



ROSEMAN UNIVERSITY  
OF HEALTH SCIENCES

## **COLLEGE OF PHARMACY**

*Student Handbook*  
*2011-2012 Academic Year*



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All University policies and procedures are included in the University Catalog. The policies and procedures in this Student Handbook are specific to the College of Pharmacy and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the College of Pharmacy, the stricter policy will apply.

# **I. ROSEMAN UNIVERSITY OF HEALTH SCIENCES COLLEGE OF PHARMACY**

## **Calendar for the 2011-2012 Academic Year**

*All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except the Official Holidays noted below.*

Orientation/Registration	August 24-26
Classes Begin	August 29
Labor Day <i>(University Closed/No Classes)</i>	September 5
Thanksgiving Break <i>(University Closed/No Classes)</i>	November 23-25
Winter Break <i>(No Classes)</i>	December 19 – January 1
Classes Resume	January 2
Spring Holidays	March 9 - 12
Classes End	May 18
IPPE-S and P3 Pharmacy Practice Experiences begin	May 21
Memorial Day <i>(University offices closed)</i>	May 28
Roseman University COP Graduation Henderson	June 1
Roseman University COP Graduation South Jordan	June 2
Independence Day <i>(University offices closed)</i>	July 4
Summer remediation	July 2 - August 10

## **Academic Policies and Procedures**

### **Roles and Responsibilities of College Administrative Officers**

The Dean reserves the right to designate the roles and responsibilities of the College Officers (Assistant/Associate Deans and Directors).

### **Notice of Requirement to Check Student E-mail on a Daily Basis**

University and College administration, faculty and staff rely on e-mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check their student e-mail accounts at least once a day (excluding holidays) to make sure that they are aware of current notices and information. If a student experiences a chronic problem accessing his/her e-mail account (i.e., inability to access the account for longer than 2 business days), he/she must contact the Roseman University Technology Services Help Desk to resolve the situation. Students who experience difficulty accessing their e-mail account or who do not read notices sent via e-mail in a timely manner, are not exempt from complying with appropriate University and College rules, regulations and deadlines.

### **Academic and Career Advising**

The College is aware of the wide diversity of the academic and professional goals held by its students. The College recognizes that students are interested in working with faculty members who understand and appreciate their individual interests and pursuits. Every faculty member in the College is responsible for being available and accessible to mentor students. Therefore, the College does not assign students to specific faculty advisors. However, students are strongly encouraged to contact any faculty members they wish to obtain academic or career advice. Students can visit the Roseman University website at [www.roseman.edu](http://www.roseman.edu) to review a brief description of the backgrounds and interests of the faculty and administration of the College. Additionally, students can contact any of the Deans, Associate/Assistant Deans or Directors of the College for academic and career advising, including referral to other appropriate resources.

### **Attendance**

#### **Financial Responsibilities Must Be Fulfilled to Continue Enrollment**

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. Students who have not satisfied the appropriate financial aid requirements and/or who have not paid their tuition and fees will not be allowed to continue to progress through the curriculum. Students who are late paying their tuition and fees will receive written notice stating that payment is past due and they must fulfill their financial responsibilities to the University to continue their enrollment.

Any student who is delinquent in payment must make payment by 4:00 pm the day before an assessment to be eligible to sit for the assessment. If a financially ineligible

student completes an assessment in part or in full, no academic credit will be awarded. The student will be given a “No Pass” for that assessment and will be required to attend summer remediation.

Students who are taking electives, IPPEs or APPEs will be removed from the class or the site the day after payment is past due.

### Nevada State Board of Pharmacy Intern Pharmacist Certificate of Registration and State of Utah Division of Occupational and Professional Licensing Pharmacy Intern Registration

Students must be eligible to obtain a Pharmacy Intern License from the Nevada State Board of Pharmacy or Utah Division of Occupational and Professional Licensing in order to enroll in the program. This requirement is specific to the state(s) where the student is completing his/her professional pharmacy practice requirements. Students for whom any of the following situations apply should check with the appropriate Board of Pharmacy to determine eligibility for licensure:

- been diagnosed or treated for an illness or condition that could impair your ability to perform any of the essential functions of your license;
- held a license under any name other than on the application;
- been charged, arrested or convicted of a felony or misdemeanor;
- been denied the right to sit for licensure examination;
- been named as a defendant in a malpractice suit;
- been terminated from a position for drug use or abuse;
- have recently used any prescription drugs without a valid prescription;
- been a subject of an administrative action whether completed or pending; or
- had a license suspended, revoked, surrendered or otherwise disciplined, including any action against your license that was not made public.

All students must maintain an active pharmacy intern license issued by the state where attending pharmacy school while enrolled in the program. A copy of this document must be provided to the Introductory Experience Coordinator, who is responsible for tracking student adherence with this policy. Revocation or expiration of said license precludes the student’s ability to participate in experiential activities and may preclude the student from successful matriculation through the program.

### Attendance at Instructional Periods, Assessments, and Remediation

**Attendance is required at all scheduled instructional periods and all scheduled assessments and remediation/reassessment periods.** Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. If a student is ill or experiences a personal or family emergency (defined below) that would prevent him/her from taking a scheduled assessment or reassessment, the student *must* request an excused absence. Students shall make this request to the Director of Academic Affairs and Assessment.

**The decision to grant an excused absence is at the discretion of the** Director of Academic Affairs and Assessment. Should a student not provide requested documentation or should a student fail to inform the Director of Academic Affairs and Assessment within the timeframes specified below, an excused absence may be denied. Falsification of documentation is considered a violation of the College's Standards of Professional Conduct and will result in disciplinary action up to and including termination.

### Student Illness

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify the Director of Academic Affairs and Assessment no later than 1:00 pm on the day of the scheduled assessment or reassessment. Notification can be made by telephone, e-mail, or fax. In order for an excused absence to be considered, a note describing the illness, signed and dated by a licensed physician must be received no later than one business day following the missed assessment/reassessment. The physician may not be an immediate family member of the student in question, and must have been involved in the provision of care for the illness. Faxed and electronic copies of the physician's note may be accepted, provided that the original copy is received within one week.

### Personal or Family Emergency

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment or remediation, the student should notify the Director of Academic Affairs and Assessment as soon as possible following the event, but no later than 1:00 pm on the day of the scheduled assessment/reassessment. "Emergency" situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, e-mail, or fax. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Director of Academic Affairs and Assessment. The Director of Academic Affairs and Assessment may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

### Attendance at Pharmacy Professional Meetings

The College encourages students to attend pharmacy professional meetings. In order to receive an excused absence for an assessment/reassessment scheduled during a pharmacy professional meeting, *each student* attending the meeting must *individually* submit a request, in writing to the Director of Academic Affairs and Assessment at least two weeks prior to the assessment/reassessment. The request must be accompanied by a copy of the student's accepted registration for the meeting.

Requests for excused absences are only granted for initial assessments and/or initial reassessments. Makeup assessments and reassessments must be completed by the deadlines outlined below or students will receive a grade of “No Pass” and be required to attend summer remediation. **Excused absences are not permitted for makeup assessments or makeup reassessments.** Students with prolonged illnesses or other personal issues that result in multiple absences should consult with a College administrator regarding taking a leave of absence (see Leave of Absence).

