

THE SULLIVAN UNIVERSITY

COLLEGE OF PHARMACY

STUDENT HANDBOOK
2009-2010



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Sullivan University Mission Statement

Sullivan University is a private institution of higher learning dedicated to providing educational enrichment opportunities for the intellectual, social, and professional development of its students. The institution offers career-focused curricula with increasing rigor from the diploma through the associate, bachelor's, master's, and doctoral degree levels. Throughout those curricula, the University seeks to promote development of critical thinking, effective verbal and written communication, computer literacy, teamwork and research as well as an appreciation for lifelong learning, cultural diversity and the expression of professionalism in all activities. The Sullivan University faculty, staff, and administration believe that qualified individuals should have the opportunity to pursue formal academic training at the institution of their choice and welcome those students who seek such educational challenges. The University provides a student-centered learning environment that facilitates students' identification of their life goals and the means to achieve those goals. And, while the University is primarily a teaching institution, it encourages faculty, students, administration and staff to participate in service activities and projects which enhance the quality of life in the local and surrounding communities. Upon completion of a program, the university provides employment assistance to graduates.

The mission is achieved by:

- *Providing a stair-step curricular progression for students from diploma to associate, to bachelor's, to master's, to doctoral degrees with credentials earned at each level;*
- *Providing learning experiences in an environment enhanced by student services and activities outside the classroom that enable students to take advantage of their interests and abilities to develop teamwork and leadership capabilities; Providing a faculty who possess educational and experiential qualifications for the classes they teach and who emphasize the process of learning as well as the assimilation of knowledge and skills;*
- *Providing equipment similar to that used in the professions for which the students are educated;*
- *Providing a technologically state-of-the-art university library whose books, periodicals, professional journals, electronic databases and e-journals adequately support the programs offered;*
- *Providing faculty who understand and use active, collaborative, experiential, and problem-based learning strategies in their respective teaching environments;*
- *Doctoral programs especially expressing the University's commitment to research, the application of knowledge, civic engagement and focused service to its various publics;*
- *Providing graduates the privilege to review, audit, or retake any course they completed without additional tuition;*
- *Providing employment specialists to assist graduates with their job search at graduation and thereafter as requested throughout the graduates' working lifetimes.*



The **Vision** of the Sullivan University College of Pharmacy is to establish an institution that is committed to the principles of:

- ◆ Excellence in Education
- ◆ Service to the Community, and
- ◆ Quality Care for the People in the Commonwealth of Kentucky

The Sullivan University College of Pharmacy **values**:

- ◆ The worth and dignity of every human being
- ◆ The importance of physical health as it relates to the health of the entire person
- ◆ Dedication to provide quality service
- ◆ Honesty and Integrity in all activities
- ◆ Excellence in research and patient care

The **Mission** of Sullivan University's College of Pharmacy is to prepare General Practitioners and Clinical Scientists who will be able to:

- ◆ Provide outstanding, ethical, and empathetic pharmacy care
- ◆ Serve the health care needs of the community, a diverse population, and the individual patient
- ◆ Expand the scope of practice of pharmacy in community settings, hospitals, managed care facilities, and government agencies
- ◆ Be compassionate patient advocates and leaders in their communities, professional associations, and scholarly research through:
 - Student-centered pedagogical experiences enriched with services and professional extra-curricular activities
 - Cutting edge education and development of critical thinking/problem solving skills with exceptional faculty in a state-of-the-art facility
 - Symbiotic and synergistic inter-professional collaboration in education, practice and research
 - Strong commitment to life-long education and participation in professional associations
 - Proficiency in technology and pharmacy informatics
 - Communication with and understanding of diversity and those from other cultures

Administration and Faculty

Hieu T. Tran, Pharm. D., Founding Dean of the College and Professor

Frank P. Facione, R.Ph., Ph.D., Associate Professor, Assistant Dean of Student Affairs

Kimberly K. Daugherty, Pharm.D, BCPS, Associate Professor, Assistant Dean of Academic Affairs, Department of Clinical and Administrative Sciences

Yashwant Pathak, Ph.D., Professor, Assistant Dean of Academic Affairs,
Department of Pharmaceutical Sciences

Walter D. Soja, Pharm.D, Professor, Assistant Dean of Experiential Education

Meghan Bodenbergh, Pharm.D, Associate Professor and Chair, Department of Clinical and Administrative Sciences-Internal Medicine

Gopala Krishna Pillai, Ph.D., Professor and Chair, Department of Pharmaceutical Sciences – Pharmacokinetics and Pharmaceutics (October 2009)

Abeer Al-Ghananeem, Ph.D., Associate Professor (Part-Time), Department of Pharmaceutical Sciences

Miriam Ansong, Pharm.D, Assistant Professor, Department of Clinical and Administrative Sciences and Director of the Drug Information Center

Christopher Betz, Pharm.D, BCPS, Associate Professor, Department of Clinical and Administrative Sciences-Internal Medicine

Holly Byrnes, Pharm.D, BCPS, Assistant Professor, Department of Clinical and Administrative Sciences – Ambulatory Care

Billy Clyde Childress, Pharm. D., Resident in Drug Information, Clinical Assistant Professor, Department of Clinical and Administrative Sciences

David Cleary, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences – Biochemistry

Maria Lourdes Ceballos-Coronel, M.D., Ph.D., Associate Professor, Department of Pharmaceutical Sciences – Endocrinology

Chad J. Coulter, Pharm.D, Assistant Professor, Department of Clinical and Administrative Sciences – Internal Medicine

Julie Harting, Pharm. D., Resident in Infectious Diseases, Assistant Professor, Department of Clinical and Administrative Sciences

Ori Heller, M.D., MHM, Associate Professor, Department of Clinical and Administrative Sciences – Social and Administrative Sciences

Carolyn F. Hughes, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences –
Molecular Genetics

Barbara Jolly, B.S., R.Ph. MPA, Associate Professor, Department of Clinical and Administrative
Sciences – Ambulatory Care

Ajoy Koomer, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences –
Pharmaceutics and Director of the Office of Program Assessment

Uyen Le, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences –
Pharmacokinetics and Pharmaceutics

Margaret Mangino, Pharm.D, Assistant Professor, Department of Pharmaceutical Sciences-
Ambulatory Care

James D. Nash, Pharm.D, BCPS, Assistant Professor, Department of Clinical and
Administrative Sciences and Director of the Center for Advanced Pharmacy Services

Adam Parrish, Pharm.D, Assistant Professor, Department of Clinical and Administrative
Sciences-Community Pharmacy

Seema Y. Pathak, M.S., Assistant Professor (Part Time), Department of Clinical and
Administrative Sciences – Nutrition and Complementary Alternative Medicine

Jill Rhodes, Pharm.D, BCOP, Assistant Professor, Department of Clinical and Administrative
Sciences – Oncology

Stacy Rowe, Pharm.D, Assistant Professor, Department of Clinical and Administrative Sciences
– Ambulatory Care

Sarah S. Smith, Pharm. D., Associate Professor, Department of Clinical and Administrative
Sciences – Pediatrics

Esen A. Stephens, Pharm.D, Assistant Professor, Department of Clinical and Administrative
Sciences – Neurology

Misty Stutz, Pharm.D, Assistant Professor, Department of Clinical and Administrative Sciences
and Director of Experiential Education

Wasana Sumanasekera, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences –
Pharmacology and Toxicology

Raghunandan Yendapally, Ph.D., Assistant Professor, Department of Pharmaceutical Sciences
– Medicinal Chemistry

The College Support Staff

Sara Wade, Executive Assistant to the Dean

Paige Sherid, Administrative Assistant to the Assistant Dean of Student Affairs

Yolanda Long, Administrative Assistant to the Director of Experiential Education

Lindsay Koch, Administrative Assistant to the Assistant Dean of Academic Affairs, Department of Clinical and Administrative Sciences and Chair of the Department of Clinical and Administrative Sciences

Allison Koch, Administrative Assistant to the Assistant Dean of Academic Affairs and Chair of the Department of Pharmaceutical Sciences

Rhonda Frazier, Administrative Assistant to the Director of Program Assessment and the Director of the Drug Information Center

University Support Staff

Charles Brown, MA, MSLS, University Librarian

Cara Marco, BA, MSLS, Academic Librarian

Nathan Ragland, MA, MLIS, Library Assistant

David Campbell, MS, Systems Support Analyst II

Lisa Wright, Director of Financial Planning

Annie Schumate, Assistant Director of Financial Planning

Contact Information

Office of the Dean (502) 413-8640

Office of the Assistant Dean of Student Affairs (502) 413-8643

Office of Academic Affairs (502) 413-8632

Department of Pharmaceutical Sciences (502) 413-8955

Department of Clinical and Administrative Sciences (502) 413-8632

Office of Experiential Education (502) 413-8647

Drug Information Center (502) 413-8638

Sullivan University Public Safety (502) 413-8888

Equal Educational and Employment Institution

All applicants for the Doctor of Pharmacy program meeting the educational requirements and professional standards will be considered for admission, regardless of race, color, national origin, religion, gender, sexual orientation, marital status, age or disability. The University is an Equal Opportunity Employer and no applicant or

employee will be discriminated against because of race, color, religion, gender or national origin.

Purpose and Scope of the Student Handbook

The College of Pharmacy Student Handbook is prepared for use by students enrolled in the Doctor of Pharmacy program of Sullivan University. It is a resource for information relating to the organization of the College of Pharmacy, and is the student's guide to academic policies, course descriptions, the academic calendar and student support services and may be revised from time to time. This edition of the Student Handbook supersedes the previous edition (2008-2009). The College of Pharmacy reserves the right to modify or add provisions to the Student Handbook at anytime without notice.

The College of Pharmacy Expectations of Its Students

Each student enrolled in the College of Pharmacy is individually responsible for knowledge of the current academic regulations, the general and specific requirements and the operational policies as contained in this Student Handbook and other official documents or announcements of the College of Pharmacy. These include but are not limited to policies relating to pharmacy practice experiences as determined by the Office of Experiential Education.

Because of our dedication to excellence in pharmaceutical education and scholarly research and the highest standards of patient care, the educational program leading to the degree of Doctor of Pharmacy and eligibility for licensure as a pharmacist demands that our students demonstrate excellent cognitive, behavioral and technical skills and abilities that prepare them for practice in a safe, competent and ethical manner in any practice setting.

These abilities and skills include communication skills that enable the student to communicate effectively in oral and written English whether with patients, other health professionals or the public. The student must also develop the proper use and recognition of non-verbal communication skills. In addition, the student must demonstrate a fundamental and continuing ability to use analytical reasoning both independently and in collaboration with others on the health care team to synthesize knowledge, engage in problem solving and explain situations affecting health care delivery. The student must exercise good judgment in patient care and assessment and be prepared to incorporate new knowledge or changing information obtained from the practice environment.

It is important that the student possess the motor skills (with accommodation if necessary) to undertake the preparation of all medication orders; to use diagnostic equipment that may be needed for patient assessment and delivery of patient therapies.

Finally, the student must always maintain conduct that is professional and ethical at all times and be willing to modify behaviors that may fall below the high standards

expected of professionals. The student must demonstrate compassion and concern for others whether patients or their care-givers, peers or Faculty. As a professional, a student takes personal responsibility for his/her actions and must possess the emotional stability to function under stressful conditions.

General Information

General Statement of Liability

The College of Pharmacy of Sullivan University is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen anywhere on University owned or controlled property. Nor is replacement or indemnification provided while attending a curricular or extra-curricular event sponsored, co-sponsored or endorsed by the University or the College of Pharmacy. All individuals are responsible for taking the necessary steps to adequately safeguard their own personal belongings. In addition, neither the College of Pharmacy nor the University is responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Sullivan University. This includes but is not limited to theft and/or vandalism from an individual's vehicle as well as damage resulting from other motorists.

The College of Pharmacy reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. The provisions outlined in this Student Handbook **do not constitute** a contract between the Sullivan University College of Pharmacy and a student. Neither the College of Pharmacy nor the Sullivan University System is responsible for any misrepresentations of its requirements or provisions that might arise as a result of errors in preparation of this Student Handbook.

Sullivan University Accreditation

Sullivan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate's, Bachelor's, Master's and Doctoral degrees. (1866 Southern Lane-Decatur, GA Telephone (404) 679-4501) On December 12, 2007, SACS at its General Assembly in New Orleans, Louisiana, approved the level change from Level III to Level V, which permits Sullivan University to award the Doctor of Pharmacy degree.

Sullivan University is licensed to offer Bachelor's, Master's and Doctoral degrees by the Kentucky Council on Postsecondary Education in accordance with the provisions of KRS 164.945-164.992.

Sullivan University is regulated by the Indiana Commission on Proprietary Education, 392 West Washington Street Suite 301, Indianapolis, IN 46204 (317) 232-1320.

