



Roseman University of Health Sciences College of Pharmacy

STUDENT HANDBOOK

2026 – 2027

*Transforming Education. Reimagining Healthcare.
Embracing Discovery. Committed to Community.*

ROSEMAN UNIVERSITY
COLLEGE OF PHARMACY

pharmacy.roseman.edu |  @rosemanpharmacy



STUDENT HANDBOOK

2026-2027 Academic Year

Effective: 2026-2027 Academic Year

Published by Roseman University of Health Sciences College of Pharmacy

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 2027 students the first day they matriculate into their P3 year, and the first day of orientation for Class of 2028 and 2029 students.

Table of Contents

ACADEMIC CALENDAR	4
COLLEGE OF PHARMACY MISSION, VISION, CORE VALUES	5
ACADEMIC POLICIES AND PROCEDURES	5
ROLES AND RESPONSIBILITIES OF COLLEGE ADMINISTRATORS	5
UNIVERSITY STUDENT CATALOG AND COLLEGE EXPERIENTIAL POLICY MANUAL	5
NOTICE OF REQUIREMENT TO CHECK STUDENT EMAIL ON A DAILY BASIS	5
ACADEMIC AND CAREER ADVISING	5
ATTENDANCE	5
<i>Financial Responsibilities Must Be Fulfilled to Continue Enrollment</i>	5
<i>Attendance at Instructional Periods, Assessments, and Reassessments.....</i>	5
<i>Excused Absences</i>	6
<i>Student Illness.....</i>	6
<i>Personal or Family Emergency</i>	6
<i>Bereavement.....</i>	6
<i>Attendance at Pharmacy Professional Meetings and Pharmacy-Related Job Interviews</i>	6
<i>Religious Observance</i>	6
<i>Makeup Assessments/Reassessments.....</i>	6
<i>Classroom Recordings for Excused Absences</i>	7
<i>Makeup Classroom Activities</i>	7
<i>Makeup IPPE/APPE Rotation Days.....</i>	7
<i>Unexcused Absences.....</i>	7
<i>Attendance at Experiential Activities.....</i>	7
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	7
METHOD OF EVALUATION OF STUDENT PROGRESS	7
TRANSCRIPTS AND RECORDS OF STUDENT PERFORMANCE	7
<i>Grading System</i>	7
AUDITING OF ASSESSMENTS OR BLOCKS.....	8
STUDENT ASSESSMENT POLICY.....	8
<i>Percent of Total Point Score</i>	8
<i>Credit for Team Assessment.....</i>	8
<i>Extra Credit.....</i>	8
<i>Faculty Assessment Leader</i>	8
<i>Standard of Performance.....</i>	8
<i>Time Allotted.....</i>	8
<i>Tardiness.....</i>	8
<i>Seating Arrangements.....</i>	8
<i>Student-Initiated Clarifications during Assessments.....</i>	8
<i>Faculty-Initiated Clarifications during Assessments</i>	8
<i>Policies and Procedures for Electronic Testing</i>	9
<i>Personal Property Permitted on or About Students during Assessment Period.....</i>	9
<i>Communications and Breaks.....</i>	9
<i>Post-Assessment Review.....</i>	9
<i>Remote Proctored Assessments</i>	10
<i>Disposition of Completed Assessments.....</i>	10
REASSESSMENT AND SUMMER ASSESSMENT.....	10
<i>Additional Competency Opportunity.....</i>	10
ACADEMIC STANDARDS OF PROGRESS.....	11
<i>Unsatisfactory Progress Following Reassessment and Summer Assessment.....</i>	11
<i>Procedure When Unsatisfactory Progress Documented in Pharmacy Practice Experiences.....</i>	11
<i>Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE).....</i>	11
<i>Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE).....</i>	11

ELIGIBILITY FOR PHARMACY PRACTICE EXPERIENCES.....	11
<i>Nevada State Board of Pharmacy Intern Pharmacist Certificate of Registration</i>	
<i>and State of Utah Division of Occupational and Professional Licensing Pharmacy Intern Registration.....</i>	11
<i>Immunization and Health Screening Requirements.....</i>	12
<i>Required Immunizations and Screenings.....</i>	12
<i>Background Check(s).....</i>	12
<i>Drug and Alcohol Screening(s).....</i>	12
<i>HIPAA, Bloodborne Pathogens in Healthcare Facilities, and Tuberculosis Training.....</i>	12
<i>American Heart Association Basic Life Support for Health Professionals.....</i>	12
<i>Active Medical Insurance.....</i>	12
<i>Refusal by a Site.....</i>	13
POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM..	13
STANDARDS OF PROFESSIONAL CONDUCT.....	13
VIOLATION OF THE STANDARDS OF PROFESSIONAL CONDUCT: PROCESS.....	13
<i>Resolution of USPB Findings.....</i>	14
CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF PROFESSIONAL STANDARDS.....	14
<i>Suspension for Professional or Personal Misconduct.....</i>	14
<i>Termination for Professional or Personal Misconduct.....</i>	14
CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC STANDARDS.....	14
<i>Academic Probation/Withdrawal "Not in Good Academic Standing".....</i>	14
WITHDRAWAL.....	14
VOLUNTARY WITHDRAWAL.....	14
INVOLUNTARY WITHDRAWAL.....	14
ADMINISTRATIVE WITHDRAWAL.....	15
RE-ADMISSION.....	15
CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING "IN GOOD ACADEMIC STANDING".....	15
CONDITIONS FOR RE-ADMISSION FOR A STUDENT WITHDRAWING "NOT IN GOOD ACADEMIC STANDING..."	15
LEAVE OF ABSENCE.....	15
STUDENT APPEAL PROCESS.....	15
ASSESSMENT QUESTION AND GRADED ACTIVITY APPEALS.....	15
APPEALS OF PHARMACY PRACTICE EXPERIENCE OUTCOMES.....	16
APPEALS OF WITHDRAWAL DECISIONS.....	16
APPEALS OF PROBATION FOR PROFESSIONAL MISCONDUCT DECISIONS.....	16
APPEALS OF SUSPENSION OR TERMINATION DECISIONS.....	16
<i>Record of Students' Complaints.....</i>	17
STUDENT GOVERNMENT.....	17
CLASS OFFICERS.....	17
STUDENT LIAISON COMMITTEE.....	17
STUDENT ORGANIZATIONS.....	17
STUDENT PROGRESSION.....	17
MAXIMUM TIMEFRAME FOR COMPLETION.....	17
ELIGIBILITY FOR GRADUATION.....	17
BLOCK AND COURSE DESCRIPTIONS.....	17
CURRICULAR OVERVIEW.....	18
PERSONAL COUNSELING ABOUT NON-ACADEMIC ISSUES.....	19
LICENSURE AND ACCREDITATION STATUS.....	19
EMPLOYEE DIRECTORY.....	19



ACADEMIC CALENDAR

CALENDAR FOR THE 2026-2027 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 August 17 – 20, 2026
- P2 August 24, 2026

White Coat Ceremony

- South Jordan Campus TBD
- Henderson Campus..... TBD

Classes Begin

- P1 August 21, 2026
- P2 August 25, 2026

Labor Day (University Closed/No Classes) September 7, 2026

Thanksgiving Break (University Closed/No Classes) November 25 – 27, 2026

Winter Break

- No Classes..... December 21, 2026 - January 1, 2027
- Classes Resume..... January 4, 2027

Spring Holiday..... March 19 – 22, 2027

Classes End

- P1 and P2 May 21, 2027
- P3 May 11, 2027

Roseman University COP Graduation..... TBD by the University

IPPE-S and P3 APPE begin..... May 24, 2027

Memorial Day (University offices closed) May 31, 2027

Independence Day (University offices closed) July 4, 2027

Summer Assessment..... July 5, 2027 - August 13, 2027

COLLEGE OF PHARMACY MISSION, VISION, CORE VALUES

Mission

Roseman University of Health Sciences College of Pharmacy prepares its student body to become competent, caring, and ethical pharmacists; contributes to the profession through its commitment to scholarship; and provides patient centered care, while addressing the pharmacy-related needs of the community.