If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled reassessment. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for the reassessment. Students who had an excused absence for the assessment and do not pass the reassessment will have the opportunity for a makeup assessment. The makeup assessment must be completed within two business days of the reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.

If an absence from a scheduled reassessment is excused, the student will have the opportunity for a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment. Otherwise, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.

If a student has an excused absence for both the assessment and the reassessment, the student will have the opportunity for a makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment. If the student has not passed the makeup assessment or reassessment within five business days of the initial assessment, the student will receive a “No Pass” and will be required to attend summer remediation for that assessment.

Faculty who write assessment items need not be present during any makeup assessment or reassessment. The date and time of the makeup assessment or reassessment may or may not be scheduled during regular school hours.

If an absence from a scheduled assessment is unexcused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled summer remediation period. If an absence from a scheduled reassessment is unexcused, the student will be required to attend a scheduled summer remediation period (to be determined by block faculty in conjunction with the Director of Academic Affairs and Assessment) and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the student will be notified, in writing that any additional unexcused absences will result in the student being placed on probation (See Probation).

### Attendance at Experiential Activities

Attendance is required at all scheduled IPPEs and APPEs. Students are required to abide by the attendance policies outlined in the appropriate experiential learning manual.

### **Class Start Time, Assessment Start Time and Class Hours Policy**

The stated class hours for the didactic portion of the curriculum are from 8:00 a.m. to 3:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 a.m, except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty have no flexibility and must begin lecturing at 8:00 a.m. Faculty have the latitude to allow students to study in their groups or work on special projects; however, that time must be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be allowed “time off”, “comp time” or time to complete assignments intended as “homework” off-campus during these times unless approved by the curriculum committee and faculty as part of the block plan/syllabus, and the block plan/syllabus has been distributed to students in writing no later than the first day of the block.

Similarly, assessments are scheduled to begin at 8:00 a.m. Start times for the team assessment and assessment review will be clearly communicated to the students in accordance with the Assessment Policy. On the scheduled remediation day, times for remediation review and reassessments will be communicated to students in accordance with the Assessment Policy.

The scheduled dates for assessments and reassessments are set prior to the beginning of the academic year. These dates are communicated to students in writing and, as such, represent a contract with the students.

Any deviations from this policy must be approved in advance by the Director of Academic Affairs and Assessment.

### Multimedia Recording of Curricular Material

Audio and/or video recording of instructional time will be allowed only with the prior written approval of the faculty member being recorded. Unauthorized recordings may be confiscated for the purpose of deletion, and responsible individuals may be referred to the appropriate administrator and charged with violating the Standards of Professional Conduct. The University complies with the requirements of the Americans with Disabilities Act.

## **Method of Evaluation of Student Progress**

Progression of students toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment. However, formal summative assessments for the purposes of determining whether or not a student has passed a particular set of outcomes are scheduled regularly throughout the academic year. Students who are placed on academic probation will receive frequent notification of their academic progression through the curriculum.

## **Transcripts and Records of Student Performance**

The College uses a “Pass”/“No Pass” system of recording student achievement. The faculty of the College set the standard of achievement for each student at 90%.

### **“Pass” (P)**

In order to receive a “Pass” (designated as “P” on the transcript) for didactic coursework, a student must achieve a score of 90% on each assessment (see Student Assessment Policy below). If a student does not achieve 90%, then he or she must remediate that portion of the curriculum at a pre-designated time, be reassessed and achieve a level of 90%. Those students that are required to remediate must also achieve a score of 90% in all coursework in order to progress to the next academic year.

In order to receive a “P” for the experiential component of the curriculum, a student must successfully achieve all of the outcomes of each pharmacy practice experience as designated on each rotation’s student assessment form. If a student does not successfully achieve all outcomes for any rotation, the student must remediate that rotation, be reassessed and successfully achieve all outcomes.

### **“No Pass” (NP)**

An “NP” (no pass) will appear on the student’s transcript until the assessment or experiential rotation is successfully remediated.

### **Incomplete (I)**

An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP”. In order to replace the “I”, the student will need to complete the requirements necessary and be assessed. If the student is assessed and meets the standard for passing, the “I” will be replaced with a “P”. If the student is assessed and does not meet the standard for passing, the “I” will be replaced with an “NP”. Replacement of an “I” will be under the direction of the instructor(s) and the Associate Dean for Academic Affairs for didactic requirements, or the Associate Dean for Clinical Programs for experiential requirements.

### Transcripts

Students will receive a copy of his/her transcript from the Registrar's Office. Transcript request forms are available electronically on the Roseman University website. A \$5 charge will apply.

### Student Assessment Policy

**Note: All policies set forth for the assessment apply to the reassessment as well. Any deviation from the Student Assessment Policy and/or the Remediation and Reassessment process must be approved, in writing, by the Director of Academic Affairs and Assessment and clearly articulated to students prior to the assessment.**

### Percent of Total Point Score

As a rule of thumb, assessment items derived from each classroom day should amount to approximately 10-15 points. Regardless of point structure, faculty must ensure that points derived from any one day of classroom time are proportional to the total number of classroom days included on the assessment (e.g. if an assessment covers 10 days of class time, the number of points derived from each day of class should be approximately 10% of the total number of points on the assessment).

### Credit for Team Assessment

Students who participate in the team assessment in its entirety will receive additional points added to their individual assessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be credited to the students on that team. Participation in the team assessment is mandatory. Students who participate in the team assessment must sign the team assessment booklet in order to receive additional points. Any dispute regarding a student's entitlement to additional points as a result of the team assessment will be settled by the faculty assessment team, whose decision shall be final.

### Extra Credit

Extra credit points on an assessment are not allowed.

### Faculty Assessment Leader

For assessments written by more than one faculty member, one faculty member will be designated as assessment leader.

### Standard of Performance

A score of 90% will constitute a pass. However, the assessment leader may reasonably modify the standard subject to concurrence of the Director of Academic Affairs and Assessment.

### Time Allotted

The length and complexity of the assessment should be such that students can successfully complete the assessment within a two-hour time frame.

Both the allotted time and scheduled end time will be clearly communicated to the students prior to the start of the assessment. The end time represents the point at which all assessment material must be physically submitted to the proctors. Failure to adhere to such will result in the student forfeiting participation in the assessment.

Faculty must also clearly communicate to students the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment;
- The start time for the assessment review;
- The time at which assessments will be returned to students;
- The time at which the review session will begin on the designated remediation day; and,
- The time at which written remediation will begin on the designated remediation day.

Following the return of the assessment score reports, students will have 30 minutes to address errors in scoring (i.e., Scantron errors, misadded scores, assessments labeled as “Pass” or “No Pass” in error). **Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished.**

### Tardiness

Students will not be permitted to enter the assessment room any later than 10 minutes after an assessment has begun. An unexcused tardiness will be considered an unexcused absence and will result in the student forfeiting participation in that assessment.

For the team assessment, failure to be present in its entirety will result in the student forfeiting his/her additional points.

### Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order.

Faculty reserve the right to move students during the assessment.

Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.