Sullivan University's Louisville Campus is approved by the Ohio State Board of Proprietary School Registration under provisions of Chapter 3332 of the Revised Code of Ohio. Registration Number: 83-12-0874-B

Sullivan University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based upon an evaluation of quality of education, ethical and business practices, health and safety, and fiscal responsibility.

College of Pharmacy Accreditation

On December 12, 2007, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS/COC, at its General Assembly in New Orleans, Louisiana, approved the level change from Level III to Level V, which permits Sullivan University to award the degree of Doctor of Pharmacy. On February 4-6, 2009, the College of Pharmacy hosted a visit from the SACS accreditation team in support of the requested level change to confer the degree of Doctor of Pharmacy.

The Accreditation Council for Pharmacy Education (ACPE) accredits the professional program in pharmacy leading to the Doctor of Pharmacy degree. ACPE requires that thirty standards be met that reflect the professional and educational qualities identified by the Council as essential to quality professional programs. The standards pertain to:

- Mission, Planning and Evaluation
- Organization and Administration
- Curriculum
- Students
- Faculty and Staff
- Facilities and Resources

Sullivan University College of Pharmacy's Doctor of Pharmacy program has been granted Pre-Candidate status by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, (312)664-3575, (800) 533-3606; Fax (312)664-4652; On the web at www.acpe-accredit.org. The granting of Pre-Candidate status indicates that a College or School's planning for the Doctor of Pharmacy program has taken into account ACPE standards and guidelines and suggest reasonable assurances of moving to the next step, that of Candidate status. Granting of Pre-Candidate status brings no rights or privileges of accreditation. On March 17-19, 2009, the College of Pharmacy received an ACPE visit in support of its application for Candidate status. The College awaits the results of that visit. The students will be kept informed on the status of our accreditation as the College of Pharmacy proceeds through the accreditation process. Any questions should be addressed to the Office of the Dean.

Selected Policies of Importance to Students

Acceptable Use Policy for Computer Usage

In order to enhance and support its educational and research–related mission, the Sullivan University Library and Learning Resource Center and the College of Pharmacy Drug Information Center provide in-house computers for internet access for students, faculty and staff. Users are expected:

1. To use the internet for educational and research purposes only.
2. To respect all copyright laws pertaining to material obtained.
3. To avoid accessing and printing inappropriate material.
4. To properly cite all source material obtained.
5. To avoid listing personal information in such an insecure forum as the internet.
6. To respect the privacy of other users especially in regard to disclosing passwords to anyone; reading others mail and revealing addresses and/or phone numbers.
7. To avoid abuse of e-mail for inappropriate purposes.
8. To assume full and complete responsibility, legal, financial and otherwise for their actions.

It is the policy of Sullivan University and the College of Pharmacy to provide for the course-related computing needs of our students. The system and machines used to this end are to be used only for University or College of Pharmacy purposes and protected from misuse and unauthorized access. The University legally licenses the use of software from many vendors and developers. It does not own the related software or documentation. Unless specifically authorized in writing from the vendor or developer, no one has the right to copy software or documentation. Only company authorized software used in accord with the applicable licensing agreement shall be run on Sullivan University or College of Pharmacy equipment.

According to US copyright law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment.

Downloading, viewing, accessing or storing pornographic or adult material on the University network or through use of University owned or controlled computer equipment is strictly prohibited and such activity is subject to disciplinary action up to and including expulsion from the College of Pharmacy.

Offensive, threatening or vulgar e-mail messages or messages that contain sexual, threatening and/or racial comments or content is strictly prohibited and such activities will subject the offender to disciplinary action up to and including expulsion from the College of Pharmacy.

Students may not attempt to use passwords to gain access to another student or employee's e-mail or computer files without prior authorization. The University owns the

e-mail system and information transmitted and stored within the system. Students should have no expectation of privacy or confidentiality in any of their e-mails. Student e-mail may be monitored and is subject to inspection at any time.

Students who make, acquire, or use unauthorized copies of computer software or violate the e-mail policy are subject to appropriate disciplinary action, up to and including expulsion from the College of Pharmacy. The prohibited acts and disciplinary action apply equally to violations committed at pharmacy experience sites. Students may not download or copy any lecture material or examinations on the Angel Platform without permission of the Faculty or Administration or other electronic systems.

Address and Name Changes

The Office of Student Affairs should be notified whenever a student has a change of address or change of name. The Office of Student Affairs will handle all changes with the University Records Office.

Policy Relating to Copier Use

The copier in the Drug Information Center is the only copier in the College of Pharmacy that students may use to copy materials. Under no circumstances are students to use copiers in the Administrative or Faculty Office areas for making copies. The cost is 5 cents per copy.

CPR Certification

The College of Pharmacy requires that all students receive certification in an approved CPR training program by the beginning of the student's Intermediate Pharmacy Practice Experiences (IPPE) in the first quarter of the second year (P-2). Students are required to maintain updated certification.

Criminal Background Checks

Criminal background checks are commonplace as requirements for employment and/or for granting of certain permits or licenses. As part of the admissions process, the College of Pharmacy conducts routine background checks on its applicants. Students who provide false or misleading information relating to drug use or criminal offenses in any documents relating to their admission to the College are subject to immediate dismissal. Failure to disclose correct information at any time on the part of matriculated students may be the basis for academic discipline and/or reporting to the Kentucky Board of Pharmacy.

Policy

The College of Pharmacy will only accept and retain students who meet the College of Pharmacy's Expectations of Its Students.

The College of Pharmacy requires and will contract for the performance of criminal background checks of all students enrolled in the Doctor of Pharmacy program. This policy is adopted in response to requirements in the professional practice environment stating that facilities providing care to patients must minimize the risk to patients that may be presented by persons with prior criminal activity.

Upon receipt of the results of a background check, students may be given the opportunity to respond or comment on any adverse report.

Upon request to the Assistant Dean of Student Affairs, a copy of a student's background check will be provided to the Assistant Dean of Experiential Education who will provide this information, upon request, to the various pharmacy practice sites. The practice site will make a determination whether the student may participate in that setting. Such a determination will be independent from any determination made by the College of Pharmacy. Upon request, the Office of Student Affairs will provide a copy of the results of a background check to the Kentucky Board of Pharmacy. All background data will be maintained by the Office of Student Affairs in a securely locked cabinet.

All applicants to the Doctor of Pharmacy program will be notified that they will be required to undergo a criminal background check. Applicants will report on their application whether they have ever been convicted of a misdemeanor or a felony. Students will grant authorization to conduct a criminal or other background check by signing the application for admission.

Implementation of the Policy

The College of Pharmacy will contract with an outside agency to conduct its background checks. The cost of the background check is the responsibility of the student.

Each student's background will be checked for the seven (7) years prior to the date of the application. After social security number validation, each State of residence showing any activity for that social security number will be checked. The review will include criminal records including arrests and convictions for all offenses of any type, and a review of the registries and reports of child and/or dependent adult abuse of whatever nature.

Upon acceptance into the Doctor of Pharmacy program, each student will sign a consent form to undergo a criminal background check and authorize the College to make the background report available to any pharmacy practice experience site in which the student will be placed. These consent forms will be executed at or before orientation of new students.

Procedure in the Event of Student Criminal Activity

- **During the Application/Admissions Process:**

Students will be notified if it appears that, due to the information on their application, they will not meet the College of Pharmacy Expectations of its Students or other University policies. In such cases, the students may be given an opportunity to provide additional information that may explain their past history. The decision whether to continue the application process will be made by the Assistant Dean of Student Affairs in consultation with the Dean of the College of Pharmacy and the applicant as needed.

- **After Matriculation of a Student:**

In order to maintain confidentiality, the Assistant Dean of Student Affairs will present all findings of criminal activity on a background check to the Dean of the College of Pharmacy. A student will be notified if it appears that he/she will not meet the College of Pharmacy Expectations of its Students or other University policies. The student may be given an opportunity to provide additional information during a meeting with the Dean and the Assistant Dean of Student Affairs. The decision on whether or not to continue enrollment will be made by the Dean of the College in consultation with the College Legal Counsel as necessary.

Cultural Diversity

Sullivan University and the College of Pharmacy value the worth and dignity of every human being and strive to provide a diversified culture for students' enhanced learning experiences. Therefore the Faculty and Staff commit to the development of an environment that embraces diversity among the student body. Diversity encompasses differences in age, ethnic heritage, gender, national origin, race, religion, sexual orientation, socioeconomic background, and the uniqueness of the individual. The characteristics and talents of all individuals are valued and acknowledged for the contributions they make to the College of Pharmacy. The College, its Administration, Faculty and Student Body espouse the spirit of diversity and non-discrimination in all activities.

Drug Free Institution

In addition to federal, state and local laws governing the use and possession of illegal drugs, (e.g. The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendment of 1989), the University and the College of Pharmacy prohibit the possession, sale, use or furnishing of drugs (or alcohol) of any type by all persons while on University property except as they may be used in a formal teaching environment. Any student found in violation or who refuses to take a drug test is subject to disciplinary action by the Academic Progression and Ethics Committee up to and including suspension or termination from the Doctor of Pharmacy program.

Drug Screens

As a condition for participation in experiential education activities at many healthcare facilities, students may be required to submit to a drug screen. The Office of Experiential Education will inform a student if a pharmacy practice site will require a drug screen. The student will be responsible for making his/her own arrangements and pay for the cost of the drug screen and ensure that the results are forwarded to the Office of Experiential Education prior to the start of the pharmacy practice experience.

Healthcare Documentation

All students must produce evidence of immunizations for the protection of the students and patients with whom they may come into contact. This documentation is required before beginning of the first quarter of classes (P1). The required immunizations are the MMR titer (mumps, measles and rubella), tetanus, polio, the hepatitis series and other tests that may be required by the pharmacy practice experience sites. Students are also required to have a chest x-ray (if they cannot receive the PPD test). These vaccinations and tests are at the expense of the student. Students whose immunizations are not up to date will not be permitted to participate in pharmacy practice experiences. **In addition, each student must provide adequate information that he/she has a health insurance policy in force. A form for this purpose is available in the Office of Student Affairs This information and a copy of the student's health insurance card is kept in the student's academic records in the Office of Student Affairs.**

Illness/Injury Expense Policy

Sullivan University and the College of Pharmacy are committed to operating a reasonably safe and secure educational facility. This includes taking precautions to minimize exposure to injury and/or illness on behalf of faculty, staff, students and guests. However, from time to time, accidents do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution's responsibility and response to occasions of injury or illness.

Students must maintain their own private health insurance and carry with them, at all times, their health insurance identification card. Neither Sullivan University nor the College of Pharmacy act as an insurer and generally do not provide medical coverage for illness or injury sustained while at Sullivan University or the College of Pharmacy or while engaged in curricular and/or extra-curricular events.

Emergency services provided on-site by University emergency staff is offered to faculty, staff and students at no charge. The University's staff, when seeing an individual presenting for emergency medical assistance, is required, however, to gather information and complete forms related to one's personal medical insurance. This information may be furnished to other insurance agencies, as required, when the agency is directly involved and/or considering an individual's claim. In addition, this

information may be provided to third party healthcare providers who treat an individual referred for further treatment by University staff.

The “Health Office Report” that is completed by the University’s EMT staff is a form specifically used to document an individual’s injury or illness. In addition, it serves as a record of treatment, a statement in support of HIPAA regulations, consent for treatment by EMT staff and a disclosure of the routing of the information contained in the report. Finally, the form contains billing information, continued care recommendations and a release of liability/refusal for treatment section used only when immediate care by University EMT staff is refused. Individuals wishing to keep the University from having/keeping any and all medical information should, upon a need for treatment, immediately refuse treatment and request an ambulance or make arrangements for other transportation to a medical facility. Unconscious individuals and/or individuals unable to give consent at the time of the assessment will be treated on an emergency basis until an ambulance or other medical authority arrives and assumes care for the infirmed or unless an individual regains consciousness and refuses further treatment by University staff.

While on Sullivan University System owned or controlled property, or, while attending any event sponsored, co-sponsored or endorsed by the University or the College of Pharmacy, University officials may summon an ambulance and/or other community emergency resources if an individual is injured or ill and, in the judgment of University staff, medical attention is required. Conscious individuals may subsequently refuse treatment and/or transportation by the ambulance service upon their arrival. However, the staff of the institution want, in each situation so indicated, to meet the requirement of due diligence in safeguarding the health, life and safety of people on University property or at University or College sponsored events. In no instance will medical charges, as a result of illness or injury, be provided by the Sullivan University System while any student or other participant is engaged in an athletic exercise, sports activity or other extra-curricular activity regardless of the institution’s sponsorship of the activity.

For clarification and/or information regarding the University’s policies relating to insurance and/or medical payments, questions should be directed to the University EMT staff or the Sullivan University System Accounting Department.

Students on pharmacy practice experiences will follow procedures outlined in the Experiential Education Manuals.

