

STUDENT HANDBOOK

2021-2022 ACADEMIC YEAR

A decorative graphic consisting of a cluster of hexagons in various shades of red, orange, and grey, arranged in a honeycomb-like pattern.

ROSEMAN UNIVERSITY
COLLEGE OF PHARMACY



ROSEMAN UNIVERSITY

COLLEGE OF PHARMACY

STUDENT HANDBOOK

Effective: 2021-2022 Academic Year

Published by Roseman University of Health Sciences College of Pharmacy
<http://www.roseman.edu>

HENDERSON CAMPUS

11 Sunset Way
Henderson, Nevada 89014
Tel: (702) 990-4433
Fax: (702) 990-4435

SOUTH JORDAN CAMPUS

10920 South River Front Parkway
South Jordan, Utah 84095
Tel: (801) 302-2600
Fax: (801) 302-7068

University policies and procedures are included in the University Student Catalog or may be found on the University website (<http://www.roseman.edu/students/registrar/university-policies/>). 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 for Class of 2022 students the first day they matriculate into their P3 year, and the first day of orientation for Class of 2023 and 2024 students.

TABLE OF CONTENTS

ACADEMIC CALENDAR	3
ACADEMIC POLICIES AND PROCEDURES	4
ROLES AND RESPONSIBILITIES OF COLLEGE ADMINISTRATORS	4
UNIVERSITY STUDENT CATALOG AND EXPERIENTIAL POLICY MANUAL.....	4
NOTICE OF REQUIREMENT TO CHECK STUDENT EMAIL ON A DAILY BASIS.....	4
ACADEMIC AND CAREER ADVISING	4
ATTENDANCE	4
<i>Financial Responsibilities Must Be Fulfilled to Continue Enrollment.....</i>	<i>4</i>
<i>Attendance at Instructional Periods, Assessments, and Reassessments</i>	<i>4</i>
<i>Excused Absences.....</i>	<i>5</i>
<i>Unexcused Absences.....</i>	<i>6</i>
<i>Attendance at Experiential Activities.....</i>	<i>6</i>
CLASS START TIME, ASSESSMENT START TIME AND CLASS HOURS POLICY	7
MULTIMEDIA RECORDING BY STUDENT(S)/RESIDENT(S), THEIR AGENTS, REPRESENTATIVES, AND/OR GUESTS	7
METHOD OF EVALUATION OF STUDENT PROGRESS	7
TRANSCRIPTS AND RECORDS OF STUDENT PERFORMANCE.....	7
AUDITING OF ASSESSMENTS OR BLOCKS.....	8
STUDENT ASSESSMENT POLICY	8
<i>Percent of Total Point Score.....</i>	<i>9</i>
<i>Credit for Team Assessment.....</i>	<i>9</i>
<i>Extra Credit.....</i>	<i>9</i>
<i>Faculty Assessment Leader.....</i>	<i>9</i>
<i>Standard of Performance.....</i>	<i>9</i>
<i>Time Allotted.....</i>	<i>9</i>
<i>Tardiness</i>	<i>9</i>
<i>Seating Arrangements.....</i>	<i>9</i>
<i>Student-Initiated Clarifications during Assessments.....</i>	<i>10</i>
<i>Faculty-Initiated Clarifications during Assessments.....</i>	<i>10</i>
<i>Policies and Procedures for Electronic Testing</i>	<i>10</i>
<i>Personal Property Permitted On or About Students during Assessment Period.....</i>	<i>10</i>
<i>Communications and Breaks.....</i>	<i>11</i>
<i>Post-Assessment Review.....</i>	<i>11</i>
<i>Disposition of Completed Assessments</i>	<i>12</i>
REASSESSMENT AND SUMMER ASSESSMENT	12
ACADEMIC STANDARDS OF PROGRESS	13
<i>Unsatisfactory Progress Following Reassessment.....</i>	<i>13</i>
<i>Procedure When Unsatisfactory Progress is Documented in Pharmacy Practice Experiences.....</i>	<i>13</i>
<i>Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE).....</i>	<i>13</i>
<i>Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE).....</i>	<i>14</i>
ELIGIBILITY FOR PHARMACY PRACTICE EXPERIENCES.....	14
<i>Nevada State Board of Pharmacy Intern Pharmacist Certificate of Registration and State of Utah Division of Occupational and Professional Licensing Pharmacy Intern Registration.....</i>	<i>14</i>
<i>Immunization and Health Screening Requirements</i>	<i>14</i>
<i>Background Check(s).....</i>	<i>15</i>
<i>Drug and Alcohol Screening(s).....</i>	<i>15</i>
<i>HIPAA, Bloodborne Pathogens in Healthcare Facilities, and Tuberculosis Training</i>	<i>15</i>
<i>American Heart Association Basic Life Support for Health Professionals.....</i>	<i>15</i>

<i>Active Medical Insurance</i>	15
<i>Refusal by a Site</i>	15
POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM	16
STANDARDS OF PROFESSIONAL CONDUCT	16
VIOLATION OF THE STANDARDS OF PROFESSIONAL CONDUCT: PROCESS	17
<i>Resolution of USPB Findings</i>	18
CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS	18
<i>Suspension for professional or personal misconduct</i>	18
<i>Termination for professional or personal misconduct</i>	18
CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC STANDARDS	19
<i>Academic Probation/Withdrawal “Not in Good Academic Standing”</i>	19
WITHDRAWAL	19
VOLUNTARY WITHDRAWAL.....	19
INVOLUNTARY WITHDRAWAL.....	19
ADMINISTRATIVE WITHDRAWAL	20
RE-ADMISSION	20
CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING “IN GOOD ACADEMIC STANDING”	20
CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING “NOT IN GOOD ACADEMIC STANDING”	20
LEAVE OF ABSENCE	20
STUDENT APPEAL PROCESS	21
ASSESSMENT APPEALS	21
APPEALS OF PHARMACY PRACTICE EXPERIENCE OUTCOMES	22
APPEALS OF WITHDRAWAL DECISIONS	22
APPEALS OF PROBATION FOR PROFESSIONAL MISCONDUCT DECISIONS	22
APPEALS OF SUSPENSION OR TERMINATION DECISIONS	23
RECORD OF STUDENTS' COMPLAINTS	23
STUDENT GOVERNMENT	23
CLASS OFFICERS	23
STUDENT LIAISON COMMITTEE	23
STUDENT ORGANIZATIONS	24
STUDENT PROGRESSION	24
MAXIMUM TIMEFRAME FOR COMPLETION	24
ELIGIBILITY FOR GRADUATION	24
CURRICULAR OVERVIEW	24
DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM.....	26
BLOCK AND COURSE DESCRIPTIONS	27
PERSONAL COUNSELING ABOUT NON-ACADEMIC ISSUES	28
LICENSURE AND ACCREDITATION STATUS	28

