent of the Academic Progression requirements. ***(See Academic Regulations for more information.)***

STANDARDS OF ACADEMIC PROGRESS (SAP)

Federal regulations require the Office of Financial Aid to monitor the academic progress of students attending Albany College of Pharmacy and Health Sciences. It is important to note Standards of Academic Progress (SAP) are separate from, and in addition to, the Academic Standing policy and progression requirements established in the Academic Regulations section of the catalog. All students, regardless of major, grade level, and course load will be evaluated with the same standards for federal and institutional aid eligibility.

FREQUENCY OF SAP EVALUATIONS

The Office of Financial Aid will review SAP annually in June, after spring semester grades are posted. This standard is stricter than the College's Academic Standing policy for students who are not receiving Title IV Assistance.

QUALITATIVE STANDARD

All students must be in good academic standing with the College. Students enrolled in a Bachelor's of Science degree or the Doctor of Pharmacy degree must maintain a minimum cumulative grade point average (GPA) of 2.0 at the end of each academic year. Beginning in the 2011-2012 academic year, all Doctor of Pharmacy students must have a minimum cumulative grade point average (GPA) of 2.5 to graduate. Students enrolled in a Master's degree program must maintain a minimum cumulative grade point average (GPA) of 3.0 at the end of each academic year. In addition, the Higher Education Act requires that all students, at the end of their second academic year, have a cumulative GPA of at least a "C" or have an academic standing consistent with their program's graduation requirements.

QUANTITATIVE STANDARD (PACE OF PROGRESSION)

All students must progress toward degree completion at a defined cumulative rate. Completed coursework is defined as any course for which a student receives a passing grade.

Doctor of Pharmacy Example:

	Fall Semester	Spring Semester	Total Attempted (Cumulative)	Must earn at least (Cumulative)
1 st Year	17	18	35	35 hours x 50% = 18 credit hours
2 nd Year	18	17	70	70 hours x 67% = 47 credit hours
3 rd Year	16	18	104	104 hours x 67% = 70 credit hours
4 th Year	18	17	139	139 hours x 67% = 93 credit hours
5 th Year	18	18	175	175 hours x 85% = 149 credit hours
6 th Year	18	18	211	211 hours x 95% = 200 credit hours

Master's Degree Example:

	Fall Semester	Spring Semester	Total Attempted (Cumulative)	Must earn at least: (Cumulative)
1 st Year	9	9	18	18 hours x 67% = 12 credit hours
2 nd Year	9	9	36	36 hours x 67% = 24 credit hours

Bachelor's Degree Example:

	Fall Semester	Spring Semester	Total Attempted (Cumulative)	Must earn at least : (Cumulative)
1 st Year	16	17	33	33 hours x 67% = 22 credit hours
2 nd Year	16	17	66	66 hours x 67% = 44 credit hours
3 rd Year	15	19	100	100 hours x 67% = 67 credit hours
4 th Year	16	16	132	132 hours x 67% = 88 credit hours

PROCESS FOR INCOMPLETES, WITHDRAWALS, REPETITIONS, AND TRANSFER OF CREDIT FROM OTHER SCHOOLS

Course incompletes and withdrawals are counted as attempted coursework when reviewing SAP. For repeated courses, neither repeated grades nor original grades of that same course earned at other colleges will contribute to the student's GPA at ACPHS. Transfer credits will be counted in the quantitative status but not the qualitative status. Students who change their major will be placed on the chart for the semester in which they are entering.

LOSS OF FINANCIAL AID ELIGIBILITY

If students fail to maintain SAP, they will lose eligibility until they raise their cumulative GPA to the minimum standard and/or by making up the credit deficiency.

APPEALS

Students who fail to make SAP due to very serious circumstances, such as injury, illness, the death of a relative, or other special circumstances, which caused a major disruption to their ability to successfully complete their course work may appeal the loss of that aid to the Director of Financial Aid.

Students must submit a letter to the Director of Financial Aid along with documentation to substantiate the unusual or extraordinary circumstance that prohibited the student from making SAP. This must include a comprehensive description of the circumstance(s) and documentation from at least two qualified persons (other than family and friends) who can verify the information.

In addition, students must explain what has changed with their situation that will allow the student to meet SAP requirements at the next evaluation. In cases of student injury, student illness or death of an immediate family member, the Director of Financial Aid may decide to review the appeal before proceeding to the Financial Aid Appeals Committee. The student must submit a letter of appeal and associated documentation to his/her case by August 1. Within 2-4 weeks of receiving the letter, the Financial Aid Appeals Committee will review the appeal, make a recommendation and send a letter of response.