Imminent Danger

The University and the College of Pharmacy recognize the possibility of emergency situations that may rise to varying levels of imminent danger. In such instances, the University affirms the right of students, faculty and staff to protect themselves and others from unreasonable risk and/or imminent danger.

In the event of such behavior or situations and University faculty or staff is not able to control the situation, civil authority lies with Administrative officials of the University. This

includes members of the Public Safety/Security Staff. In the event that an Administrative official is not available, students and staff are instructed to contact metropolitan authorities to rectify the situation and/or report the situation. Public Safety should be notified as soon as possible when an incident has occurred. Public Safety will then take the appropriate action to notify the University community and respond to the situation. The telephone number for Public Safety is (502) 413-8888.

Impaired Student Policy

The College of Pharmacy has a duty to protect the safety of and promote the well-being of its students. Therefore, the College of Pharmacy reserves the right to request a drug or alcohol test at any time. A student with a substance abuse or addiction problem may have impaired judgment and skills and be unable to provide safe and competent patient care. Therefore, all members of the College community must address the problem of substance abuse and addiction as it affects students in the College. The following assumptions are made:

- Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients and the integrity of the profession.
- Students who are impaired by abuse or addiction compromise their health but can be successfully treated and return to a productive level of functioning.
- The College of Pharmacy is committed to referral of affected individuals for treatment.
- Impaired students should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary measures.

The responsibility of the College of Pharmacy is to refer students with abuse or addiction problems to appropriate agencies for intervention, assessment and treatment. Impaired students may contact the Professional Recovery Network through the Board of Pharmacy (859) 246-2820. Each case will be addressed with the utmost confidentiality and compassion by the Office of the Dean. An appropriate plan in the student's best interest will be proposed relating to his/her academic standing.

Inclement Weather Schedule

In the event of an announced weather related delay as opposed to a weather related closing, the academic day will begin with the next regularly scheduled class. Mandatory make-up sessions may be required for classes missed due to a delayed opening. These would be scheduled for a Professional Friday or at the end of regular class day. Check the "weather watch" website <http://weatherwatch.sullivan.edu> for specific details on delays and closings. Class changes and cancellations will also be announced on WHAS/840AM. Students on pharmacy practice experiences shall follow the instructions contained in the Experiential Manual.

Parking/Campus Vehicle Traffic Rules and Regulations

Parking on Sullivan University System owned or controlled property is a privilege--not a right. That privilege can be revoked at any time by any member of the University or College administration or Public Safety staff. When parking privileges are revoked because of a violation or series of violations, no refund will be provided for the cost of the campus parking permit. Students are encouraged to carpool. Students who purchase parking permits must do so for each Quarter during registration. Students residing in University housing have transportation provided by the University. Housing students are not permitted to park on campus. There is a \$10.00 replacement fee for lost parking permits. All parking rules are enforced! The following statements apply to University parking:

- **Parking Permit:** All students who utilize the University /College of Pharmacy parking areas must have a valid parking permit. Any car without a valid permit found on campus will be ticketed and/or towed at the owner's expense.
- **Placement of Permit:** All hanging permits should be hung on your rearview mirror. If you do not have a rearview mirror, place the permit where it is visible from the outside of the vehicle. Permits in the form of "stickers" should be placed as indicated at the time of purchase.
- **Lost/Stolen Permits:** If you lose or have your permit stolen, report it to the Public Safety Department immediately. If it is found on another vehicle, that vehicle will be towed and/or a substantial fine may be assessed.
- **Changing your car:** If you start driving a different car, you must inform Public Safety of the new license plate and vehicle information.
- **Physical Placement of Vehicle:** For maintenance of the parking area by security staff on campus, students are required to pull into parking spaces. Do not back in or pull through a parking space. Two reasons exist for this policy: first, it simplifies the checking of parking permits to prevent unauthorized parking and second, the fumes from exhaust systems of cars damage the shrubs and other greenery on campus. Vehicles should also be positioned between the parking spaces. Overlapping or double parking is considered a parking violation.
- **Tow-Away Policy:** Any car without a valid permit parked at Sullivan University will be towed at the owner's expense. Any car belonging to a student, with or without a valid permit, which is parked in one of the following areas will also be ticketed and may be towed: handicap areas, the visitor's area, future student spaces, a fire lane, on the grass or on any non-paved area of the University grounds, in an area blocking a drive or another car, in a space marked Staff, Reserved or "W".

- **Towing Costs:** If a vehicle is towed, the owner will be charged to retrieve it from impoundment. Questions regarding the towing policy should be directed to the Department of Public Safety at (502) 413-8888.
- **Violations:** Students with unpaid parking fines will not receive their grades at the end of the quarter and will not receive a schedule for the following quarter. In addition, students with unpaid violations may not receive copies of transcripts.
- **Disabled Parking:** All students, faculty, staff and visitors who have disabled permits issued to them and properly displayed in their vehicles are eligible to park in any parking space designated as a disabled space regardless of the parking lot classification..
- **Immobilization Devices:** At the discretion of Public Safety, a vehicle parked in violation of University regulations may be immobilized instead of being towed. Immobilization of a vehicle ensures direct contact with the offender so the violation may be addressed.
- **Traffic Control:** While operating a motor vehicle on any Sullivan University System owned or controlled properties, drivers are required to obey the speed limit of 10 miles per hour and to yield, stop and/or provide the right of way to any emergency vehicle utilizing flashing or rotating red or blue lights or any combination thereof. Failure to do so will be considered a violation, which may result in disciplinary action against the offending student(s).
- **Safe Vehicle Operation:** While on University owned or controlled property, all vehicles must be operated in a safe manner at or below the 10 miles per hour speed limit. Unsafe starts that exhibit rapid acceleration, tire squealing or driving the wrong way down a one-way area of the property is strictly prohibited.
- **Vehicular Noise:** Any vehicle that is in poor repair and makes excessive noise will be prohibited from operating on University owned or controlled property until proper repairs are made. In addition, playing a vehicle's sound system loud enough to be heard outside of the vehicle will be considered a violation of this section and disciplinary action may be taken.

Public Safety/Security

Sullivan University maintains public safety/security staff to patrol the campus and respond to various situations. Public Safety Officers enforce parking regulations, document violations of law, answer calls for emergency services. Members of the Public Safety staff are also available to escort individuals to their vehicles as requested. The Public Safety telephone number is: (502) 413-8888. Public safety officers have felony arrest authority as described in KRS 431.005(4).

Smoke Free Environment

Since active and passive smoking have been determined by the Surgeon General of the United States to be causes of preventable diseases and since the College of Pharmacy is dedicated to the advancement of public health, the College, in accord with Sullivan University policy, is declared a smoke-free environment. Therefore the use of tobacco products of any kind is absolutely prohibited inside the building. There are no approved smoking areas anywhere inside the building. No smoking is permitted anywhere on college property except in the area near the shuttle stop in the parking lot. When students are on pharmacy practice experiences, they must follow the rules concerning smoking at those institutions and facilities.

Students with Disabilities

Sullivan University and the College of Pharmacy are strongly committed to the success of students, faculty, and staff with disabilities and strongly support the intent of the Americans with Disabilities Act (ADA).

Any student who has a disability and requires special accommodations from the College must notify the Office of Student Affairs of the disability (in writing) at the beginning of the academic quarter. If the disability occurs during the quarter, the student must notify the Office of Student Affairs (in writing) as soon as he/she is aware of the problem. The student will provide documentation of the condition as required by the Office of Student Affairs. The Office of Student Affairs will notify the Dean who will review the matter and determine a plan of action for the student.

The College of Pharmacy Sexual Misconduct Policy

The College of Pharmacy seeks a safe and healthy environment for all members of the College community. The College will not tolerate any verbal, written (including e-mails) or physical action by any student, faculty or staff member that harasses, disrupts, or interferes with another's education or duties as a faculty or staff member or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the policy of the University and the College of Pharmacy to emphasize that sexual harassment is specifically prohibited.

Sexual misconduct is defined as non-consensual physical contact of a sexual nature. It includes acts using force, threat, intimidation or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending individual was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will be considered an aggravating circumstance. Sexual misconduct is strictly prohibited.

Sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic

or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures or photographs. Sexual harassment, whether oral, written or by e-mail is strictly prohibited.

Complaints of sexual misconduct within the College of Pharmacy will be reported directly to the Dean of the College.

If assaulted, the victim should: preserve any and all evidence; call Campus Security and/or the Metro Police; ask for immediate medical attention; contact a friend who can be trusted; and contact the Dean of the College of Pharmacy as soon as possible or within 24 hours.

Campus Security (502) 413-8888
Police Emergency "911"
Office of the Dean (502) 413-8640

Student Life and Student Services

Campus Communications

Sullivan University and the College of Pharmacy encourage and support frequent communication between all individuals associated with the University and the College. In keeping with that commitment, the University has several modes of communication:

- Electronic Bulletin Board at the A'la Carte Café.
- Guaranteed Answer Suggestion Box: University administrators and faculty urge students to use the suggestion box to make their concerns known. Send an e-mail to: suggestion box at Sullivan.edu.
- Newsletter: The weekly newsletters, "The Student Scene" and the "Night Scene" allow the University to communicate social and academic information to all students. This is the "key" method by which students receive information.
- Sullivan Herald: The University newspaper is published several times each year. It informs students of past activities and upcoming events.

Within the College of Pharmacy, students are encouraged to utilize the Bulletin Board and the Drug Information Newsletter in the Student Lounge/Study Area to advertise events of interest to our students. **It is the responsibility of the students to regularly check their Sullivan University email as well as announcements posted on the Angel Platform for information of importance.**

Only mail or packages addressed to recognized pharmacy student organizations may be received at the College of Pharmacy address (2100 Gardiner Lane, Louisville, KY 40205). Personal mail or packages of any kind addressed to students shall be either

returned to the sender or sent to an appropriate authority for possible investigation if deemed suspicious.

Check Cashing

The National City Bank located at 3010 Bardstown Rd, across from the University in Gardiner Lane Shopping Center has agreed to cash out-of-town checks for up to \$25.00. The Sullivan University Accounting Office must have previously approved the check and you must present your student ID card to the teller.

Eating and Drinking in the College of Pharmacy

Due to the carpeted halls and classrooms of the building, eating and drinking are only permitted in the Student Lounge and of course, outdoors. Food and drink are not permitted in the classrooms, lecture halls and laboratories. Students are responsible for maintaining the Student Lounge in a clean and acceptable condition.

Health Services

Sullivan University and the College of Pharmacy maintain that student health and well-being is a vital part of everyday college life. To that end, then, if a student is in need of health-related services or mental health services, they are encouraged to meet with the University's Health Officer to discuss their need. The Health Officer's telephone number is (502) 413-8618. The Health Officer may then refer the student to an appropriate community resource to provide the necessary service. Additional services are available through the Wellness Center in cooperation with College of Pharmacy Office of Student Affairs. The Director of the Wellness Center/Chaplain may be reached at (502) 413-8617.

I.D. Cards

During registration, each student is given a photo I.D. that identifies him/her as a student of Sullivan University, College of Pharmacy. This identification gives entrance to the College of Pharmacy and entrance to University facilities and activities. It must be worn at all times while on campus and while at pharmacy practice sites. The I.D. is required to check out Library materials and make purchases in the Bookstore against one's financial aid account and for check cashing services. Students requiring a replacement I.D. should contact the Office of Student Affairs. There is a \$5.00 replacement charge.

Library and Learning Resource Center

The Sullivan University Library and Learning Resource Center opened in January 1999 and contains approximately 30,000 volumes, 200-plus journal subscriptions and 50-plus electronic databases comprising 18,000-plus e-journals.

The Library Hours are:
Monday through Thursday 6:30 am - 9:45pm
Friday and Saturday 8:00 am - 4:00pm
Sunday 12:00pm - 5:00pm
Hours for Finals Week will be Extended

The library building was designed to fully support as well as to integrate utilization of the library into coursework by means of its classrooms, media center, computer lab and group study rooms. The library's rooms should be reserved in advance for use. The library has two photocopy machines.

The University boasts a hi-tech, state-of-the-art library, unrivaled in the traditional and electronic resources available to support the university curricula. In addition to the thousands of unique, up-to-date business, management, culinary, paralegal volumes in its collection, the library offers web-based access in-house and remotely to full text subscription databases, such as:

Access Pharmacy: A comprehensive online resource for pharmacy education.

Clinical Pharmacology: current, full text pharmacological information for prescription drugs as well as herbal and nutritional supplements.

Health Source-Consumer Edition: indexing 300 health journals, pamphlets and reference books on a variety of medical and general health topics.

Health Source-Nursing/Academic Edition: indexing 850 scholarly/peer reviewed journals providing access to full text medical articles and abstracts.

Lexicomp on Line: A collection of 15 clinical information databases and the following modules: Lexi-Drugs, Interactions, Patient Care Module, Drug Identification, IV Compatibility, Medical Calculations and Web Search.

Medline: The National Library of Medicine Database indexing 4600+ scholarly medical, nursing, veterinary science and other health related journals.

