



Student Handbook
2016-2017 Academic Year

Table of Contents

I.	Calendar for the Academic Year	4
II.	Academic Policies and Procedures	5
	a. Roles and Responsibilities of College Administrative Officers	5
	b. Notice of Requirement to Check Student E-mail on a Daily Basis	5
	c. Academic and Career Advising	5
	d. Attendance	5
	i. Financial Responsibilities Must be Fulfilled to Continue Enrollment	5
	ii. Attendance at Instructional Periods, Assessments, and Remediation	6
	iii. Excused Absences	7
	iv. Unexcused Absences	9
	v. Attendance at Experiential Activities	9
	e. Class Start Time, Assessment Time & Class Hours	9
	f. Multimedia Recording	10
	g. Method of Evaluation of Student Progress	10
	h. Transcripts and Records of Student Performance	10
	i. Auditing of Assessments and Blocks	12
	i. Student Assessment Policy	12
	i. Percentage of Total Score	12
	ii. Credit for Team Assessment	12
	iii. Extra Credit	12
	iv. Faculty Assessment Leader	12
	v. Standard of Performance	13
	vi. Time Allotted	13
	vii. Tardiness	13
	viii. Seating Arrangements	13
	ix. Student-Initiated Clarifications During Assessments	14
	x. Faculty-Initiated Clarifications During Assessments	14
	xi. Policies and Procedures for Electronic Testing	14
	xii. Personal Property Permitted On or About Students During Assessment Period	15
	xiii. Communication and Breaks	16
	xiv. Assessment Review	16
	xv. Disposition of Completed Assessments	17
	j. Remediation and Reassessment	17
	k. Academic Standards of Progress	18
	i. Unsatisfactory Progress Following Remediation and Reassessment	18
	ii. Unsatisfactory Progress During IPPE	18
	iii. Unsatisfactory Progress During IPPE-S	19
	iv. Unsatisfactory Progress During APPE	19
	v. Procedure When Unsatisfactory Progress is Documented in Pharmacy Practice Experiences	19

1.	Eligibility for Pharmacy Practice Experiences	19
i.	NV SBOP Intern Pharmacist Certificate of Registration and UT DOPL Pharmacy Intern Registration	19
ii.	Immunization and Health Screening Requirements	20
III.	Policies and Procedures Pertaining to Student Professionalism	21
a.	Standards of Professional Conduct	21
i.	Violations of the Standards of Professional Conduct	22
ii.	Resolution of USPB Findings	24
IV.	Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards	24
a.	Probation	24
i.	Academic Probation/Withdrawal “Not in Good Academic Standing”	25
ii.	Probation for Professional or Personal Misconduct	25
b.	Suspension for Professional or Personal Misconduct	26
c.	Termination for Professional or Personal Misconduct	26
d.	Withdrawal	27
i.	Voluntary Withdrawal	27
ii.	Involuntary Withdrawal	28
iii.	Administrative Withdrawal	28
V.	Re-admission	29
a.	Conditions for Re-Admission for Students Withdrawing “In Good Academic Standing”	29
b.	Conditions for Re-Admission for Students Withdrawing “Not In Good Academic Standing”	29
VI.	Leave of Absence	29
VII.	Student Appeal Process	30
a.	Assessment Appeals	30
b.	Appeals of Pharmacy Practice Experiences	31
c.	Appeals of Withdrawal Decisions	32
d.	Appeals of Probation Decisions	32
e.	Appeals of Suspension or Termination Decisions	33
VIII.	Record of Students’ Complaints	33
IX.	Student Government	34
X.	Progression of Students	34
a.	Eligibility for Graduation	34
XI.	Curricular Overview	36
XII.	Block and Course Descriptions	38
XIII.	Personal Counseling about Non-Academic Issues	39
XIV.	Licensure and Accreditation Statement	39

University policies and procedures are included in the University Catalog or may be found on the University website (<http://www.roseman.edu/students/students-students/policies-1>). 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. This handbook is effective May 2016.

ROSEMAN UNIVERSITY OF HEALTH SCIENCES COLLEGE OF PHARMACY

Calendar for the 2016-2017 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 22-26
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 17 – January 1
Classes Resume	January 2
Spring Holidays	March 24-27
Classes End	May 19
IPPE-S and P3 APPE begin	May 22
Memorial Day <i>(University offices closed)</i>	May 29
Roseman University COP Graduation	TBD (Tentatively June 1-4)
Independence Day <i>(University offices closed)</i>	July 4
Summer remediation	July 3 - August 11

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 (Campus Dean, Assistant/Associate Deans and Directors).

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

University and College administration, faculty, staff, and preceptors rely on e-mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check their Roseman 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. For the PHAR 495 and 595: Continuing Professional Development courses in the P1 and P2 years, each student is assigned a faculty mentor as first point of contact for academic and career advising. In addition, every faculty member in the College is responsible for being available and accessible to mentor students. Students are 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 to review a brief description of the backgrounds and interests of the faculty and administration of the College. Additionally, students may 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 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 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 on 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.