ACADEMIC CALENDAR

Calendar for the 2021-2022 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

- P1
- P2

White Coat Ceremony

August 16 -20

August 23

TBD

Classes Begin

- P1
- P2

Labor Day (*University Closed/No Classes*)

Thanksgiving Break (*University Closed/No Classes*)

Winter Break (*No Classes*)

Classes Resume

Spring Holiday

Classes End

- P1 and P2
- P3

IPPE-S and P3 APPE begin

Memorial Day (*University offices closed*)

Roseman University COP Graduation

Independence Day (*University offices closed*)

Summer assessment

August 23

August 24

September 6

November 24 - 26

December 20 – December 31

January 3

March 18 - 22

May 20

May 12

May 23

May 30

TBD

July 4

July 5 - August 12

Academic Policies and Procedures

ROLES AND RESPONSIBILITIES OF COLLEGE ADMINISTRATORS

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

UNIVERSITY STUDENT CATALOG AND COLLEGE EXPERIENTIAL POLICY MANUAL

Additional policies as noted in the University Student Catalog and the College Experiential Policy Manual are considered an extension of the policies in this handbook.

NOTICE OF REQUIREMENT TO CHECK STUDENT EMAIL ON A DAILY BASIS

University and College administration, faculty, staff, and preceptors rely on email to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check Roseman-provided email accounts at least once a day while enrolled (excluding holidays) to be aware of current notices and information. If a student experiences a chronic problem accessing their email account (i.e., inability to access the account for longer than 2 business days), the Roseman University Technology Services Help Desk must be contacted to resolve the situation. Students who experience difficulty accessing email accounts, or who do not read notices sent via email 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 member(s)

desired 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 financial responsibilities to the University to remain enrolled in the program. A student who has not paid their tuition and fees will not be allowed to continue to progress through the curriculum. A student who is late paying their tuition and fees will receive notice stating that payment is past due, and the student must fulfill the financial responsibilities to the University to continue enrollment.

A student who is delinquent in payment must make payment by 4:00 pm on the business 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 the applicable reassessment or summer assessment.

A student who is enrolled in 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 Reassessments

Roseman University’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 required reassessments and/or summer assessments. 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 taking a scheduled initial assessment, reassessment, summer assessments, or other required classroom activity, the student *must* request an excused absence from the Assistant Dean of Academic Affairs, as described below. An “excused absence” means a requested absence approved by the Assistant 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 Assistant Dean of Academic Affairs. Should a student not provide requested documentation, fail to inform the Assistant 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 request 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 a student will receive a grade of “No Pass” and be required to attend the summer assessment period. A student 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 participate in a scheduled assessment, reassessment, summer assessment, or other required classroom activity due to illness, the student must notify the Assistant Dean of Academic Affairs through the link on the Academic Affairs folder on Canvas no later than 10:00 am on the day of the scheduled assessment, reassessment, summer assessment, or classroom activity. In order for an excused absence to be considered, a letter or note signed and dated by a licensed practitioner acting within their scope of practice who evaluated the student, must be received no later than one business day following the missed assessment/reassessment and uploaded with the online absence request. The practitioner cannot be an immediate family member of the student in question. Electronic copies of the practitioner’s note may

be accepted; however the original copy may be requested. The Assistant 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 if an absence should be approved.

2. Personal or Family Emergency

Should a student experience an emergency personally or in their immediate family (“immediate family” is defined as parent, guardian, spouse, child, or sibling) that would preclude attendance at a scheduled assessment, reassessment, summer assessment, or other required classroom activity, the student should notify the Assistant Dean of Academic Affairs as soon as possible following the event, but no later than 10:00 am on the day of the scheduled assessment, reassessment, summer assessment, or required activity through the link on the Academic Affairs folder on Canvas. “Emergency” situations include, but may not be limited to, hospitalization, or other unforeseen, debilitating events. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Assistant Dean of Academic Affairs. The Assistant 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. Any deviations to this policy will be at the sole discretion of the Assistant Dean of Academic Affairs.

3. Bereavement

A student may request an excused absence from an assessment, reassessment, summer assessment, or other required classroom activity 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, reassessment, summer assessment, or required classroom activity to receive an excused absence. The student must notify the Assistant Dean of Academic Affairs no later than 10:00 am on the date of the absence through the link on the Academic Affairs folder on Canvas. Documentation will be required for an excused absence to be approved and must be submitted prior to any scheduled makeup assessments or classroom activity.

4. Attendance at Pharmacy Professional Meetings

The College encourages students to attend pharmacy professional meetings and pharmacy-related job interviews. In order to receive an excused absence for an assessment, reassessment, summer assessment, or other required classroom activity scheduled during a pharmacy professional meeting or pharmacy-related

job interview, *each student* attending the meeting/interview must *individually* submit a request, using the link in the Academic Affairs folder in Canvas at least ten business days prior to the assessment, reassessment, summer assessment, or required class activity. The request must be accompanied by a copy of the student's accepted registration for the meeting. The request may only include one travel day on either end of the published schedule for the meeting or interview (if travel is required).

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 participate in a scheduled assessment, reassessment, summer assessment, or required classroom activity due to a religious obligation, the student must request an excused absence using the link in the Academic Affairs folder in Canvas as soon as possible, but no later than the end of orientation week for the school year. The Assistant 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 if 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. A student who received an excused absence for the assessment and did 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 assessment 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 assessment 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 four business days of the reassessment. 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 the summer assessment period for that assessment. Any deviations to the Excused Absence Policy will be at the sole discretion of the Assistant Dean of Academic Affairs.

For required classroom activities in which a student has received an excused absence, the student will be required to follow the individual course makeup policy listed in the block plan. Scheduling and makeup activity type are at the discretion of the Block Coordinator.

Excused absences are not permitted for makeup assessments, makeup reassessments, makeup summer assessments or makeup classroom activities.

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, or classroom activity may or may not be scheduled during regular school hours.