Vision

Roseman University of Health Sciences College of Pharmacy aspires to lead the profession of pharmacy by developing a faculty, staff, and student body who transform the community through exceptional pharmacy education, compassionate patient-centered care, interprofessional collaboration, and innovative scholarship.

Core Values

Risk-taking: We value responsible risk-taking that leads to the sustainable growth of the institution.

Innovation: We value innovations in education, organizational structures, and physical surroundings that create a vibrant, stimulating environment in which to work, to learn, and to grow. Individual and Collective

Achievement of Excellence: We value a culture that fosters and celebrates excellence and achievement for one and all.

Passion and Commitment: We value passion and true commitment as the requisite components of transformational leadership in education and the health professions.

Empowerment: We value the empowerment of individuals through the provision of a collaborative, supportive environment in which to learn and to work.

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 use email to communicate policies, procedures, deadlines, class materials, and activities. Students must check their Roseman email accounts daily (excluding holidays) to stay informed.

If a student cannot access their email for more than two business days, they must contact the Roseman University Technology Services Help Desk. Difficulty accessing email or not reading notices does not exempt students from complying with University and College rules, regulations, and deadlines.

ACADEMIC AND CAREER ADVISING

The College supports the diverse academic and professional goals of its students. To aid students in achieving their goals, the following is provided to all students:

Academic Success Coordinator

- Available year-round for help with study strategies, adjusting to graduate school, time management, and more. Students can reach out from admission through graduation.
- Students who accrue 2 summer assessments are required to meet with the Academic Success Coordinator.

Faculty Mentorship:

- The Continuous Professional Development (CPD) Courses (PHAR 495 in P1 and PHAR 595 in P2) assign each student a faculty mentor for academic and career advising.
- Students may also seek out additional mentorship, as all faculty members are available for mentoring.
- Students can contact any faculty member, Dean, Associate/Assistant Dean, or Director for advice.
- Faculty backgrounds and interests are available on the Roseman University website and within the Roseman Basics Course on Canvas.

Career Development:

- The PHAR 699: Capstone Course (P3 year) includes resume and CV review, mock interviews, and residency application tips.
- The College hosts annual Career Fairs open to all students and alumni from the College of Pharmacy.

ATTENDANCE

Financial Responsibilities Must Be Fulfilled to Continue Enrollment

Students must fulfill financial responsibilities to remain enrolled. Non-payment of tuition and fees will prevent progression through the curriculum. Late payments will result in a notice, and students must pay to continue enrollment.

Delinquent Payments:

- Payment must be made by 4:00 PM on the business day before an assessment to be eligible for that assessment.
- No academic credit will be awarded for assessments taken while financially ineligible, resulting in a “No Pass” and required reassessment or summer assessment.
- Students in electives, IPPEs, or APPEs will be removed from classes or sites the day after payment is past due.

Attendance at Instructional Periods, Assessments, and Reassessments

Roseman University’s accelerated educational model requires a 90% testing proficiency to advance and offers a degree one year sooner than traditional models. Active learning and team activities are essential, so attendance at all instructional sessions, assessments, and required reassessments is expected. Absences do not exempt students from covered material.

Excused Absences:

- Must be requested if a student cannot attend scheduled assessments, classes with scored activities, or rotations in order to avoid a score of zero or No-Pass.
- Approval is at the discretion of the Associate Dean of Academic Affairs and Assessment (didactic) or the Director for Experiential Education (experiential).
- Requests may be denied if documentation is not provided, deadlines are missed, or if it imposes undue hardship on the university.
- Falsifying documentation violates the College's Standards of Professional Conduct and may result in disciplinary action.

Makeup Assessments, Scored Activities, or Scheduled Experiential Days:

- Granted only for excused absences (see "Excused Absences").
- Must be completed by outlined deadlines, or a "No Pass" grade will be given, requiring summer assessment attendance, course or assignment remediation, and/or retake of an experiential rotation.
- Makeup activities or rotation days are at the discretion of the block coordinator or Experiential Director.

Students who miss three or more regularly scheduled assessments, scored activities, or scheduled rotation days in the same academic year will be advised to consult the appropriate college administrator regarding a leave of absence (see Leave of Absence).

Excused Absences

Students may request an excused absence for the following:

- Assessment
- Reassessment
- Summer Assessment
- Classroom teaching day to obtain a recording
- Scored classroom activity
- Scheduled experiential rotation day (IPPE/APPE)

Student Illness

A student must submit an absence request via the Canvas Academic Affairs folder by 8:00 AM on the day of the absence. For rotations, the request must be submitted prior to the established rotation's start time.

To be considered for an excused absence, a signed and dated note from a licensed U.S. practitioner acting within their scope of practice (not an immediate family member) must be uploaded with the online request or within one business day of the missed activity. Electronic copies are acceptable, but the original may be requested. The College of Pharmacy may require additional documentation if necessary.

Personal or Family Emergency

A student should submit an absence request via the Canvas Academic Affairs folder as soon as possible after a personal or family emergency, aiming to meet the 8:00 AM (or rotation start time) deadline.

Emergency Situations:

- Include hospitalization or other unforeseen, debilitating events.

- Approval is at the discretion of the Associate Dean of Academic Affairs and Assessment (didactic) the Experiential Director (experiential), or designee of these offices.
- Documentation of the emergency will be required.
- Policy deviations are at the sole discretion of the Associate Dean of Academic Affairs and Assessment or Experiential Director.

Bereavement

A student may request an excused absence to attend a funeral for a close friend or family member, scheduled within five days of the absence. The request must be submitted by 8:00 AM (or prior to the rotation start time) on the day of the absence via the Canvas Academic Affairs folder, with required documentation.

Attendance at Pharmacy Professional Meetings and Pharmacy-Related Job Interviews

The College encourages attendance at pharmacy professional meetings and job interviews. To receive an excused absence, each student must submit a request via the Canvas Academic Affairs folder at least three business days before the absence. Proof of the interview itinerary or meeting registration is required. The request may include one travel day on either end of the meeting or interview schedule if travel is required.