Attendance at Instructional Periods, Assessments, and Remediation

Roseman’s educational model is unique, with accelerated learning and a 90% testing proficiency requirement to advance in coursework. It is a fast-paced and challenging educational environment that delivers consistently high professional licensure passage rates and a degree one year sooner than traditional models. Because the active learning and team activities are a critical component of the Roseman educational model supporting each student’s achievement of competency and mastery, it is expected that all students attend all instructional sections, assessments, and remediation/reassessment periods. Absence from instructional periods does not relieve the student from responsibility for the material covered during the periods.

If a student has an absence which would prevent him/her from taking a scheduled initial assessment or initial reassessment, the student *must* request an excused absence from the Associate Dean of Academic Affairs, as described below. An “excused absence” means a requested absence approved by the Associate Dean of Academic Affairs in accordance with this policy.

The decision to grant an excused absence for the reasons listed below is at the sole discretion of the Associate Dean of Academic Affairs. Should a student not provide requested documentation, fail to inform the Associate Dean of Academic Affairs within the timeframes specified below, or if administering the makeup activity at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably have been avoided, then an excused absence may be denied. Falsification of documentation is a violation of the College’s Standards of Professional conduct and will result in disciplinary action up to and including termination.

Requests for an excused absence may only be granted for the five itemized reasons below. 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. Students with prolonged illnesses or other personal issues that result in multiple absences may be denied excused absences and asked to consult with the appropriate college administrator regarding taking a leave of absence (see Leave of Absence).

Excused Absences:

1. Student Illness

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify the Associate Dean of Academic Affairs 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, signed and dated by a licensed physician, must be received no later than one business day following the missed assessment/reassessment. The physician cannot 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. The Associate Dean of Academic Affairs reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether or not an absence should be approved.

2. 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 Associate Dean of Academic Affairs 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, 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 Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

3. Bereavement

A student may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within five calendar days of the date of the assessment or reassessment to receive an excused absence. The student must notify the Associate Dean of Academic Affairs no later than 1:00 PM on the date of the absence. Documentation will be required for an excused absence to be approved, and must be submitted prior to any scheduled make-up assessments.

4. Attendance at Pharmacy Professional Meetings

The College encourages students to attend pharmacy professional meetings. In order to receive an excused absence for an assessment or reassessment scheduled during a pharmacy professional meeting, *each student* attending the meeting must *individually*

submit a request, in writing to the Associate Dean of Academic Affairs at least two weeks prior to the assessment or reassessment. The request must be accompanied by a copy of the student's accepted registration for the meeting.

5. Religious Observance

It is the policy of Roseman University of Health Sciences and the College of Pharmacy to be sensitive to the religious obligations of its students. Should a student be unable to take a scheduled assessment or reassessment due to a religious obligation, the student must request an excused absence from the Associate Dean of Academic Affairs as soon as possible, but not later than the end of orientation week for the school year. The Associate Dean of Academic Affairs reserves the right to require the student to provide additional information and/or documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

If granted an excused absence for an assessment for one of the above reasons, 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 granted an excused absence for a scheduled reassessment for one of the above reasons, the student will complete 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. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for the 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 reassessment, the student will receive a "No Pass" and will be required to attend summer remediation for that assessment.

Excused absences are not permitted for makeup assessments or reassessments.

Faculty who write assessment items need not be present during any makeup assessment or reassessment. No pre- or post-assessment review will be provided for makeup assessments or reassessments. The date and time of the makeup assessment or reassessment may or may not be scheduled during regular school hours.

Unexcused absences

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, that student will be required to attend a scheduled summer remediation period (to be determined by block faculty in conjunction with the Associate Dean for Academic Affairs) and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence from a regular (non-longitudinal) block assessment or reassessment, the student will be notified, in writing, that any additional unexcused absences will result in the student being placed on professional probation (See Probation). Unexcused absences exceeding thirty (30) calendar days will result in administrative withdrawal from the program (see Administrative Withdrawal).

Attendance at Experiential Activities

Roseman University has affiliations with a variety of experiential training sites. Student attendance is required at all scheduled experiential rotations, including IPPEs and APPEs. Student participation in experiential rotations is not only an educational opportunity and a requirement for professional licensure reasons, it is also an opportunity to help improve, preserve and save lives through direct hands-on contributions to patients' health care. 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 am to 3:00 pm. In observance of these posted times, students and all faculty who are scheduled to teach will be expected to be present at 8:00 am, 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 am. 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 am. 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 Associate Dean of Academic Affairs.

Multimedia Recording by Student(s)/Resident(s), their Agents, Representatives, and/or Guests - See University Catalog or <http://www.roseman.edu/students/students-students/policies-1>

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 notification of their academic progression through the curriculum. Please refer to the University Catalog or <http://www.roseman.edu/students/students-students/policies-1> for the professional technical standards for admission, advancement and graduation.