#### Student-Initiated Clarifications during Assessments

Faculty may determine on an individual basis whether or not questions from students will be answered during the assessment; however, if students' questions will not be answered, faculty must clearly state that to students prior to the start of the assessment.

#### Faculty-Initiated Clarifications during Assessments

In the event that a clarification is necessary as determined by the question author or his/her designee, a faculty member may issue a clarification during the assessment. The faculty member shall clearly convey the change(s) through both a verbal announcement and written clarification. Such clarifications must take place prior to the submission of the first completed assessment.

#### Personal Property Permitted On or About Students during Assessment Period

Only the items clearly designated by the instructor are permitted at the desk. When designated for use, scientific calculators may be used during the assessment. However, the use of programmable or graphing calculators is prohibited during assessments. All other personal items including class-related materials, cell phones, laptops or any other electronic or communication device must be kept in a place designated by the instructor(s), and may not be retrieved until all teams have completed the team assessment.

A student in the possession of class-related materials, cell phones, laptops or any other electronic or communication device between the start of the assessment and the completion of the team assessment (all teams) will forfeit his/her right to participate in the assessment and team assessment, and will receive no credit for either assessment.

In addition, when a student is in the possession of class-related materials, cell phones, laptops or any other electronic or communication device during the team assessment, all team members will forfeit team assessment credit.

Students should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the student, they should call the University (Henderson Campus: 702-990-4433, South Jordan Campus: 801-302-2600) and request that a staff employee or faculty member contact the student.

### Communications and Breaks

Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the team assessment. Any communication between teams during the team assessment will result in all team members from both teams receiving no credit for the team assessment.

Anyone leaving the assessment room for any reason prior to completion of their assessment will forfeit their ability to continue work on the assessment. Accordingly, restroom breaks will not be permitted. Once the team assessment has started, all students must stay with their team and may not leave the room until all team assessments have been completed.

### Assessment Review

The assessment review will take place at a pre-designated time following the team assessment. During the assessment review, faculty will have the opportunity to omit questions or to accept multiple or alternative answers. If a faculty member who has written assessment items is not present, the assessment leader will serve as the substitute for the absent faculty member if no other faculty member has been designated to assume this role. Faculty will use their discretion to omit questions or accept multiple or alternative answers based on student input and their own analysis. As faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished, all such requests may only be raised before the end of the review itself. Final decisions on requests for additional credit will be communicated to the students prior to the return of the assessment score reports. Inappropriate, abusive language, behavior, or comments during or after the assessment review may result in a student's referral to the appropriate administrator and charges of violating the Standards of Professional Conduct. When the review is complete, any requests to omit questions or accept multiple or alternative answers must occur in writing using the Assessment Appeals process (see Student Appeal Process). The written appeal must be submitted within five business days from the day of the assessment or reassessment.

### Disposition of Completed Assessments

For assessments using Scantron forms, the form will be retained by the College and a copy of the score report and the original assessment booklet will be returned to the student. For reassessments and summer reassessments using Scantron forms, the student will receive a copy of his/her score report but the booklets will not be returned. When booklets are not returned, students may obtain temporary access to the booklet from the Office of Academic Affairs for the purpose of submitting written appeals.

If Scantron forms are not used and a student does not pass any reassessment, the original copy of that student's reassessment must be submitted to the College within 48 hours of completion of the reassessment. A copy of that assessment will be made and returned to the student. The original copy will be retained in the student's record.

## **Remediation and Reassessment**

Following each summative assessment, a day is set aside in order to remediate and reassess those students who have not successfully achieved the set of outcomes assessed. Students who do not pass will be required to attend a mandatory review session on the scheduled remediation day. Students who are late (10 minutes after the scheduled start time) or fail to attend the review session will not be permitted to take the reassessment and will be required to attend summer remediation. The review session will be followed by a written reassessment on the same day. A review of the reassessment will take place after the reassessment is complete. Use of laptops and/or any multimedia recording device will not be permitted during the review. If a student does not successfully achieve the desired set of outcomes following reassessment, the student will be required to attend summer remediation. The student will be assessed again on those outcomes. Duration, scheduling, and other requirements for summer remediation will be determined by the block faculty in conjunction with the Director of Academic Affairs and Assessment. Summer remediation is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for summer remediation.

Following reassessment, if a student receives a “No Pass” on 3 reassessments during an academic year, the student will be placed on academic probation (See Probation). A student will be removed from academic probation once he/she has successfully passed all of the assessments required during summer remediation.

## **Academic Standards of Progress**

### **Unsatisfactory Progress Following Remediation and Reassessment**

If a student receives a “No Pass” on six (6) reassessments during an academic year, the student will be required to withdraw from the program. The student’s status in that case will be withdrawal “not in good academic standing” and the student may request re-admission through the College’s Admissions Application process (See Withdrawal).

Students who receive a “No Pass” on three (3) assessments during summer remediation will be required to withdraw from the program. Students who receive a “No Pass” on one (1) or two (2) summer reassessments who wish to remain enrolled in the program are required to attend the block or portion of a block covered by the assessment the next time it is offered. Such students are placed on academic probation as a result of receiving a “No Pass” during summer remediation. Progression through the curriculum will be determined as part of the terms of probation.

In the event that an assessment that a student needs to remediate has been modified and/or is covered by more than one block in a revised curriculum, the student may be required to complete and pass more than one assessment to ensure coverage of all material on the original assessment.

Students are only allowed to repeat a block once after receiving a “No Pass” during summer remediation. Students who receive a “No Pass” on a reassessment that covers the material for which they received a “No Pass” in summer remediation will be required to withdraw from the program.

#### Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE)

Students must successfully complete all IPPE1 requirements during the first academic year of the curriculum in order to advance to P2 status, and all IPPE2 requirements during the second academic year of the curriculum in order to advance to P3 status. Consequently, a student may not be enrolled in the P2 didactic curriculum until he/she achieves all IPPE1 objectives, nor will he/she be assigned to P3 pharmacy practice experiences until he/she meets all IPPE2 objectives.

#### Unsatisfactory Progress during Introductory Pharmacy Practice Experience - Summer (IPPE-S)

Students must successfully complete the IPPE-S in order to advance to P2 status. Consequently, a student may not be enrolled in the P2 didactic curriculum until he/she achieves all IPPE-S objectives.

#### Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE)

Students must successfully complete all APPE. Selective APPE that are not passed may be remediated by substituting a different Selective (e.g. if the Selective not passed was Pediatrics, a student can select Pediatrics for remediation or change to another specialty, for example, Nutrition). Advanced community, adult acute care, ambulatory care and institutional practice must be remediated with a similar, if not identical, experience.

#### Procedure When Unsatisfactory Progress is Documented in Pharmacy Practice Experiences

If a student feels that he/she has been evaluated unfairly or in error, he/she should first contact the preceptor(s) responsible for the evaluation and attempt to resolve the matter. If unable to resolve the matter at this level, the student should contact the Associate Dean for Clinical Programs. The student will be required to submit a written account of his/her reasons for believing he/she has been evaluated unfairly or in error to the Associate Dean for Clinical Programs (see Student Appeal Process). Students who receive a “No Pass” for a pharmacy practice experience will be placed on probation with terms of probation set by the Associate Dean for Clinical Programs (see Probation). In the event of a student appeal of a “No Pass”, terms of probation will not take effect until the appeal is resolved.