Religious Observance

Roseman University and the College of Pharmacy respect students' religious obligations. To request an excused absence for religious observance, submit a request via the Canvas Academic Affairs folder as soon as possible, but no later than the end of Orientation week for students enrolled in P1 and P2. For students in P3, requests should be made prior to the start of any impacted rotations. Additional information or documentation from a clergy person may be required.

Makeup Assessments/Reassessments

Assessment: If excused, the student will be assessed during the scheduled reassessment. No team points will be awarded for makeup assessments/reassessments. Students are eligible for Additional Competency Opportunity on their second and third attempts. If the reassessment is not passed, a makeup assessment must be completed within two business days, or the student will receive a "No Pass" and must attend the summer assessment.

Reassessment: If excused, the student must complete a makeup reassessment within two business days of the scheduled Reassessment, or receive a "No Pass" and attend the summer assessment.

Both Assessment and Reassessment: The student must complete makeup assessments/reassessments within four business days of the scheduled Reassessment. Failure to pass within this timeframe results in a "No Pass" and summer assessment attendance.

Makeup Assessments: Excused absences are not permitted for makeup assessments, or makeup summer assessments. Faculty need not be present, and no pre- or post-assessment review will be provided. Scheduling may vary and may occur during scheduled class time.

Policy Deviations: At the sole discretion of the Associate Dean of Academic Affairs and Assessment.

Classroom Recordings for Excused Absences

If a faculty member does not provide recordings for all students, those with excused absences will receive the lecture recording. The college does not guarantee recordings for all lectures, and students are responsible for missed material if recordings are unavailable. Refer to the course block plan for specific faculty recording policies.

Makeup Classroom Activities

For required classroom activities with an excused absence, students must follow the course makeup policy in the block plan. Scheduling and makeup activity type are at the block coordinator's discretion.

Excused absences are not allowed for makeup classroom activities.

Makeup IPPE/APPE Rotation Days

Students must follow the Experiential Policy Manual for makeup IPPE or APPE rotation days. Makeup days require preceptor approval and are overseen by the assigned Director for Experiential Education.

Unexcused Absences

Assessments: An unexcused absence results in a "No Pass" for the assessment, reassessment, or summer assessment. Students can take the next scheduled reassessment or summer assessment. Policies for unexcused summer assessments follow the Academic Standards of Progress.

Classroom Activities: Handled according to the course policy in the block plan. Students with unexcused absences for didactic days cannot access classroom recordings unless available to all students.

Extended Absences: Unexcused absences over 21 calendar days may lead to administrative withdrawal (see Administrative Withdrawal).

Experiential Rotations: refer to the Experiential Policy Manual for policies related to unexcused absences.

Attendance at Experiential Activities

Roseman University requires attendance at all scheduled experiential rotations, including IPPEs and APPEs. These rotations are essential for education, professional licensure, and contributing to patient healthcare. Students must follow the attendance policies in the College Experiential Policy Manual.

CLASS START TIME, ASSESSMENT START TIME AND CLASS HOURS POLICY

Class Hours and Attendance:

- Didactic classes run from 8:00 AM to 3:00 PM unless otherwise approved by the Associate Dean of Academic Affairs and Assessment.
- Faculty and students must be present at 8:00 AM, but faculty can allow structured group study or projects provided the time is defined and structured
- "Comp time", time off, or off-campus homework time during class time must be approved by the Curriculum Committee and faculty and communicated in the block plan/syllabus.

Simultaneous Delivery:

- For courses delivered to both Henderson and South Jordan campuses, hours are 8:00 AM - 3:00 PM PT in Henderson and 9:00 AM - 4:00 PM MT in South Jordan. This type of delivery

modifies class time for the South Jordan campus and will be communicated to students in writing.

Assessments:

- Typically start at 8:00 AM unless otherwise approved and communicated by the Associate Dean of Academic Affairs and Assessment.
- Team assessment and post-assessment review times will be clearly communicated on the day of the assessment.
- Reassessment schedules are set before the academic year and communicated in writing to the students.

Policy Deviations:

- Must be approved by the Associate Dean of Academic Affairs and Assessment and communicated in writing to the students.

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

See University Student Catalog at

<https://www.roseman.edu/app/uploads/2022/07/Multimedia-Recording-Policy.pdf>

METHOD OF EVALUATION OF STUDENT PROGRESS

Student progression toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment. Formal summative assessments are scheduled regularly to determine if students have passed specific outcomes. Students on academic probation will be notified of their academic progression. For more information, refer to the University Catalog or the College of Pharmacy's accreditation and guiding principles. <https://www.roseman.edu/academic-programs/college-of-pharmacy/accreditation-and-guiding-principles/>

TRANSCRIPTS AND RECORDS OF STUDENT PERFORMANCE

Grading System

Pass (P):

- Didactic: Achieve 90% on each assessment. If not, reassessment is required.
- Experiential: Be evaluated at a level of 3 or higher on all rotation outcomes and successfully complete all rotation specific assignments and hours. PHAR 573 requires "Acceptable for an Introductory Rotation." Remediation is required if outcomes are not met.

No Pass (NP):

- Appears on the transcript until the assessment or rotation is remediated within the same academic year. If continued into the next year, the NP remains.

Honors (H):

- Awarded for $\geq 95\%$ on first attempt of didactic assessments (without team points). Not applicable for reassessments or summer assessments.
- Longitudinal courses eligible for Honors: PHAR 450, 451, 495, 550, 595. Summer remediation for any aspect of these courses disqualifies Honors.
- Some electives may qualify for Honors – refer to course block plan.
- Not awarded for experiential courses.

Incomplete (I):

- Indicates incomplete course requirements. The course must be completed within one year or the "I" converts to "W" (Withdrawn). Extensions up to two years may be granted for extreme circumstances with approval from the Associate Dean of Academic Affairs and Assessment.

Withdrawn (W):

- Recorded when a student withdraws, a student is withdrawn, or a student fails to complete an "I" grade within the time limit. The grade of "W" is permanent.

For more details, refer to the University Student Catalog.

AUDITING OF ASSESSMENTS OR BLOCKS

Eligibility: Students may audit a block, course, or assessment period with prior written approval from the Associate Dean of Academic Affairs and Assessment, only if they have previously passed it.

Request: Notify the Associate Dean by email at least 5 business days before the first day of the material to be audited. Late requests will be denied.

Restrictions: Auditing is prohibited for experiential and elective courses. Audited courses do not require tuition or fees, and students cannot take assessments or receive credit or grades. Audits will not appear on transcripts.

Approval: At the sole discretion of the Associate Dean, and decisions are final.

STUDENT ASSESSMENT POLICY

Note: All assessment policies apply to assessments, reassessments and summer assessments unless stated otherwise. Any deviations must be approved in writing by the Associate Dean of Academic Affairs and Assessment and communicated to students before the assessment. For skills-based courses, consult the block plans for specific policies.

Percent of Total Point Score

Assessment items from each classroom day should total approximately 8-10 points. Points from any single day must be proportional to the total classroom days covered by the assessment (e.g., if an assessment covers 10 days, each day should contribute about 10% of the total points).

