

AMERICAN UNIVERSITY of HEALTH SCIENCES



PHARM.D. ADMISSION CONSULTATION PACKAGE

1600 E. Hill St., Signal Hill, CA 90755 | Ph. 562.988.2278 | www.auhs.edu

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MISSION and LEARNING OUTCOMES

AUHS UNIVERSITY MISSION

American University of Health Sciences (AUHS), is a private Christian-based minority-serving University of higher education welcomes students of diverse backgrounds and prepares them to make a positive impact on society through the provision of exceptional quality patient-centered care within the context of a global perspective of the human condition. This mission is accomplished through the creation of a strong and caring academic environment where excellence, diversity, and the development of the entire person – mind, body, and spirit – is addressed and where teaching/learning, research, service, and scholarship is valued and supported. *Inspired by a strong belief in God and the Christian values of love* and caring for humankind, and of justice and respect the University's core values include a holistic approach to education, promotion of the intellectual, analytical and critical thinking abilities of its students, evidence-based knowledge, and service to our fellow man, and a commitment to life-long learning.

UNIVERSITY LEARNING GOALS

1. **Performance. (Research/Scholarship).** In the area of performance., graduates will provide excellent and evidence-based health care services to diverse populations.
2. **Cultural Competence (Diversity).** In the area of cultural competence, graduates will serve to reduce health disparities by providing effective health services to people from diverse cultures and populations.
3. **Critical Thinking (Academic Preparation/Education).** In the area of critical thinking, graduates will apply higher order thinking skills, best evidence, and knowledge integration to improve the health of individuals, communities, and populations.
4. **Social Responsibility (Service).** In the area of social responsibility, graduates will apply professional knowledge and skills to the service of humanity and specially to disadvantaged populations in an effort to reduce health disparities among people of different races, ethnicities, social status, and economic well-being.
5. **Christian Values.** God-centered focus on spiritual, personal, and professional development, community service, and patient care, AUHS recognizes its critical role in community development and social health service. It is aware that institutional success is defined in large part by what students give back to society, and how students make a difference beyond the four walls of the classroom. The University impresses upon all graduates the higher mission and noble privilege of community service and improving the quality of healthcare through both provisions of care and scholarly study of the impact of that care.

APPROVALS and ACCREDITATIONS

WASC SENIOR COLLEGES AND UNIVERSITY COMMISSION (WSCUC)

American University of Health Sciences (AUHS) is accredited by the WASC Senior College and University Commission (WSCUC), located at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Tel: 510.748.9001. WSCUC is a regional accrediting body recognized by the U.S. Department of Education (USDOE) and the Council on Higher Education Accreditation (CHEA). www.wascsenior.org.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

AMERICAN UNIVERSITY OF HEALTH SCIENCES (AUHS) is a private institution and is approved to operate by the Bureau of Private Postsecondary Education which means compliance with state standards as set forth in the California Education Code. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. P.O. Box 980818, Sacramento, CA 95798-0818, Tel: 916.574.7720. www.bppe.ca.gov.

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS)

AMERICAN UNIVERSITY OF HEALTH SCIENCES (AUHS) is a member of Transnational Association of Christian Colleges and Schools (TRACS), located at 15935 Forest Road, Forest VA 24551, Tel: 434-525.9539, email: info@tracs.org, having been awarded accredited status as a category III institution by the TRACS Accreditation Commission. TRACS is recognized by the US Department of Education (USDOE), and the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQSSHE). info@tracs.org.

COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)

The BSN Program at American University of Health Sciences is accredited by the Commission on the Collegiate Nursing Education (CCNE) through June 30, 2027. CCNE is recognized by the U.S. Secretary of Education as a national accreditation agency. CCNE is located at 655 K Street NW, Washington DC 20001, 202.887.6791. www.ccneaccreditation.org.

CALIFORNIA BOARD OF REGISTER NURSING (BRN)

American University of Health Sciences (AUHS) is approved by California Board of Register Nursing (BRN). The BRN has the authority to approve registered nursing and advanced practice nursing programs in California. The purpose of approval is to ensure the program's compliance with statutory and regulatory requirements. Pre-licensure nursing programs must be approved by the BRN. 1747 N. Market Blvd., Suite 150, Sacramento, CA 95834, Tel: 916.322.3350, 916.574.7699. www.rn.ca.gov.

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION (ACPE)

American University of Health Sciences School of Pharmacy's Doctor of Pharmacy program has been granted Precandidate status by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/644-3575; FAX 866/228-2631, web site www.acpe-accredit.org

Precandidate Status

Granting of Precandidate status brings no rights or privileges of accreditation as associated with either candidate status or accredited status. Precandidate status indicates only that planning has taken into account ACPE standards and guidelines and suggests reasonable assurance of moving to the next step, that of Candidate status. Since Precandidate status does not create any rights of accreditation under the ACPE standards, it is the opinion of ACPE that graduates of programs of Colleges or Schools of Pharmacy that bear Precandidate status do not meet the educational requirements for licensure.

ADMISSION REQUIREMENTS

ADMISSION CRITERIA, POLICIES AND PROCEDURES

Admission to the SOP is competitive and admission is not guaranteed. A cumulative GPA of 2.5 is recommended and considered competitive. Applicants are required to have completed the pharmacy prerequisites with a grade of "C" (GPA of 2.0) or higher. A baccalaureate degree is preferred for admissions. The PCAT exam is not required but is highly recommended. International applicants whose native language is not English will be required to have a Test of English as a Foreign Language (TOEFL) composite Score of 100 (iBT) or 250 (CBT) unless they earned a baccalaureate degree from an appropriately accredited college/university in the United States or other countries in which the native language is English. A degree earned outside of the United States must be evaluated for equivalency by WES or another recognized agency. Completion of PharmCAS application process is required prior to application review by Admissions Committee.

Consideration for admission will also be based on a panel face-to-face interview, other interview day activities, letters of professional recommendation (from health care provider, a professor and supervisor), prior healthcare experience, and a personal essay.

ADMISSION MATERIALS

The SOP produces and makes available to prospective students the criteria, policies, and procedures for admission to the PharmD degree program. These materials clearly state academic expectations, required communication skills, types of personal history disclosures that may be required, and professional and technical standards for graduation.