The Library has an extensive network of cutting-edge computer work stations, including laptops and a web-based card catalogue and automated check-out system as well as a web page. The library's web page which functions as a virtual counterpart to the new library building may be accessed 24-hours a day, 7-days a week at: <http://library.sullivan.edu>.

The web page not only affords students the opportunity to access a wide range of databases (arranged A-Z and by subject and discipline), but also database tutorials; lists of current periodicals, a virtual tour of the Library; web links supporting the curricula; and section indexing a number of research guides designed to help students navigate our resources in specific subject areas. The library's web-based card

catalogue may be accessed in the library or remotely and provides access to the library's collection of books, audiocassettes and videotapes. By use of My Sullivan Library Account users can reserve their own library materials and be automatically alerted via e-mail when those materials arrive in the library. These materials are all arranged on the open library shelves in Dewey Decimal order.

In order to check out library materials using the library's automated check-out system, users need to have their Sullivan University/College of Pharmacy ID's. Books, audiocassettes, and videotapes may be checked out for two weeks. Materials may be renewed if no other user has them on hold for their use. No fines are charged for overdue materials; however, if materials are not returned, students' grades and schedules will be held and replacement costs charged to their accounts. Graduates may also check out materials but must leave a deposit.

As a service to its users, the Library also offers the Sullivan University's Library Alert, a service designed to alert SUS students, faculty and staff of the latest materials at the Sullivan University Louisville Library.

The Library maintains the Sullivan Archives, which contain a reference collection of Sullivan University Historical materials, including Sullivan Heralds and graduation programs, some of which are available online as searchable image files. Contact the Archivist for more details or see the Library web site.

The Sullivan University Library and Learning Resource Center is staffed with experienced, professional librarians and library assistants to assist the University community with its resource needs. One unique program called the "Librarian-Is-In" provides one-on-one assistance between a librarian and a student who may have questions about resource needs relating to a particular topic. To schedule a "Librarian-Is-In" appointment, please call the library circulation desk (456-6773) 48 hours in advance. In addition, the Library offers classes during the quarter on basic internet, its electronic databases, and Turnitin, the University's anti-plagiarism software.

The Drug Information Center

Sullivan University Drug Information Center (SUDIC) is an academic based drug information center, a unit operated under the College of Pharmacy within the Sullivan University system. The center is set to open its doors to healthcare professionals for clinical services by August 3, 2009.

Mission: To improve and enhance the quality of patient care in the Commonwealth of Kentucky through excellence in teaching, lifelong learning experience, exceptional research support for faculty, effective communication with healthcare professionals and provision of accurate health information to the community.

Goal(s)/Objectives:

- Provide current and comprehensive resources for the faculty, preceptors, students, and healthcare professionals
- Train students to build strong drug information skills through exceptional didactic and experiential education
- Support scholarship activity of our faculty
- Offer up to date resource orientation to the faculty, preceptors, and students
- Deliver quality health information to the public, healthcare professionals, and the community
- Implement quality assurance and improvement procedures to ensure quality, efficient, effective services to the students, faculty, the public, and healthcare professionals

Service: The Center responds to questions from healthcare professionals and students only at this time.

Hours of Operation: Monday to Friday 8:30 am to 4:30 pm.

Personnel: The SUCOP DIC is currently staffed by a Drug Information specialized pharmacist, Dr. Miriam A. Ansong, Director and a Drug Information specialized resident. It is also supported by three work study students and an Administrative Assistant.

Professional Friday

Professional Fridays offer unique experiences for students within the Sullivan University College of Pharmacy (SUCOP). Professional Fridays are considered part of a student's academic workweek (5 days per week). This includes professional activities, service learning, professional electives, and additional lectures as required in particular courses. These will run longitudinally through a student's first and second professional years. Students are not expected to participate in Professional Fridays while they are on their Intermediate Pharmacy Practice Experiences (IPPE) or Advanced Pharmacy Practice Experiences (APPE) as these activities require attendance at a practice site 5 days per week unless instructed otherwise by the site coordinator or Director of Experiential Education.

Requirements of Professional Fridays

- Attendance will be taken at these events and will be sent to the Office of Student Affairs and maintained in the log of Professional Friday activities.
- Examples of events include:
 - IPPE/APPE orientations
 - Make-up lectures due to weather, faculty illness, etc.
 - Course projects

- Research course presentations
 - Professional seminars on different types of pharmacy practice
 - Student organization activities
 - Student remediation
 - Working on student projects or participating in study groups
 - Professional Electives
 - Service Learning Projects (Community outreach activities)
- Students must document their participation in these events by keeping a self reflection diary. This documentation should be included in the student's electronic portfolio. Documentation should include but is not limited to:
 - Signed note by the Faculty advisor attending the student organization event of the student's participation
 - Signed documentation of the student's remediation activities by the faculty member doing the remediation
 - Signed documentation by a faculty member of the student study group or project

Participation in and documentation of participation in Professional Friday events is a graduation requirement of Sullivan University College of Pharmacy. Students will receive a certificate of completion at the end of the two year sequence.

It should be noted that the College of Pharmacy Attendance Policy will be enforced for Professional Friday activities. Except for excused absences listed in the Attendance Policy, the Assistant Dean of Student Affairs will determine whether or not an absence will be deemed excused. Further, it should be noted that any activity for which a student receives monetary compensation (i.e. working) will not count as a Professional Friday activity.

Professional Liability Insurance

Students are required to have professional liability insurance and have it in force throughout their educational experiences in the College. The cost of the professional liability insurance will be paid by the College of Pharmacy. Students will not be permitted to engage in pharmacy practice experiences without liability insurance.

Standards for Student Professional Appearance

Students in the Doctor of Pharmacy program are expected to present a professional appearance and demeanor at all times. Although these standards and expectations may not satisfy every student's desire for personal dress freedom, the Administration and Faculty of the College of Pharmacy believe appropriate dress is important to present an overall professional image and is a constructive part of a student's professional development. **Students must wear their Identification Badges at all**

times while in the pharmacy building, on campus and at their pharmacy practice experience sites.

Students should avoid extremes in hairstyles, cosmetics and jewelry. Hair should be neatly combed. In addition, male students must keep their hair, beards and moustaches properly trimmed at all times. In consideration of others, especially patients with allergies, students are to avoid the use of all perfumes, colognes or after shave lotions. Students may not demonstrate or maintain body piercing of any type on any part of the human body with the exception of female students who choose to wear ear rings for pierced ears. In addition, students who choose to have tattoos must keep them covered and not visible at all times.

Each student will receive a short white lab jacket at the White Coat Ceremony and a long white coat at the Mortar and Pestle Ceremony. The students will be required to wear the long coats in laboratory and the short coats at pharmacy practice sites. Lab coats must be clean and neat at all times.

Caps and hats are never permitted to be worn in class rooms, laboratories or at pharmacy practice sites. Closed toed shoes are required for laboratories and at pharmacy practice sites.

For Ladies

- Conservative blouses or sweaters
- Skirts not more than two (2) inches above the knee or pants
- Professional dresses or pant suits
- Dress shoes (hose are optional)
- Flats are acceptable; sneakers, flip flops, casual sandals or slippers are **not** acceptable.

For Men

- Dress shirts, slacks and ties
- Sport coats and blazers are optional
- Dress shoes and socks
- Sneakers, flip flops, casual sandals or slippers are **not** acceptable
- Wearing a tie is required at all times.

Clothes should be clean and pressed

Shirts and blouses with tails must be worn inside pants, trousers or skirts

Slacks and shirts, blouses or sweaters should coordinate

Jeans of any type are **unacceptable**

Exceptions to the Dress Code (e.g. CPR Training) will be announced by the Office of Student Affairs. Students who are not properly attired will be asked to leave the classroom or laboratory and will receive a zero (0) for the lab period or an unexcused absence for the class period. Students who accrue three (3) reprimands for lack of proper attire will be referred to the Academic Progression and Ethics Committee for

potential disciplinary action. *Standards for students' appearance also apply on Professional Fridays.*

Student Activities

The Administration and Faculty of the College of Pharmacy encourage student participation in professional organizations within the College as a means of furthering student professional development and initiating contacts that will be beneficial as the student enters professional practice. Currently, Sullivan University College of Pharmacy has student chapters of the following organizations:

- The American Pharmacists Association (APhA-ASP)
- The Kentucky Pharmacists Association (KPhA)
- The American Society of Health System Pharmacists (ASHP)/ Kentucky Society of Health System Pharmacists (KSHP)
- The American Association of Pharmaceutical Scientists (AAPS)
- Academy of Managed Care Pharmacy (AMCP)
- Kappa Psi Pharmaceutical Fraternity-Epsilon Theta Chapter in formation

These organizations welcome student interaction and participation in their activities.

The College of Pharmacy Student Government Association is another opportunity for students to enhance their professional development and leadership skills and have a voice in matters that have an impact upon their professional education. Students are encouraged to actively participate in the student government process. Student professional organization activities are coordinated by the Student Government Association (SGA). Student organizations wishing to conduct a student activity should first consult their respective Faculty Advisor.

Campus activities coordinated by the University Department of Student Affairs are open to all students of the University. There are many opportunities for activities throughout the year. These include various social activities as well as charity/volunteer events such as health fairs, brown bags and community presentations relating to medication therapy.

Students' Rights

Each individual student of Sullivan University College of Pharmacy is encouraged to help develop a responsible, intelligent community. As professionals, students in the Doctor of Pharmacy Program are held to high standards of personal conduct and encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules applicable to students as are necessary for the orderly, harmonious and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by both the spirit and letter of the regulations of the University and College of Pharmacy and, of course, the laws of the city, state and nation.

The following are the Rights accorded to every student at the Sullivan University College of Pharmacy:

1. Every student has the right to the services of the Faculty, Administrative Officers and counseling referring programs of the institution without regard to race, color, sex, age, political belief, religious affiliation, orientation or ethnic origin.
2. Every student has a right to a fair and impartial academic evaluation.
3. Every student has a right to a campus environment characterized by safety and order.
4. Every student has a right to a campus environment free of discrimination, harassment and/or sexual misconduct.
5. State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.
6. Students involved in University or College sponsored groups have the right to use campus facilities provided the facilities are used for a stated purpose on behalf of the organization and in accordance with the regulations of the College and University.
7. Registered student organizations may invite and hear speakers as long as they serve to meet the stated purpose of the organization.

Student Work Hours

It is the policy of the College of Pharmacy not to encourage Doctor of Pharmacy students to engage in outside employment that exceeds eight (8) to ten (10) hours per week without the approval of the Office of Student Affairs. This policy exists to prevent academic difficulty. If a student who is employed is not performing satisfactorily in his/her academic pursuits, the College of Pharmacy reserves the right to contact the student in order to determine what, if any, impact his/her outside employment has on the lack of satisfactory academic performance.

The University Bookstore

The Sullivan University Bookstore serves the students, faculty and staff of the entire University community. Bookstore hours change during finals and during breaks when the University is not in session. However, the normal operating hours are:

- Monday through Thursday: 7:30 am to 3:00 pm and 5:00 pm to 8:00 pm
- Friday and Saturday: 9:00 am to 12 noon

Books and supplies are available in the Bookstore, but students may purchase books from any source they choose. In addition to textbooks, students will find other items such as supplies, toiletries, logo items and more.

General Bookstore Policies:

- No cash refunds.
- \$25.00 service charge on all returned checks.

- Textbook returns must be made by the second week of classes for full refund.
- Only textbooks may be placed on a financial aid account.
- Supplies may not be returned or refunded, unless damaged at time of sale.

Textbook Return Policies:

- A textbook returned within the first two weeks of class and not marked in must be accompanied with a receipt to receive a full refund.
- A textbook returned during the third week of class will receive a 70% refund.
- A textbook returned during the fourth week of class will receive a 40% refund.
- There will be no refund for any textbook after the fourth week of school.
- If textbooks were purchased by cash or check, you will receive a check from the Accounting Office in one or two weeks, only if there is no outstanding balance on your account.
- If textbooks were purchased by credit card, your credit card will be credited.

Academic Policies and Procedures

Academic and Professional Advising

A Schedule of Classes is published each quarter by the Office of Student Affairs. Courses in the Doctoral program are taken in block fashion, that is, all students in a particular professional year will take the same classes at the same designated time each quarter. The exception to this is elective courses taken in the second professional year.

Each student is assigned a Faculty Advisor who will remain the student's advisor throughout the three-year curriculum. Requests for reassignment of a student to another Faculty Advisor will be reviewed by the Office of Student Affairs. The Faculty Advisor meets with the student during week two and week six of each quarter (or more often if necessary) to monitor the student's academic progress and professional development. Prior to each advising session, the student will complete the "Check List for Student Advising Meeting" to document the items that the student wishes to discuss. The Faculty Advisor will complete "Faculty Advisor Documentation Sheet" and at the conclusion of the meeting both the Student and Faculty Advisor sign the sheet. Both documents are transmitted to the Office of Student Affairs for inclusion in the student's academic record. The Faculty Advisor is also responsible for monitoring the student's electronic portfolio and Rx Outcomes as required by the Office of Program Assessment. However, it is the student's responsibility to complete required information in Rx Outcomes in a timely manner.