Unexcused absences

If an absence from a scheduled assessment, reassessment, summer assessment, or required classroom activity is unexcused, the student will receive a grade of "No Pass" for that assessment, reassessment, summer assessment, or required class activity attempt. Students are eligible to take the next scheduled reassessment or summer assessment. Students with unexcused absence for a summer assessment will follow the policies under the Academic Standards of Progress. Unexcused absences for other required classroom activities will be handled according to individual course policy listed in the applicable block plan. Unexcused absences exceeding twenty-one (21) calendar days may 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' healthcare. Students

are required to abide by the attendance policies outlined in the College Experiential Policy 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, unless approved by the Assistant Dean for Academic Affairs as noted below. 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 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 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 usually scheduled to begin at 8:00 am unless otherwise approved by the Assistant Dean of Academic Affairs and communicated to the students in writing. 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 reassessment day, times for review and reassessment will be communicated to students in accordance with the Assessment Policy.

The schedule for assessments and reassessments is set prior to the beginning of the academic year. This schedule is communicated to students in writing and, as such, represents a contract with the students.

Any deviations from this policy must be approved in advance by the Assistant Dean of Academic Affairs and communicated to the class in writing in advance of the change.

MULTIMEDIA RECORDING BY STUDENT(S)/RESIDENT(S), THEIR AGENTS, REPRESENTATIVES, AND/OR GUESTS

See University Student Catalog at <http://www.rose-man.edu/students/registrar/student-catalog-handbooks/>

METHOD OF EVALUATION OF STUDENT PROGRESS

Student progression toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment. However, formal summative assessments for the purposes of determining if 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://pharmacy.rose-man.edu/admissions/technical-standards/> 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 Student Catalog.

Pass (P)

In order to receive a Pass (designated as “P” on the transcript) for didactic coursework, a student must achieve a minimum score of 90% on each assessment (see Student Assessment Policy). If a student does not achieve a minimum of 90%, that portion of the curriculum will be reassessed at a pre-designated time, and the student must achieve a minimum level of 90%. A student who is required to reassess must also achieve a minimum 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 a score of 3, or higher, out of 5 for all of the outcomes of each pharmacy practice experience as designated on each rotation’s student assessment form, with the exception of PHAR 573. Due to the duration of this 80-hour rotation, a student is required to achieve a score of “Acceptable for an Introductory Rotation” for all applicable outcomes. 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 “No Pass” (NP) 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 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 assessments.

A student receiving $\geq 95\%$ of the total points available in the following courses at the end of the academic year (before summer assessment) will receive a designation of “H” for that course on their transcript (unless otherwise stated in the block plan):

- PHAR 450: Pharmaceutical Calculations
- PHAR 451: Top 200 Drugs I
- PHAR 465: Pharmacists’ Patient Care Process (PPCP) I
- PHAR 495: Continuous Professional Development (CPD)
- PHAR 550: Top 200 Drugs II
- PHAR 565: Pharmacists’ Patient Care Process (PPCP) II
- PHAR 595: Continuous Professional Development (CPD) II

Summer assessment for any portion of these courses makes the student ineligible for the Honors designation.

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

Certain electives may be designated as “Honors” electives by the Curriculum Committee. The block plans for these electives will note their eligibility for an “H” transcript designation and will contain instructions for how a grade of “H” would be assigned.

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 Assistant 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 Assistant Dean of Academic Affairs.

Withdrawn (W)

The academic program will record a Withdrawn “W” 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

A student in the College of Pharmacy may audit a block, course or assessment period with prior written approval from the Assistant Dean of Academic Affairs. A student is only eligible to audit a block, course or assessment period (or portion thereof) for which a grade of Pass has previously been achieved. The student must notify the Assistant Dean of Academic Affairs by email of their request to audit a block, course or assessment period no later than 5 business days prior to the first day of material to be audited for the course. Late requests to audit will be denied and audit status will not be granted retroactively. If the request to audit the course is granted, the student will do so through online resources provided by the College.

Auditing of experiential courses or elective courses is prohibited. The student who audits the didactic component of a course will not be required to pay tuition or fees for the audited courses and may not take assessments, reassessments or summer assessments for the audited courses. Students may not audit reassessment days or summer assessment periods. The student will not receive additional credit or a grade for any audited coursework, nor will it appear on the transcript. Approval for auditing of courses, blocks or assessment periods is at the sole discretion of the Assistant Dean for Academic Affairs and the decision regarding approval or denial of requests is final.

STUDENT ASSESSMENT POLICY

Note: All policies set forth for the assessment apply to the reassessment and summer assessment as well. Any deviation from the Student Assessment Policy and/or the reassessment or summer assessment process must be approved in writing by the Assistant 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 8 - 10 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

A student who participates 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. A student who does not participate in the individual assessment cannot participate in the team assessment. A student who participates 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 Assistant Dean of Academic Affairs may reasonably modify the standard in rare instances.

Time Allotted

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

Both the start time and the allotted time will be clearly communicated to the student 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 the student the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment; and,
- The start time for the assessment review.

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

Tardiness

A student will not be permitted to enter the assessment room once an assessment has begun. A tardy student who enters the assessment room will be asked to leave and will not be permitted to participate in the assessment. Tardiness will be considered an unexcused absence and will result in a score of zero (0) for that assessment.

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

Seating Arrangements

Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move a student during the assessment. A student is required to comply with all seating requests from faculty. Failure to comply with assigned seating may result in a "No Pass" on the assessment.

A student may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the Assessment Leader.

Student-Initiated Clarifications during Assessments

Faculty may determine on an individual basis whether questions from a student will be answered during the assessment; however, if a student's 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

A student is expected to maintain the personal electronic device(s) issued by Roseman University. To participate in electronic assessment, a student is required to bring an approved device for use to the assessment. Only approved electronic devices (laptop for P1 students, iPads for P2 students) are permitted to be used with the electronic assessment system. The device used to take the assessment is required to lay flat on the desk for the entirety of the assessment. The one exception to the previous sentence is when a student 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. A student will not be permitted to participate in the electronic assessment without an approved device available for use at that time. A student without an approved device will not be permitted loaner devices and will receive a score of zero (0) on the applicable assessment, reassessment or summer assessment.

It is the student's responsibility to ensure the device used has enough power (either by battery charge or by charging cord) for the entire duration of the electronic assessment. It is encouraged that a student bring a charging cord to the electronic assessment. Additional charging cords will not be provided. If a student's device runs out of charge during the electronic assessment, the student will not be allowed to continue with the assessment, reassessment, or summer assessment. Consequently, the individual 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, reassessment or summer assessment.