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%.

For a further description, see University Catalog or <http://www.roseman.edu/students/students-students/policies-1>

“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). 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 who 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 earn “achieve” or “satisfactory progress” for all of the outcomes of each pharmacy practice experience as designated on each rotation’s student assessment form. If a student does not successfully complete all outcomes for any rotation, the student must remediate that rotation, be reassessed and successfully achieve all outcomes.

“No Pass” (NP)

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

Honors (H)

The Honors “H” designation denotes individual high achievement on a didactic topic within the curriculum.

For regular (non-longitudinal) block assessments, a student receiving $\geq 95\%$ individually on the assessment (without team assessment points) will receive a designation of “H” for that assessment on their transcript. This designation is only eligible on a student’s first attempt at the material, and cannot be earned for reassessments or summer remediation assessments.

For longitudinal blocks, a student receiving $\geq 95\%$ of the total points available in the block at the end of the academic year (before summer remediation) will receive a designation of “H” for that block on their transcript. Summer remediation for any portion of a longitudinal block makes the student ineligible for the Honors designation.

The Honors designation is not awarded for any experiential portion of the curriculum.

Incomplete (I)

An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP” but intends to complete the course at a later time, in accordance with policy. 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”. If the student has not been assessed within one (1) year from the date that the “I” grade was recorded, the ‘I’ converts to a ‘W’. With prior written approval of the Associate Dean of Academic Affairs, this time limit may be extended for extreme circumstances (e.g. long-term debilitating injury, extended military service, etc.) up to a maximum total time of 2 years from the date of the assignment of the “I” grade. Replacement of an “I” will be under the direction of the instructor(s) and the Associate Dean of Academic Affairs for didactic requirements, or the Director of Experiential Education for experiential requirements.

Withdrawn (W)

The academic program will record a ‘W’ (Withdrawal) in the student’s academic record and the Registrar will note on the student’s transcript a ‘W’ for the current block and any in-progress longitudinal courses when an academic program determines that a student has withdrawn from the program under any of the following conditions: 1) the student is not allowed to reapply, 2) the student must reapply to the program to be considered for admission, or 3) when the time limit for conversion of a grade of “I” has been exceeded without an assessment occurring (see above). The grade of “W” will be considered permanent.

Auditing of Assessments or Blocks

The College of Pharmacy does not allow auditing of didactic or experiential coursework.

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 Associate Dean of Academic Affairs and clearly articulated to students prior to the assessment.

Percent of Total Point Score

Generally, 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 or other officially designated document or electronic record 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 minimum score of 90% will constitute a pass. However, the assessment leader may reasonably modify the standard subject to concurrence of the Associate Dean of Academic Affairs.

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 start time and the allotted time will be clearly communicated to the students prior to the start of the assessment. Electronic assessments are automatically timed by the electronic assessment system. When the allotted time is reached, the electronic assessment system will automatically close and submit the assessment. For non-electronic assessments, 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;

Faculty shall not entertain requests for additional credit for any reason after the assessment review has finished. After the review has finished, all requests for scoring adjustments must be submitted through the assessment appeals process (see Student Appeal Process).

Tardiness

Students will not be permitted to enter the assessment room once an assessment has begun. 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

Faculty will not make clarifications to the class during an assessment. Any corrections necessary will be made during the assessment review.

Policies and Procedures for Electronic Testing

Students are expected to maintain the electronic device(s) issued to them by Roseman University. To participate in electronic assessment, students are required to bring an approved device for use to the assessment or reassessment. iPads will be the only devices approved for use with the electronic assessment system. The one exception to the previous sentence is when P2 students must take the Pharmacy Curricular Outcomes Assessment (PCOA) exam using a proprietary electronic testing system provided by NABP. A laptop computer must be used with the NABP system as iPads are not supported by that system. Any non-school issued device must be inspected and approved for use in writing by the Associate Dean of Academic Affairs, or designee, at least one week prior to the electronic assessment. A serial number of the approved device will be recorded and maintained by the office of Academic Affairs. Students will not be permitted to participate in the electronic assessment if they do not have an approved device available for use at that time. Students without an approved device will not be permitted loaner devices and will receive a score of zero (0) on the assessment or reassessment.

It is the student's responsibility to ensure their device has enough power (either by battery charge or by charging cord) for the entire duration of the electronic assessment. It is encouraged that students bring a charging cord to the electronic assessment. Additional charging cords will not be provided to students. If a student's device runs out of charge during the electronic assessment, the student will not be allowed to continue with the assessment or reassessment. Consequently, their score will be determined by the last saved record in the electronic assessment system. If there is no record, the student will receive a score of zero (0) on the assessment or reassessment.