## **Eligibility for Pharmacy Practice Experiences**

Students must provide proof/documentation stating they are current with the following immunizations and health screenings:

- MMR (measles, mumps, rubella) proof of completion of the 2 shot series or serologic titers showing immunity;
- Polio, or positive serologic titer showing immunity;
- Tdap (Tetanus, Diphtheria, Pertussis) within 10 years;
- Hepatitis A proof of completion of 2 shot series or serologic titers showing immunity;
- Hepatitis B proof of completion of 3 shot series or serologic titers showing immunity;
- Two-Step Tuberculin Skin Test (TST) within the last three months or chest x-ray within three months of beginning your experiential rotations. An annual update is required. Positive TST or X-ray must be followed up by a physician with written certification that the student is not a health risk; and,
- Varicella (chicken pox) proof of completion of 2 shot series or positive serologic titers showing immunity.

Such proof is not required for an individual who submits an affidavit or certificate by the deadline set by the Clinical Programs Office signed by a physician, duly registered and licensed to practice in the United States, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of his or her family or household. Unless a lifelong condition is specified, the affidavit or certificate is valid for only one year from the date signed by the physician and must be renewed each year for the exclusion to remain in effect.

If a student voluntarily and knowingly chooses not to be immunized with any of the required vaccines regardless of waiver status provided by the College, the Experiential Training Site may refuse to allow the student to receive training at their facility/facilities.

Contact the Advanced Experience Coordinator regarding any additional immunization requirements for your experiential training site.

In addition, each student must complete a criminal background check annually. If a student's criminal background check shows a conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude him/her from participating in experiential rotations. The Experiential Training Site may refuse to allow the student to complete his/her experiential training at their facility/facilities.

Students must also complete a drug screening annually. The outcome of the drug screening must be satisfactory. If a student does not achieve a satisfactory outcome for the drug screening test, it may preclude him/her from participating in experiential rotations.

Immunizations and health screening, background check, and drug screening are completed at the student's expense.

All students must complete HIPPA training prior to participating in Pharmacy Practice Experiences. Also, students must be certified in Basic Life Support for Health Professionals and maintain that certification throughout their time of enrollment in the College.

The University will be unable to award a degree without successfully completing all required aspects of the curriculum including the experiential component.

## **Policies and Procedures Pertaining to Student Professionalism**

Surveys of the general public consistently rank pharmacy at the top of lists of the most trusted profession. For ourselves and for the profession of pharmacy, the College is committed to instilling in our students the importance of personal and professional honor and integrity. In our position as a gatekeeper for the profession of pharmacy, we intend for our graduates to uphold and maintain the level of confidence and trust the public has placed on pharmacists. Consequently, upon accepting admission to the College, each student agrees to abide by basic standards of honesty and academic integrity which include but are not limited to:

- Acting with honesty and integrity in academic and professional activities. A student never represents the work of others as his/her own.
- Striving for professional competence.
- Fostering a positive environment for learning. A pharmacy student will not interfere with or undermine other students' efforts to learn.
- Respecting the knowledge, skills and values of pharmacists, instructors, and other health care professionals.
- Respecting the autonomy and dignity of fellow students, instructors, staff, other health care professionals and patients.
- Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, health care providers or other students.
- Promoting the good of every patient in a caring, compassionate and confidential manner.
- Protecting the confidentiality of any medical, personal, academic, financial or business information.
- Maintaining honesty in all interactions with faculty, administration and preceptors.

Students must comply with the Standards of Professional Conduct. A student's behavior may result in a referral to the Student Professionalism Board if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:

- educational activities (e.g., in the classroom, rotations, experiential assignments) provided by the University or College
- programming, events, ceremonies or professional networking functions during pharmacy or other professional meetings
- service activities promoted by the University, College or any student organizations affiliated with the College or University

Additionally, the Administration and Student Professionalism Board recognize the responsibilities of pharmacy student organizations to police the professional conduct of their own members. The College acknowledges that pharmacy student organizations have the right to require their members to comply with additional codes of conduct beyond those enforced by the faculty and administration. Professional student organizations can act independently of the College to review and enforce their own professional codes of conduct. Therefore, members of a pharmacy student organization acting unprofessionally in any setting are subject to appropriate sanctions, within reasonable limits, that have been imposed by their respective student organization.

### Violation of the Standards of Professional Conduct

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use his/her professional judgment when addressing potential violations of the standards of professional conduct. Depending on the situation, the individual witnessing the violation may either attempt to resolve it on his/her own, or report the incident (as appropriate) to the classroom instructor, experiential rotation preceptor, or University administrator if the remedy is unsuccessful or if the violation is deemed serious. If there appears to be adequate cause, the individual receiving the report of alleged violation will communicate it to the appropriate administrative officer for further investigation (matters concerning academic integrity should be referred to the Associate Dean for Academic Affairs, matters concerning professional behavior at experiential rotations should be referred to the Associate Dean for Clinical Programs, and all other matters concerning professional behavior should be referred to the Associate Dean for Admissions and Student Affairs).

The appropriate Assistant/Associate Dean shall first make a preliminary inquiry into the allegation(s) in order to determine if a sufficient basis exists to conduct a formal investigation. If further investigation is deemed warranted, the administrator will meet with the student to inform him/her of the allegation(s) and allow him/her to respond. If sufficient facts exist to resolve the problem alleged by the accuser(s) the administrator can then determine appropriate punitive action (if any) based upon the findings of fact. Alternatively, if the facts are in dispute, or at the discretion of the administrator, the matter will be referred to the Student Professionalism Board (see below). If the student is dissatisfied with the administrator's finding of fact, the student can request that the administrator forward the matter to the Student Professionalism Board.

When referring a matter to the Student Professionalism Board, the administrator shall issue a hearing request, a copy of the written charges (based upon all known information), and all pertinent documentation and evidence to the Chair. Upon receipt of the hearing request, the Chair will establish a non-negotiable hearing date and time (the time will be selected so as to not interfere with the student's didactic class or assessment schedule), and shall furnish such along with a copy of both the written charges and pertinent documentation and evidence to the student. These materials, subject therein to limitations as provided by the Family Educational Rights and Privacy Act (FERPA), will be conveyed via both email and U.S. certified mail to the student at his/her respective addresses on file with the University.

## Student Professionalism Board

The Student Professionalism Board meets to consider violations of the Standards of Professional Conduct when requested by an administrative officer of the College. The purpose of the Student Professionalism Board is to provide investigative assistance to the College in cases involving potential academic and/or professional misconduct and issue findings of fact. The Board may issue non-binding recommendation(s) regarding sanctions to the Assistant/Associate Deans. All such records will be permanently maintained in the student's electronic record in the Office of Registrar/Student Services.