Malfunctions of approved devices having appropriate available power must be addressed during the assessment to a proctor and will be resolved on a case-by-case basis by

the Assistant 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 assessment or any other modification deemed appropriate by the Assistant 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 iPad covers, cases or watches of any kind, or recording devices 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 receive 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 electronic devices 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 receive 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 any team device is linked to any website or application 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 other than those approved items listed above 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, reassessment or summer assessment.

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 their 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. A student 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 of paper regardless of size.

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

Communications and Breaks

A student taking the assessment may not communicate with anyone (with the exception of the proctors) within or outside the assessment room during the assessment. A student may not communicate with anyone from another team during the team assessment until the assessment leader signifies all teams have completed 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. If a pregnant student has additional requests other than bathroom breaks, ADA accommodations must be requested from the Office of Student Services. Once the team assessment has started, all students must stay with the assigned team and may not leave the room until all team assessments have been completed.

A student should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and a need to contact the student, calls should be made to the University (Henderson Campus: 702-990-4433, South Jordan Campus: 801-302-2600) with requests that a University employee contact the student.

Post-Assessment Review

The post-assessment review will take place at a pre-designated time following the team assessment, reassessment, and summer assessment. Because the post-assessment review is a critical component of supporting each student's achievement of competence and mastery, it is expected that all students attend the post-assessment review.

During the post-assessment review, faculty will have the opportunity 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 accept multiple or alternative answers based on student input and their own analysis. As faculty will not entertain requests for additional credit for any reason after the post-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 ADA accommodations, will be provided an opportunity to participate in the assessment review with the class. A student who does not participate in the assessment because of unexcused absence due to late arrival or failure to bring their electronic testing device, will be permitted to attend, but not participate in, the post-assessment review. All other students (either excused or unexcused) will not be permitted to attend or participate in the review. Students attending the post-assessment review are required to sit in the main classroom unless approved by the Assessment Leader.

Use of laptops and/or any multimedia recording devices will not be permitted during the review; however, students are permitted to bring printed materials into the review. Final decisions on requests for question adjustments will be communicated to the students prior to or with the release of the assessment score reports. Inappropriate language, behavior, or comments during or after the post-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 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. Copying and/or disseminating, by any means, exams or exam questions without permission including during the post-as-

assessment review and questions obtained through the appeals process is prohibited and will be considered a violation of the Standards of Professional Conduct.

Remote Proctored Assessments

If deemed appropriate by the Assistant Dean of Academic Affairs, remote proctoring may take place for an assessment, reassessment or summer assessment. Students will be required to have two electronic devices for this type of proctoring: 1) the approved school-issued device that will connect to the electronic testing system, and 2) a device that is capable of sending a live video feed to the proctor through the college approved platform. To ensure appropriate time for the proctor to scan the student's workspace, the student is required to log into the proctoring session a minimum of 15 minutes prior to the start of the assessment. Students logging in after this time will be considered late to the assessment and will receive a score of zero for the assessment. Virtual backgrounds are not permitted for remote proctoring sessions, and the student is required to have a workspace that allows for a clear view of the student's full side profile from the top the student's head to the electronic device and any scratch paper used for the assessment. All efforts should be made in order for the student to take the exam in an uninterrupted fashion. If two or more students reside in the same area while taking a remote proctored assessment, they are required to set up their video feed for the proctor so that all students are visible. All policies and procedures outlined under "Personal Property Permitted on or About Students during Assessment Period" apply for remote proctored assessments, with the exception of electronic headphones. Electronic earphones of any kind are not permitted during the individual assessment; however, electronic earphones are permitted for the team assessment. The proctor reserves the right to have the student scan their workspace at any time. Students who have connectivity issues during remote proctor exams may be required to be on-campus for this type of proctored assessment or 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 answers on the assessment and will not be changed after upload. The assessment electronic log stored in the electronic testing system server will be considered the final record of assessment performance. On the day of the assessment after the post-assessment review, the student will be notified of their grade via a pdf scoresheet available to students by logging in to the electronic system. Only this original pdf file will be considered the final record of grade notification to the

student and no other item or electronic file (i.e. screenshots, pictures, emails, text, etc.) will be considered valid. Assessment questions will not be returned to students if electronic means of testing are used.

If 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.

A student may obtain access to the assessment questions missed 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.

REASSESSMENT AND SUMMER ASSESSMENT

Following each summative assessment, a day is set aside in order to provide students an additional learning opportunity. A student who does not pass the initial assessment is required to attend a mandatory review session on the scheduled reassessment day. The review session will begin at 8:00 am on the designated reassessment day unless an alternate time is communicated in writing to the students in advance. A student who is tardy or fails to attend the required review session will not be permitted to take the reassessment and will be required to attend the summer assessment period for that assessment period. The review session will be followed by a reassessment on the same day. There is no team assessment component of the reassessment or summer assessment and any team points earned during the initial assessment will not be awarded for the reassessment or summer assessment. A post-assessment review of the reassessment or summer assessment will take place after the reassessment or summer assessment is complete. All students who participated in the reassessment or summer assessment, including students with ADA accommodations, will be provided an opportunity to participate in the post-assessment review with the class. If a student does not successfully achieve the desired set of outcomes following reassessment, the student will be required to attend the summer assessment period where the student will be assessed again on those outcomes. Duration, scheduling, and other requirements for the summer assessment period will be determined by the Assistant Dean of Academic Affairs. The summer assessment period is considered to be a part of the regular educational process and, as such, the College will not charge additional fees or tuition for the summer assessment period.

If a student receives a "No Pass" on three (3) reassessments, including the final grade of PHAR 450 (Pharmaceutical Calculations) and 452 (Self-Care) 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 with successful passing of all assessments required during the summer assessment period.

During the designated six-week summer assessment period, a student who has one or more assessment period(s) must focus solely on summer assessment(s) in the College of Pharmacy and may not register for any courses from any other Roseman University program.

ACADEMIC STANDARDS OF PROGRESS

Unsatisfactory Progress Following Reassessment and Summer Assessment

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 451: Top 200 Drugs I
PHAR 465: Pharmacists’ Patient Care Process (PPCP) I
PHAR 495: Continuing Professional Development
PHAR 550: Top 200 Drugs II
PHAR 565: Pharmacists’ Patient Care Process (PPCP) II
PHAR 595: Continuing Professional Development
PHAR 599: Interprofessional Education

A student who receives a “No Pass” on three (3) summer assessments will be required to withdraw from the program. A student who receives a “No Pass” on one (1) or two (2) summer assessments who wishes to remain enrolled in the program is 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. A student will be placed on academic probation as a result of receiving a “No Pass” during the summer assessment period. Progression through the curriculum will be determined as part of the terms of probation.