Malfunctions of approved devices having appropriate available power will be resolved on a case by case basis by the Associate Dean of Academic Affairs, or designee, in conjunction with the IT Helpdesk. Resolution may include: loaner devices, extended or alternate timing of the electronic assessment, change to paper or Scantron assessment or any other modification deemed appropriate by the Associate Dean of Academic Affairs, or designee.

The only accessories approved for use during the assessment are a charging cord, a semi-permanent clear plastic screen protector or a stylus. No other electronic device

accessories, including, but not limited to covers, cases or watches, are permitted within the testing area. Any student found in possession of an unapproved electronic device accessory during the assessment will receive a zero (0) on the assessment and may also result in allegations of professional misconduct.

After completion of the individual assessment, devices must be left in the classroom at the student's assigned seat until the start of the team assessment. The use of devices outside the classroom between the individual assessment and team assessment is prohibited. Any student using an electronic or communication device outside the classroom during these times will receive a zero (0) on the assessment and may also result in allegations of professional misconduct.

Only one device for each team may be powered on during the team assessment. This device will be the only one permitted to link with the electronic assessment system. If more than one device within possession of the team is powered on during the team assessment, all members of the team will lose eligibility for team points on that assessment. Likewise, if the one approved team device is linked to any site other than the electronic assessment system, all members of the team will lose eligibility for team points. Lastly, if any member of the team is found in possession of an electronic device accessory within the testing area during the team assessment, all members of the team will lose eligibility for team points.

Personal Property Permitted On or About Students during Assessment Period

Only the items clearly designated by the proctor are permitted at the desk. All other personal items not explicitly designated as acceptable by the proctor(s) must be kept in a place designated by the proctor(s), and may not be retrieved until all teams have completed the team assessment. When designated for use, scientific calculators may be used during the assessment. However, the use of programmable or graphing calculators is always prohibited during assessments. Possession of class-related materials and cell phones is always prohibited during an assessment, team assessment or reassessment.

A student in the possession of any materials not explicitly designated as acceptable by the proctor(s) 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 any item not explicitly designated as acceptable by the proctor(s) during the team assessment, all team members will forfeit team assessment credit. Students may not bring any items from the individual assessment into the team assessment, including but not limited to: test booklets; scratch paper; graphs, charts or formula sheets; or any piece thereof regardless of size.

It is the student's responsibility to ask the proctor(s) for approval about any item they wish to have at their desk during the assessment, prior to the start of the assessment.

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 University employee 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, except during pregnancy. 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. Because the assessment review is a critical component of supporting each student's achievement of competence and mastery, it is expected that all students attend the assessment review. 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 after the assessment review has finished, all such requests may only be raised before the end of the review itself. All students who participated in the assessment, including students with disabilities, will be provided an opportunity to participate in the assessment review with the class. Students who do not participate in the assessment (either excused or unexcused) will not be permitted to attend or participate in the review. Use of laptops and/or any multimedia recording devices will not be permitted during the review. Final decisions on requests for question adjustments will be communicated to the students prior to the release 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 reassessment.

Disposition of Completed Assessments

For assessments using electronic means of testing (i.e. Examsoft, PCOA, etc.), the electronic record submitted by the student is the final record of the student's results on the assessment and will not be changed after upload. Assessment questions will not be returned to students if electronic means of testing are used. Score reports will be available to students by logging in to the electronic system. The time of release of the scores will be announced to the class by the Assessment Leader after the assessment review.

For assessments using Scantron forms, the form will be retained by the College and a copy of the score report will be returned to the student. In these cases, the Scantron form is designated as the final record of the student's results on the assessment.

If Scantron forms or electronic means of testing are not used and a student does not pass any assessment, a copy of that assessment will be made and returned to the student. The original copy will be retained in the student's record.

When booklets are not returned, students may obtain temporary access to the assessment questions from the Office of Academic Affairs for the purpose of submitting written appeals. The policies concerning the means of obtaining this access will be communicated to the class during orientation.

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 are required to attend a mandatory review session on the scheduled remediation day. The review session will begin at 8am on the designated remediation day unless an alternate time is communicated in writing with the students in advance. Students will not be permitted to enter the review room once the review session has begun. Students who 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 reassessment on the same day. There is no team assessment component of the reassessment and any team points earned during the initial assessment will not be awarded for the reassessment. A review of the reassessment will take place after the reassessment is complete. All students who participated in the assessment, including students with disabilities, will be provided an opportunity to participate in the reassessment review with the class. Students who do not participate in the assessment (either excused or unexcused) will not be permitted to attend or participate in the review. Use of laptops and/or any multimedia recording devices 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 Associate Dean of Academic Affairs. 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.

If a student receives a “No Pass” on 3 reassessments, including the final grade of PHAR 450 but excluding all other longitudinal courses, 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”. The following courses do not apply to this total: PHAR 471, PHAR 495, PHAR 550, PHAR 523, PHAR 560, PHAR 571, PHAR 595.