Credit for Team Assessment

Students who fully participate in the team assessment will receive an additional 5% added to their individual score if the team score is at least 95%. No points are awarded if the team score is below 95%. Participation in the team assessment is mandatory to receive team points, and students must sign the team assessment booklet or designated document.

Students who do not participate in the individual assessment cannot participate or receive points for the team assessment.

Disputes over team points will be resolved by the faculty Assessment Leader, whose decision is 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 Associate Dean of Academic Affairs and Assessment 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.

Assessment Timing:

- Assessments should be completable within approximately a two hour timeframe.
- Start time and duration will be clearly communicated to students prior to the start of the assessment.
- Electronic assessments auto-submit when time is up; non-electronic assessments must be submitted to proctors by the end time, or participation is forfeited.

Team Assessment:

- Faculty will communicate the start time and duration for the team assessment.
- Post-Assessment Review:
- Faculty will communicate the start time of the post-assessment review
- **Faculty will not entertain requests for additional credit for any reason after the post-assessment review has finished.**
- Following the post-assessment review, scoring adjustments must be submitted through the appeals or additional competency opportunity processes.

Tardiness

Individual Assessment: Students not in their seats when the assessment password is posted will be asked to leave and receive a zero. Tardiness is considered an unexcused absence.

Team Assessment: Students must be present before the team assessment password is provided to earn team points. Late arrivals may participate at the Assessment Leader's discretion but will not receive team points.

Seating Arrangements

Faculty reserve the right to assign seating and move students during assessments. Compliance is mandatory, and failure to comply may result in a "No Pass."

Students may request to be moved before or during the assessment, subject to the Assessment Leader's discretion.

Student-Initiated Clarifications during Assessments

Each faculty member will decide whether to answer student questions during assessments. If questions will not be answered, faculty must inform students before the assessment begins.

Faculty-Initiated Clarifications during Assessments

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

Policies and Procedures for Electronic Testing

Maintenance: Students must maintain an approved electronic device (see IT policies) in order to complete assessments and scored activities.

- No loaner devices will be provided to students who forget their device(s).
- Use of an unapproved device may result in a zero or grade of No-Pass.

Power: It is the student's responsibility to ensure devices are charged for the entire assessment or class activity.

- Bring a charging cord; no extras will be provided.
- If a device loses power, the score will be based on the last saved record, or a score of zero will be recorded if no score record has been saved.

Malfunctions: Students should notify a proctor immediately if their device malfunctions. Resolutions may include loaner devices, extended time, or paper assessments, decided by the Associate Dean for Academic Affairs in collaboration with the IT Helpdesk and Assessment leader.

Approved Accessories: Only charging cords, clear screen protectors, laptop mice, numeric keypads, and styluses are allowed. Unapproved devices result in a zero score and possible misconduct allegations.

No Electronics Between Assessment and Team Assessment: Students must leave devices in the classroom until the team test is completed.

Post-Assessment: Leave devices in the classroom until the team assessment starts. Using devices between assessments results in a zero score and possible misconduct allegations.

Team Assessment: The number of devices allowed will be communicated. Unauthorized devices or accessing non-assessment websites/apps will disqualify the team from earning points.

Personal Property Permitted on or About Students during Assessment Period

These policies are in place to ensure fairness and integrity during exams.

Permitted Items: School approved Laptop, school-issued calculator, external numerical keyboard and/or mouse, pen(s) or pencil(s) and any additional items approved by the Assessment Leader or proctors are allowed at the desk.

Prohibited Items: Personal items, class-related materials, cell phones and electronics of any kind (except permitted items) are not allowed during any assessment. Such items, if brought on campus, must be stored in a place designated by the proctor(s).

Consequences: Possession of unauthorized items results in a student forfeiting their right to participate in an assessment, receiving no credit. This applies to both individual and team assessments.

Team Responsibility: If one team member has unauthorized items, the entire team loses credit for the team assessment.

Approval: Students must get prior approval from proctors for any items they wish to have during the assessment.

Communications and Breaks

Communication Restrictions: Students cannot communicate with anyone except proctors during the assessment. During team assessments, communication with other teams is prohibited until all teams have finished.

Restroom Breaks: Students are allowed one restroom break per assessment, up to twice a year, with a maximum duration of 10 minutes. The break time counts towards the assessment time.

Consequences for Violations:

Inappropriately communicating during the assessment results in a zero for the assessment.

- Exceeding the restroom break time results in forfeiting the ability to continue the assessment. The individual score will be based on the last saved record; if none exists, the score will be zero.
- Communication between teams during the team assessment results in no credit for all teams involved.

Exceptions: Pregnant students and those with approved accommodations for increased restroom use are exempt from the restroom break policy.

Emergency Contact: Students should inform outside parties to contact the university in case of emergencies during the assessment.

- Henderson Campus: 702.990.4433
- South Jordan Campus: 801.302.2600

Post-Assessment Review

Attendance: All students are expected to attend the post-assessment review as it is a crucial part of achieving competence and mastery.

Faculty Role: Faculty can accept multiple or alternative answers during the post-assessment review. If the faculty member who wrote the assessment items is absent, the Assessment Leader or a designated faculty member will take their place.

Requests for Credit: Requests for additional credit must be made during the review; no requests will be entertained afterward.

Participation: All students who took the assessment, including those with ADA accommodations, will be provided an opportunity to participate in the assessment review. Students with unexcused absences can attend but not participate. Students with excused absences cannot attend the review.

Electronic Devices: No electronic or multimedia recording devices are allowed during the review, but printed materials, paper and writing utensils are permitted.

Behavior: Inappropriate behavior or comments during a review can lead to disciplinary action.

Appeals Process: Requests for accepting multiple or alternative answers after the review must be submitted in writing within five business days of the reassessment. Only students who are within 5% of passing the assessment are eligible to appeal.

Copying or disseminating exam content without permission is prohibited.

Remote Proctored Assessments

If approved by the Associate Dean of Academic Affairs and Assessment, remote proctoring may be used for assessments. Students must have two devices:

1. A school-approved device for the testing system.
2. A personal device for a live video feed via the college-approved platform.

Students must log in at least 15 minutes before the assessment starts. Late logins will result in a score of zero. Virtual backgrounds are not allowed, and the workspace must show the student's full side profile, device, and any scratch paper. Efforts should be made to ensure an uninterrupted exam environment.

If multiple students are in the same area, their video feeds must show all students. Remote-proctored assessments can be taken on campus unless there are campus closures. Policies on personal property apply, except electronic earphones, which are not allowed during individual assessments but are permitted for team assessments. Proctors may request a workspace scan at any time and students should remove personal items they do not wish the proctor to see. Students with connectivity issues may be required to take the assessment on campus.

Disposition of Completed Assessments

For electronic assessments (e.g., ExamSoft, RxPrep), the submitted electronic record is final and will not be changed. The electronic log on the testing system server is the final record of performance.

On assessment day, students will receive their grades via a PDF scoresheet in the electronic system, released by the Office of Academic Affairs. It is prohibited for students to contact faculty, staff, or administrators for grades before these reports are released. Only the original PDF file is considered the final grade notification; other formats (e.g., screenshots, emails) are not valid.