WRITTEN AND ORAL COMMUNICATION ASSESSMENT

Course prerequisites for admission include successful completion of English Composition and Public Speaking / Oral Communication. Applicants are also required to prepare a written paper on their understanding of pharmacy practice and their reasons for pursuing pharmacy as a professional career as part of the application. In addition, applicants will be required to write a 30-minutes essay on two given topics on the interview day. During the interview, applicants will be evaluated for their oral communications skills using a standardized assessment rubric.

CANDIDATE INTERVIEWS

All applicants will be evaluated based on their academic record, leadership qualities, and letters of recommendation. The applicants who are invited for interview will be interviewed by faculty and clinical faculty. Interview questions and other interview day activities will be designed to assess personality traits, communication skills, motivation, leadership, professional demeanor, honesty, and critical thinking. An interview assessment rubric will be used to evaluate each characteristic.

TRANSFER POLICY

Decision on transfer applications are made by the Admissions Committee in cooperation with the office of Academic & Student Affairs on a case by case basis. Factors considered include admissions standards and appropriateness of courses completed to the academic level to which transfer is requested. The course credits must be earned within seven years of application to AUHS. Students seeking transfer must submit the following documents to the Associate Dean of Student Affairs and Admission:

- Official transcripts from all undergraduate, graduate, and/or professional schools attended.
- A letter of recommendation from the program director/Dean of the previous institution.
- A letter of recommendation from a faculty member of the previous institution.
- A detailed description (no more than two pages) of the specific circumstances why a transfer is being sought.

Transfer applicants are invited to participate in the formal interview process, and their files are forwarded to the Admissions Committee to review.

PREREQUISITE COURSES

To qualify for consideration for admission to the Doctor of Pharmacy program, applicants are **required** to have completed the following pre-requisite courses with a grade of "C" (70%) or better. The pre-requisite courses must be less than seven (7) years old.

Specific Courses That Must Be Completed Prior To Matriculation	Quarter Hours	Semester Hours
General Inorganic Chemistry with Laboratory	12	8
Organic Chemistry with Laboratory	12	8
General Biology with Laboratory	12	8
Microbiology with Laboratory	4	3
Human Anatomy with Laboratory	4	3
Human Physiology with Laboratory	4	3
Statistics	4	3
Calculus	4	3
Principles of Economics (Macro or Micro)	4	3
Psychology or Sociology	4	3
Public Speaking	4	3
English Composition	4	3
Other humanities and social/behavioral sciences (philosophy/history/anthropology/ethics/English literature/religion/political science)	8	6
Total	80	57

ADMISSION DOCUMENTS AND PROCESS

All candidates who are interested in the American University of Health Sciences Pharmacy program should submit a Pharmacy College Application Service (PharmCAS) application to be considered for admission. The submission to PharmCAS must include the following:

1. A completed application form submitted through <http://www.pharmcas.org> after selecting AUHS.
2. Three completed recommendation letters, one from an instructor and one from a health care provider and the third from either of the above (instructor or health care provider) or an employer. Recommendation letters from friends and family members are not accepted.
3. Official transcript from each college/university attended. Foreign transcripts need to be evaluated by [World Education Services, Inc.](#) or a similar agency.
4. A personal essay.
5. TOEFL score if applicable and taken within the past two years with a passing score of 100 (iBT) or 250 (CBT).
6. Pharmacy college admission test (PCAT) is highly recommended. PCAT must be taken within the last two years.
7. A resume, listing your work, educational history, clinical, volunteering and community outreach experiences, and awards/honors (if applicable).
8. A copy of professional certificates and/or license(s), indicated in your resume (if applicable).
9. Once a complete application is submitted to PharmCAS and the documents are verified by PharmCAS, AUHS School of Pharmacy begins the review process.
10. Panel Interview. Consideration for admission will also be based on a face-to-face interview.

ENROLLMENT MANAGEMENT AND ADMISSION PROCESS

The Associate Dean for Student Affairs and Admission is responsible for managing enrollment into the SOP. The SOP Admission Committee reviews and proposes admission policies for requirements, standards and goals for admission to the School of Pharmacy. The Committee is comprised of the Associate Dean for Student Affairs and Admission, the admissions coordinator, four faculty members (two from each department), two adjunct clinical faculty, two preceptors, and one student member. The SOP participates in PharmCAS. Applicants will be advised to use PharmCAS to apply for the program. PharmCAS verified applicants will be rank ordered by their GPA and other quality indicators. Based on the rank order, the admission coordinator in consultation with the Associate Dean for Student Affairs and Admission will send an invitation for a campus interview. The interview day activities will include interview with faculty and preceptors, essay writing and campus tour. The admission committee will have a holistic approach in reviewing the application and make recommendations to the Dean for final approval. The cumulative grade point average (GPA), the individual grades earned on pre-requisite courses, standardized test scores including the Pharmacy College Admission Test (PCAT) and Armed Services Vocational Aptitude Battery (ASVAB), letters of recommendation, applicant's previous healthcare-related experience, co-curricular activities, interview scores, and essay score will be taken into consideration. There will be rolling admissions and accepted applicants will be notified within two weeks after the on-campus interview.

TECHNICAL STANDARDS

American University of Health Sciences (AUHS) School of Pharmacy (SOP) program technical standards

The AUHS SOP is an accelerated program that prepares graduates with the requisite knowledge, skills and attitudes to enter the practice of pharmacy. The technical standards describe the Intellectual, Conceptual, Integrative and Qualitative abilities, Communication, Behavioral, Ethical and Professional Attributes, Visual/Auditory, and Motor coordination and function that are required for pharmacy education and practice. These competencies are not only necessary to successfully complete the course of study, but they are also essential for ensuring the health and safety of patients, other healthcare professionals, faculty, staff and fellow graduates. In these policies, the term "graduates" will refer to graduates seeking admission to the school, as well as those already enrolled and progressing to graduation. In order to admit, evaluate, promote and graduate any person, it is the obligation of the graduate to meet these minimum technical standards. The Admissions committee oversees adherence to the technical standards. Responsibilities of this committee are:

1. Interpret, review and recommend revision of the SOP Technical Standards for pharmacy education.
2. Review situations where accommodations are needed for students to be able to meet the SOP Technical Standards.
3. Determine whether recommended accommodations can be provided in a reasonable manner.

Graduates who seek reasonable accommodations for a disability, medical condition or temporary injury/condition must contact the Office of Student Affairs.