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 or blocks covered by the assessment the next time it is offered on the same campus. P1 and P2 students will be charged prorated tuition for the repeated course. Transfers to the alternate campus will not be allowed for repeated material. 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 outcomes, nor will he/she be assigned to P3 pharmacy practice experiences until he/she meets all IPPE2 outcomes.

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 outcomes.

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 the same experience type.

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 Director of Experiential Education. If the student still believes that he/she has been evaluated unfairly or in error, they may submit a written account of his/her reasons to the Associate Dean of Academic Affairs (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 Director of Experiential Education (see Probation). A student failing any APPE rotation with the same course number twice will be required to withdraw from the program. 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

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 and maintain a Pharmacy Intern License from the Nevada State Board of Pharmacy or Utah Division of Occupational and Professional Licensing in order to enroll and advance 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 Office of Experiential Education. 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.

Immunization and Health Screening Requirements

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

- History and Physical Examination;
- 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;
- Tuberculosis health screening;
- Varicella (chicken pox) proof of completion of 2 shot series or positive serologic titers showing immunity; and
- Seasonal influenza.

Such proof is not required for an individual who submits an affidavit or certificate by the deadline set by the Experiential 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 Office of Experiential Education 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. Additionally, Roseman University reserves the right to require a drug screening at any time while enrolled in the program. 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. Individual practice sites may require additional items that will also be at the student's expense.

All students must complete HIPAA, Bloodborne Pathogens in Healthcare Facilities (OSHA) and Tuberculosis 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.

All students are required to maintain medical insurance. Each student is responsible for his/her medical care and/or treatment in case of illness or injury while on rotation including transportation. In the event that a student no longer has medical insurance they are ineligible to continue their experiential training. 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

Standards of Professional Conduct

Surveys of the general public consistently rank pharmacy at the top of lists of the most trusted professions. 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 gatekeepers 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, the following Standards of Professional Conduct:

- 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 the 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 civil, courteous, respectful, polite and honest 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 University 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, rotation, experiential assignments) provided by the University or College;
- Programming activities, 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 University or College.

Additionally, the Administration and the University 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.

Inappropriate professional or personal behavior includes, but is not limited to the following:

- falsifying applications, forms or records prior to admission to the College of Pharmacy or while enrolled in the University's professional programs;

- cheating (giving or receiving information and/or representing the work of others as his/her own) or plagiarism (including any errors, omissions, misrepresentations, or falsifications of source material).
- providing or receiving privileged information concerning exam content prior to test time to gain unfair advantage
- giving or receiving unauthorized aid during examination, quiz, or practical
- disclosing information from an exam to a student who has not taken it
- copying, by any means, exams or exam questions without permission
- excessive inattendance or non-compliance with the email requirement (see Notice of Requirement to Check Student E-mail on a Daily Basis);
- disruptive behavior in class, including unprofessional conduct during assessment reviews;
- inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees on or off campus;
- inappropriate or disrespectful interaction with patients;
- knowingly posting, publishing or circulating derogatory information concerning any member of the student body, University faculty, staff, or preceptor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning;
- misusing or misrepresenting one's status as a pharmacy student;
- stealing, damaging, defacing, or unauthorized use of any University, student, staff, or University visitor's property;
- unprofessional dress, language, or conduct as defined by the College or the respective pharmacy practice sites.
- unauthorized use, copying, dissemination, or unauthorized removal from campus of any confidential or proprietary information of the University or any sensitive or confidential records of students or medical records of patients
- such other and further conduct as the Community would standardly consider unprofessional
- violation of State or Federal law

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 of Academic Affairs, matters concerning professional behavior at experiential rotations should be referred to the Director of Experiential Education, and all other matters concerning professional behavior should be referred to the Director of Admissions and Student Affairs).

When addressing allegations of professional misconduct, the following process will be followed:

1. The appropriate Assistant/Associate Dean or Director shall first make a preliminary inquiry into the allegation(s) in order to determine if a sufficient basis exists to conduct a formal investigation.
2. If further investigation is deemed warranted, the administrator will inform the student of the allegation(s). The student must respond within three business days to the allegations. If a student fails to respond within three business days, the process will automatically continue to the next step.
3. If sufficient facts exist to resolve the problem alleged by the accuser(s), the administrator will determine appropriate punitive action (if any). Any proposed punitive action rising to the level of suspension or termination will be reviewed and approved by the Executive Subcommittee. . The Executive Subcommittee consists of all college administrators with the exception of the Dean and the South Jordan Campus Dean.
4. Alternatively, at the request of the student or administrator, the matter will be referred to the University Student Professionalism Board (hereafter noted as 'USPB'). For additional information about the USPB process, please see the University catalog or <http://www.roseman.edu/students/students-students/policies-1>.