The Student Professionalism Board shall consist of three faculty members with a minimum rank of assistant professor and one student from each of the first, second, and third year classes. Faculty members shall be elected by an annual vote of the full faculty, while each class from both campuses shall elect one student representative and at least one student alternate representative to a term which shall expire upon the subsequent year's election. The student receiving the highest number of votes in the election shall serve on the Student Professionalism Board, while the student receiving the second highest number of votes shall serve as an alternate representative. Student members of the Student Professionalism Board will only be involved in hearings involving a student from their campus, i.e., student members of the Professionalism Board from the Henderson campus will only hear cases involving students enrolled in the Henderson campus; student members of the Student Professionalism Board from the South Jordan campus will only hear cases involving students enrolled in the South Jordan campus. The Dean shall annually appoint the Chair from the elected faculty members serving on the Student Professionalism Board. Unless he/she has requested a hearing, the Associate Dean for Admissions and Student Affairs will serve as an *ex officio* member of the Student Professionalism Board representing the College Administration. If the Associate Dean for Admissions and Student Affairs has requested the hearing, the Associate Dean for Academic Affairs will serve as the *ex officio* member representing the College Administration on the Board. The Student Professionalism Board can convene only when the *ex officio* college administrator, three faculty members, and three student members of the Board from the appropriate campus are present for the meeting. All Student Professionalism Board members are also considered present if they are linked to the meeting either telephonically or via videoconference.

If any member of the Student Professionalism Board is unable to attend a hearing, or feels that a conflict of interest in a particular case exists, said member shall notify the Chair. In the case of a student who has been recused or is unable to attend the hearing, the appropriate alternate student representative shall serve in his/her absence while faculty replacements will be appointed by the Dean following a written petition from the Chair. If any member of the Board feels there exists a conflict of interest where a Board member has not recused him/herself, the Board may, by a majority vote, require the recusal of the individual in question.

*Procedure for Hearings Regarding Violations of the Standards of Professional Conduct*

1. The Chair of the Student Professionalism Board will provide appropriate notification to the student by the aforementioned process.
2. Except as provided below, the hearing will be closed to all individuals not directly involved.
3. With the faculty member's expressed consent, the student may petition the Student Professionalism Board to allow a non-administrative faculty member to serve in an advisory capacity during the hearing. This petition must be sent to the Chair via e-mail at least three (3) business days prior to the hearing, and must identify the faculty member the student wishes to have present. A faculty member involved in the incident and/or who has been called as a witness is prohibited from serving in this role during the hearing. The role of a faculty member who agrees to assist a student called before the Board is limited to advising the student during the hearing, and is therefore accordingly not allowed to make statements or question witnesses on behalf of the student.
4. The student may testify and present evidence and witnesses on his/her behalf. All documentation (including written affidavits) and names of witnesses the student intends to present (either in person or linked to the hearing via telephone or videoconference) need to be provided to the Chair via email at least three (3) business days prior to the hearing. Failure to do so will prevent said evidence and witness testimony from being considered by the Board. The student and all witnesses are subject to questioning by members of the Student Professionalism Board.
5. All documentation (including written affidavits) and names of witnesses the Student Professionalism Board intends to present (either in person or linked to the hearing via telephone or videoconference), need to be provided to the student via email at least three (3) business days prior to the hearing. Any witnesses called by the Student Professionalism Board are subject to questioning by the student.
6. Upon conclusion of the hearing and consideration of the evidence presented, the Student Professionalism Board shall, by a majority vote, determine whether it is more likely than not that the charges are true based upon the evidence presented.
7. The Student Professionalism Board shall forward its majority decision with respect to findings of fact to the Assistant/Associate Deans within 5 business days of the hearing. If the Student Professionalism Board determines that the charges are true, it may make a recommendation to the Assistant/Associate Deans with respect to the sanctions (if any) to be imposed. In making its recommendation, the Board may consider any prior disciplinary action against the student or any other information it deems pertinent to such recommendation.

As any recommendations from the Student Professionalism Board must represent a majority opinion, in the event of a 3-3 tie, a written summary of findings of fact only will be forwarded to the aforementioned individuals.

8. The Assistant/Associate Deans will meet to consider the Student Professionalism Board's report. It is solely the responsibility of the Assistant/Associate Deans to determine appropriate sanctions should the Professionalism Board determine that it is more likely than not that the charges made are true. In their final determination, the Assistant/Associate Deans may accept some, all, or none of the Professionalism Board's recommendations as to appropriate sanctions. The Assistant/Associate Deans will make a final determination as to the disposition of the matter and will forward this decision in writing along with the Student Professionalism Board's findings of fact, to the Dean, the South Jordan Campus Dean, the Chair, and the student within 5 business days following receipt of the Student Professionalism Board's report.

As the above proceedings are considered a confidential matter, no member of the Student Professionalism Board shall discuss any of the charges, documentation, or proceedings with any individuals not directly involved in the matter.

9. **The student may appeal the decision of the Assistant/Associate Deans according to the Student Appeal Process.**

## **Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards**

### **Probation**

The Associate Dean for Academic Affairs may place a student who exhibits unsatisfactory or deficient academic performance on probation. The Associate Dean for Clinical Programs may place a student who exhibits inappropriate professional conduct on rotation and/or unsatisfactory academic progress in experiential experiences on probation. The Associate Dean for Admissions and Student Affairs may place a student who exhibits inappropriate professional conduct in all other settings on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. **The appropriate Assistant/Associate Dean may recommend that the Dean or South Jordan Campus Dean suspend students who have not fulfilled the terms and conditions of their probation.**

### **Academic Probation/Withdrawal "Not in Good Academic Standing"**

If a student's performance is unsatisfactory on any three (3) reassessments during an academic year, the student will be placed on academic probation. The Associate Dean for Academic Affairs will acknowledge the student's placement on academic probation and will specify the terms of probation in a written document. Included in this document will be: (1) a statement informing the student that unsatisfactory progress on any six

reassessments within an academic year will require the student to withdraw from the program “not in good academic standing” and (2) a statement reiterating the College’s Withdrawal Policy. This document will be delivered either by certified mail or hand-delivered to the student. A copy of the letter will be submitted to the Dean and/or South Jordan Campus Dean, as appropriate.

Under normal circumstances, a student will be removed from academic probation once he/she has successfully passed all of the assessments required during summer remediation.

A student who receives a “No Pass” for any pharmacy practice experience will be placed on academic probation. The Associate Dean for Clinical Programs will acknowledge the student’s placement on academic probation and will specify the terms of probation in a written document. This document will be delivered either by certified mail or hand-delivered to the student. A copy of the letter will be submitted to the Dean and/or South Jordan Campus Dean, as appropriate. The student will remain on academic probation until all objectives (learning and professional) for the pharmacy practice experience have been achieved.

During academic probation a student is required to meet regularly with either the Associate Dean for Admissions and Student Affairs, South Jordan Campus Dean or another faculty member who agrees to serve as an advisor to the student during this probationary period.

#### Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive inattentance, disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at pharmacy practice sites; inappropriate or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by the College or the respective pharmacy practice sites.

Matters involving a student’s inappropriate professional or personal behavior on campus will be brought to the attention of the Associate Dean for Admissions and Student Affairs. Matters involving a student’s inappropriate professional or personal behavior while on pharmacy practice rotations will be brought to the attention of the Associate Dean for Clinical Programs. The appropriate administrative officer will acknowledge the student’s placement on Probation for Professional or Personal Misconduct, and will specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will be delivered either by certified mail or hand-delivered to the student. A copy of the letter will be submitted to the Dean and/or South Jordan Campus Dean, as appropriate.