If a student's academic and/or professional performance is less than satisfactory, the Faculty Advisor will refer the matter to the Office of Student Affairs. The Assistant Dean of Academic Affairs will confer with the Dean and, if necessary, the appropriate Assistant Dean of Academic Affairs prior to presenting a recommendation to the Academic Progression and Ethics Committee for possible action. In these cases, the

student may not register for the following quarter's classes until the Committee has recommended a course of action to the Dean of the College of Pharmacy. It should be noted that students are required to complete requirements for the degree of Doctor of Pharmacy within five (5) calendar years from the first date of registration in the College of Pharmacy.

ACADEMIC CALENDAR CLASS OF 2011

PROFESSIONAL YEAR	2008-2009 (P1)	2009-2010 (P2)
<i>Summer Quarter</i>	July 7 – September 21 Holiday: September 1 (Labor Day) Break: September 22 – October 5 (2 Weeks)	July 6 – September 20 Holiday: September 7 (Labor Day) Break: September 21 – October 4 (2 Weeks)
<i>Fall Quarter</i>	October 6 – December 21 Holiday: November 27 and 28 (Thanksgiving) Break: December 22 – January 4 (2 Weeks)	October 5 – December 20 Holiday: November 26 and 27 (Thanksgiving) Break: December 21 – January 3 (2 Weeks)
<i>Winter Quarter</i>	January 5 – March 22 Holiday: January 19 (Martin Luther King, Jr. B'day) Break: March 23 – April 5 (2 Weeks)	January 4 – March 21 Holidays: January 18 (Martin Luther King, Jr. B'day) Break: March 22 – April 4 (2 Weeks)
<i>Spring Quarter</i>	April 6 – June 21 Holiday: May 25 (Memorial Day) Break: June 22 – July 5 (2 Weeks)	April 5 – June 20 Holiday: May 31 (Memorial Day) Break: June 21 – July 4 (2 Weeks)

ACADEMIC CALENDAR CLASS OF 2011

Professional Year 3 (P3) Pharmacy Practice Experiences

Pharmacy Practice Experiences (8 Total) 200 Hours Per Experience	Dates (5 Weeks Per Experience)	Break (1 Week Per Break)
1	July 5 – August 8	August 9 – August 15
2	August 16 – September 19	September 20 – September 26
3	September 27 – October 31	November 1 – November 7
4	November 8 – December 12	December 13 – December 19
5	December 20 – January 23	January 24 – January 30
6	January 31 – March 6	March 7 – March 13
7	March 14 – April 17	April 18 – April 24
8	April 25 – May 29	

***1500 Required Hours**

Students will have national holidays off as adopted by the Sullivan University College of Pharmacy
1600 hours total

(less) 40 Hours (1 Week) for Interviews

(less) 24 Hours for Holidays (Christmas, New Year's, Martin Luther King Day)

1536 Hours Remaining

ACADEMIC CALENDAR CLASS OF 2012

PROFESSIONAL YEAR	2009-2010 (P1)	2010-2011 (P2)
<i>Summer Quarter</i>	July 6 – September 20 Holiday: September 7 (Labor Day) Break: September 21 – October 4 (2 Weeks)	July 5 – September 19 Holiday: September 6 (Labor Day) Break: September 20 – October 3 (2 Weeks)
<i>Fall Quarter</i>	October 5 – December 20 Holiday: November 26 and 27 (Thanksgiving) Break:	October 4 – December 19 Holiday: November 25 and 26 (Thanksgiving) Break:

	December 21 – January 3 (2 Weeks)	December 20 – January 2 (2 Weeks)
<i>Winter Quarter</i>	January 4 – March 21 Holidays: January 18 (Martin Luther King, Jr. B'day) Break: March 22 – April 4 (2 Weeks)	January 3 – March 20 Holidays: January 17 (Martin Luther King, Jr. B'day) Break: March 21 – April 3 (2 Weeks)
<i>Spring Quarter</i>	April 5 – June 20 Holiday: May 31 (Memorial Day) Break: June 21 – July 4 (2 Weeks)	April 4 – June 19 Holiday: May 30 (Memorial Day) Break: June 20 – July 3 (2 Weeks)

ACADEMIC CALENDAR CLASS OF 2012

Professional Year 3 (P3) Pharmacy Practice Experiences

Pharmacy Practice Experiences (8 Total) 200 Hours Per Experience	Dates (5 Weeks Per Experience)	Break (1 Week Per Break)
1	July 4 – August 7	August 8 – August 14
2	August 15 – September 18	September 19 – September 25
3	September 26 – October 30	October 31 – November 6
4	November 7 – December 11	December 12 – December 18
5	December 19 – January 22	January 23 – January 29
6	January 30 – March 4	March 5 – March 11
7	March 12 – April 15	April 16 – April 22
8	April 23 – May 27	

***1500 Required Hours**

Students will have national holidays off as adopted by the Sullivan University College of Pharmacy
1600 hours total

(less) 40 Hours (1 Week) for Interviews

(less) 24 Hours for Holidays (Christmas, New Year's, Martin Luther King Day)

1536 Hours Remaining

Academic Honors

A student who earns a term Grade Point Average of 3.5 or higher will be placed on the Dean's List for that quarter.

The College of Pharmacy Honor Code

Students in the Doctor of Pharmacy Program recognize they are expected to exercise good judgment and conduct their affairs with integrity and honesty at all times. They understand that pharmacists subscribe to a set of ethical and moral standards which acknowledges their primary duty is to the patient; that they have a responsibility to society, to other health care professionals and to themselves to maintain the highest standards of patient care and personal conduct. Further they recognize the great trust that society places upon pharmacists as they provide for the health care needs of their patients. Given this duty and trust, the students of the College of Pharmacy affirm and undertake to live within the parameters accorded them by this Code of Conduct.

Any member of the academic community is obligated to take action to stop academic or professional misconduct and/or prevent its recurrence. Suspected violations of the Honor Code are reported to the Assistant Dean of Student Affairs who will refer all such matters to the Dean of the College. The Dean will present the matter to the College Executive Committee for review and advice. If the allegation is deemed credible, the Dean will refer the matter to the Academic Progression and Ethics Committee (APEC). In order to protect the student and maintain strict confidentiality, the student's Faculty Advisor will not be notified unless the matter is one of academic progression.

It is the duty of the Academic Progression and Ethics Committee to review all credible allegations of academic and/or professional misconduct. During its inquiry, the Committee may consider all relevant evidence and statements, written or oral from the alleged violator(s) and the complainant(s). If the Committee determines that a violation has occurred, it will recommend to the Dean of the College, a suitable penalty for the violation(s). The Dean may sustain the recommendation, reduce the penalty or dismiss the violation(s) entirely. The decision of the Dean in the matter is final and binding.

Penalties for a violation of the College of Pharmacy Honor Code may be:

- A simple warning
- A failing grade on an examination
- A failing grade in a course
- Probation with stipulations

In the most egregious cases, suspension or expulsion from the College of Pharmacy could be imposed. If a violation is found to have taken place, a record of the proceedings shall be kept in the student's academic file for a period of one year. If no further violations occur, the record will be removed from the student's academic file but retained as part of the College of Pharmacy records. If a violation is not found to be

credible, all record of the proceedings are removed from the student's academic record and are retained as part of the College of Pharmacy records.

Academic and Professional Misconduct

Violations of the Honor Code include, but are not limited to:

Lying

- A student must not deliberately misrepresent the truth. Lying includes gross disregard for the truth or intentional misrepresentation within the academic setting. Students must expose those deficient in character or competence or who engage in fraud or deception.

Cheating

- Cheating is defined, but is not limited to, the wrongful giving, taking or presenting of any information or material by a student with the intent of aiding the student or another in any academic work. There are instances that will require team work and cooperation in completing assignments. These instances will be clearly identified by the course director and will not be considered cheating.
- Cheating on examinations can take various forms. These include talking about an examination with someone who has not taken the examination; soliciting, giving or receiving unauthorized assistance during an examination or make-up exam; using materials not specifically authorized by the course director; violating any rules a course director has established for an examination.

Plagiarism (the act of plagiarizing)

- By Webster's definition, to plagiarize is to use one or more person's ideas or expressions in your writing without acknowledging the source.
- Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as his/her own. Students may discuss assignments among themselves or with an instructor or tutor, but when the work is done, it must be done by the student alone.

Stealing

- A student must not intentionally take or acquire any property of another without permission. Stealing includes theft or conversion of property belonging to the College or another person and misappropriation or destruction of property needed by other students for a specified academic endeavor.
- Fraud: By Webster's definition, fraud is an act of deceiving or misrepresenting.

Other Forms of Academic and Professional Misconduct

- Tampering with grades or helping another to tamper with grades or any other part of a student's academic record.
- Furnishing to a College official a document based on information that you know is false or which has been tampered with in an unauthorized fashion.

- Stealing, buying or otherwise obtaining all or part of an unadministered exam or test or the unauthorized (by the instructor) usage of a previously administered exam or test.
- Unauthorized downloading or copying of lecture material or examinations from the Angel Platform.
- Changing a grade in a faculty member's records, on an exam or a test, or on other work for which a grade has been given.
- Using electronic information resources in violation of the "Accepted Use Policy".
- Failure to comply with the requests of University or College officials in the performance of their duties.
- Violations of the laws of the city, state or nation.
- Conduct which would demean the ethics and integrity of the profession of pharmacy or cause injury to the reputation of the University or College of Pharmacy.
- Conduct which fails to observe common etiquette and courtesy whether to peers, college staff or faculty.
- Misuse of Face Book or other internet media that result in derogatory comments toward the College of Pharmacy, Administration, Faculty, Staff or Students.

Attendance Policy

It is essential to mastering the skills and concepts necessary for practice that the student attends all classes and laboratory periods as well as activities outside of the classroom or laboratory as deemed necessary by the instructor or course director. The student's participation in all class periods and professional activities is essential to successful completion of the Doctor of Pharmacy program and must take precedence over unrelated activities including student employment. Enforcement of this policy is the responsibility of the Faculty. Students have a right to expect this policy to be in writing and given to them at the first or second class meeting.

The Sullivan University College of Pharmacy has determined the following to be excused absences:

- Student illness or illness in a student's immediate family
- An emergency in a student's family or death of a family member
- Military Leave of Absence
- Jury Duty
- Students are permitted to select any two religious holidays at the beginning of a quarter and notify, in writing, the Office of Student Affairs of anticipated absences for personal religious holidays. The Office of Student Affairs will notify the appropriate instructor(s)/course coordinator(s).
- Travel to professional meetings for members of student professional organizations sponsored by the College of Pharmacy. Permission to attend professional meetings is granted by the Dean of the College.

In all cases, it is the student's responsibility to notify the Office of Student Affairs immediately of an absence and complete the excused absence form upon returning to class. In the case of a planned, personal absence, the student is to notify the Office of Student Affairs at least **five (5) days prior** to the planned absence. The student must state the reason(s) for the absence and the length of the absence. A physician's note or other documentation is required for an absence in excess of three (3) days or an absence on an examination day. The Office of Student Affairs will notify the Department Chair(s) of the student's absence.

Except for those absences listed above, the Assistant Dean of Student Affairs and the respective Department Chair will determine whether or not an absence will be deemed excused. **It should be noted that no excused absences will be granted during final examination week** without the approval of the Dean of the College.

Students registered for and completing Intermediate Pharmacy Practice Experiences or Advanced Pharmacy Practice Experiences will notify the Office of Experiential Education and be guided by the norms established in the pharmacy practice experience manuals for absences.

The student is responsible for making up all missed assignments or examinations as a result of an excused absence in accord with policies established by the Department(s) concerned and/or those established by the Office of Experiential Education.

A student who accrues three (3) documented unexcused absences during a quarter will be referred to the Academic Progression and Ethics Committee for disciplinary action, which ranges from a simple warning to academic probation or suspension from the College of Pharmacy.

A student may appeal a disciplinary action for an unexcused absence by submitting, within forty eight (48) hours, a written request for review to the Dean of the College. The request should provide all details, including any extenuating circumstances. The Dean will review the matter within forty eight (48) hours and render a decision. The Dean's decision will be final and binding.

General Examination Policy

The College policies governing student academic and professional misconduct and grade appeals, described in this Student Handbook shall apply to all courses. A student who violates these policies may be referred to the Academic Progression and Ethics Committee (APEC) for disciplinary action.

Students have the responsibility to take all scheduled examinations on the announced date and time. To ensure fairness in the conduct of examinations, no student shall be allowed into the examination room once any examinee has left the examination room. A student who reports to an examination late shall not be given any extra time.