Resolution of USPB Findings

1. The Executive Subcommittee will meet to consider the USPB's report. It is solely the responsibility of the Executive Subcommittee to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The Executive Subcommittee will make a final determination as to the disposition of the matter, and will forward this decision to the Dean, the South Jordan Campus Dean, the Vice President for Student Services, and the student within 5 business days, or within an extension approved by the Chancellor following receipt of the USPB's report.
2. The student may appeal the decision as outlined in the University catalog or <http://www.roseman.edu/students/students-students/policies-1>.

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

The Associate Dean of Academic Affairs may place a student who exhibits unsatisfactory or deficient academic performance on probation. The Director of Experiential Education may place a student who exhibits inappropriate professional conduct in experiential settings on probation. The Director of 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 or Director may**

recommend that the Dean or South Jordan Campus Dean suspend students who have not fulfilled the terms and conditions of their probation or who have additional incidents of unprofessional behavior while on professional probation.

Academic Probation/Withdrawal “Not in Good Academic Standing”

If a student’s performance is unsatisfactory on any three (3) reassessments (including the final grade of PHAR 450 but excluding all other longitudinal courses) during an academic year, the student will be placed on academic probation. The Associate Dean of 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 to a student’s university email address, 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 of Academic Affairs 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 to a student’s university email address, 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 outcomes (learning and professional) for the pharmacy practice experience have been achieved.

During academic probation a student is required to meet initially upon notification of probation status and as needed thereafter with the Associate Dean of Academic Affairs 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. Violations can also lead to suspension or termination from the program.

Matters involving a student’s inappropriate professional or personal behavior on campus will be brought to the attention of either the Associate Dean of Academic Affairs or the Director of 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 Director of Experiential Education. 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 e-mail to her/his university e-mail address, 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/or South Jordan Campus Dean that the student be reinstated to non-probationary status.

Suspension for professional or personal misconduct

The College reserves the right to suspend a student at any time in order to safeguard its standards of scholarship, professional and personal conduct, and/or orderly operation.

The Executive Subcommittee can place a student on suspension as a result of unprofessionalism by the student. Additionally, the Dean, Campus Dean or Executive Subcommittee may suspend a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPB.

The Dean, South Jordan Campus Dean, or Executive Subcommittee 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, via e-mail to her/his university e-mail address or by certified mail. A student can be required to begin the suspension even if he/she refuses to accept the hand-delivered notice of the suspension, neglects to check his/her email, or refuses to sign the certified mail receipt. 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 must petition the Director of Admissions and Student Affairs, in writing to allow him/her to return. The Director of Admissions and Student Affairs 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 for professional or personal misconduct

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/or 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.

The Dean, Campus Dean, or Executive Subcommittee may terminate a student's enrollment at the College. Additionally, the Dean, South Jordan Campus Dean or Executive Subcommittee may terminate a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPB.

The Dean, South Jordan Campus Dean, or Executive Subcommittee will notify the student of his/her termination in a reasonable timeframe. The decision shall be delivered to the student by hand, via e-mail to her/his university e-mail address or by certified mail and will be effective as of the date specified in the termination letter.

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 Director of 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 Director of Admissions and Student Affairs will notify the Dean and/or South Jordan Campus Dean and will provide the forms necessary to process the official withdrawal. Withdrawal is not complete until the required forms are signed by the student, the Director of 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 Director of Admissions and Student Affairs to voluntarily withdraw from the College.
2. The Director of Admissions and Student Affairs notifies the Dean and/or South Jordan Campus Dean and prepares the necessary university withdrawal forms.
3. The Director of Admissions and Student Affairs or the South Jordan Campus Dean schedules and attends the withdrawal interview with the student.

4. The completed withdrawal form and terms of withdrawal are signed by the student and returned for signature to the Director of 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.

Involuntary Withdrawal

As stated in the Academic Policies and Procedures earlier, students who do not pass: six (6) reassessments in an academic year; three (3) assessments during summer remediation; an assessment pertaining to material repeated from a prior summer remediation “NP”; or any APPE rotation with the same course number twice 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. A student may appeal any experiential grade of “NP” (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 thirty (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 Involuntary Withdrawal is as follows:

1. The Associate Dean of Academic Affairs informs the student and the Director for Admissions and Student Affairs in writing that due to unsatisfactory academic progress, the student is required to withdraw from the College.
2. The Director of Admissions and Student Affairs prepares the necessary forms for withdrawal.
3. The completed withdrawal form and terms of withdrawal are signed by the Director of Admissions and Student Affairs who then forwards them to the Dean or South Jordan Campus Dean for signature.
4. Once all forms are signed and dated, the withdrawal process is complete.

Administrative Withdrawal

Students absent from the College for more than twenty one (21) days without notifying the Director of Admissions and Student Affairs, or students who fail to complete the established withdrawal procedures within twenty one (21) days, will automatically be terminated from the program. Students who are terminated in this manner will not be considered for re-admission at a later date.

Re-admission

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 Director of Admissions and Student Affairs and the student, and it is acknowledged through signature by the Dean or South Jordan Campus Dean.