During the probationary period, the appropriate administrative officer shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the administrative officer shall communicate to the Dean and South Jordan Campus Dean that the student be reinstated to non-probationary status.

### **Suspension**

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct. The Assistant/Associate Deans, after appropriate review, may recommend that the Dean or South Jordan Campus Dean suspend a student from the program. Under no circumstances shall a recommendation for suspension be made unless the student has first been placed on probation and the terms of probation not met.

The Dean or South Jordan Campus Dean will notify the student of his/her suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the student by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in force. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations), or any College or University events that are not open to the general public.

Following the suspension period, the student may petition the Dean or South Jordan Campus Dean, in writing, to allow him/her to return. The Dean or South Jordan Campus Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his/her status is reinstated or the official termination date of the student.

### **Termination**

The College reserves the right to terminate a student at any time in order to safeguard its standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the College are cause for immediate termination of the student. A student who is terminated may not be reinstated under any circumstances.

### **Withdrawal**

Attendance at the College is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The College reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation.

### Voluntary Withdrawal

Application for voluntary withdrawal from the College must be made in writing to the Associate Dean for Admissions and Student Affairs. Except in rare and special circumstances, the application will be accompanied by a personal interview with a member of the College of Pharmacy's administrative team. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following notification by the student and the personal interview, the Associate Dean for Admissions and Student Affairs will notify the Dean and/or South Jordan Campus Dean and will provide the student with the forms necessary to process the official withdrawal. Students who leave the College without notifying the Office of the Associate Dean for Admissions and Student Affairs, and without completing the established withdrawal procedures within 30 days, will automatically be terminated from the University. Students who are terminated in this manner will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Director of Financial Aid (regardless of whether the student has received financial aid), the Associate Dean for Admissions and Student Affairs, and the Dean or South Jordan Campus Dean.

The procedure for Voluntary Withdrawal is as follows:

1. The student makes a written request to the Associate Dean for Admissions and Student Affairs to voluntarily withdraw from the College.
2. The Associate Dean for Admissions and Student Affairs notifies the Dean and/or South Jordan Campus Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the student and the Associate Dean for Admissions and Student Affairs or South Jordan Campus Dean is held, and the terms of withdrawal are agreed upon and put in writing. The student must also meet with the Director/Assistant Director of Financial Aid, regardless of whether the student received Financial Aid.
4. The completed withdrawal form and terms of withdrawal are signed by the student and returned for signature to the Associate Dean for Admissions and Student Affairs who then forwards them to the Dean or South Jordan Campus Dean, for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

## Mandatory Withdrawal

As stated in the Academic Policies and Procedures above, students who do not pass six (6) reassessments in an academic year or three (3) assessments during summer remediation are required to withdraw from the program “not in good academic standing”. A student may appeal questions on any assessment (see Student Appeal Process) and may remain enrolled and attend class until all such appeals are resolved. In such a case, the date of withdrawal will be the date when review of all appeals is completed. A student may choose to withdraw without appeal and the date of withdrawal will be the date of the last reassessment not passed. A Student who leaves the College without completing the established withdrawal procedure within 30 days will automatically be terminated from the University. Students who are terminated in this manner will not be considered for re-admission at a later date.

The procedure for Mandatory Withdrawal is as follows:

1. The Associate Dean for Academic Affairs will inform the student and the Associate Dean for Admissions and Student Affairs in writing that due to unsatisfactory academic progress, the student is required to withdraw from the College.
2. The Associate Dean for Admissions and Student Affairs notifies the Dean and/or South Jordan Campus Dean, prepares the necessary forms for withdrawal and schedules a withdrawal interview.
3. The withdrawal interview attended by the student and the Associate Dean for Admissions and Student Affairs or South Jordan Campus Dean is held, and the terms of withdrawal are agreed upon and put in writing. The student must also meet with the Director/Assistant Director of Financial Aid, regardless of whether the student received Financial Aid.
4. The completed withdrawal form and terms of withdrawal are signed by the student and returned for signature to the Associate Dean for Admissions and Student Affairs who then forwards them to the Dean or South Jordan Campus Dean for signature.
5. Once all forms are signed and dated, the withdrawal process is complete.

## Conditions for re-admission for students withdrawing “in good academic standing”

Students who withdraw “in good academic standing” (i.e., not on academic probation) are not assured of re-admission unless it is a part of the final written decision and/or agreement made between the Associate Dean for Admissions and Student Affairs and the student, and it is acknowledged through signature by the Dean or South Jordan Campus Dean. Unless circumstances determined by the Dean or South Jordan Campus Dean warrant, students who are granted re-admission following withdrawal in good academic standing re-enter at the beginning of the next academic year and register for the entire academic year, including all blocks previously completed and passed.

### Conditions for readmission for students withdrawing “not in good academic standing”

Students who withdraw while on academic probation do so “not in good academic standing”. Students who withdraw “not in good academic standing” may request re-admission through the College’s Admissions Application process unless otherwise stipulated.

### **Leave of Absence**

A student in good academic standing (i.e., not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, or pregnancy.

Students requesting a leave of absence must apply in writing to the Associate Dean for Admissions and Student Affairs. In the event of a medical problem, the request must be accompanied by a letter from a physician on his/her letterhead describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The Associate Dean for Admissions and Student Affairs shall notify the Dean or South Jordan Campus Dean who shall then determine whether or not the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year, and may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to the Associate Dean for Admissions and Student Affairs, at least three (3) months prior to the requested date of return. It is the student’s responsibility to keep the Associate Dean for Admissions and Student Affairs informed of any change of address while on a leave of absence.

If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leaves of absence may be extended to a maximum of two (2) years. The terms and conditions of the leave will be determined by the Dean or South Jordan Campus Dean.

The procedure for obtaining a leave of absence is as follows:

1. The student makes a written request to the Associate Dean for Admissions and Student Affairs for a leave of absence.
2. The Associate Dean for Admissions and Student Affairs notifies the Dean and/or South Jordan Campus Dean, and prepares the necessary leave of absence forms.
3. The Dean or South Jordan Campus Dean, the student, and the Associate Dean for Admissions and Student Affairs meet to discuss the request. The Dean or South Jordan Campus Dean shall determine whether or not to grant the request and the terms of the leave of absence, if granted. Any terms shall be put in writing for the student, the Associate Dean for Admissions and Student Affairs and the Dean or South Jordan Campus Dean to sign.
4. If the request is granted, the student shall complete the leave of absence form, sign and date it. The student shall then return the completed form to the Associate Dean for Admissions and Student Affairs who shall sign and date it and forward the forms to the Dean or South Jordan Campus Dean for signature. The student must meet with the Director of Financial Aid to verify that the student does not have any outstanding financial obligations to the University.
5. Once all forms are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the student's request, provided that the leave is granted.

## **Student Appeal Process**

### Assessment Appeals

If a student feels that an assessment has been evaluated unfairly or in error, he/she should submit a written account of his/her reasons for believing this to the office of the Director of Academic Affairs and Assessment. The written appeal must be submitted to the office of the Director of Academic Affairs and Assessment by 5 p.m. on the fifth business day from the day of the assessment or reassessment.