FINANCIAL AID PROBATION

The status of probation is assigned to a student who is failing to make SAP **and** who successfully appealed their loss of financial aid eligibility. Students in this status will have their financial aid reinstated for one payment period. At the end of that payment period students will be reevaluated for federal and institutional aid eligibility.

ACADEMIC PLAN

If the Financial Aid Appeals Committee determines, based on the student's appeal, that it will take more than one payment period for the student to meet progress standards, a status of probation will be assigned and an academic plan will be developed. Students in this status will have their progress reviewed at the end of one payment period to determine if the student is meeting the requirements of the academic plan. If the academic plan is being followed, the student will regain Federal Student Aid eligibility as long as they continue to meet the requirements set forth in the academic plan. Students may appeal to change their academic plan by explaining what has happened to make the change necessary and how they will continue to make SAP.

REESTABLISHING AID ELIGIBILITY

If students fail to maintain SAP, they may regain eligibility by raising their cumulative GPA to the minimum standard and/or by making up the credit deficiency without the benefit of federal or institutional aid.

MAXIMUM TIME FRAME FOR DEGREE COMPLETION

Students must complete their degree within the maximum timeframe of 150% of the published length of the academic program. Students enrolled in the Doctor of Pharmacy Program must complete their education objective within a period of nine years (6 years x 150%). A student enrolled in any of the Bachelor's degree programs must complete his/her educational objective within a period of six years (4 years x 150%). A student enrolled in a Master's degree program must complete his/her educational objective within a period of 150% of the length of their program.

SPECIAL CONSIDERATIONS

CONSORTIUM AGREEMENT POLICY WITH OTHER INSTITUTIONS

The Office of Financial Aid adheres to the External Cross Registration Policy, which includes a voluntary consortium of the public and independent colleges within the Capital Region, as our consortium agreement policy. Students interested in registering for classes at member institutions during the fall and spring semesters may contact the registrar at ACPHS for additional information. Students approved to attend a course at member institutions during the fall and spring semesters will not be charged additional tuition for the coursework. The association does not permit summer semester attendance. Students interested in applying for financial aid for approved coursework during the summer semester must complete a separate consortium agreement form, available in the Office of Financial Aid.

STUDENT LOANS

Private student loans are certified for one academic year. Funds are disbursed in two installments, one each for fall and spring semesters during the loan period. Students will be advised of the disbursement amounts through the online financial aid system.

SUMMER SESSIONS AND/THE FOURTH PROFESSIONAL YEAR OF THE DOCTOR OF PHARMACY PROGRAM

- Summer sessions I and II are combined to reflect one summer semester for financial aid purposes.
- Federal student aid eligibility for the summer semesters is determined using the summer as a header term for the upcoming award year. For example, students would file the 2016-2017 FAFSA for financial aid during the summer 2016 semester.
- The financial aid award year begins July 1, 2016 for the 2016-2017 academic year. Therefore, federal funds for summer semester will not be disbursed until July 1 or thereafter. Funds may be disbursed as early as July 1 for students enrolled in six or more credits in Summer Session I. Funds will be disbursed after the start of Summer Session II for students enrolled in less than six credits in Summer Session I.
- All student loans (federal or private) are disbursed each academic year using multiple disbursements. Federal Stafford loans for a given academic year (two semesters) are disbursed in two equal installments, one for each semester. Disbursement of funds for the second semester cannot occur until after the mid-point of the loan period.
- The academic year for students in the fourth professional year of the Doctor of Pharmacy program encompasses pharmacy practice experience rotation modules A – I for the 2016-2017 year. Module J will be used for make-up rotations only. Fall 2016 semester includes modules A – E; spring 2017 semester includes modules F – I. Institutional aid will be disbursed after July 1, 2016. Student aid for spring 2017 semester will be disbursed after the mid-point of the loan period. (See Calendars at the beginning of the Catalog for more details).
- Private student loans for summer students are certified for one academic year. Funds are disbursed in three installments, one each for summer, fall and spring semesters during the loan period. Disbursements may not be divided equally if enrollment is less than full-time during the summer semester. Students will be advised of the disbursement amounts through the online financial aid system.

FINANCIAL AID WAITLIST PROCESS

The Office of Financial Aid uses a waitlist process to award funds that become available due to student attrition. Students may request to be placed on the wait list by submitting the Financial Aid Waitlist Application to the Office of Financial Aid on or after August 1. This application is available through the online financial aid system. Waitlist requests will be reviewed by the Financial Aid Appeals Committee late in the spring semester, on a first-come, first-served basis, and must be filed every year.

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