Applicants for admission to the PharmD program must possess certain abilities and skills, which are categorized below as observational, communication, sensory/motor, intellectual, conceptual, integrative and quantitative, behavioral and social. In addition to these abilities and skills, a candidate for admission must also:

- Provide an up-to-date record of all required immunizations, which needs to be on file with the Office for Student Affairs and Admission in the School of Pharmacy.
- Have a criminal background check that raises no concerns.
- Have access to transportation.
- Provide proof of healthcare insurance.

Admitted pharmacy students: Due to the interactive and technical nature of the PharmD program and the pharmacy profession, there are additional skills and abilities that a graduate must possess in order to participate in the program. To successfully progress, and to be approved for graduation, graduates must satisfactorily perform the abilities and skills outlined below during the course of their pharmacy education. The school will make efforts to work with admitted pharmacy graduates who are identified as demonstrating technical skill deficiencies. Graduates requesting reasonable accommodations to perform the technical skills must contact the Office of Student Affairs.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

- Critical and logical thinking ability sufficient to engage in clinical judgment and problem solving to address issues and problems within all learning environments.
- Multi-task and to perform work in a logical and sequential manner.
- Memorize, perform scientific measurements and calculations, reason, analyze, and synthesize information.
- Demonstrate ability to retrieve (electronically and manually), read, understand, and interpret medical, scientific, and professional information and literature.
- Demonstrate the intellectual and reasoning abilities required to develop critical thinking, problem solving, and decision-making skills.

- Demonstrate the ability to learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussions, practice lab, individual study of materials, preparation and presentation of written and oral reports, and use of computers and other technology.
- Demonstrate ability to prioritize and complete tasks in laboratory, clinical, and patient care setting with time constraints.
- Perform a variety of duties accurately, often changing from one task to another without loss of efficiency or composure.
- Accurately and independently evaluate his/her own performance and formulate strategies for addressing deficiencies and improving professional skills.

Communication

- Read, write, speak, and comprehend English with sufficient mastery to communicate clearly (understanding and being understood) and professionally with faculty, preceptors, administrators, staff, peers, patients and other health care professionals in a mature, sensitive and professional manner that reflects the primary traits and the core values of the college.
- Communication includes both verbal and non-verbal expression, reading, writing, and computer skills essential to complete didactic and clinical curricular requirements.
- Retain, recall and deliver information in an efficient and timely manner.
- Participate in class discussions/group projects/practice labs for the purpose of delivery and receipt of medical information.
- Recognize both verbal and non-verbal communication including facial expression and body language.
- Demonstrate awareness of and appropriately communicate verbally and non-verbally.
- Record accurately and legibly in patients' records, demonstrating the knowledge of the meaning and spelling of words, rules of composition and grammar.
- Explain to other health care professionals, to patients, and/or to caregivers reason for treatment, preventative measures, disease process and need for referral.
- Use computers and other technology to accurately record information and convey critical health-related documentation.

Behavioral, Ethical and Professional Attributes

- Recognize and show respect for differences in cultures, values and ethics among patients, faculty, peers, preceptors, staff, and administrators.
- Demonstrate maturity, integrity, compassion, and respect for others.
- Identify and demonstrate appropriate behaviors to protect the safety and well-being of patients, faculty, peers, preceptors, staff, and administrators.
- Demonstrate and possess the emotional health required to fully and appropriately use intellectual abilities, exercise good judgment, and promptly complete all responsibilities in the academic setting.
- Identify and take responsibility for actions during academic and experiential rotations.
- Demonstrate the ability to handle situations appropriately and professionally that may be physically, emotionally, and intellectually stressful, including situations that must be handled promptly and calmly.
- Demonstrate flexibility and adaptability to changing situations and uncertainty in the classrooms, laboratories, and experiential settings with appropriate coping responses.
- Appropriately adapt and be able to accept appropriate suggestions and constructive criticism in a mature, acceptable, and professional manner.
- Comply with the professional code of conduct that is part of, but not limited to, the experiential component of the pharmacy curriculum.

- Display compassion and concern for others in accordance with the mission of the college and the vision of the Doctor of Pharmacy Program.

Visual/Auditory

- Observe demonstrations, lectures, practiced-based activities, and experiments in the basic and clinical sciences and other essential curricular exercises.
- Gather data from written reference material, computer-based programs, and oral presentations.
- Utilize various types of physical assessment skills required for patient-centered care including reading digital or analog representations of physiologic phenomena.
- Have vision sufficient to read and interpret prescriptions, prescription labels, and medication labels.
- Observe patient activity and behavior at a distance and close-hand, noting non-verbal and verbal signals.

Motor coordination and function

- Elicit patient information through palpation, auscultation, and other diagnostic maneuvers and perform emergency procedures such as CPR in a clinical setting.
- Operate educational equipment and technology to fully participate in lectures, practice, and other laboratory experiences; including preparing an intravenous (IV) product, giving an intramuscular (IM) injection or subcutaneous (SQ) injection and dispensing pharmaceutical dosage forms such as capsules or tablets.
- Possess the manual dexterity sufficient to accurately compound and prepare pharmaceutical products for dispensing to patients.
- Transport oneself to a variety of off-site settings and experiential rotations in a timely manner.
- Consistently, quickly, and accurately integrate all information received by whatever senses are employed, along with the intellectual ability to learn, integrate, analyze, and synthesize data.

Graduates are required to certify that they have reviewed and meet these technical standards at the time of application. Graduates will be expected to continue to meet these standards over the course of the program. No person will be denied admission or graduation on the basis of any disability, provided that the person demonstrates ability to meet the minimum standards set forth in this document. Reasonable accommodations, that do not alter the fundamental nature of the curriculum, may be made when documented and requested by a graduate, in advance through official university channels, in accord with standards and requirements of the Americans with Disabilities Act. Final determination of a reasonable accommodation is an interactive process that involves input from the student, the program's faculty, Admissions committee and administration in conjunction with the Office of Student Affairs **prior to and during** the pharmacy education program.

Individuals with questions or concerns or who feel unsure about their ability to meet these standards should contact The American University of Health Sciences School of Pharmacy Office of Student Affairs.