The Director of Academic Affairs and Assessment shall determine if the situation merits convening the Student Assessment Appeals Committee. The Student Assessment Appeals Committee is convened on an as-needed basis, and is composed of two faculty members appointed by the Dean from a list of at least four recommended by the Director of Academic Affairs and Assessment, and two students appointed by the Dean from a list of at least four recommended by the President of the highest ranking class. In their recommendations, the Director of Academic Affairs and Assessment and the Class President should endeavor to suggest individuals who are not personally involved in the assessment/block.

After considering the points-of-view of both the student and the faculty member(s), the Student Assessment Appeals Committee shall make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the student, the faculty member(s) involved, the Director of Academic Affairs and Assessment and the Associate Dean for Academic Affairs or South Jordan Campus Dean. The decision of the Dean is final.

#### Appeals of Pharmacy Practice Experience Outcomes

If a student feels that a pharmacy practice experience has been evaluated unfairly or in error, he/she should submit a written account of his/her reasons for believing this to the Associate Dean for Clinical Programs within five (5) business days of receipt of the final evaluation. Students may continue to progress through the experiential curriculum until the appeal is resolved.

The Associate Dean for Clinical Programs shall determine if the situation merits convening the Student Experiential Appeals Committee. This Committee is convened on an as-needed basis, and is composed of two faculty members appointed by the Dean from a list of at least four recommended by the Associate Dean for Clinical Programs, and two students appointed by the Dean from a list of at least four recommended by the President of the highest ranking class. In their recommendations, the Associate Dean for Clinical Programs and the Class President should endeavor to suggest individuals who are not personally involved and are accessible.

After considering the points-of-view of both the student and preceptor(s), the Committee shall make a recommendation to the Dean who shall render his/her decision. The Dean shall communicate this decision in writing to the student, the preceptor(s) involved, and the Associate Dean for Clinical Programs. The decision of the Dean is final.

#### Appeals of Withdrawal Decisions

Unsatisfactory performance on any six (6) reassessments during an academic year automatically results in a student being required to withdraw “not in good academic standing” (See Academic Probation/Withdrawal “Not in Good Academic Standing”). The requirement to withdraw and any stipulations or conditions regarding the student’s return to the program may not be appealed. Students may, however, appeal the outcome of an assessment as noted above.

#### Appeals of Probation Decisions

If a student feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Dean or South Jordan Campus Dean. The written appeal must be submitted to the office of the Dean or South Jordan Campus Dean within five (5) business days of notification of probation. The Dean or South Jordan Campus Dean shall consider the appeal and render his/her decision. The Dean or South Jordan Campus Dean shall communicate this decision in writing to the student, and the College administrative officers.

If the student is still dissatisfied, he/she may appeal the Dean's or South Jordan Campus Dean's decision in writing to the Vice-President for Academic Affairs and Program Planning. The written appeal must be submitted to the office of the Vice-President for Academic Affairs and Program Planning within five (5) business days of notification of the Dean or South Jordan Campus Dean's decision. The Vice-President for Academic Affairs and Program Planning shall consider the appeal and render his/her decision. The Vice-President for Academic Affairs and Program Planning shall communicate this decision in writing to the student and the College administrative officers. The decision of the Vice-President for Academic Affairs and Program Planning shall be final, effective immediately.

The student shall have the right to continue to attend classes and participate in all sanctioned College activities until such time as any/all probation appeals are exhausted.

#### Appeals of Suspension Decisions

A student may be suspended as decided by the Dean or South Jordan Campus Dean (see Suspension p.23). If a student feels he/she has been treated unfairly in a matter involving suspension, he/ she may appeal that decision to the Vice-President for Academic Affairs and Program Planning. The written appeal must be submitted to the office of the Vice-President for Academic Affairs and Program Planning within five (5) business days of notification of suspension. The Vice-President for Academic Affairs and Program Planning shall consider the appeal and render his/her decision. The Vice-President for Academic Affairs and Program Planning shall communicate this decision in writing to the student and College administrative officers. The decision of the Vice-President for Academic Affairs and Program Planning shall be final, effective immediately.

The student shall have the right to continue to attend classes and participate in all sanctioned College activities until such time as any/all suspension appeals are exhausted.

#### Appeals of Termination Decisions

If a student feels he/she has been treated unfairly in a matter involving termination, he/ she may appeal that decision in writing to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of termination. The Dean shall consider the appeal and render his/her decision. The Dean shall communicate this decision in writing to the student and the College administrative officers.

If the student is still dissatisfied, he/she may appeal the Dean's decision in writing to the Vice-President for Academic Affairs and Program Planning. The written appeal must be submitted to the office of the Vice-President for Academic Affairs and Program Planning within five (5) business days of notification of the Dean's decision. The Vice-President for Academic Affairs and Program Planning shall consider the appeal and render his/her decision. The Vice-President for Academic Affairs and Program Planning shall communicate this decision in writing to the student and the Dean.

If the student is still dissatisfied, he/she may appeal the Vice-President for Academic Affairs and Program Planning's decision in writing to the President. The written appeal must be submitted to the office of the President within five (5) business days of notification of the Vice-President for Academic Affairs and Program Planning's decision. The President shall consider the appeal and render his/her decision. The President shall communicate this decision in writing to the student, the Vice-President for Academic Affairs and Program Planning, and the Dean.

If the student is still dissatisfied, he/she may appeal the President's decision in writing to the Board of Trustees. The written appeal must be submitted to the Executive Assistant to the President within five (5) business days of notification of the President's decision. The Board of Trustees shall consider the appeal and render their decision. The Chair of the Board of Trustees shall communicate this decision in writing to the student, the President, the Vice-President for Academic Affairs and Program Planning, and the Dean. The decision of the Board of Trustees shall be final, effective immediately.

Unless a clear threat to the safety or well-being of members of the University community exists, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all termination appeals are exhausted. The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the student's opportunity to attend class and/or all sanctioned College activities.

## **Record of Students' Complaints**

The colleges and schools of pharmacy have an obligation to respond to any written complaints by students lodged against a college or school of pharmacy, or a pharmacy program that are related to the standards and the policies and procedures of the Accreditation Council for Pharmacy Education (ACPE). The website for ACPE is <http://www.acpe-accredit.org>. Hence, the College has established, implemented and maintains a student complaint procedure that affords the complainants with fundamental procedural due process. In accordance with ACPE and good academic conduct our college has developed the following policies and procedures. The student may submit a written complaint to any of the following College administrators: Dean, South Jordan Campus Dean, and/or Associate/Assistant Deans. A student may also submit a written complaint to a student class officer (e.g., class president, vice president) or anonymously place the complaint in a secure box located in the student commons. The Associate Dean for Admissions and Student Affairs will formally investigate a student's written complaint. If the complaint involves the Associate Dean for Admissions and Student Affairs, the officer will excuse him/herself and the Dean will appoint another investigator. If the complaint involves the Dean or South Jordan Campus Dean, the Vice-President for Academic Affairs and Program Planning will assume responsibility for leading the investigation. The Associate Dean for Admissions and Student Affairs will share the results of this investigation with the other deans. The Dean and/or South Jordan Campus Dean will review this report and determine if the complaint requires a

formal intervention. All written complaints will be kept in a confidential, secured file in the appropriate Dean's office.