Conditions for re-admission 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 reapply for admission to the P1 year through the College’s Admissions Application process unless otherwise stipulated. The student’s previous academic performance at Roseman will be considered during the admission process.

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. For financial aid purposes, a leave of absence will be documented as a withdrawal.

Students requesting a leave of absence must apply in writing to the Director of 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 circumstances for which the leave is requested and the estimated length of time needed for recovery. The Director of 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 Director of Admissions and Student Affairs, at least three (3) months prior to the requested date of return, unless otherwise stipulated in

the University withdrawal forms. It is the student's responsibility to keep the Director of 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 Director of Admissions and Student Affairs for a leave of absence.
2. The Director of Admissions and Student Affairs notifies the Dean and/or South Jordan Campus Dean.

The Director of Admissions and Student Affairs or the South Jordan Campus Dean, and the student meet to discuss the request. If the leave of absence is granted, the Director of Admissions and Student Affairs will prepare the necessary leave of absence forms (University Withdrawal form). Any terms shall be put in writing for the student, the Director of Admissions and Student Affairs and the Dean or South Jordan Campus Dean to sign.

3. Once all forms are signed and dated, the leave of absence process is complete.

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 Associate Dean of Academic Affairs. Any graded assignment may be appealed, including but not limited to: ADIS papers, IPC assignments, etc. The written appeal must be submitted through the electronic appeals system by 5 p.m. on the fifth business day from the day of the reassessment or, for non-assessment assignments, score release of the remediation assignment. The Associate Dean of Academic Affairs reserves the right to extend the deadline for submission if situations arise that warrant such need.

The following policies will be in effect for all assessment appeals submissions. Failure to follow appeals policies will result in the submission being deleted from the system without review. The policies for assessment appeals submissions are:

1. Appeals must be submitted to the online system before the deadline. If a student has problems with the online system, they are to contact the Office of Academic Affairs for assistance before the deadline.
2. Appeals may not be submitted for any assessment until the reassessment has been completed and grades have been released. Consequently, no appeals will be accepted between the assessment and reassessment. For non-assessment assignments, appeals may not be submitted until after the remediation assignment grades have been released.
3. Any student achieving a “Pass” on either the assessment or reassessment or remediation assignment is ineligible to submit appeals for that assessment/reassessment.

The Associate Dean of Academic Affairs shall determine if the situation merits convening the Student Assessment Appeals Committee. Appeals submissions related to assessments or reassessments will be completed generally within thirty (30) business days. Appeals submissions related to summer remediation will be completed and students notified by one (1) business day prior to the start of orientation for the next academic year.

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 Associate Dean of Academic Affairs, and two students appointed by the Dean from a list of at least four recommended by the President of the highest ranking class on the alternate campus. In their recommendations, the Associate Dean of Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved in the assessment/block.

If the Associate Dean of Academic Affairs determines that convening the committee is appropriate, the committee will consider the points-of-view of both the student and the faculty member(s) to 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, and the Associate Dean of Academic Affairs. **The decision of the Dean is final.**

If the Associate Dean of Academic Affairs determines that the situation does not merit convening the Assessment Appeals Committee, he/she will consider the student appeal. The Associate Dean of Academic Affairs will communicate his/her decision related to the appeal, in writing, to the student. **The decision of the Associate Dean of Academic Affairs shall be final, effective immediately.**

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 of Academic Affairs 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 of Academic Affairs 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 of Academic Affairs, and two students appointed by the Dean from a list of at least four recommended by the President of the highest ranking class on the alternate campus. In their recommendations, the Associate Dean of Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved and are accessible.

If the Associate Dean of Academic Affairs determines that convening the committee is appropriate, the committee will consider the points-of-view of both the student and preceptor(s) to 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 of Academic Affairs. The decision of the Dean is final.

If the Associate Dean of Academic Affairs determines that the situation does not merit convening the Student Experiential Appeals Committee, he/she will consider the student appeal. The Associate Dean of Academic Affairs will communicate his/her decision related to the appeal, in writing, to the student. **The decision of the Associate Dean of Academic Affairs shall be final, effective immediately.**

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. **The decision of the Dean or the South Jordan campus dean shall be final, effective immediately.**

Appeals of Suspension or Termination Decisions

If a student feels he/she has been treated unfairly in a matter involving suspension or 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 suspension or 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 suspension or termination was imposed by the Dean or South Jordan Dean, the student may appeal directly to the Chancellor of the Henderson, Nevada campus, using the procedures below.