HOW PROGRAM WORKS

QUARTER SYSTEM

The University is a four quarter, year-round operation system that provides an essential flexibility for adult students. Each quarter is 3 months in length with 11 weeks of classroom instructions. AUHS' credits are expressed in a quarter unit; one-quarter unit normally represents no less than one hour of class work and two or more hours of outside study per week for one quarter. One and one-half (1 ½) quarter units are equivalent to one (1) semester unit, and one (1) quarter unit is equivalent to 2/3 of a semester unit.

QUARTER BREAKS

After the completion of the final exams on the 11 weeks of each quarter, a break is given in between quarters for a minimum of one (1) week to a maximum of two (2) weeks long.

DEFINITION OF QUARTER CREDIT UNIT

One (1) quarter credit hour equals 10 hours of lecture, 20 hours of laboratory work and 40 hours of externship/field instruction. One hour lecture consists of a 10-minute break.

COURSE NUMBERING SYSTEM

"Upper –division" is a status given to students who have completed all lower-division (100 and 200 series) courses, including any stated pre-requisites for the program, and who are currently enrolled 300 and 400 series courses. Upper-division courses are advanced, specialized, in-depth, and emphasize problem-solving, analytical thinking, and theoretical application beyond introductory level. These courses often build on the foundation provided by the skills and knowledge of lower-division courses. Upper-division courses may require the student to synthesize topic from a variety of sources and may require greater responsibility or independence on the part of the student. Masters courses begin at 500 and 600 series. Doctoral courses begin at the 700 series and go to 900 series.

FREQUENCY OF COURSES

All Pharm D courses are offered only once a year. for example: PS 714: Biochemistry with Lab is offered in the summer quarter. The same course will be offered again the following year also in the summer quarter.

PHARMACY GRADING SCALE

All courses require a minimum passing grade of **70% or C or higher**.

APPLICATION DEADLINES (*After the deadline, applications may still be accepted depending on the seat availability*).

TUITION AND FEES SCHEDULES

2020 - 2021

PROGRAM	TOTAL UNITS	TOTAL TUITION COST	COST PER ACADEMIC YEAR*	COST PER QUARTER	INTERSESSION FEE** (OPTIONAL)
PHARM D	183	\$180,000	\$45,000	\$15,000	\$1,200

*Academic Year definition consists of 9 months or 3 quarters as it relates to Federal Financial Aid.

**Cost for remediation of failed courses to obtain a passing grade

Note:

1. The cost of the program is subject to change without notice. Call the admission's office for the current cost.
2. Family Affairs Scholarship for those who qualify is a reduction of 10% of total tuition applied in the third year.

FIRST ACADEMIC YEAR		
Technology Fee (Core Elms \$240; IT, CANVAS & Watermark \$500)	\$ 740	School Fees
University Fee (Library Fee \$210, Parking Permit Fee \$60, Lab Fee \$700, malpractice insurance \$23, student ID \$45, PCOA \$75, Initial Printing \$100 - 1,000 max.)	\$1,213	School Fees
Uniform 2 sets \$70 – To be paid on the day of orientation)	\$70	Paid to Christina's Uniform
Complio (approx. amount)	\$40	Paid to Outside Source
Books * (approximately \$500 per quarter)	\$1,500	Paid to Outside Source
Immunization Certification	\$200	Paid to Outside Source
Background check and drug screen	\$106	Paid to Outside Source
TOTAL	\$3,869	First AY
SECOND ACADEMIC YEAR		
Technology Fee (Core Elms \$240; IT, CANVAS & Watermark \$500)	\$740	School Fees
University Fee (Library Fee \$210, Lab Fee \$700, malpractice insurance \$23)	\$933	School Fees
Books* (Approximately \$500 per quarter)	\$1,500	Paid to Outside Source
TOTAL	\$3,173	Second AY
THIRD ACADEMIC YEAR		
Technology Fee (Core Elms \$240; IT, CANVAS & Watermark \$500)	\$ 740	School Fees
University Fee (Library Fee \$210, malpractice insurance \$23 - cost subject to change)	\$233	School Fees
Books* (Approximately \$500 per quarter)	\$1,500	Paid to Outside Source
NAPLEX Review (subject to change)	\$600	Paid to Outside Source
TOTAL	\$3,073	Third AY
FORTH ACADEMIC YEAR		
Graduation Fee	\$ 650	School Fees
Technology Fee (Core Elms \$240; IT, CANVAS & Watermark \$500)	\$ 740	School Fees
TOTAL	\$1,390	Fourth AY
GRAND TOTAL	\$11,505	

* Book charges are approximate. Students are required to purchase their own books. Please note that all prices/cost are estimates only and are subject to change.

PROFESSIONAL FEES (PAID BY STUDENT)

1. \$600 NAPLEX Examination Fee* (Payable to National Association of Boards of Pharmacy)
2. \$33 CPJE Examination Fee* (Payable to California State Board of Pharmacy)
3. \$75 Live Scan*
4. APhA and ASHP Student Associations (optional)

*Cost subject to change.

PHARM.D. PROGRAM PROGRESSION

AMERICAN UNIVERSITY OF HEALTH SCIENCES SCHOOL OF PHARMACY DOCTOR OF PHARMACY CURRICULUM SCHEDULE (June 29, 2020 – May 6, 2023)