A student who fails to appear and take an examination or a makeup examination at its scheduled date and time shall earn the grade of “zero” unless his/her absence is considered “excused”.

An absence from an examination shall be considered “excused” and the student is allowed to take a makeup exam, if it occurs because of any one of the circumstances listed in the **Attendance Policy**. **However, in the case of an excused absence from an examination, the student must present adequate documentation supporting the reason(s) for the absence.** Upon satisfactory verification, the student shall be allowed to take a makeup exam. The makeup exam may be an essay or a multiple choice exam, a term paper, or any other assignment at the discretion of the Faculty or Course Coordinator.

In cases other than those listed above, the absentee student shall submit a written explanation to the Course Coordinator explaining the circumstances for missing the examination. The Course Coordinator shall submit the explanation to the appropriate Departmental Chair who will take one of the following actions:

- (a) **Consider the absence as “excused” and allow the student to take a makeup examination without any stipulation.** In this case, the student shall earn the score he/she received on the examination. The makeup examination may be an essay or multiple choice type, a term paper, or any other assignment at the discretion of the Course Coordinator.
- (b) **Consider the absence as “unexcused.” In this case, the student shall be given a “zero” on the examination.**

1 Calling the Instructor or Course Coordinator before the exam does not constitute permission to miss the exam.

USE OF LAPTOPS FOR EXAMINATIONS

Sullivan University College of Pharmacy (SUCOP) students are required to own or have use of their own laptop computers and electronic plugs that are compatible with the Angel Learning System platform. All SUCOP examinations will be taken using the Angel Learning System. PC users will be required to have Angel Secure Browser application uploaded onto their computers. MAC users will be required to sit in the front row for examinations since they are unable to upload the Angel Secure Browser application..

If a student is having trouble with their computer they must notify the Office of Student Affairs as soon as possible so as not to interfere with their ability to take an examination. Documentation must be shown regarding the nature of the problem unless the student brings the laptop in to demonstrate the problem. **If a student laptop is broken the student will be allowed to take the examination using another method with no penalty.** If a student fails to bring their laptop or electronic plug to the examination the following procedure will be followed:

1. The student will be sent to the Office of Student Affairs to see if there is a computer available for loan. Students who fail to bring their computers will only be allowed to borrow a computer once students who have reported problems with their laptops have been taken care of.
2. If no laptops are available for loan for a student who failed to bring their computer, one of the following will occur:
 - a. If first time this has occurred during the quarter then the student will be allowed to take the examination using another method with no penalty.
 - b. If second time this has occurred during the quarter the student will be allowed to take the examination using another method but 10% will be subtracted from their score.
 - c. If this is the third time this has occurred during the quarter the student will NOT be allowed to take the examination and will receive a zero.
3. If the student will need to take the examination by another method, the Office of Student Affairs will inform the Department Chair who will in turn notify the Course Coordinator(s).

Make-Up Assignments and Examinations

Students with excused absences are allowed to make-up assignments and examinations. This policy outlines the procedure for each make-up.

Make-up Assignments

- Students who have been granted an excused absence in accordance with the SUCOP Attendance Policy are required to contact the course coordinator and/or Faculty for any courses missed in order to obtain a list of missed assignments. Students should contact the course coordinator and/or faculty within 24 hours of their return to class.
- The course coordinator or Faculty will then instruct the student on the process (assignment to complete, time frame in which to complete, etc.) of how to make up the missed assignment.
- Students may appeal the decision of the Faculty/course coordinator with the respective Department Chair. The decision of the Department Chair is final and binding.

Make-up Examinations

- Students who have been granted an excused absence in accordance with the SUCOP Attendance Policy are required to contact the course coordinator within 24 hours of returning to class in order to schedule a make-up examination.
- Make-up examinations should be completed within two business days of returning to class unless other arrangements have been made. Students who

need more than two business days will need permission of both the course coordinator and the respective Department Chair.

- A student who must complete a make-up examination will receive a different examination than was given originally.

Policy Relating to Proctoring of Examinations

Students may not communicate with anyone (with the exception of the proctors) within the examination room or anyone outside the examination room during the assessment. Two proctors will be assigned for an examination per examination room.

Proctors will permit restroom breaks, one student at a time until the first student turns in his/her examination.

Seating for an examination is determined randomly prior to the start of the assessment. Students may be moved, at the discretion of the proctors, at any time during the assessment.

Faculty may determine on an individual basis whether or not questions from students will be answered during the examination. However, if the decision has been made to not answer students' questions, the proctors must clearly state that to students prior to the start of the examination. If questions are permitted, a proctor will go to the student asking the question. The student is not permitted to leave his/her seat. Questions, if allowed will only be permitted until the first student has turned in a completed examination. If necessary, the question will be repeated to the entire class.

Only the items clearly designated by the proctor (e.g. pencil, calculator, charts) are permitted at the desk. Class-related materials, as well as personal items such as coats, purses, and book bags must be kept in a place designated by the proctor(s). Class-related materials may not be retrieved until AFTER the examination.

Cellular phones, pagers, and any other 2-way communication devices must be turned off and must be kept with personal items in a place designated by the proctors(s). A student found having a cell-phone in his/her immediate possession during the examination will forfeit his/her right to participate in the examination. Students must use only the non-programmable calculators supplied by the College of Pharmacy for examinations, unless directed otherwise by the Instructor or Course Coordinator.

Students should inform outside parties (e.g., spouses, children, etc.) before the examination that if there is an emergency during the exam the office of the Assistant Dean of Student Affairs should be contacted at 502-413-8643.

Policy on the Return of Examination Papers

It is the policy of the College of Pharmacy to not return examination papers to students. However, students have a right to review an examination paper to identify any mistakes and mishaps. Accordingly, the following protocol is adopted for this purpose:

- Paper exams
 - A faculty member will make an examination paper available to a student for a period of five (5) business days following posting of the examination grades.
 - A student may review the examination under the supervision of the faculty member or an administrative assistant. Under no circumstances may an examination leave the control of the faculty member or administrative assistant.
 - Students will not be permitted to copy questions verbatim. However, they may write down general information such as concepts covered on the examination.
 - If a faculty member uses scantrons, he/she may return a copy of the scantron sheet to the student.

- Angel exams
 - Faculty members will set-up a time in Angel to review the exam with the students no later than 1 week after the examination grades have been returned.
 - Students will have three (3) business days after this review time to schedule an appointment with the faculty member to discuss any problems with their exam grade. Once this time has expired exam grades will become final.
 - Students will not be permitted to copy questions verbatim or print the examination.

Policy Relating to Student Issues

In order to provide a clear plan of action and protect the confidentiality of student matters, any student issue whether or not related to learning experiences shall be handled in the following manner:

- The faculty member shall refer the matter immediately to the Office of Student Affairs for follow up.
- The Office of Student Affairs will consult with the appropriate party, the Dean of the College and, when necessary, the student to formulate a plan of action.

College of Pharmacy Grading Policy

All courses in the Doctor of Pharmacy Program must be completed with no grade less than “C”. The Academic Progression and Ethics Committee will review all cases in which a student has a grade less than “C” and recommend to the Dean of the College of Pharmacy a plan for remediation.

Grade	Explanation	Numerical Equivalent
A	Excellent	4.00 (89.5%-100%)
B	Good	3.00 (79.5%-89.4%)
C	Satisfactory	2.00 (69.5%-79.4%)
F	Unsatisfactory	0.00 < 69.4%)

The student's Grade Point Average (GPA) is calculated by multiplying the numerical equivalent of the grade in each course by the number of credit hours for the course to determine the quality points earned in the course. The total of the quality points is divided by the number of credit hours taken during the quarter. The result is the student's GPA for the quarter. The cumulative grade point average is determined in a similar fashion using the total quality points for all courses taken and the total credit hours taken.

A student who believes his/her grade **in a course** is incorrect should first verify its accuracy with the Office of the Assistant Dean of Student Affairs. If, after verification, the student believes the grade is inappropriate, he/she should submit a written appeal to the Assistant Dean of Academic Affairs for the appropriate Department within five (5) working days, outlining the reasons he/she believes the grade is inappropriate and include such evidence and/or mitigating circumstances as necessary. The Assistant Dean of Academic Affairs will review the matter, consult with the course coordinator and the student as necessary and render an opinion within three (3) working days.

If the Assistant Dean of Academic Affairs renders a decision upholding the grade, the student may submit a written appeal to the Dean of the College within three (3) working days. The decision of the Dean in the matter will be final and binding.

Students who fail a course will have the opportunity for remediation as determined by the Academic Progression and Ethics Committee. A grade of 70% or better is required to pass the course. Students who fail more than two courses in a quarter or a total of three courses in a calendar year are referred to the Academic Progression and Ethics Committee who will make recommendations to the Dean for progression.

A student who believes that a **grade on an examination or project** is inaccurate or inappropriate must consult with the course director within three (3) working days. The

course director will review the examination or project with the student and make a determination of the accuracy of the grade. If the student is not satisfied with the result of the consultation, he/she may submit an appeal to the relevant Departmental Chair whose decision will be final and binding.

Examination Remediation Policy

Competency is paramount in professional practice. Therefore to ensure competency as a student progresses through the curriculum, students will be permitted to remediate any examination in a course with the exception of the final examination. If failure of a final examination causes a student to fail a course, the course remediation policy will go into effect.

Course Remediation Policy and Decision Criteria for P1 and P2 Students

After a student has failed one (1) course in a quarter, but no more than two (2) courses a quarter or three (3) courses in a calendar year, the student may be permitted to remediate the failed course(s). Remediation is a privilege not an inherent right of a student and if permission to remediate is granted by the Academic Progression and Ethics Committee (APEC), there are two options which the Committee may select:

1. The student may remediate one failed course between quarters.
2. The student may remediate one, two or three failed courses at the end of the fourth quarter.

APEC will examine the following factors as well as all other relevant information before rendering its decision regarding a student's academic status:

- The performance on each examination in the course to determine the trend for competency in the course, e.g. one poorly performed examination that causes a student to fail a course
- The student's attendance in the course
- The student's professional attitude
- Input from the student's Faculty Advisor, Instructors and the Course Coordinator(s)

Students on Intermediate or Advanced Pharmacy Practice Experiences (IPPE or APPE) who fail a pharmacy practice experience will be evaluated according to the policies and procedures outlined in the Experiential Education Manuals.

Guidelines for Making a Decision on Remediation

- I. The student may remediate one failed course between quarters.
 1. If a student fails one (1) course with a cumulative average of 60% or greater but less than 70%, this provision applies.

1.1 The type of remediation is a make-up examination determined by the Instructor or Course Coordinator in consultation with the respective Departmental Chair and Assistant Dean of Academic Affairs.

1.2 If the student passes the remediation examination with a score of 70% or greater, then a grade of "C" is earned in the course.

1.3 However, if the student earns a grade of <70%, on the examination then provision 2 outlined below applies.

II. The student may remediate one, two or three courses at the end of the fourth quarter.

1. If a student fails one (1) course with a cumulative average of <60%, or two (2) courses in a quarter or three (3) courses in a calendar year, then this provision applies.

1.1 The form of the remediation is to be determined by the Instructor or Course Coordinator in consultation with other colleagues in the course and their respective Department Chair and Assistant Dean of Academic Affairs.

1.2 A tutorial type of remediation would be for the Instructor or Course Coordinator to meet periodically with the student to discuss his/her strengths and weaknesses in the course. Reading assignments with learning objectives may be given with periodic quizzes or examinations to ascertain competency in the course material.

1.3 A student must pass an examination with a score of 70% or better to earn a grade of "C" in the course(s).

Probation, Suspension and Dismissal from the College of Pharmacy

Probation

A student is placed on academic probation if his/her grade point average in a quarter falls below a 2.0 on a 4.0 scale. It is a period when a student's academic performance is closely monitored by the Academic Progression and Ethics Committee (APEC) and his/her Faculty Advisor to ensure compliance with the plan of action to return the student to regular status.

A student may also be placed on probation for a violation of the College of Pharmacy Honor Code or other unethical or immoral conduct as noted in this Student Handbook or the Sullivan University Student Handbook.

The Academic Progression and Ethics Committee will submit a list of students who it recommends for probationary status to the Dean of the College of Pharmacy for review and approval.

While on probation, a student may not serve as an officer of any student professional organization and may not represent the College of Pharmacy at professional meetings.

Suspension

A student is placed on suspension for failure to pass all his/her remediation examinations in a calendar year. While on suspension, a student may not take courses for credit. However, under certain circumstances with the Dean's permission, he/she may be permitted to audit courses as determined by the Academic Progression and Ethics Committee.

A student may also be placed on suspension for a violation of the College of Pharmacy Honor Code or other unethical or immoral conduct as noted in this Student Handbook or the Sullivan University Student Handbook.

While on suspension, a student may not serve as an officer of any student professional organization and may not represent the College of Pharmacy at professional meetings.