In the event an assessment that a student needs to repeat 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.

A student is only allowed to repeat the material on an assessment once after receiving a “No Pass” during the summer assessment. A student who receives a “No Pass” on a reassessment that covers the material for which they did not pass during the summer assessment, or a “No Pass” on their fifth attempt at any given assessment material will be required to withdraw from the program.

Procedure When Unsatisfactory Progress is Documented in Pharmacy Practice Experiences

A student who receives a “No Pass” for a pharmacy practice experience will be required to repeat the rotation after the current academic year when rotation availability permits as scheduled by the appropriate Director for Experiential Education and will be placed on academic probation. (See Experiential Policy Manual.) A student will be charged prorated tuition for the repeated experiential rotation in which a “No Pass” was assigned for the first attempt. If the student believes an evaluation is unfair or in error, a written account explaining their reasons may be submitted to the Assistant Dean of Academic Affairs using the electronic appeal submission system on Canvas (see Student Appeal Process).

A student has one (1) opportunity to remediate a grade of “No Pass” for an IPPE rotation. Students who receive a “No Pass” on a second attempt to pass PHAR 470, PHAR 570, PHAR 572 or PHAR 573 are required to withdraw from the program.

A student who receives a “No-Pass” on any APPE rotation of the same rotation type twice (i.e. two Adult Acute Care rotations, two Advanced Community rotations, two Selective A rotations, etc.), or who accumulates three (3) “No Pass” grades for APPE rotations will be required to withdraw from the program.

Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE)

A student must successfully complete all P1 IPPE requirements during the first academic year of the curriculum in order to advance to P2 status, and all P2 IPPE and IPPE-S 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 meeting all P1 IPPE outcomes, nor commence with P3 Advanced Pharmacy Practice Experiences until meeting all P2 IPPE and IPPE-S outcomes.

Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE)

A student must successfully complete all APPE. Selective APPE that are not passed may be remediated by substituting a different Selective provided it meets the requirements for graduation (e.g. if the Selective not passed was Pediatrics, a student can select Pediatrics for remediation or change to another specialty, for example, Nutrition); however, if the student does not repeat the same selective, the original “No-Pass” grade will remain on the transcript. Advanced Community, Adult Acute Care, Ambulatory Care and Institutional APPE must be remediated with the same rotation type.

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

A student 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 remain enrolled and advance in the program. This requirement is specific to the state(s) where the student is completing their 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 any mental illness, including alcohol or substance abuse, or a physical condition that would impair your ability to perform any of the essential functions of your license;
- held a license under any name, or in any other state, 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.

A student must maintain an active pharmacy intern license issued by the state where attending pharmacy school while enrolled in the program. A student must maintain additional active intern licenses in good standing for any states in which assigned rotations are performed. A copy of all intern licenses must be provided to the Office of Experiential Education by submitting it in the student CORE profile. Suspension, revocation or expiration of said license precludes the student’s ability to participate in experiential activities and may preclude the student from successful matriculation and progression through the program. Students are required to inform the Office of Experiential Education regarding any investigative or disciplinary action taken by any Board of Pharmacy while enrolled at RUCOP. If a student is granted an intern pharmacist license by the state licensing agency, this does not guarantee that the experiential training site will allow the student to complete experiential training at their facility/facilities. In addition, receiving an intern license does not guarantee pharmacist licensure, should the student successfully complete the pharmacy program.

Should a student be dismissed from the program, withdrawn, or approved for a Leave of Absence for longer than six consecutive months, the appropriate board(s) of pharmacy as determined by the College of Pharmacy will be notified.

Immunization and Health Screening Requirements

Immunizations and health screenings, background checks, and drug and alcohol screenings are completed at the student’s expense. Individual practice sites may require additional requirements that will also be completed at the student’s expense. These additional requirements will be communicated to the student by the Experiential Programs Office.

A student must provide proof/documentation showing current immunizations and health screenings for the following:

- History and Physical Examination;
- MMR (measles, mumps, rubella) proof of completion of the 2-shot series or serologic titers showing immunity;
- Polio, or serologic titer showing immunity;
- Tdap (Tetanus, Diphtheria, Pertussis) proof of 1 vaccination after age 7;

- Td updated vaccination if Tdap immunization provided ≥ 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 (QFT blood test; any additional test(s) as necessary);
- Varicella (chicken pox) proof of completion of 2 shot series or serologic titers showing immunity;
- Seasonal influenza; or
- Any other site-specific immunization or screening.

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 to the College, the Experiential training site may refuse to allow the student to receive training at their facility/facilities.

Background Check(s)

Each pharmacy student is required to complete a minimum of one criminal background check annually. The College reserves the right to require additional background checks at the student's expense. If a student's criminal background check shows a charge or conviction for a misdemeanor or felony, or reveals any other adverse information, it may preclude participation in experiential rotations and will be disclosed to the Nevada State Board of Pharmacy, Utah Division of Occupational and Professional Licensing or any other any state pharmacy licensing agency.

If a student is charged or convicted of a misdemeanor or felony after accepting admission at Roseman University of Health Sciences College of Pharmacy, the student must disclose the charge or conviction to the Office of Experiential Education as soon as the charge or conviction occurs. Failure to report may result in dismissal from the College.

Drug and Alcohol Screening(s)

A student must also complete a drug and alcohol screening annually at the student's expense. Additionally, the College reserves the right to require a drug and alcohol screening at any time while enrolled in the program. The outcome of the drug and alcohol screening must be satisfactory. If a student does not achieve a satisfactory outcome for the drug and alcohol screening test or refuses the drug and alcohol screening, it may preclude participation in experiential rotations.

Due to affiliation agreements with practice sites, certain substances that are legal at the state level (i.e. marijuana), may result in a positive drug screening that will prohibit the student from being eligible or completing an assigned rotation, which may impact graduation eligibility.

HIPAA, Bloodborne Pathogens in Healthcare Facilities, and Tuberculosis Training

A student must complete HIPAA, Bloodborne Pathogens in Healthcare Facilities (OSHA) and Tuberculosis training prior to participating in Pharmacy Practice Experiences.