YEAR 1							
P1 SUMMER 6/29 – 9/11/2020	CR	P1 FALL 9/28 – 12/11/2020	CR	P1 WINTER 1/4 - 3/19/2021	CR	P1 SPRING 3/29 – 6/11/2021	CR
PS 714: Biochemistry with Lab	5.0	PS 731: Immunology & Medical Microbiology	3.0	PS 741: Pathophysiology	3.0	PS 735: Extemporaneous & Sterile Compounding with Lab	3.0
CS 712: Patient Care Process: Health and Drug Information	3.0	CS 713: Self-Care Pharmacotherapy & Alternative Therapy	4.0	PS 743: Introduction to Medicinal Chemistry	3.0	PS 725: Natural Products	2.0
PS 715: Pharmaceutical Calculations	3.0	PS 722: Pharmaceuticals & Biopharmaceutics with Lab	5.0	CS 724: Pharmacy Practice: Medication Use Systems Management	3.0	PS 733: Basic Pharmacokinetics	3.0
AS 736: Professional Communications	3.0	AS 711: Professional Ethics	2.0	CS 734: Physical Assessment with Lab*	2.0	AS 745: Biostatistics & Research Design	3.0
AS 723: Pharmacy and US Healthcare Systems	2.0	PS 744: Medical Illustration I*	3.0	AS 854: Medical Illustration II*	3.0	EE 746: IPPE I – Community	2.0
AS 716: Judeo-Christian Values in Patient Care-Old Testament I	1.0	AS 726: Judeo-Christian Values in Patient Care-Old Testament II	1.0	AS 737: Judeo-Christian Ethics-Old Testament III	1.0	AS 747: Judeo-Christian Leadership-Old Testament IV	1.0
				PS 742: Introduction to Pharmacology & Toxicology	4.0	PS 721: Pharmacogenomics & Genetics	2.0
Total Credits	17.0	Total Credits	18.0	Total Credits	19.0	Total Credits	16.0
YEAR 2							
P2 SUMMER 6/28 – 9/10/2021	CR	P2 FALL 9/27 – 12/10/2021	CR	P2 WINTER 1/4 – 3/18/2022	CR	P2 SPRING 3/28 – 6/10/ 2022	CR
CS 732: Health Informatics & Patient Safety	2.0	AS 863: Epidemiology, Public Health & Policy	3.0	AS 873: Pharmacy Law & Regulatory Affairs	2.0	AS 883: Psychosocial Aspect of Health Care*	3.0
CS 851: Integrated Pharmacotherapy I: Fluids, Electrolyte & Hematology with Lab	5.0	AS 864: Pharmacy Practice Management	2.0	CS 871: Integrated Pharmacotherapy V: Neurology & Psychiatry with Lab	5.0	CS 881: Integrated Pharmacotherapy VII: Oncology & Nutrition with Lab	5.0
CS 852: Integrated Pharmacotherapy II: Cardiology with Lab	5.0	CS 861: Integrated Pharmacotherapy III: Pulmonary & Nephrology with Lab	5.0	CS 872: Integrated Pharmacotherapy VI: Infectious Disease with Lab	5.0	CS 882: Integrated Pharmacotherapy VIII: Urology & Reproductive System with Lab	5.0
EE 855: IPPE II – Hospital	2.0	CS 862: Integrated Pharmacotherapy IV: Gastroenterology & Endocrinology with Lab	5.0	EE 874: IPPE IV - Transitions of Care	2.0	PE 913: Elective II	2.0
AS 912: Pharmacoeconomics	2.0	EE 865: IPPE III – Ambulatory Care	2.0	PE 884: Elective I	2.0	PE 914: Elective III	2.0
AS 856: Judeo-Christian Values in Patient Care-New Testament I	1.0	AS 866: Judeo-Christian Values in Patient Care-New Testament II	1.0	AS 875: Judeo-Christian Ethics-New Testament III	1.0	AS 885: Judeo-Christian Leadership-New Testament IV	1.0
Total Credits	17.0	Total Credits	18.0	Total Credits	17.0	Total Credits	18.0
YEAR 3							
P3 SUMMER 6/27 – 9/9/2022	CR	P3 FALL 9/26 – 12/9/2022	CR	P3 WINTER 1/2 – 3/17/ 2023	CR	P3 SPRING 3/27 – 6/9/ 2023	CR
CS 911: Integrated Pharmacotherapy IX: Dermatology & Rheumatology with Lab	3.0	EE 922: APPE II – Health Systems/ Institution	6.0	EE 932: APPE IV – Advanced Community	6.0	EE 942: APPE VI – Elective II	6.0
CS 915: Practice Readiness with Lab	4.0	EE 931: APPE III – Ambulatory Care	6.0	EE 941: APPE V – Elective I	6.0		
EE 921: APPE I – Acute Care/ General Medicine	6.0						
Total Credits	13	Total Credits	12.0	Total Credits	12.0	Total Credits	6.0

Minimum units for graduation from the PharmD Program: 183 UNITS

* denotes an Interprofessional Education course

APPE Block Dates (2021-2022)

APPE	Dates	Final Grade Submission
APPE I	8/16/2021 – 9/24/2021	September 12, 2021
APPE II	9/27/2021 – 11/5/2021	
APPE III	11/8/2021 – 12/17/2021	December 13, 2021
BREAK	12/18/2021 -1/2/2022	
APPE IV	1/3/2022 – 2/11/2022	
APPE V	2/14/2022 – 3/25/2022	March 21, 2022
APPE VI	3/28/2022 – 5/6/2022	

APPE Block Dates (2022-2023)

APPE	Dates	Final Grade Submission
APPE I	8/15/2022 – 9/23/2022	September 11, 2022
APPE II	9/26/2022 – 11/04/2022	
APPE III	11/7/2022 – 12/16/2022	December 11, 2022
BREAK	12/17/2022 - 1/01/2023	
APPE IV	1/02/2023 – 2/10/2023	
APPE V	2/13/2023 – 3/24/2023	March 20, 2022
APPE VI	3/27/2023 – 5/05/2023	

APPE Block Dates (2023-2024)

APPE	Dates	Final Grade Submission
APPE I	8/14/2023 – 9/22/2023	TBD
APPE II	9/25/2023 – 11/03/2023	
APPE III	11/06/2023 – 12/15/2023	TBD
BREAK	12/15/2023 - 1/07/2024	
APPE IV	1/08/2024 – 2/16/2024	
APPE V	2/13/2024 – 3/24/2024	TBD
APPE VI	3/27/2024 – 5/05/2024	

PROGRAM PROGRESSION

1. Progression within a course, from course to course and level to level is governed by the general faculty in concert with the Dean of School of Pharmacy. Student is responsible for completing pharmacy courses at the designed class level before going onto the next class level.
2. Faculty may review a student's record on the basis of classroom and/or clinical performance, professionalism, attendance or tardiness. The dean may choose to put the student on probation, make conditional requirements, and/or dismiss the student. The Dean in concert with the Faculty will give a letter to the student stating the action of the Faculty. Appeal of this action by student is made to the Dean of the School of Pharmacy.
3. A minimum cumulative grade point average of 2.0 (on a 4.0 scale) must be maintained throughout the program.
4. A grade of "C" or better (at least 70%) must be achieved in all pharmacy courses. A student receiving a grade below a "C" in any pharmacy course is considered to have failed that course. Student then must remediate and pass that course. If a passing grade is not achieved after remediation, then the course must be repeated the following year before progressing to the next level.
5. Students have the opportunity to remediate after a theory course failure before it counts toward failed courses. **Number of Course Remediations Allowed Per Academic Lifetime not to exceed 4 (four) courses.** Student will NOT be allowed to remediate more than 4 (four) courses. The criteria for remediation are as stated below:

Number of Required, Didactic Courses Failed	Criteria for Remediation*
One (1) non-elective, didactic course	All of the following criteria must be satisfied: <ul style="list-style-type: none"> a. total course grade is between 59.45-69.45%** or within 1.5 standard deviations of the course mean grade (%)†‡ b. no pending Course Remediation from a previous quarter exists c. student meets cumulative GPA and completion rate requirements§
Two (2) non-elective, didactic courses	All of the following criteria must be satisfied: <ul style="list-style-type: none"> a. total course grade is between 59.45-69.45%** or within 1.5 standard deviations of the course mean grade (%)†‡ b. no pending Course Remediation from a previous quarter exists c. student meets cumulative GPA and completion rate requirements§
Three (3) non-elective, didactic courses	All of the following criteria must be satisfied: <ul style="list-style-type: none"> a. total course grade is between 59.45-69.45%** or within 1.5 standard deviations of the course mean grade (%)†‡ b. no pending Course Remediation from a previous quarter exists student meets cumulative GPA and completion rate requirements§ <p>Student will not be eligible for remediation if he/she failed three non-elective, didactic courses within ONE quarter. Student will not be able to progress to the next quarter and must repeat all failed quarter courses in the following year, in the same quarter failed. This will result in a delay in graduation.</p>
Four (4) non-elective, didactic courses	Student will NOT be allowed to remediate more than 3 (three) non-elective, didactic courses in the entire Academic Lifetime. Student will be dismissed from the School of Pharmacy. <p>Student may appeal the dismissal to the Dean of the School of Pharmacy within three (3) business days of the date of the dismissal letter.</p>
Any number of <u>elective</u> didactic courses	In order to graduate, students must complete and pass with a total of 6-unit credits. <p>The highest grade a student can achieve for a repeat elective course is a "C."</p>

** If the course mean grade (%) is greater than or equal to 69.45%

† If the course mean grade (%) is less than 69.45%

‡ If a student scores <59.45% or total score is less than 1.5 standard deviations below the course mean grade (%) in the course, the student is required to wait and repeat the course when the course is offered again (the course grade will be recorded as an "F"). This will result in a deceleration of progress in the curriculum and extend his/her schedule.

§ Refer to Student Handbook for details.

6. Student **may not** drop a pharmacy course to avoid receiving a failing grade. Student must seek counsel from the faculty or the Dean before dropping a course.

GRADUATION REQUIREMENTS

A student will be recommended for the degree of Doctor of Pharmacy provided the student:

1. Has completed three years in the School of Pharmacy; and
2. Is not on provisional academic status, has completed all prescribed courses with a grade of 2.0 or higher, has completed all prescribed academic requirements with a cumulative GPA of 2.0 or higher, has no outstanding grade which is incomplete, and has a passing grade for all clinical rotations; and
3. Has performed and behaved in a manner which is ethical, professional, and consistent with the practice of pharmacy; and
4. Has satisfactorily passed prescribed exams; and
5. Has completed 100 hours (or equivalent) of community service; and
6. Has completed all programmatic co-curricular and non-credit requirements (including but not limited to interprofessional activities, outreach events, PCOA, student portfolios, course and program surveys); and
7. Has completed all degree requirements within SEVEN AND A HALF (7.5) years following initiation of the matriculation process; and
8. Has met all AUHS financial requirements and obligations.
9. Students are required to complete a mission trip to graduate from the program.

FINANCIAL AID INSTRUCTIONS

(AUHS School Code: 032253)

CREATE FEDERAL STUDENT AID (FSA) ID www.fsaaid.ed.gov/npas/index/htm

1. Enter your e-mail address
2. Create password and Confirm Password
3. Enter Your First and Last Name
4. Enter Your Date of Birth
5. Enter Contact Information
6. Create username
7. Enter Challenge Question
8. Confirm your information, Verify and Complete.

****If you are a dependent (23 or younger), parent(s) must apply for FSA ID*For**

FAFSA – STUDENT AID REPORT (SAR) www.fafsa.ed.gov

1. Save your FSA ID and Password from Federal Financial Aid.
 - If you are a dependent (23 or younger), parents must apply for FSA ID)
2. Apply for Free Online Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
 - Use the IRS data retrieval tool to complete the application.
3. Sign with a FSA ID on the FAFSA form by you and one of your parents or legal guardians for Dependent Student.
4. Print the SAR PDF version of the current year.
5. Include SAR in your Admission Application Packet to AUHS Admission Office.

ENTRANCE COUNSELING www.studentloans.gov

1. Log on to www.studentloans.gov
2. Log in with your FSA ID and Password
3. Click on Complete Aid Process "Complete Entrance Counseling" click Start Entrance Counseling
4. Select California as the state of the school
5. Select "American University of Health Sciences" then click "Notify this school"
6. Click "I am completing Entrance Counseling to receive Direct Loans as **a Graduate Student or Professional**"
7. Click "Continue"
8. Take the quiz
9. Click Complete Counseling (right side)
10. Submit the proof of Completion with your application to Admissions Office

MASTER PROMISSORY NOTE (MPN) www.studentloans.gov

This is a legal document that you say you promise to repay your loan and any interest.

1. Click on "Complete Aid Process"
2. Click Masters Promissory Note
3. Click on "MPN Subsidized/Unsubsidized Loan" **and then** complete the "PLUS MPN for Graduate/Professional Students"
4. Enter ALL of your information
5. Click "Continue"
5. Sign with your First Name and Last Name
6. Click "Continue"
7. Click Submit and Print the MPN or send us the Confirmation email: financialaid@auhs.edu

TO APPLY FOR AID – GRADUATE PLUS LOAN www.studentloans.gov

This is to qualify for **FEDERAL LOANS for Graduate/Professional Students** and will run your credit-**Please see Financial Aid Office before applying,.**

1. Click "Apply for Aid"
2. Click "Apply for a Grad. Plus, Loan"
3. Click "Start" Apply for a Plus Loan
4. Select the "Award Year" FA will provide this.
5. Select "American University of Health Sciences"
6. Loan Requested amount and Loan Period- See Financial Aid Office or email financialaid@auhs.edu

TO ORDER IRS TRANSCRIPT BY MAIL

1. Click **"Order Tax Return Transcript"** in the Online Services Sessions
2. Click **"Order a Transcript"**
3. Enter the tax filler's SS#, DOB, street address & zip code

Use the address currently on file with the IRS. This will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.