Assessment questions will not be returned, except for appeals and additional competency opportunities (ACOs).

If electronic testing is not used and a student fails, a copy of the assessment will be available for viewing in the Office of Academic Affairs and Assessment. The original copy will be kept in the student's record.

Students can access incorrectly answered questions for appeals and additional competency opportunities through the Office of Academic Affairs. Access policies will be communicated during orientation.

REASSESSMENT AND SUMMER ASSESSMENT

Mandatory Review Session: Students who do not pass the initial assessment must attend a review session on the reassessment day, starting at 8:00 a.m. unless otherwise communicated.

Attendance Requirement: Tardiness or failure to attend the mandatory review session means the student cannot take the reassessment and must attend the summer assessment instead.

Reassessment Day: The review session is followed by the reassessment on the same day. There is no team assessment component for reassessments or summer assessments.

Post-Assessment Review: After the reassessment or summer assessment, a post-assessment review session will be held. All reassessment participants, including those with ADA accommodations, can attend.

Summer Assessment: Students who do not pass the reassessment must attend the summer assessment period, which is part of the regular educational process and incurs no additional fees.

Academic Probation: Students who receive a "No Pass" on three reassessments in an academic year will be placed on academic probation. They can be removed from probation by passing all required assessments during the summer assessment period.

Additional Competency Opportunity

Eligibility: Students scoring between 85-89.4% (or within 5% of the passing standard) on their second or third attempt (reassessment or summer assessment) can submit an ACO for incorrectly answered questions.

Difference from Appeals: ACOs allow students to show their understanding of the material, while appeals are for contesting the correctness of the questions. Students cannot submit an ACO and an appeal for the same question.

Submission: ACOs must be submitted via Canvas by 5:00 pm on the fifth business day after the reassessment. Late submissions will not be evaluated.

Academic Integrity: Students must affirm that their ACO submissions are free from academic dishonesty, including AI-generated responses or copying from others.

Evaluation: Faculty or their designees will evaluate ACOs using an approved rubric. Points awarded from ACOs cannot exceed the passing standard. The evaluator's decision is final and cannot be appealed.

ACO Rubric:

"Yes" must be selected for both questions in order for a point to be awarded:

1. Did the student explain why their original answer was incorrect? Yes or No
2. Did the student demonstrate understanding of the content through their explanation of why the correct answer was right? Yes or No

Notification: The Office of Academic Affairs will inform students about any grade changes. Students should not contact individual faculty members about their ACO status. Instead, they can reach out to the Office of Academic Affairs to confirm whether their ACO is pending or complete.

Summer Assessments: Decisions related to summer assessments will be finalized and communicated to students at least one business day before the start of the next academic year's orientation.

ACADEMIC STANDARDS OF PROGRESS

Unsatisfactory Progress Following Reassessment and Summer Assessment

Withdrawal Due to Reassessments: Students who receive a "No Pass" on six reassessments in an academic year will be withdrawn with a status of "not in good academic standing."

Certain courses are excluded from 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 566: Integrated Pharmacotherapy Session
- PHAR 595: Continuing Professional Development
- PHAR 599: Interprofessional Education

Summer Assessments:

- Students who receive a "No Pass" on three summer assessments will be withdrawn from the program "not in good academic standing".
- Students who receive a "No Pass" on one or two summer assessments must retake the relevant assessment material when next offered and will be charged prorated tuition. They will also be placed on academic probation.
 - If the assessment material has been revised, students may need to pass multiple assessments to cover all the original content from their summer No-Pass.
- Students who receive a score of "No-Pass" on three summer assessments during the same academic year will be withdrawn with a status of "not in good academic standing."

Procedure When Unsatisfactory Progress Documented in Pharmacy Practice Experiences

Repeating Rotations: Students who receive a "No Pass" for a pharmacy practice experience must repeat the rotation after the current academic year when availability permits. They will be placed on academic probation and charged prorated tuition for repeated APPE rotations. IPPE rotations do not incur prorated tuition charges.

Appeals: If a student believes an evaluation with a No-Pass final score is unfair or submitted in error, they can submit a written appeal using the electronic appeal submission system on Canvas within 5 business days of the No-Pass grade being issued.

IPPE Remediation: Students have one opportunity to remediate a "No Pass" for each IPPE rotation. Failing a second attempt in PHAR 470, PHAR 570, PHAR 572, or PHAR 573 requires withdrawal from the program.

APPE Remediation: Students who receive a "No Pass" on the same type of APPE rotation twice or accumulate three "No Pass" grades in APPE rotations will be withdrawn from the program.

Unsatisfactory Progress during Introductory Pharmacy Practice Experiences (IPPE)

Advancement Requirements:

- **P1 to P2:** Students must complete all P1 IPPE requirements to advance to an enroll as P2 status.
- **P2 to P3:** Students must complete all P2 IPPE and IPPE-S requirements to advance and enroll as P3 status.

Unsatisfactory Progress during Advanced Pharmacy Practice Experiences (APPE)

Students must successfully complete all APPE rotations to be eligible for graduation.

Elective APPEs:

Failed Patient Care or Non-Patient Care Elective APPEs can be remediated by substituting a different APPE Elective that meets graduation requirements. If a different APPE Elective course number is chosen, the original "No-Pass" grade remains on the transcript.

Core APPEs:

Advanced Community, Adult Acute Care, Ambulatory Care, and Institutional APPEs must be remediated with the same APPE 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

Eligibility: Students must be eligible to obtain and maintain a Pharmacy Intern License from the Nevada State Board of Pharmacy or Utah Division of Occupational and Professional Licensing, depending on where they complete their practice requirements.

Situations Requiring Board Check: Students should check with the appropriate Board of Pharmacy if they have:

- Been diagnosed, treated for mental illness 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 a licensure exam.
- Been named in a malpractice suit.
- Been terminated for drug use or abuse.
- Have recently used prescription drugs without a valid prescription.
- Been subject to administrative action.
- Had a license suspended, revoked, surrendered, or otherwise disciplined.

Maintaining Licenses

- Students must maintain an active pharmacy intern license in the state where they attend pharmacy school and any additional states where they perform rotations.

- Copies of all intern licenses must be submitted to the Office of Experiential Education via the student CORE profile.
- Suspension, revocation, or expiration of a license prevents participation in experiential activities and may hinder program progression.

Reporting: Students must inform the Office of Experiential Education of any investigative or disciplinary actions by any Board of Pharmacy while enrolled.

Training Site Approval: An intern license does not guarantee acceptance at experiential training sites or future pharmacist licensure.

Notification: If a student is dismissed, withdraws, or takes a leave of absence for more than six months, the appropriate Board(s) of Pharmacy will be notified.

Immunization and Health Screening Requirements

Student Responsibility:

- Students must cover the cost of immunizations, health screenings, background checks, and drug/alcohol screenings.
- Additional site-specific requirements will also be at the student's expense and communicated by the Experiential Programs Office.