American Heart Association Basic Life Support for Health Professionals

Students must be certified in American Heart Association Basic Life Support for Health Professionals and maintain that certification throughout their time of enrollment in the College.

Active Medical Insurance

A student is required to maintain medical insurance. Each student is responsible for personal medical care and/or treatment in case of illness or injury while on rotation, including transportation. A student who no longer has medical insurance will be 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.

Refusal by a Site

An experiential training site may refuse to allow a student to receive training at their facility/facilities. The Experiential team will make a good faith effort to schedule each student to complete all necessary experiential requirements; however, when the appropriate Director of Experiential Education, over a six consecutive month period, documents that multiple training sites in Nevada and/or Utah have refused to accept the student at a site, the College will dismiss the student from the program since the student

would be unable to successfully complete all required aspects of the curriculum including the experiential component required for the Doctor of Pharmacy degree.

Policies and Procedures Pertaining to Student Professionalism

STANDARDS OF PROFESSIONAL CONDUCT

Surveys of the public consistently rank pharmacy as one of the top most trusted professions. For the College 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 students and 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:

- Behaving honorably, professionally, and respectfully in all realms and aspects of pharmacy education and patient care.
- Acting with honesty and integrity in academic and professional activities. A student never represents the work of others as their 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 a College of Pharmacy administrator 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;
- Online activities: all College of Pharmacy student policies apply to social media.

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;
- giving or receiving unauthorized aid on course work, examinations, presentation, or any other activities required for awarding the PharmD degree.
- 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;
- providing false information to a faculty, staff or preceptor;
- lack of attendance at required didactic or experiential activities;
- non-compliance with the email requirement (see Notice of Requirement to Check Student Email 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 the status of 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;
- violation of State or Federal law; or
- such other and further conduct as the Community would standardly consider unprofessional

VIOLATION OF THE STANDARDS OF PROFESSIONAL CONDUCT: PROCESS

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 their professional judgment when addressing potential violations of the standards of professional conduct.

Additionally, the University and College recognize the responsibilities of pharmacy student organizations to police the professional conduct of the organization members. The College acknowledges that pharmacy student organizations have the right to require 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 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.

Step 1: Depending on the situation, the individual witnessing the violation may attempt either to resolve it on their own, or report the incident (as appropriate) to the classroom instructor, experiential rotation preceptor, or College/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 affairs or unprofessional behavior at experiential rotations should be referred to the Assistant Dean of Academic Affairs and all other matters concerning professional behavior should be referred to the Assistant Dean for Admissions and Student Affairs, or designee).

Step 2: The appropriate administrator shall make a preliminary evaluation into the allegation(s) in order to determine if a sufficient basis exists to move forward with the allegation(s) as presented.

Step 3: If further investigation is deemed warranted, the administrator will inform the student of the allegation(s). The student must respond in writing within three (3) business days to the written allegations.

Step 3a: If the student agrees with the allegation(s) as presented, then the investigating administrator will determine the sanctions and will be responsible for monitoring the student's progress. The administrator may assign a designee to monitor the student's progress.

Step 3b: If the student fails to respond within three business days or does not agree to the allegation(s) as presented:

Step 4: The investigating administrator will refer the matter to the University Student Professionalism Board (hereafter noted as 'USPB') if the facts are in question. For additional information about the USPB process, please see the University catalog or <http://www.roseman.edu/students/register/university-policies/>.

Step 5: The investigating administrator will determine sanctions and will be responsible for monitoring the student's progress. The appropriate administrator may assign a designee to monitor the student's progress if the facts are not in question.

Resolution of USPB Findings

The referring administrator will receive and review the USPB's report. It is the responsibility of the referring administrator to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The referring administrator will make a final determination as to the disposition of the matter, and will forward this decision to the Dean, the Vice President for Student Services, and the student within five (5) business days, or within an extension approved by the Chancellor following receipt of the USPB's report. 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. Suspensions or terminations may be appealed as described in the Appeals sections of this Handbook.

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS

A student who exhibits 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.

The Assistant Dean of Academic Affairs may place a student who exhibits inappropriate professional conduct in didactic or experiential settings on probation for professional or personal misconduct. The Assistant Dean for Admissions and Student Affairs, or designee, may place a student who exhibits inappropriate professional conduct in all other settings on probation for professional or personal misconduct. A student on probation is required to satisfy and comply with the terms and/or conditions of their probation. 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 email to the student's University email address, certified mail or hand-delivered to the student.

Should a student violate the terms of their probation, the appropriate administrator may recommend that the Dean suspend or terminate students who have not fulfilled the terms and conditions of their probation or who have additional incidents of unprofessional behavior while on professional probation.

Suspension for professional or personal misconduct

The College reserves the right to suspend a student at any time in order to safeguard patient safety, its standards of scholarship, professional standards of 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 or Executive Subcommittee may suspend a student even before placement on probation and/or before the student's case has been reviewed by the USPB.

The Dean or Executive Subcommittee will notify the student of their suspension, including the terms and conditions of the suspension, in a reasonable timeframe. The decision shall be delivered to the student by hand, via email to the student's University email address or by certified mail. A student can be required to begin the suspension even if refusing to accept the hand-delivered notice of the suspension, neglecting to check their email, or refusing 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 Assistant Dean for Admissions and Student Affairs, or designee, in writing to allow return to classes. The Assistant Dean for Admissions and Student Affairs, or designee, shall consider the request and notify the student and the administrators, in writing, of the exact date and conditions under which their 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 patient safety, its standards of scholarship, professional standard of conduct, and/or orderly operation. Actions that 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. Professional or personal misconduct can also result in termination of the student's enrollment.

The Dean or Executive Subcommittee may terminate a student's enrollment at the College. Additionally, the Dean or Executive Subcommittee may terminate a student even before placement on probation and/or before the student's case has been reviewed by the USPB.

The Dean or Executive Subcommittee will notify the student of their termination in a reasonable timeframe. The decision shall be delivered to the student by hand, via email to the student's university email 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.

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC STANDARDS

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 and 452 but excluding all other longitudinal courses) during an academic year, the student will be placed on academic probation. The Assistant 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.

Under normal circumstances, a student will be removed from academic probation upon successfully passing all of the assessments or course(s) required.

A student who receives a "No Pass" for any Pharmacy Practice Experience will be placed on academic probation. The Assistant 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. 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 Assistant Dean of Academic Affairs or another faculty member who is designated as a mentor to the student during this probationary period.