4. Click **"Continue"**
5. Select **"Return Transcript"**
6. Select **the previous year**

If successfully validated, tax fillers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request within 5-10 days from the time the online request was successfully transmitted to IRS.

Online Request – If Flagged for Verification on SAR *(It is required when * is next to your EFC score on front page of your SAR)*

Available on IRS website at www.irs.gov choose either **Get Transcript ONLINE** or **Get Transcript by MAIL** or

Call **1-800-908-9946**.

FINANCIAL AID Q & A

below. If other questions develop, or if issues arise that require assistance, please do not hesitate to contact the Financial Aid Office for help. Throughout the process we want to assure you that we are here to help you.

What is federal student aid?

It is financial aid from the federal government to help you pay for educational expenses at an eligible college. There are three categories of federal student aid: grants, work-study and loans.

How do I apply for aid?

Complete the FAFSA online at www.fafsa.gov.

What is FAFSA?

The FAFSA is the Free Application for Federal Student Aid is the main application for financial aid. You will need to complete the FAFSA in order to receive federal student aid. AUHS participates in the following federal student aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Loans
- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans (Parent loan)

How Soon after January 1st should I complete the FAFSA each year?

You should complete your FAFSA as soon as possible but a few weeks after you file your taxes so that you can use the IRS Data Retrieval Tool.

Can a person under the age of 18 apply for and receive federal financial aid?

As long as the person is the age of compulsory education you can apply for federal financial aid. In the state of California, you are considered the age of compulsory education when you are a high school graduate.

Do I have to be admitted to AUHS before I can apply for financial aid?

You can apply for financial aid anytime. You must be enrolled in an eligible program in order to receive financial aid.

Who can help me with questions that I may have about financial aid before I apply?

You can call the Financial Aid Office at AUHS (562) 988-2278 or you can call the Department of Education at 1-800-433-3243.

If my parents recently got divorced, and I am only 23 years old, not living with either of my parents, which parent is responsible for completing the FAFSA?

The parent that you last lived with or who provides the most support for you.

What happens after I complete the FAFSA?

Within a few days, the U.S. Department of Education will send you your Student Aid Report (SAR) – the result of your FAFSA by e-mail with a link to your electronic SAR. Your complete, correct SAR will contain your Expected Family Contribution (EFC) – the number used to determine your financial need.

What is the Expected Family Contribution (EFC)?

Your EFC is an index number that the college financial aid staff uses to determine how much financial aid you would receive if you were to attend their school. The information you report on your FAFSA is used to calculate your EFC.

How can I find out what types and how much federal aid I am eligible for?

Your financial aid representative will explain your entire aid package to you when you meet with her. You will be provided with an award letter every year for the duration of the program.

My SAR says I am selected for Verification. What should I do?

The Financial Aid Office will be in touch with you to provide to you what you will need in order to clear Verification. You can always contact the FA office prior to hearing from them to get the process started.

Does my income affect my federal student loan package?

The Federal Subsidized loan is a need-based loan and income can affect eligibility. When you meet with your Financial Aid Representative, she will go over your eligibility with you.

What is AUHS's school code?

032253. You will need this code when you complete your FAFSA.

I don't think I qualify for federal student aid. Should I apply anyway?

If you have money set aside for your education and you don't need assistance with paying for your tuition and fees then you do not need to apply. If you need assistance there are need based and non-need-based programs that you may be eligible for.

What are the basic requirements to be eligible for Federal Student Aid?

- Financial need (PELL, FSEOG, FWS and Direct Subsidized Loans)
- U.S. citizen or eligible non-citizen
- Valid Social Security number
- Selective Service registration (males)
- You must be enrolled in an eligible program
- You must meet satisfactory academic progress standards set by the school
- You must not be in default on any federal loans
- You must not owe money on a federal student grant
- You must be a high school graduate

If I have existing loans, will it affect my eligibility for federal loans?

You must be in good standing on your existing federal loans (not in default) in order to receive more loans. Your Financial Aid Representative will be able to determine any other limiting factors.

Where can I find out if I have outstanding federal loans and what lenders hold those loans?

The National Student Data System (NSLDS) is the U.S. Department of Education's central database for student financial aid records. The secured site displays information on your loans including amounts, outstanding balance and status. Log onto nslds.ed.gov and select financial aid review.

Can I stop my payments on existing federal loans while I attend AUHS?

You can complete an in-school deferment form to get your payments postponed as long as you are a student at an eligible school and have a half time or greater credit load. If you need to stop your payments your Financial Aid Representative can assist.

How do most students finance their tuition at AUHS?

The majority of the students at AUHS utilize federal and private fund to pay their tuition.

What is the average federal loan amount that AUHS students receive each year?

Most students receive between \$5,500 to \$12,500 each year depending upon how many units they transfer in and how many units they complete each year.

How do I stay eligible for financial aid throughout my program?

Once you're in school, make sure you stay eligible for federal student aid by paying attention to communication that you receive from the Financial Aid Office. Make sure that you are progressing toward graduation and stay committed. And remember to fill out your FAFSA every year. You can complete your FAFSA each year after January 1st by going to the website www.fafsa.gov. The Financial Aid Office at AUHS will follow up with you each academic year to make sure you stay on track.

PRIVATE LOANS – NAVIENT (SALLIE MAE)

How does my income affect my private loans?

There are various factors taken into consideration when a student applies for a private loan such as ability, stability and willingness to pay. Applicants must show that they have the ability to pay. We compare the total debt to your income and the amount of student loans you may already have. We consider your credit score and your payment history on other types of credit to demonstrate your willingness to repay your financial obligations.

Who do I contact if I have questions regarding a private loan?

If you have any questions on private student loan financing, please contact Sallie Mae at 877-279-7172 or visit www.salliemae.com.

How can I find out the amount needed for a private loan?

When you meet with your financial aid representative she will be able to determine the amount that you need to apply for.

What is the interest rate on the private loan?