If the student is still dissatisfied, he/she may appeal the Dean's decision in writing to the Chancellor of the Henderson, Nevada campus. The written appeal must be submitted to the office of the Chancellor of the Henderson, Nevada campus within five (5) business days of notification of the Dean's decision. The Chancellor of the Henderson, Nevada campus shall consider the appeal and render his/her decision. The Chancellor of the Henderson, Nevada campus shall communicate this decision in writing to the student and the Dean. **The decision of the Chancellor of the Henderson, Nevada campus shall be final, effective immediately.**

When the Dean concludes that it is more likely than not that the student does not pose a threat to the safety or well-being of the members of the University community, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all 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, Associate/Assistant Deans, and/or Directors. 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 Director of Admissions and Student Affairs will formally investigate a student's written complaint. If the complaint involves the Director of Admissions and Student Affairs, the officer will recuse him/herself and the Dean will appoint another investigator. If the complaint involves the Dean or South Jordan Campus Dean, the Chancellor of the

Henderson, Nevada campus will assume responsibility for leading the investigation. The Director of Admissions and Student Affairs will share the results of this investigation with the other Deans and Directors. 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 Director of 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 as well as committee representatives

Student Liaison Committee

The Student Liaison Committee is composed of the class officers, representatives from pharmacy student organizations, 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 of Academic Affairs, Director of Admissions and Student Affairs and Director of Experiential Education on a regular basis to discuss student, professional, college and community issues.

Student Organizations

For information about student organizations and clubs, please visit our website at www.roseman.edu.

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). All required P1 content must be passed to advance to the P2 year. All required P2 content must be passed and the PCOA examination must be completed in order to advance to the P3 year.

Eligibility for Graduation

To be eligible for graduation, a student must pass all required College coursework and must obtain a minimum of 179 credits in the College. In addition, the student must complete and submit the American Association of Colleges of Pharmacy (AACCP) Graduating Student Survey in order to receive their transcripts and graduate from

Roseman University of Health Sciences College of Pharmacy. Students not submitting the survey will not have their degree awarded until the survey is completed.

The AACP Graduating Student Survey is administered annually to all colleges of pharmacy across the United States. It is used to compare student perceptions on professional competencies, facilities/environment, financing of education, demographics, pharmacy practice experiences, student services, and overall impressions of their educational experience. Results from this survey will be used by Roseman University of Health Sciences College of Pharmacy to identify potential areas of student concern so that quality improvement interventions can be introduced.

CURRICULAR OVERVIEW

A summary of the distribution of credit hours is given below:

<u>First Academic Year (P1)</u>	<u>Credit Hours</u>
Assessments 1.1-1.16 (covering 14 blocks)	51
Pharmaceutical Calculations	3
IPPE1 Seminar/Top 200 Drugs	1
Pharmacy Communications and Self-Care Therapeutics	4
Immunizations Training	1
Introductory Pharmacy Practice Experience (IPPE1) Credit Hours	4
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Credit Hours	6
Continuing Professional Development (Student Portfolio)	1
Total credit hours required to advance to P2 status	71

Second Academic Year (P2)

Assessments 2.1-2.17 (covering 16 blocks)	53
Top 200 Course	1
Advanced Drug Information Seminar	1
Integration of Patient Care	5
IPPE2 Seminar	1
IPPE2 Credit Hours	4
Continuing Professional Development (Student Portfolio)	1
Minimum credit hours required to advance to P3 status	137

Third Academic Year (P3)

Advanced Pharmacy Practice Experience Credit Hours	36
Elective Credit Hours (minimum)	4
Capstone course	2
Minimum Credit Hours Required for Graduation	179

<u>DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM</u>	
CURRICULAR CONTENT	
Didactic	Year 1
PHAR 410: Fundamentals of Drug Action and Metabolism	
PHAR 411: Fundamentals of Molecular Biology and Pharmacogenomics	
PHAR 412: Metabolism of Carbohydrates, Lipids, and Amino Acids	
PHAR 413: Hematology and Immunology	
PHAR 414: Drug Information and Literature Evaluation I	
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 and Self-Care Therapeutics	
PHAR 444: Immunization Provider Certification (Beginning with Class of 2014)	
PHAR 450: Pharmaceutical Calculations (throughout P1 year)	
PHAR 471: Top 200/ IPPE Seminar	
PHAR 495: Continuing Professional Development (Student Portfolio)	

DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM	
CURRICULAR CONTENT	
Didactic	Year 2
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 525: TDSM: Critical Care	
PHAR 540: Drug Information and Literature Evaluation II	
PHAR 541: Pharmacy Administration	
PHAR 550: Top 200 Drugs (throughout P2 year)	
PHAR 560: Advanced Drug Information Seminar (assignments throughout the P2 year)	
PHAR 595: Continuing Professional Development (Student Portfolio)	
Experiential	
PHAR 470 & 570: Introductory Pharmacy Practice Experiences (with classroom seminars and Top 200 Drugs (PHAR 471 & 571))	Years 1 and 2
PHAR 472: Introductory Pharmacy Practice Experience – Summer	Summer after Year 1
PHAR 600: Advanced Pharmacy Practice Experiences	Year 3
Electives	Year 3 (or as arranged)
PHAR 699: Capstone Course	End of Year 3

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 for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact 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), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, 312-664-3575, 800-533-3606; FAX 312-664-4652, web site 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