Required Immunizations and Screenings

History and Physical Examination

- MMR (Measles, Mumps, Rubella): Proof of immunization series or serologic titers
- Polio: Proof of immunization or serologic titer
- Tdap (Tetanus, Diphtheria, Pertussis): Proof of vaccination after age 7
- Td: Updated vaccination if Tdap was given over 10 years ago
- Hepatitis A: Proof of immunization series or serologic titers
- Hepatitis B: Proof of immunization series or serologic titers
- Tuberculosis: QFT blood test or TSpot, plus any additional tests as needed (skin testing is not accepted)
- Varicella (Chicken Pox): Proof of 2-shot series or serologic titers
- Seasonal Influenza
- Any other site-specific immunizations or screenings (including the COVID vaccine if required by site)

Exemptions:

Students can submit an RUCOP Vaccination Exemption Form by the deadline set by the Experiential Education Office.

Site Refusal:

Training sites may refuse students who choose not to be immunized, regardless of waiver status (see "Refusal By a Site").

Background Check(s)

Annual Requirement:

Students must complete at least one criminal background check annually. The College may require additional checks at the student's expense.

Adverse Findings:

- Charges or convictions for misdemeanors or felonies, or other adverse information, may prevent participation in experiential rotations.
- Such findings will be disclosed to relevant state pharmacy licensing agencies.

Reporting New Charges:

Students must report any new charges or convictions to the Office of Experiential Education immediately. Failure to report may result in dismissal from the College.

Site-Specific Checks:

Experiential sites may conduct their own background checks.

Drug and Alcohol Screening(s)

Annual Screening:

- Students must complete a drug and alcohol screening annually at their own expense.
- The College may require additional screenings at any time.

Satisfactory Outcome:

- A satisfactory outcome is required for participation in experiential rotations.
- Failure to achieve a satisfactory outcome or refusal to take the test may prevent participation.

Site-Specific Screenings:

Experiential sites may conduct their own screenings.

Legal Substances:

Substances legal at the state level (e.g., marijuana) may result in a positive drug screening, affecting eligibility for rotations and program completion, and potentially incurring additional costs. The experiential department requires a negative drug screen for all substances tested for to ensure students are allowed into practice sites.

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

Students must maintain medical insurance and are responsible for their own medical care in the event of illness or injury, including transportation, during rotations. Without insurance, students cannot continue experiential training, and the University cannot award a degree without completing all curriculum requirements, including experiential components.

Refusal by a Site

An experiential training site may refuse to train a student. The Office of Experiential Education will make a good faith effort to schedule all necessary rotations for graduation. However, if multiple sites in Nevada and/or Utah refuse a student over six consecutive months, the College will dismiss the student from the program, as they cannot complete the required experiential component for the Doctor of Pharmacy degree.

POLICIES AND PROCEDURES PERTAINING TO STUDENT PROFESSIONALISM

STANDARDS OF PROFESSIONAL CONDUCT

Surveys consistently rank pharmacy as one of the most trusted professions. The College is committed to instilling personal and professional honor and integrity in our students. As gatekeepers of the profession, we expect our students and graduates to uphold the public's trust in pharmacists. Upon admission, each student agrees to abide by the following Standards of Professional Conduct:

Behave honorably, professionally, and respectfully in all aspects of pharmacy education and patient care.

Act with honesty and integrity in academic and professional activities, never representing others' work as their own, including the use of Artificial Intelligence (AI).

Strive for professional competence.

- Foster a positive learning environment without undermining others' efforts.
- Respect the autonomy and dignity of fellow students, instructors, staff, healthcare professionals, and patients.
- Seek treatment for any personal impairment, including substance abuse, that could impact others.
- Promote patient welfare in a caring, compassionate, and confidential manner.
- Protect the confidentiality of medical, personal, academic, financial, or business information.
- Maintain civil, courteous, respectful, and honest interactions with staff, faculty, administration, and preceptors.

Students must comply with these Standards of Professional Conduct. Unprofessional behavior may result in referral to a College administrator. This includes behavior in educational activities, programming events, service activities, and online activities. Examples of unprofessional behavior include:

- Falsifying applications, forms, or records.
- Giving or receiving unauthorized aid on coursework or exams.
- Plagiarism and misrepresentation of source material.
- Providing or receiving privileged exam information.
- Providing false information to faculty, staff, or preceptors.
- Lack of attendance at required activities.
- Non-compliance with email requirements.
- Disruptive behavior in class.
- Inappropriate or disrespectful behavior towards others.
- Misusing or misrepresenting the status of a pharmacy student.

- Stealing, damaging, or unauthorized use of property.
- Unprofessional dress, language, or conduct.
- Unauthorized use or dissemination of confidential information.
- Violation of state or federal law.
- Any other conduct deemed unprofessional by the community.
- Additional examples of professional expectations can be found in the Experiential Policy Manual.

VIOLATION OF THE STANDARDS OF PROFESSIONAL CONDUCT: PROCESS

A defining quality of a profession is its ability to police itself. Each member of the academic community must use their professional judgment to address potential violations of professional conduct standards.

Coaching Opportunity Letters help students recognize unprofessional behavior that doesn't warrant probation. Students receiving three or more letters must meet with the Executive Subcommittee to determine if further sanctions are needed.

The University and College recognize that pharmacy student organizations also police their members' conduct. These organizations can enforce additional codes of conduct independently of the College. Members acting unprofessionally are subject to appropriate sanctions by their organization.

Steps for Addressing Violations:

1. **Initial Resolution:** The witness may resolve the issue or report it to the appropriate authority (instructor, preceptor, or administrator). 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. Any assistant dean or associate dean serves as an administrative officer.
2. **Preliminary Evaluation:** The administrator evaluates if there's a basis to proceed with the allegations.
3. **Notification:** If further investigation is needed, the student is informed and must respond in writing within three business days to the allegation(s) as presented.
4. **Referral to USPB:** If the student doesn't respond or disagrees, and the violation could delay graduation or lead to suspension/dismissal, the case goes to the University Student Professionalism Board (USPB). If not severe, the administrator decides if the student violated conduct standards.
5. **Sanctions:** The administrator determines and monitors sanctions. Appeals are allowed only for probation, suspension, or termination.

For more details on the USPB process, refer to the University catalog or website. <https://www.roseman.edu/about/university-policies/>

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 exhibiting inappropriate professional or personal behavior may be placed on probation, suspended, or terminated from the program.

The Associate Dean of Academic Affairs and Assessment can place a student on probation for misconduct in didactic or experiential settings. Any Executive Subcommittee member can place a student on probation for misconduct in other settings. The student must comply with the probation terms, which will be detailed in a written document sent via email, certified mail, or hand-delivered.

Students eligible to appeal their probation, suspension, or termination can refer to the "Student Appeals Process."

If a student violates probation terms, the appropriate administrator may recommend suspension or termination to the Dean.

Suspension for Professional or Personal Misconduct

The College reserves the right to suspend a student at any time to safeguard patient safety, academic standards, professional conduct, and orderly operation.

The Executive Subcommittee can suspend a student for unprofessionalism. The Dean or Executive Subcommittee may also suspend a student before probation or USPB review. The student will be notified of the suspension terms and conditions via hand delivery, email, or certified mail. Suspension begins regardless of the student's acceptance of the notice. The suspension notice will include its duration. During suspension, the student cannot attend classes, rotations, or College/University events not open to the public.