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 patient safety, its standards of scholarship, professional standards of 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 Assistant Dean for Admissions and Student Affairs, or designee. 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 Assistant Dean for Admissions and Student Affairs or designee will notify the Dean and will complete the forms necessary to process the official withdrawal.

The procedure for Voluntary Withdrawal is as follows:

1. The student makes a written or verbal request to the Assistant Dean for Admissions and Student Affairs, or designee, to voluntarily withdraw from the College.
2. The Assistant Dean for Admissions and Student Affairs or designee schedules and attends the withdrawal interview with the student, as necessary.
3. The Assistant Dean for Admissions and Student Affairs or designee completes the necessary University withdrawal forms.

INVOLUNTARY WITHDRAWAL

As stated in the Academic Policies and Procedures earlier, a student who does not pass: six (6) reassessments in an

academic year; three (3) summer assessments; an assessment pertaining to material repeated from a prior summer assessment period; any IPPE or APPE experiential rotation of the same rotation type twice (i.e. two Adult Acute Care rotations, two Advanced Community rotations, two Selective A rotations, etc.); or any three APPE experiential rotations is 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 “No-Pass” (see Student Appeal Process) and may remain enrolled 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 last date of enrollment of the student. A student who leaves the College without completing the established withdrawal procedure within twenty-one (21) calendar days may automatically be terminated from the University.

The procedure for Involuntary Withdrawal is as follows:

1. The Assistant Dean of Academic Affairs informs the student and the Assistant Dean for Admissions and Student Affairs, or designee in writing that due to unsatisfactory academic progress, the student is required to withdraw from the College.
2. The appropriate administrator prepares the necessary forms for withdrawal.
3. Once the withdrawal form is submitted, the withdrawal process is complete.

ADMINISTRATIVE WITHDRAWAL

A student who is absent from the College for more than twenty-one (21) calendar days without notifying the Assistant Dean for Admissions and Student Affairs, or designee, or a student who fails to complete the established withdrawal procedures within twenty-one (21) calendar days, may automatically be terminated from the program. A student who is terminated in this manner will not be considered for re-admission at a later date.

Re-admission

CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING “IN GOOD ACADEMIC STANDING”

A student who withdraws “in good academic standing” (i.e., not on academic probation) is not assured re-admission unless it is a part of the final written decision and/or agreement made between the Assistant Dean for Admissions and Student Affairs or designee and the student.

CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING “NOT IN GOOD ACADEMIC STANDING”

A student who withdraws while on academic probation does so “not in good academic standing”. A student who withdraws “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 and professional conduct at Roseman will be considered during the admission process.

Leave of Absence

A student may request a leave of absence (LOA) due to an occurrence of a medical problem, a personal problem, or pregnancy. For financial aid purposes, a leave of absence will be documented as a withdrawal.

A student requesting a leave of absence must apply in writing to the Assistant Dean for Admissions and Student Affairs or designee and provide:

- a rationale for the request
- the date the student expects to leave the program
- the date the student expects to return to the program
- documentation that the student believes supports the request for the leave of absence. In the event of a medical problem, the request must be accompanied by a letter from a licensed practitioner acting within their scope of practice who evaluated the student.

The Assistant Dean for Admissions and Student Affairs or designee will review all LOA requests. After completing this review, the Assistant Dean for Admissions and Student Affairs or designee will take one of the following actions:

1. Approve the student’s request.
2. Require the student to provide more information to help evaluate the request.

3. Refer the student's request to the College's Academic Performance and Standards Committee for further review. The Committee has the right to require the student to provide additional information to the Committee.
4. Deny the student's request.

If the Academic Performance and Standards Committee reviews a student's request, the Committee will make a recommendation on the disposition of the request within five (5) business days. The Chair will forward the Committee's recommendation to the Assistant Dean for Admissions and Student Affairs after concluding its review of the student's request. The Assistant Dean for Admissions and Student Affairs or designee will review the Committee's recommendation and determine if the student's request will be granted.

The Assistant Dean for Admissions and Student Affairs or designee is responsible for determining if the student's leave will be granted and, if applicable, the conditions under which the student may return to the College. A student has the right to appeal the Assistant Dean's decision, including the terms for readmission, to the Dean. This appeal must be submitted in writing to the appropriate Dean within three (3) business days after the Assistant Dean of Admissions and Student Affairs or designee notified the student of the decision. The decision of the Dean is final.

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. Leaves of absence may be extended to a maximum total of two (2) years for all leaves.

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 Assistant Dean for Admissions and Student Affairs or designee, 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 Assistant Dean for Admissions and Student Affairs informed of any change of address while on a leave of absence.

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

Student Appeal Process

ASSESSMENT APPEALS

If a student feels that an assessment has been evaluated unfairly or in error, a written account of reasons for believing this should be submitted to the office of the Assistant Dean of Academic Affairs using Canvas. Any graded assignment may be appealed, including but not limited to: Pharmacist Patient Care Process (PPCP) assignments, Continuing Professional Development (CPD) assignments, etc. The written appeal must be submitted through the link provided on Canvas by 5:00 pm on the fifth business day from the day of the reassessment or, for non-assessment assignments, score release of the remediation assignment. The Assistant 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. A student who has problems with the online system should 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/re-assessment or assignment/remediation assignment.

The Assistant 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 assessment will be completed and the student 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 Assistant 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 the recommendations, the Assistant Dean of Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved in the assessment/block.

If the Assistant 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 a decision. The Dean shall communicate this decision in writing to the student, the faculty member(s) involved, and the Assistant Dean of Academic Affairs. **The decision of the Dean is final.**

If the Assistant Dean of Academic Affairs determines that the situation does not merit convening the Assessment Appeals Committee, the student's appeal will be considered. The Assistant Dean of Academic Affairs will communicate the decision related to the appeal, in writing, to the student. **The decision of the Assistant 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, a written account of their reasons for believing this should be submitted to the Assistant Dean of Academic Affairs via the electronic appeals system on Canvas within five (5) business days of receipt of the final evaluation.

The Assistant 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 Assistant 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 the recommendations, the Assistant Dean of Academic Affairs and the Class President should endeavor to suggest individuals who are not personally involved and are accessible.