## **Student Government**

### **Class Officers**

Each class on each campus shall hold elections for class officers. The Associate Dean for Admissions and Student Affairs will collaborate with students in each class to hold a fair and legitimate election. Each class will elect a President, Vice President, Secretary and Treasurer.

### **Student Liaison Committee**

The Student Liaison Committee is composed of the class officers, representatives from pharmacy student organizations and pharmacy professional fraternities, and other student representatives as selected by the Dean. The Student Liaison Committee meets with the Dean, South Jordan Campus Dean, Associate Dean for Academic Affairs, Associate Dean for Admissions and Student Affairs and Associate Dean for Clinical Programs on a regular basis to discuss student, professional, college and community issues.

## Progression of Students

The College offers a three (3) year program leading to a Pharm.D. degree. The College utilizes the block system of curricular design whereby students study one content area intensely. Credit hours are achieved via completion of didactic coursework (based on regularly scheduled assessments) and pharmacy practice experiences. The three years of the program are designated P1 (first year), P2 (second year) and P3 (third year). A total of 70 credits must be completed and the P1 End of Year Assessment must be passed to advance to the P2 year. A total of 135 credits must be completed and the P2 End of Year Assessment must be passed in order to advance to the P3 year and 177 credits must be completed in order to be eligible for graduation. A summary of the distribution of credit hours is given below:

<u>First Academic Year (P1)</u>	<u>Credit Hours</u>
Assessments 1.1-1.17 (covering 14 blocks)	52
Pharmaceutical Calculations	3
IPPE1 Seminar/Top 200 Drugs	1
Pharmacy Communications Seminar	4
Introductory Pharmacy Practice Experience (IPPE1) Credit Hours	4
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Credit Hours	6
<b><i>Total credit hours required to advance to P2 status</i></b>	<b>70</b>
<u>Second Academic Year (P2)</u>	
Assessments 2.1-2.16 (covering 16 blocks)	53
Top 200 Course	1
Scientific Writing	1
Integration of Patient Care	5
IPPE2 Seminar	1
IPPE2 Credit Hours	4
<b><i>Minimum credit hours required to advance to P3 status</i></b>	<b>135</b>
<u>Third Academic Year (P3)</u>	
Advanced Pharmacy Practice Experience Credit Hours	36
Elective Credit Hours (minimum)	4
Capstone course	2
<b><i>Minimum Credit Hours Required for Graduation</i></b>	<b>177</b>

## CURRICULAR OVERVIEW

<b><u>DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM</u></b>	
<b>CURRICULAR CONTENT</b>	
<b>Didactic</b>	<b>Year 1</b>
PHAR 410: Fundamentals of Drug Action and Metabolism	
PHAR 411: Genetic Control of Cell Function, Cell Reproduction, and Protein Synthesis	
PHAR 412: Metabolism of Carbohydrates, Lipids, and Amino Acids	
PHAR 413: Hematology and Immunology	
PHAR 414: Biostatistics and Clinical Trial Design	
PHAR 420: Neuropharmacology and Medicinal Chemistry	
PHAR 421: Cardiovascular and Renal Systems: Pharmacology and Medicinal Chemistry	
PHAR 422: Gastrointestinal, Genitourinary and Skeletal Muscle: Pharmacology and Medicinal Chemistry	
PHAR 423: Endocrine Systems: Pharmacology and Medicinal Chemistry	
PHAR 424: Antimicrobial Pharmacology & Fundamentals of Toxicology	
PHAR 430: Pharmaceutics and Biopharmaceutics	
PHAR 431: Pharmacokinetics	
PHAR 440: Pharmacy Administration	
PHAR 441: Pharmacy Law	
PHAR 442: Pharmacy Communications Seminar (throughout P1 year)	
PHAR 444: Immunization Provider Certification (Beginning with Class of 2014)	
PHAR 450: Pharmaceutical Calculations (throughout P1 year)	

<b>DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM</b>	
<b>CURRICULAR CONTENT</b>	
<b>Didactic</b>	<b>Year 2</b>
PHAR 511: Therapeutic Disease State Management (TDSM): Fluids, Electrolytes, and Nephrology	
PHAR 512: TDSM: Cardiology	
PHAR 513: Clinical Immunology and Ophthalmology	
PHAR 514: TDSM: Pulmonology	
PHAR 515: TDSM: GI Disorders	
PHAR 516: TDSM: Infectious Disease	
PHAR 517: TDSM: Hematology/Oncology	
PHAR 518: TDSM: Endocrinology	
PHAR 519: TDSM: Psychiatry	
PHAR 520: TDSM: Neurology	
PHAR 521: Clinical Nutrition	
PHAR 522: Women's and Men's Health	
PHAR 523: Integration of Patient Care (throughout P2 year)	
PHAR 524: Immunization Provider Certification (All classes up through Class of 2013)	
PHAR 540: Drug Information and Literature Evaluation	
PHAR 541: Pharmacy Administration	
PHAR 550: Top 200 Drugs (throughout P2 year)	
PHAR 560: Advanced Drug Information Seminar (assignments throughout the P2 year)	
<b>Experiential</b>	
PHAR 470 & 570: Introductory Pharmacy Practice Experiences (with classroom seminars and P1 Top 200 Drugs (PHAR 471 & 571))	<b>Years 1 and 2</b>
PHAR 472: Introductory Pharmacy Practice Experience - Summer	<b>Summer after Year 1</b>
PHAR 600: Advanced Pharmacy Practice Experiences	<b>Year 3</b>
Electives	<b>Year 3 (or as arranged)</b>
PHAR 699: Capstone Course	<b>End of Year 3</b>

## Block and Course Descriptions

Block and Course descriptions may be found in the Roseman University of Health Sciences Catalog and on the website (<http://www.roseman.edu/pharmacy/curriculum>).

## **Personal Counseling about Non-Academic Issues**

Students needing personal counseling services about non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. While these services are not directly provided by the University, the Registrar/Student Services Office provides students with a confidential venue to voice concerns and ask questions, and Student Services can work with the student to refer him/her to contracted licensed resources off-campus for additional assistance.

Further, a list of counseling services in the local area (for both campuses) is available on the Registrar/Student Services section of the University website.

## **Student Health Services**

All students are required to document that they have health insurance. Questions about this requirement should be directed to the Registrar/Student Services Office.

## **Licensure and Accreditation Status**

The Roseman University of Health Sciences College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE), 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, 312-664-3575, 800-533-3606; FAX 312-664-4652, web site [www.acpe-accredit.org](http://www.acpe-accredit.org).

ACPE accredits Doctor of Pharmacy programs offered by Colleges and Schools in the United States and selected non-US sites.

Questions regarding eligibility for licensure as a pharmacist in Nevada should be directed to:

Larry Pinson, Executive Secretary  
Nevada State Board of Pharmacy  
555 Double Eagle Court, Suite 1100  
Reno, NV 89521-2957

Questions regarding eligibility for licensure as a pharmacist in Utah should be directed to:

Executive Secretary  
Utah State Board of Pharmacy  
160 E. 300 South  
P.O. Box 146741  
Salt Lake City, UT 84114-6741