After the suspension period, the student must petition the Executive Subcommittee, or designee, in writing to return to classes. The Subcommittee, or designee, will notify the student and administrators in writing of the reinstatement date or official termination.

Termination for Professional or Personal Misconduct

The College reserves the right to terminate a student at any time to ensure patient safety, uphold scholarship standards, professional conduct, and orderly operation. Actions that threaten safety, disrupt operations, or involve misconduct can lead to immediate termination.

The Dean or Executive Subcommittee can terminate a student's enrollment, even before probation or review by the USPB. The student will be notified of termination promptly via hand delivery, email, or certified mail. Termination is effective as of the date specified in the letter, and reinstatement is not possible.

CONSEQUENCES OF UNSATISFACTORY ACHIEVEMENT OF ACADEMIC STANDARDS

Academic Probation/Withdrawal "Not in Good Academic Standing"

A student will be placed on academic probation if they have unsatisfactory performance on three reassessments (including final grades in PHAR 450 and 452, but excluding all other longitudinal courses) in an academic year. The Associate Dean of Academic Affairs and Assessment will notify the student in writing, specifying probation terms. During probation, the student must meet with the Academic Success Coordinator to develop and follow an action plan for academic success. Additional meetings may be required to monitor progress.

If the student has unsatisfactory progress on six reassessments in the same academic year, they must withdraw from the program "not in good academic standing."

A student will be removed from probation upon passing all required assessments or courses.

A "No Pass" in any Pharmacy Practice Experience also results in academic probation, with terms specified by the Associate Dean. The student remains on probation until all outcomes are achieved.

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

Voluntary Withdrawal Procedure:

1. Request: The student submits a written or verbal request to the Associate Dean for Academic Affairs and Assessment (or designee) to withdraw from the College.
2. Interview: Typically, the student will have a personal interview with a member of the College of Pharmacy's administrative team to ensure there are no misunderstandings or errors.
3. Notification and Forms: After the interview, the Associate Dean (or designee) will notify the Dean and complete the necessary withdrawal forms.

INVOLUNTARY WITHDRAWAL

Invuntary Withdrawal Policy:

A student must withdraw "not in good academic standing" if they fail:

- Six reassessments in an academic year,
- Three summer assessments,
- Any repeated summer assessment,

- Any IPPE or APPE rotation of the same type twice,
- Three APPE rotations, OR
- The same assessment material after five attempts.

Students can appeal assessment or experiential grades and remain enrolled until appeals are resolved. The withdrawal date is the date when all appeals are completed, or the last date of enrollment if the student withdraws without appeal. Failure to complete the withdrawal procedure within 21 days may result in automatic termination.

Procedure:

1. The Associate Dean of Academic Affairs and Assessment informs the student in writing of the required withdrawal.
2. The necessary forms are prepared and submitted.
3. The withdrawal process is complete.

ADMINISTRATIVE WITHDRAWAL

A student absent for more than 21 calendar days without notifying the Associate Dean of Academic Affairs and Assessment, or who fails to complete withdrawal procedures within 21 days, may be automatically terminated from the program. Such students will not be considered for readmission.

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 Associate Dean of Academic Affairs and Assessment 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 an LOA for medical, personal, or pregnancy reasons. For financial aid purposes, an LOA is documented as a withdrawal.

Request Process:

1. Apply in writing to the campus specific Director of Student Affairs.
2. Provide:
 - Rationale for the request
 - Expected leave and return dates
 - Supporting documentation (medical requests require a letter from a licensed practitioner)

Review Process:

The Director of Student Affairs (or designee) will take a holistic approach to review the request that may include (but is not limited to) academic performance and professionalism in the program.

Upon review the Director of Student affairs may do one more of the following:

- Approve the request,
- Request more information
- Refer to alternate/additional administrator(s)
- Refer to the Academic Performance and Standards Committee, or
- Deny the request.

Committee Review:

- If Committee review is required, the Committee will make a recommendation to the Director of Student Affairs within 5 business days.
- Upon consideration of the committee's recommendation, the Director of Student Affairs (or designee) will determine whether or not the Leave of Absence will be granted.

Appeals:

- Students can appeal the decision to the Dean within 3 business days. The Dean's decision is final.

Terms:

- LOA must be at least one month.
- Maximum of two LOAs per academic year, extendable up to two years total.
- For a full academic year LOA, submit a return letter 3 months prior to the return date.
- Keep the Director of Student Affairs informed of any address changes.
- Additional terms may apply and will be provided to the student for review prior to the LOA being processed

Financials:

- Unpaid tuition plus any tuition and fee increases are payable in the next year of attendance.

STUDENT APPEAL PROCESS

ASSESSMENT QUESTION AND GRADED ACTIVITY APPEALS

If a student believes an assessment question was unfairly evaluated, they must submit a written appeal via Canvas to the Associate Dean of Academic Affairs and Assessment for the question to be reviewed for potential credit.

Any graded assignment may be appealed, including but not limited to Pharmacist Patient Care Process (PPCP) assignments, Continuing Professional Development (CPD) assignments, etc.

Submission:

- Submit a written appeal via Canvas to the Associate Dean of Academic Affairs and Assessment.
- Appeals must be submitted by 5:00 p.m. on the fifth business day after reassessment score release.
- The Associate Dean may extend the deadline if necessary.

Policies:

- Appeals must be submitted online before the deadline. Contact the Office of Academic Affairs for assistance if needed.
- Appeals can only be submitted after reassessment grades are released.
- Students who pass an assessment or miss a passing score by more than 5% cannot appeal.

Review:

- The Associate Dean of Academic Affairs and Assessment decides if the Student Assessment Appeals Committee should be convened.
- Appeals are generally resolved within 30 business days.
- Summer assessment appeals are resolved by one business day before the next academic year's orientation.

Student Appeals Committee:

- Composed of two faculty members and two students, appointed by the Dean.
- The committee reviews the appeal and makes a recommendation to the Dean.
- The Dean's decision is final and communicated in writing

Final Decision:

- If the committee is not convened, the Associate Dean of Academic Affairs and Assessment reviews the appeal and communicates the decision in writing.
- **The decision of the Associate Dean of Academic Affairs and Assessment 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 Associate Dean of Academic Affairs and Assessment via the electronic appeals system on Canvas within five (5) business days of receipt of the final evaluation.

Submission:

- Submit a written appeal via Canvas to the Associate Dean of Academic Affairs and Assessment within five business days of receiving the final evaluation.

Review:

- The Associate Dean of Academic Affairs and Assessment decides if the Student Experiential Appeals Committee should be convened.
- The Committee includes two faculty members and two students from the alternate campus, appointed by the Dean.
- The Associate Dean will recommend 4 faculty members and the P3 Class President from the alternate campus will recommend 4 students for the Dean's selection process.

Committee Review:

- If convened, the Committee reviews the appeal and makes a recommendation to the Dean.
- The Dean's decision is final and communicated in writing to all parties.