Variable interest Rate Ranges:

- **Interest Repayment Option:** LIBOR + 2% to 8.8% (APR 2.25% to 9.11%) – Average APR 6.99%
- **\$25 Repayment Option:** LIBOR + 2.5% to 9.38% (APR 2.75% to 9%) – Average APR 7.21%
- **Deferred Repayment Option:** LIBOR + 3% to 9.88% (APR 3.17% to 9.37%) – Average APR 7.52%

Fixed Interest Rate Ranges:

- **Interest Repayment Option:** LIBOR + 5.75% to 11.88% (APR 5.37% to 11.85%) – Average APR 8.86%
- **\$25 Repayment Option:** LIBOR + 6.25% to 12.38% (APR 6.08% to 11.43%) – Average APR 8.88%
- **Deferred Repayment Option:** LIBOR + 6.75% to 12.88% (APR 6.41% to 11.69%) – Average APR 9.16%

SCHOLARSHIP OPPORTUNITIES

SCHOLARSHIP LINKS

The below links are a start in terms of scholarship opportunities available. Feel free to Google and seek out other scholarship opportunities:

<https://www.accreditedschoolsonline.org/resources/college-scholarships-for-minority-students/>

<https://www.scholarships.com/financial-aid/college-scholarships/scholarships-by-type/minority-scholarships/>

<https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/minority-scholarships/>

<http://www.collegescholarships.org/other-minority-scholarships.htm>

<https://www.fastweb.com/college-scholarships/articles/minority-scholarships>

Top scholarships for Pharmacy School Students <https://www.nerdwallet.com/blog/loans/student-loans/top-scholarships-pharmacy-students/>

AACP Scholarships <https://www.aacp.org/resource/cvs-health-minority-scholarship-pharmacy-students>

<https://pocketsense.com/pharmacy-scholarships-minority-women-6397900.html>

<https://www.pharmacytimes.com/contributor/katherine-yang-pharmd-candidate-2018/2016/06/7-scholarship-programs-for-pharmacy-students>

www.careeronestop.org

www.finaid.org -Search Engine

www.annualscholarshipessay.com/

<https://scholarshipamerica.org/what-we-do/students-parents/open-scholarships/>

<https://www.niche.com/colleges/scholarships/?minorities=african-american>

[www.jackierobinson.org/apply-Minority based scholarships](http://www.jackierobinson.org/apply-Minority-based-scholarships)

www.coca-colascholarsfoundation.org/

www.educationconnection.com/Scholarships/Women

<https://www.mcsf.org/apply/eligibility/> -Military Scholarships

<https://scholarshipowl.com/> -Search Engine

<http://www.collegescholarships.org/nursing.htm> -Search Engine

http://www.kasf.org/scholarship_info -Korean Scholarship

<https://www.studentscholarshipsearch.com/> -Search Engine

<https://myscholly.com/> -Search Engine

SCHOLARSHIP TIPS

1. Complete your FAFSA (on time!)
2. Start a folder of all the paperwork you'll need. A lot of scholarships ask for the same thing, so by having it all in one folder on your computer or jump drive, applying for scholarships won't feel as daunting!
3. BE PROACTIVE! There are so many scholarships out there that only a few people actually apply for. A little effort on your part can go a long way. It's FREE MONEY!
4. Never pay money for a scholarship application. It could be a scam, and there are PLENTY of scholarships that don't require an application fee.
5. If you don't know where to start looking, here are a few places to try first:
 - Your institution (AUHS offers scholarships)
 - Pharmacy Organizations (ACCP)
 - Fastweb.org
6. Applications are VERY simple to fill out, and almost every organization will have forms with instructions. Just follow the instructions, complete ALL the paperwork, and then double or triple check that it was completed with correct grammar, punctuation, etc.
7. If you have any questions, email admissions at: admissions@auhs.edu.

How to Apply for a Scholarship (Courtesy of CollegeBoard.com)

Applying for scholarships is a lot like applying to colleges. You start with a large number of possibilities and cut that down to a short list of choices. Then you have to complete and submit applications that include essays, recommendations and lists of achievements that highlight your best qualities.

You may hear various suggestions about the best way to apply for scholarships. The truth is, what works for one person may not work for another. There are no secrets to applying. The best advice is to use common sense and follow directions.

Don't Miss Deadlines

Some scholarships have deadlines early in the fall of senior year. Mark the due dates on your calendar and work your way backward to figure out how much time you'll have to get each piece of the application finished.

Start Your Research Early

Researching scholarships, requesting information and application materials, and completing applications all take time. Use [Scholarship Search](#) to get started.

Read Eligibility Requirements Carefully

If you have a question about whether you qualify for a certain scholarship, contact the scholarship sponsor. There's no point in applying for a scholarship you're not eligible to receive.

Get Organized

Make a separate file for each scholarship and sort the files by application due dates.

You should also gather the items you'll need to apply. Many scholarships ask you to send some or all of the following:

- High school transcript
- Standardized test scores
- Financial aid forms, such as the [FAFSA](#) or [CSS/Financial Aid PROFILE®](#)
- Parents' financial information, including tax returns (if you are claimed as a dependent)
- One or more essays
- One or more letters of recommendation
- Proof of eligibility for the scholarship (for example, proof of membership in a certain group)

You might also need to prepare for an interview. And if you're competing for talent-based scholarship, you will probably need to audition or submit a portfolio.

Use common sense, start early and follow directions!

Check Your Application

Before you send the application in:

- Make sure you filled in all the blanks. You can contact scholarship sponsors if you aren't sure how to fill out part of the application.
- Make sure your answers are readable. If you can, fill out the application online. If you have to write out the application, print neatly.
- If you're reusing material (such as a cover letter or an essay) from another scholarship application, make sure you haven't left in any incorrect names.
- Proofread your application. Run spell check and grammar check on the application. Also, have someone else read your essays to catch mistakes and give you feedback.
- Remember to sign and date your application.

Follow Instructions

Stick to the word limit for the essay. If supporting materials are not requested in the application, don't send them.

Keep Copies of Everything

Having copies of your scholarship application makes it easy to resend quickly if application materials get lost in the mail. If you are applying for a scholarship online; make sure to save a copy of your work on your computer.

Track the Package

If you're submitting your application by mail, consider using certified mail or requesting a return receipt to confirm that your materials arrived at their destination.



“Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is sat down at the right hand of the throne of God.” - Hebrews 12:2