If the Assistant 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 a decision. The Dean shall communicate this decision in writing to the student, the preceptor(s) involved, and the Assistant Dean of Academic Affairs. **The decision of the Dean is final.**

If the Assistant Dean of Academic Affairs determines that the situation does not merit convening the Student Experiential Appeals Committee, the student's appeal will be considered. The Assistant Dean of Academic Affairs will communicate the decision related to the appeal, in writing, to the student. **The decision of the Assistant Dean of Academic Affairs shall be final, effective immediately.**

APPEALS OF WITHDRAWAL DECISIONS

A student who meets any number section below (1 through 6) will be required to withdraw "Not in Good Academic Standing" (See Academic Probation/Withdrawal "Not in Good Academic Standing"):

- 1) Unsatisfactory performance on six (6) reassessments in an academic year;
- 2) Receiving a grade of No Pass "NP" on three (3) assessments during the same summer assessment period;
- 3) Failure to pass assessment material after five (5) attempts at the same assessment material;
- 4) Failure to pass an assessment pertaining to material repeated from a prior summer assessment.
- 5) Failure to pass any experiential rotation with the same rotation type twice (i.e. two Adult Acute Care rotations, two Advanced Community rotations, two Selective A rotations, etc.);
- 6) Failure to pass any three APPE experiential rotations.

The requirement to withdraw and any stipulations or conditions regarding the student's return to the program may not be appealed. A student may appeal a grade as noted above.

APPEALS OF PROBATION FOR PROFESSIONAL MISCONDUCT DECISIONS

If a student feels they have been unfairly treated in a matter involving probation, that student may submit an appeal of that decision to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of probation. The Dean shall consider the appeal and render a decision. The Dean shall communicate this decision in writing to the student, and the College administrators. **The decision of the Dean shall be final, effective immediately.**

APPEALS OF SUSPENSION OR TERMINATION DECISIONS

If a student feels they have been treated unfairly in a matter involving suspension or termination, an appeal of that decision may be made 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 a decision. The Dean shall communicate this decision in writing to the student and the College administrators. If the suspension or termination was imposed by the, the student may appeal directly to the Chancellor of the Henderson, Nevada campus, using the procedures below.

If the student is still dissatisfied, that student may submit an appeal of 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 a 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, 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 Assistant Dean for Admissions and Student Affairs will formally investigate a student's written complaint. If the complaint involves the Assistant Dean for Admissions and Student Affairs the Dean will appoint another investigator. If the complaint involves the Dean, the Chancellor of the Henderson, Nevada campus will assume responsibility for leading the investigation. The Assistant Dean for Admissions and Student Affairs will share the results of this investigation with the other Deans and Directors. The 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 Assistant Dean for Admissions and Student Affairs or designee 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. Students may not run for or hold a class officer position if they are placed on probation for professional misconduct.

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 and the executive team of the college 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.

Student Progression

The College offers a 3- year program leading to a Doctor of Pharmacy degree. The College utilizes the block system of curricular design whereby a student studies 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 and the PCOA examination must be completed (or excused to a later date by the Assistant Dean for Academic Affairs using the attendance policy) to advance to the P2 year. All required P2 content must be passed and the PCOA examination must be completed (or excused by the Assistant Dean for Academic Affairs using the attendance policy) in order to advance to the P3 year.

MAXIMUM TIMEFRAME FOR COMPLETION

The College reserves the right to establish a reasonable timeframe for completion of the PharmD degree. Completion of all requirements for the PharmD degree must occur within 6 years of initial matriculation to the College of Pharmacy. Failure to complete all degree requirements within this timeframe will result in dismissal from the College.

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 (AACP) Graduating Student Survey in order to receive transcripts and graduate from Roseman University of Health Sciences College of Pharmacy. A student who does not submit the survey will not have the 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 educa-

tion, 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:

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

<u>First Academic Year (P1)</u>	<u>Credit Hours</u>
Assessments 1.1-1.15	51
Pharmaceutical Calculations	3
Top 200 Drugs I	1
Self-Care Therapeutics	1
Pharmacist Patient Care Process I	5
Pharmacist-Based Immunizations Delivery Certification	1
Introductory Pharmacy Practice Experience (IPPE1)	3
Continuing Professional Development (Student Portfolio)	1
Total credit hours required to advance to P2 status	66

<u>Second Academic Year (P2)</u>	<u>Credit Hours</u>
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Community	4*
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Institutional	2*
Assessments 2.1-2.15	52
Top 200 Drugs II	1
Pharmacist Patient Care Process II	6
Interprofessional Education	2
Introductory Pharmacy Practice Experience (IPPE2)	3
Continuing Professional Development (Student Portfolio)	1
Minimum credit hours required to advance to P3 status	137

<u>Third Academic Year (P3)</u>	<u>Credit Hours</u>
Advanced Pharmacy Practice Experience (APPE)	36
Elective Credit Hours (minimum)	4
Capstone course	2
Minimum Credit Hours Required for Graduation	179

*The IPPE-S experiences may occur in either the P1 or P2 year as scheduled by the campus specific Director for Experiential Education (IPPE).

DOCTOR OF PHARMACY (PHARM.D.) CURRICULUM		
Didactic 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 444: Pharmacist-Based Immunization Delivery Certification PHAR 450: Pharmaceutical Calculations PHAR 451: Top 200 Drugs I PHAR 452: Self-Care Therapeutics PHAR 465: Pharmacist Patient Care Process I PHAR 495: Continuing Professional Development (Student Portfolio) I		Year 1
Didactic 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 525: TDSM: Critical Care PHAR 540: Drug Information and Literature Evaluation II PHAR 541: Pharmacy Administration PHAR 550: Top 200 Drugs II PHAR 565: Pharmacist Patient Care Process II PHAR 566 Integrated Pharmacotherapy Skills PHAR 595: Continuing Professional Development (Student Portfolio) II PHAR 599: Interprofessional Education		Year 2
Experiential PHAR 470 & 570: Introductory Pharmacy Practice Experiences		Years 1 and 2
PHAR 572: Introductory Pharmacy Practice Experience –Summer Community (IPPE-SC)		Summer after Year1

PHAR 573: Introductory Pharmacy Practice Experience--Summer Institutional (IPPE-SI)	Summer after Year 1
PHAR 600-698: Advanced Pharmacy Practice Experiences (APPE)	Year 3
PHAR 700-799: 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

A student in need of personal counseling services for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. Further information is available at: <http://www.roseman.edu/students/student-services-resources/student-health-wellness/>

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:

Executive Secretary
Nevada State Board of Pharmacy
985 Damonte Ranch Pkwy, Suite 206
Reno, NV 89521

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