Direct Review:

- If the Committee is not convened, the Associate Dean of Academic Affairs and Assessment reviews the appeal and communicates the final decision in writing to the student.

APPEALS OF WITHDRAWAL DECISIONS

A student will be withdrawn "Not in Good Academic Standing" if they:

1. Fail six reassessments in an academic year.
2. Receive three "No Pass" grades in the same summer assessment period.
3. Fail the same assessment material after five attempts.
4. Fail an assessment on repeated summer material.
5. Fail any experiential rotation of the same type twice.
6. Fail any three APPE experiential rotations.

Withdrawal and conditions for return cannot be appealed.

However, students may appeal individual questions or assignments resulting in a grade of No Pass as outlined in Assessment Question and Graded Activities Appeals and Appeals of Pharmacy Practice Outcomes.

APPEALS OF PROBATION FOR PROFESSIONAL MISCONDUCT DECISIONS

If a student feels unfairly treated regarding probation, they may appeal to the Dean within five business days of the probation notification. The Dean will review the appeal and make a final decision, which will be communicated in writing to the student and College administrators. The Dean's decision is final and effective immediately.

APPEALS OF SUSPENSION OR TERMINATION DECISIONS**Appeal of Suspension or Termination****NOT Imposed by the Dean:**

Submit a written appeal to the Dean within five business days of the suspension or termination notification.

The Dean will review the appeal and communicate the decision in writing to the student and College administrators.

Further Appeal:

If the suspension or termination was imposed by the Dean, appeal directly to the Chancellor of the Henderson, Nevada campus. If dissatisfied with the Dean's decision, submit a written appeal to the Chancellor within five business days of the Dean's decision. The Chancellor will review the appeal and communicate the final decision in writing to the student and the Dean. The decision of the Chancellor of the Henderson, Nevada campus shall be final, effective immediately.

During Appeals:

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 may continue attending classes and participating in College activities until all appeals are resolved. The student must behave professionally; any disruptions may result in losing the opportunity to attend classes and activities.

Record of Students' Complaints

Colleges and schools of pharmacy must respond to written complaints related to the Accreditation Council for Pharmacy Education (ACPE) standards and policies. Learn more about ACPE's complaint policy at ACPE's website.

Submitting a Complaint:

- Submit a written complaint through email to the Dean, Associate/Assistant Deans, or Directors
- Submit a complaint to the elected class officer using the designated electronic form
- Submit a complaint directly to the ACPE
 - The website for ACPE is <http://www.acpe-accredit.org>
 - Students can learn more about ACPE's complaint policy at this website: <https://www.acpe-accredit.org/complaints/>
 - Student feedback is also collected using Student Evaluations of Teaching and End of Year Surveys that are reviewed by the Office of Academic Affairs and Assessment

Investigation Process:

- The appropriate College administrator will investigate the complaint:
 - The Associate Dean of Academic Affairs and Assessment will investigate complaints related to the curriculum, achievement of programmatic goals, and/or fulfillment of the college's mission and vision.
 - The Director(s) of Student Affairs will investigate complaints regarding non-academic matters.
 - The Assistant Dean for Research will investigate complaints related to research and scholarly activity
- If the complaint involves a college administrator, the Dean will appoint an investigator.
- If the complaint involves the Dean, the Chancellor of the Henderson Campus will lead the investigation.

Confidentiality:

All written complaints are kept in a confidential, secured file in the Dean's Office

STUDENT GOVERNMENT

CLASS OFFICERS

Each class on each campus will hold elections for class officers. The Director of Student Affairs for each campus, or designee, will ensure fair and legitimate elections. Each class will elect a President, Vice President, Secretary, Historian, Treasurer, and committee representatives. One student may hold multiple positions if unopposed; however the roles of President and Vice president must be held by separate individuals. Students on probation for professional misconduct cannot run for or hold a class officer position.

STUDENT LIAISON COMMITTEE

The Student Liaison Committee includes class officers, representatives from pharmacy student organizations and professional fraternities, and other student representatives selected by the Dean. The Committee meets regularly with the Dean and

the College's executive team to discuss student, professional, college, and community issues.

STUDENT ORGANIZATIONS

For information about student organizations and clubs, please visit our website at <https://www.roseman.edu/studentexperience/student-organizations/>

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 College of Pharmacy End of Year Survey must be completed and submitted to advance to the P2 year. All required P2 content must be passed and the College of Pharmacy End of Year Survey must be completed and submitted 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 graduate, a student must:

- Pass all required coursework
- Earn at least 181 credits
- Complete and submit all required surveys including the AACP Graduating Student Survey
- The AACP Graduating Student Survey is administered annually to all colleges of pharmacy across the United States. It is used to compare student perceptions on professional competencies, facilities/environment, financing of education, demographics, pharmacy practice experiences, student services, and overall impressions of their educational experience. Results from this survey will be used by Roseman University of Health Sciences College of Pharmacy to identify potential areas of student concern so that quality improvement interventions can be introduced.

BLOCK AND COURSE DESCRIPTIONS

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

CURRICULAR OVERVIEW

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

First Academic Year (P1)	Credit Hours
Assessment 1.1 - 1.15*	50
Pharmaceutical Calculations A&B	3
Top 200 Drugs A&B	1
Over the Counter (OTC) Therapeutics	2
Pharmacist Patient Care Process A&B	4
Pharmacist-Based Immunization Delivery Certification	1
Introductory to Pharmacy Practice Experience (IPPE1) A&B	4
Continuing Professional Development A&B	1
Total credit hours required to advance to P2 status	66

*Total number of assessments subject to changed based on academic calendar allocation of days

Second Academic Year (P2)	Credit Hours
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Community	4**
Introductory Pharmacy Practice Experience - Summer (IPPE-S) Institutional	2**
Assessments 2.1-2.16	51
Top 200 Drugs II A&B	1
Pharmacist Patient Care Process II A&B	6
Interprofessional Education A&B	2
Introductory Pharmacy Practice Experience A&B (IPPE2)	3
Continuing Professional Development (Student Portfolio) A&B	1
Integrated Pharmacotherapy Skills A&B	1
Didactic Elective(s)	6***
Minimum credit hours required to advance to P3 status	142

Third Academic Year (P3)	Credit Hours
Advanced Pharmacy Practice Experience (APPE)	36
Capstone Course A&B	2
Minimum credit hours required for Graduation	181

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

***Didactic Electives may occur in either the P1 or P2 year, as scheduled through the Office of Academic Affairs and Assessment



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. The University provides a free counseling service (TalkSpace) for all students. This service includes live virtual counseling from licensed therapists. Further information is available at:

<https://www.roseman.edu/current-students/>

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

Phone: 312.664.3575 | 800.533.3606

Fax: 312.664.4652

Website: <https://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


EMPLOYEE DIRECTORY

Available in the Student Catalog or online at

<https://www.roseman.edu/directory/>

*Transforming Education. Reimagining Healthcare.
Embracing Discovery. Committed to Community.*

ROSEMAN UNIVERSITY
COLLEGE OF PHARMACY

pharmacy.roseman.edu |  @rosemanpharmacy