In making a recommendation to the Dean of the College of Pharmacy for approval of the length of a suspension of a student, the Academic Progression and Ethics Committee will consider input from the student, his/her Faculty Advisor and the Assistant Dean of Student Affairs.

Dismissal

A student is subject to dismissal from the College of Pharmacy if he/she fails four (4) courses in a calendar year.

A student may also be dismissed from the College of Pharmacy for a violation of the College of Pharmacy Honor Code or other unethical or immoral conduct as noted in this Student Handbook or the Sullivan University Student Handbook.

The Academic Progression and Ethics Committee (APEC) will carefully consider any extenuating circumstances when making its recommendation to the Dean of the College concerning the dismissal of a student from the College of Pharmacy.

The procedures outlined in the section on the College of Pharmacy Honor Code will apply in all matters involving violations of the Honor Code.

In all matters of Probation, Suspension and Dismissal, the recommendations of the Academic Progression and Ethics Committee will be referred to the Dean of the College of Pharmacy for review and approval.

Withdrawal from a Class

A student who wishes to withdraw from one or more classes but not from the College of Pharmacy or Sullivan University entirely must contact the Office of Student Affairs for an appointment with the Assistant Dean of Student Affairs to discuss his/her situation. After consulting with the student's faculty advisor, the Assistant Dean will make a recommendation to the Dean of the College of Pharmacy for approval.

Readmission after Dismissal

A student dismissed from the College of Pharmacy for academic or other reasons may reapply for admission if he/she:

- Submits a Letter of Petition/Intent to the Office of Student Affairs indicating his/her desire to reapply to the Doctor of Pharmacy program
- Completes at least two 500 level courses as directed by the Admissions and Student Affairs Committee at a regionally accredited U.S. college or university
- Earns a grade of "B" or better in all courses taken
- Maintains a grade point average of at least 3.0 or greater on a 4.0 scale for all pre-pharmacy coursework
- Follows the deadline dates for submission of applications established by the College of Pharmacy

A student fulfilling these requirements may be permitted to reapply to the College of Pharmacy after of a review of his/her case by the Academic Progression and Ethics Committee in consultation with the Assistant Dean of Student Affairs. No guarantee of admission is implied and all such requests will be considered by the Admissions and Student Affairs Committee on a space available basis. Readmission may be granted only once.

Requests for Transcripts

Students should contact the Office of Student Affairs for transcript requests where they will complete a Transcript Request Form. Students will receive one copy of a transcript free of charge; additional copies are available at \$10.00 each. No transcripts will be released until all financial obligations to the University are met.

Policy on Transfer Students and Advanced Standing

In addition to submitting the Sullivan University College of Pharmacy Application for Admission, a student wishing to transfer from another ACPE accredited College or School of Pharmacy shall submit:

- A letter of request to the Dean of the College of Pharmacy stating the reason(s) for the transfer.
- A transcript and course description of all courses taken at his/her previous College or School of Pharmacy.
- A letter from the Dean of his/her previous College or School of Pharmacy stating the applicant's academic standing and the Dean's recommendation or other comments.

The Admissions and Student Affairs Committee will review each transfer request and determine eligibility for course equivalency. If previous coursework is found equivalent to our courses and if a grade of "C" or better has been earned in the courses taken at the previous institution, then the Admissions and Student Affairs Committee will grant a waiver and advanced standing status for the transfer student if he/she is admitted to the College. In making a determination to accept a transfer student, the Committee will consider:

- The reason(s) for the transfer
- The applicant's prior academic performance
- The applicant's professional demeanor as determined from the admission interview process
- The available space in the professional year for which the applicant seeks admission

It is congruent with the Mission and Vision of the Sullivan University College of Pharmacy to provide to qualified students an opportunity to pursue a degree in pharmacy leading to licensure to practice. Therefore, all applicants have an equal chance to seek admission into our program.

Graduation Requirements

In order to qualify for graduation from the College of Pharmacy, a student must maintain a cumulative grade point average of at least 2.0 (on a 4 point scale) and must have his/her pharmacy practice experience hours certified by the Office of Experiential Education. He/she must have been recommended for graduation and a degree by the Faculty of the College; he/she must file an application for a degree/graduation with the Office of the Assistant Dean of Student Affairs no later than the first week of the final quarter of his/her program. The Dean of the College of Pharmacy will present the roster of graduates to the President of the University. Students must meet their financial obligations to the University including tuition, charges for books or fees, etc. before being allowed to graduate. The Administration and Faculty of the College of Pharmacy believe that attendance at commencement exercises is a testimony to the student's belief in the important role of the profession of pharmacy in the community. Therefore, attendance by the student at commencement is mandatory unless excused by the Dean of the College of Pharmacy.

Graduation with Honors:

In order to qualify for graduation with honors, students must meet the following criteria:

- Earn a Grade Point Average based upon coursework taken at Sullivan University College of Pharmacy according to the following guidelines:

Summa cum Laude 3.80 – 4.00
Magna cum Laude 3.60 – 3.79
Cum Laude 3.30 – 3.59

The President's Cup

In addition to other honors, the Board of Directors of the Sullivan University System authorizes the additional distinction of the President's Cup. This award is presented to degree recipients who have distinguished their academic efforts by earning a cumulative Grade Point Average of 3.80 or higher.

Professional Honors and Awards

The JCAP Award for Student Leadership

Sponsored by the Jefferson County Academy of Pharmacy

Walgreen's Diversity Scholarship

Sponsored by the Walgreen Company

Presented to a Student who promotes diversity and community awareness

Pharmacists Mutual Companies Award

Sponsored by Pharmacists Mutual Insurance Companies

Presented to a P-1 Student for high academic performance through the first part of the P-1 Year

The Innovation Award

Sponsored by PharMerica

Presented to a student demonstrating dedication and innovation in a particular area of pharmacy (such as research, technology, compounding, etc)

The Extra Mile Award

Sponsored by PharMerica

Presented to the student demonstrating dedication to the profession or service to his/her class and who maintains a positive attitude at all times

The MVP Award

Sponsored by PharMerica

Presented to a well rounded student demonstrating leadership, character and activity in the profession

ASHP Clinical Skills Competition

Sponsored by CVS Pharmacies

Awarded to the student team (2) winning the SUCOP Clinical Skills Competition

The Wal-Mart Scholarship

Sponsored by the Wal-Mart Corporation

Awarded to three (3) students for academic excellence and leadership

APhA-ASP Patient Counseling Award

Sponsored by CVS Pharmacies

Awarded to the winner of the SUCOP Patient Counseling Competition

The KSHP Educational Scholarship

Sponsored by the Kentucky Society of Health System Pharmacists

Awarded to the student demonstrating leadership in student professional organizations and academic excellence

NACDS Foundation Pharmacy Student Scholarship

Sponsored by the National Association of Chain Drugstores Foundation

Awarded to the P-2 or P-3 student with experience in chain community practice who desires to pursue a career in community pharmacy

Confidentiality of Student Records and Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law, which mandates that a written institutional policy be established and that a statement of adopted procedures covering the privacy rights of students be made available. Further the law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include personnel in the Accounting, and Financial Planning Offices of Sullivan University. In the College of Pharmacy, access to student records is limited to personnel in the Office of the Dean and the Office of the Assistant Dean of Student Affairs. Other College of Pharmacy officials (and Faculty Advisors for their advisees) may request access to student records through the Office of Student Affairs by completing a *Request for Student Record* form.

At its discretion, Sullivan University and/or the College of Pharmacy may provide directory information in accordance with the provisions of the Act to include: student names, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold

directory information by notifying the Assistant Dean of Student Affairs in writing within two weeks after the first day of class each quarter.

The Act (FERPA) provides students with the right to inspect and review information contained in their education records, to challenge the contents of their records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit statements for inclusion in their files if the decisions of the hearing are unacceptable. The Office of Student Affairs has been designated to coordinate the inspection and review procedures for student records. These include admissions, personal, academic and financial records.

Students wishing to review their education records must make a written request to the Assistant Dean of Student Affairs listing the item or items of interest. Only records covered by the Act will be made available within five (5) days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of an academic record for which a financial “hold” exists or a transcript of an original or source document, which exists elsewhere). These copies would be made at the student’s expense. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, or alumni records. Health records, however, may be reviewed by a physician of the student’s choosing.

Students may not inspect and review the following as outlined in the Act:

- Financial information submitted by their parents.
- Confidential letters and recommendations associated with admissions.
- Honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the College will permit access only to that part of the record, which pertains to the inquiring student.

Students, who believe that their education records contain information that is inaccurate or misleading, or is in violation of their privacy or other rights, may discuss their problems informally with the Assistant Dean of Student Affairs. If the decisions are in agreement with the student’s request(s), the appropriate records will be amended. If not, the student will be notified within a reasonable period of time, not to exceed two weeks, that the records will not be amended; they will be informed by the Assistant Dean of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the College, who within a reasonable period of time, not to exceed two weeks, will inform the student of the date, time and place of the hearing. The student may present evidence relevant to the issue(s) raised. The hearing panel will be appointed by the Dean of the College.

Decisions of the hearing panel will be final. They will be based solely on the evidence presented and stating the reason(s) for the decision and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing panel, if the decision is in favor of the student. If the decision is

unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth reasons for disagreeing with the decision of the hearing panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

A student who believes that the adjudication of his/her challenge was unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the University for aid in filing a complaint with the FERPA Officer, Department of Education, Room 4074, Switzer Building, Washington, DC.

Register to Vote

Students are encouraged to exercise their right to participate in the democratic process. Voting in local, state and national elections is one of the most direct ways of doing so. Voter registration information and the application for voter registration is available from the Commonwealth of Kentucky's State Board of Elections website at <http://www.elect.ky.gov/register.htm>

COURSE DESCRIPTIONS

PROFESSIONAL YEAR ONE (P1)

Department of Pharmaceutical Sciences

PBS 504 - Anatomy and Physiology (4 credits)

This course is a review of the basic principles of human physiology and anatomy with applications to disease states.

PBS 505 - Pharmaceutics I (3 credits)

This course underlines the basic physiochemical principles that govern pharmaceutical systems, particularly in light of the way in which they affect dosage forms and various drug products.

PBS 506 - Pharmaceutical Calculations w/lab (3 credits)

Students will be prepared to perform accurate dosage calculations for the preparation of solid and liquid dosage forms, injectable medications, and extemporaneously compounded prescription products to ensure patients' safety. Students will have time reserved to practice calculation techniques in the laboratory sessions.

PBS 508 - Microbiology/Immunology (4 credits)

This course provides a review of the principles of microbiology and immunology with an emphasis on the aspects that pertain to pharmaceutical science, pharmacotherapeutics and patient-centered care.

PBS 511 - Biotechnology (2 credits)

This course provides an introduction to biotechnology and its relationship to pharmacy. Topics include how biotechnology is used to produce drugs, how those drugs work and the predicted potential and current limitations of biotech drugs.

PBS 513 - Biochemistry (4 credits)

A review of the structure, physical/chemical properties, function and interactions of amino acids, peptides and proteins, nucleotides, and nucleic acids, carbohydrates, lipids, and hybrid molecules with an emphasis on its application to medication and clinical uses.

PBS 518 - Pharmaceutics II w/lab (3 credits)

This course is an introduction to drug delivery systems and their physical and chemical properties. Emphasis will be placed on solid and semi-solid dosage forms. Quality control guidelines and standards of practice will be covered.

PBS 527 – Pharmaceutics III and Biopharmaceutics and Clinical Pharmacokinetics (4 credits)

This will be an integrated course by the Pharmaceutical Sciences and Clinical and Administrative Sciences Departments. Principles in how drugs perform in a human being and how a physiology system affects the drugs as they relate to absorption, distribution, metabolism, and excretion will be presented. Clinical Pharmacokinetics will build on those concepts to teach how to design a safe and effective drug regimen to patients based on their physiological conditions and disease states and how to monitor therapy regimen for adjustment if needed.

PBS 534 - Pharmacology I and Medicinal Chemistry I (5 credits)

Pharmacology and Medicinal Chemistry I is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and the physiologic basis of drug action, the influence of chemical and physical properties in structure- activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PBS 535 - Pharmacology II and Medicinal Chemistry II (5 credits)

Pharmacology and Medicinal Chemistry II is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and the physiologic basis of drug action, the influence of chemical and physical properties in structure- activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PBS 537 - Introduction to Pharmacogenomics (1 credit)

This will be an integrated course by the Pharmaceutical Sciences and Clinical and Administrative Sciences Departments. An introduction to the human genome, the sciences of genetics and how it relates to medication and treatments will be presented.

PBS 613 - Pharmacology III and Medicinal Chemistry III (5 credits)

Pharmacology and Medicinal Chemistry III is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PBS 622 – Pharmacology IV and Medicinal Chemistry IV (5 credits)

Pharmacology and Medicinal Chemistry IV is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

Department of Clinical and Administrative Sciences**PCAS 501 - Introduction and Initiation to the Practice of Pharmacy (2 credits)**

This course will cover the history of pharmacy, the patient-centered care concept, medical terminology, various pharmacy organizations, and team work concept.

Students will visit different settings and will come back to the classroom for discussions and debriefing. The delivery of patient-centered care will be examined from the different types of services in various settings. This will help the students to be introduced from the start to the variety of pharmacy practice.

PCAS 503 - Introduction to Health Care System (2 credits)

An overview of the basic structures and operations of the U.S. health care delivery system, including its historical origins; the changing roles of the components of the system; and the technical, economic, political and social forces responsible for these changes.

PCAS 512 - Medication Safety (2 credits)

Students will learn the mechanism, roots of medication errors, its consequences on patients and health care in general. Mechanisms to promote medication safety will be examined.

PCAS 516 - Communication and Collaborative Solutions (2 credits)

This course will cover interviewing techniques, factors that impact communication, medication histories, patient counseling, and presentation skills.

The mechanism of conflicts will be explored and the techniques to establish a harmonious working relationship or to defuse/prevent conflicts at the workplace will be taught. Projects, presentations, simulations, and mock counseling sessions will provide opportunities to practice and refine these communication skills.

PCAS 517 - Medical Informatics (2 credits)

This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, its impact on pharmacy practice, and its applications to patient care.

PCAS 521 - Pharmacy Law and Ethics (3 credits)

The laws, regulations and related ethical issues relating to the practice of pharmacy; the regulation and control of drugs, cosmetics, medical devices, mail order and "internet" pharmacy will be presented.

PCAS 522 - Complementary Alternative Medicine (3 credits)

This course covers different aspects of natural products used as pharmaceuticals, including both plant-derived and microbial-derived (antibiotics) products. Also included will be an overview of whole extracts, herbal products, and purified components of plant and animal extracts. Diverse alternative treatments will be presented.

PCAS 523 - Research Design and Literature Evaluation I and II (4 credits)

The structure of a drug information center as well as the role and functions of a drug information pharmacist will be reviewed. The students will be familiarized with the skills required to handle different types of drug information questions and the techniques on how to fully evaluate health care related literature. Students will be introduced to the different phases of a research protocol. Application of the information learned in the course will be emphasized throughout.

PCAS 525 - Sterile Dosage Forms w/lab (2 credits)

Students will be familiarized with the organization and administration of an admixture program, admixture techniques, the proper utilization of different types of parenteral products, and students will have the opportunity to practice in the laboratory the techniques related to the compounding of sterile dosage forms.

PCAS 526 - Public Health Issues (2 credits)

Issues pertaining to the health of the public and public health policy will be discussed. Their impact on health care and the population will be explored. Pharmacoepidemiology will be emphasized.

PCAS 532 - Clinical Laboratory (3 credits)

This course will introduce students to the basics of clinical laboratory reports. A majority of the course will cover the normal and abnormal laboratory values from different organ systems and disease states.

PCAS 533 - Physical Assessment w/lab (2 credits)

The students will learn the basics of physical assessment of different organ systems and the art of monitoring the effects of drugs in patients.

PCAS 536 - Applied Therapeutics Lab Spring 1st Professional Year (1 credit)

Students will learn to apply the knowledge gained from Pharmacology/Medicinal Chemistry I and II and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized. Simple therapeutic cases will be given to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences. Over the counter (OTC) products will be emphasized. Top 200 Prescription Medications will be reviewed independently by the student and tested in class.

PROFESSIONAL YEAR TWO (P2) COURSE DESCRIPTIONS

Department of Pharmaceutical Sciences

PBS 613 - Pharmacology III and Medicinal Chemistry III (5 credits)

Pharmacology and Medicinal Chemistry III is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PBS 622 – Pharmacology IV and Medicinal Chemistry IV (5 credits)

Pharmacology and Medicinal Chemistry IV is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

Department of Clinical and Administrative Sciences

PCAS 601, PCAS 602 - Intermediate Pharmacy Practice Experience (10 credits)

Students will practice as a pharmacy extern five weeks in a community setting and five weeks in an institutional setting. They will learn the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn the operational aspects with all its related issues during the experiences.

PCAS 611 - Pharmacy Practice Management (2 credits)

Emphasis is given to the managerial aspects of pharmacy practice within the different settings of the health care system. This course provides the basic financial and

operational management, knowledge, and skills necessary for a successful professional practice.

PCAS 612 - Pharmacotherapeutics I (4 credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PCAS 614 - Applied Therapeutics Lab - Fall, Professional Year 2 (1 credit)

Students will learn to apply the knowledge gained from the Pharmacotherapeutics courses and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized.

PCAS 615 - Professional Elective I (2 credits)

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 616 - Professional Elective II (2 credits)

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 617 – Professional Elective III - Professional Elective (2 credits)

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 621 - Clinical Nutrition (2 credits)

Students will learn the basic principles of enteral and parenteral nutrition. Students will learn how to write/adjust a parenteral/enteral nutrition formula, adapted to patients' disease state. Students will learn how to monitor the effects of nutrition on patients.

PCAS 623 – Pharmacotherapeutics II (6 credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PCAS 624 - Applied Therapeutics Lab – Winter, Professional Year 2 (1 credit)

Students will learn to apply the knowledge gained from the Pharmacotherapeutics courses and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized.

PCAS 625 – Professional Elective IV - Professional Electives (2 credits)

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 626 - Professional Elective V (2 credits)

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PCAS 631 - Pharmacoeconomics & Outcomes (2 credits)

Students are introduced to the principles and tools of Pharmacoeconomics and outcome assessments that are commonly used to study the impact of pharmaceutical care services on the health and health care of a patient or community.

PCAS 632 - Pharmacotherapeutics III (6 credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PCAS 633 – Pharmacotherapeutics IV (6 credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PCAS 634 - Applied Therapeutics Lab – Spring, Professional Year 2 (1 credit)

Students will learn to apply the knowledge gained from the Pharmacotherapeutics courses and other related pharmacy courses to real or simulated clinical situations. Active learning, role modeling, case study, and problem based learning will be emphasized.

PCAS 635 – Pre-APPE Review (1 credit)**PCAS 636 - Professional Elective VI (2 credits)**

This course may be offered by either or both departments, the Sullivan University, or the University of Louisville and will cover topics related to the profession of pharmacy. This course is designed to enhance professional knowledge and promote self-learning.

PROFESSIONAL YEAR THREE (P3) COURSE DESCRIPTIONS

Department of Clinical and Administrative Sciences

Advanced Pharmacy Practice Experiences (Total 40 credits)

PCAS 701, PCAS 702, PCAS 711, PCAS 712, PCAS 721, PCAS 722, PCAS 731, PCAS 732

The students will go through eight experiential education experiences of five weeks each. The experiences include a core of Adult Medicine, Ambulatory Care, Advanced Hospital Pharmacy, and Advanced Community Pharmacy and four electives. This will be the time for students to integrate and apply their knowledge to real patients' situations. It will also be an opportunity for the student to function as a team member of a health care team.

PCAS 700 - Research Project (1 credit)

This course is intended to develop a student's ability to evaluate and synthesize pertinent literature and effectively communicate a pharmacotherapy-related topic in a professional manner.

ACPE Policies Related to Complaints

Procedures regarding student complaints in general and those relating to the standards of ACPE.

1. General Concerns/Complaints

Students who have concerns or complaints about any aspect of their education at the College of Pharmacy are strongly encouraged to bring them to the attention of the proper persons at the College, i.e. the Department Chairs, the Assistant Dean of Student Affairs and/or the Dean of the College or the individual faculty member or course director of the course (s) for which there are concerns. They may do so themselves or through their class officers. Student input is regularly solicited at Student Senate meetings held twice monthly. Input is requested directly from each student through course evaluations at the end of each quarter, year-end assessments at the end of each academic year, and program assessments near graduation. All suggestions, complaints or concerns are carefully considered.

2. Complaints Related to ACPE Standards

The College of Pharmacy is undergoing the accreditation process against a set of standards, policies, and procedures published by the Accreditation Council for Pharmacy Education and available at www.acpe-accred.org. Any student may lodge a complaint against the College or the Doctor of Pharmacy program related to those standards, policies and procedures. Complaints should be in writing and sent directly to the Dean of the College. The student shall have the right to meet with the Dean to discuss his/her complaint within fifteen (15) working days. The Dean will consider the complaint, may discuss it with the appropriate individual or office and may request a meeting with the student. The Dean will respond to the student within fifteen (15)

working days of receipt of the complaint or personal meeting, whichever ever comes later. If a student is not satisfied with the response from the Dean, he/she may address the complaint to the entire faculty through the Faculty Secretary in writing and additionally in person if he/she chooses, within fifteen (15) working days of receiving the response from the Dean. The faculty will hear the student and/or consider the complaint within thirty (30) working days of receipt and respond through the Faculty Secretary within ten (10) working days of consideration. A complainant may request the Dean and/or the Faculty Secretary that his/her identity is kept confidential. This request will be honored as much as possible within the constraints of resolving the complaint itself.

3. Protection of the Complainant

All complaints, concerns and suggestions made by students and the reaction to them by the College of Pharmacy are handled in the spirit of continuous quality improvement. No retribution against any individual complainant may be taken by any faculty member, staff member, College committee or the faculty as a whole because of the complaint. A file will be maintained for inspection by ACPE of all complaints and responses related to ACPE standards and the procedures involved to ensure the complainant fundamental procedural due process.

Application for Registration as a Pharmacist Intern

All Doctor of Pharmacy students must be registered as pharmacist interns in order to receive internship credit for experiential coursework and must be obtained before the coursework begins. The license is effective for six years and must be renewed if the student has not completed all Advanced Pharmacy Practice Experience (APPE) requirements by that time.

Form 1 must be submitted to the Kentucky Board of Pharmacy, requesting registration a pharmacist intern and accompanied by the fee. The form is available from the Board of Pharmacy at <http://pharmacy.ky.gov>. Internship registration is limited to those persons who are actively engaged in the academic or practical experience requirement for licensure examination as a pharmacist. No person who terminated the educational requisites is entitled to the privileges of internship registration, with the exception of any hardship case given written approval by the Board of Pharmacy. A person not registered with the Board as a pharmacist intern shall not take, use or exhibit the title pharmacist intern, pharmacy apprentice, pharmacy extern or any term of a similar nature.

Licensure as a pharmacist in Kentucky requires a minimum of 1500 internship hours that must be accrued under the supervision of a pharmacist preceptor. A preceptor must have been licensed by the Board for at least one year and be actively engaged in the practice of pharmacy full time where the pharmacist intern is to obtain his/her internship. A preceptor may supervise and be responsible for only one intern at a time.

The term "supervision" shall mean that the pharmacy where internship training is being obtained, the preceptor shall be in personal contact with and actually giving professional

instruction to the pharmacist intern during the entire period of such internship. Within ten (10) days of beginning an internship, a pharmacist intern shall submit a Pharmacist Preceptor's Affidavit (Form 2). By October 1st of each year of an internship, a pharmacist intern shall also submit an Internship Report (Form 3)

A pharmacist intern who performs work or research related to the practice of pharmacy that was performed under the supervision of a preceptor for a government body, college or university, pharmaceutical business, or other entity shall also submit an essay of at least 500 words describing the work or research experience and the relation of the work to the practice of pharmacy. Credit will be awarded up to 400 hours. Beginning January 1, 2002, credit for each clock hour of practice coursework will be granted if earned at a college or school of pharmacy approved by the Board of Pharmacy.

The College Director of Experiential Education must sign the internship report Form 4 provided by the Board for IPPE and APPE. Form 4 must be submitted in duplicate upon completion of the experiential education.

It is the pharmacist intern's responsibility to see that all reports are filed with the Board of Pharmacy within the prescribed time limit and on the proper forms available from the Board. The Board shall not allow credit for claims of internship unless records on file in the Board office can corroborate such claims.



APhA-ASP Pledge of Professionalism

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior, and honor. This development, a vital process in my education, will help ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, as a student of pharmacy, I will:

- A. Develop** a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.
- B. Foster** professional competency through life-long learning. I will strive for high ideals, teamwork and unity within the profession in order to provide optimal patient care.
- C. Support** my colleagues by actively encouraging personal commitment to the *Oath of a Pharmacist* and the *Code of Ethics for Pharmacists* as set forth by the profession.
- D. Dedicate** my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.
- E. Maintain** the highest ideals and professional attributes to ensure and facilitate the covenantal relationship required of the pharmaceutical caregiver.

The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to ensure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather, it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession. I voluntarily make this pledge of professionalism.

Developed and adapted by APhA-ASP and the AACP Council of Deans Task Force on Professionalism, June 26, 1994



I have read and agree to comply with all the provisions of the Sullivan University College of Pharmacy Student Handbook.

Student Name (printed) _____

Student Signature _____

Date _____