

THE SULLIVAN UNIVERSITY

COLLEGE OF PHARMACY

STUDENT HANDBOOK
2011-2012



SULLIVAN UNIVERSITY
COLLEGE OF PHARMACY
WEST CAMPUS
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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

Equal Educational and Employment Opportunity Institution

All applicants for the Doctor of Pharmacy degree program meeting the educational requirements and professional standards of the College of Pharmacy 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, sexual orientation or national origin.

Sullivan University Accreditation

Sullivan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award Associate, Bachelor's, and 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 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. (www.acpe-accredit.org.) The granting of Candidate Status denotes a developmental program, which is expected to mature in accord with stated plans and within a defined time period. Reasonable assurances are expected to be provided that the program may become accredited as programmatic experiences are gained, generally, by the time the first class has graduated. Graduates of a class designated as having Candidate Status have the same rights and privileges as graduates of an accredited program. The students will be kept informed on the status of our accreditation as the College of Pharmacy moves through the accreditation process. Any questions should be addressed to the Office of the Dean of the College of Pharmacy.

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.

Administration and Faculty

Hieu T. Tran, Pharm.D, Founding Dean and Professor

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

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Assistant Dean of Academic Affairs and Assessment

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Department of Clinical and Administrative Sciences-Ambulatory Care

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Director of Experiential Education

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Department of Pharmaceutical Sciences-Microbiology-Immunology

Part Time Faculty

Abeer Ali-Ghananeem, Ph.D., Associate Professor
Department of Pharmaceutical Sciences- Pharmaceutics

Maggie Mangino, Pharm.D, Assistant Professor
Department of Clinical and Administrative Sciences-Ambulatory Care

Vincent Peak, Pharm.D, Assistant Professor
Department of Clinical and Administrative Sciences-Ambulatory Care

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

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Brooke Brown, Pharm.D, General Pharmacy Practice Resident, Clinical Assistant Professor
Sullivan University College of Pharmacy and Central State Hospital

Kyla James, Pharm.D, Drug Information Center Resident, Clinical Assistant Professor
Sullivan University College of Pharmacy

Sarah Lawrence, Pharm.D, Community Pharmacy Resident, Clinical Assistant Professor
Sullivan University College of Pharmacy and Medica Pharmacy

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Lindsay Koch, Administrative Assistant, Department of Clinical and Administrative Sciences

Jennifer Stomberger, Administrative Assistant, Department of Pharmaceutical Sciences

Kelly Hornback, SUCOP Financial Planning Coordinator

University Support Staff

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Nathan Ragland, MA, MLIS, Library Assistant

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Office of Experiential Education (502) 413-8634

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

Department of Pharmaceutical Sciences (502) 413-8976

Office of the International Center for Advanced Pharmacy Services (502) 413-8975

Office of Financial Planning (502) 413-8968

Office of Life Long Professional Development (502) 413-8955

Office of Professional and Student Relations (502) 413-8648

Office of Research (502) 413-8955

The Drug Information Center (502) 413-8638

Sullivan University Public Safety (502) 413-8888

Purpose and Scope of the Student Handbook

The College of Pharmacy Student Handbook is prepared for use by students enrolled in the College pursuing the degree of Doctor of Pharmacy. The Sullivan University College of Pharmacy is a three-year accelerated calendar year program (calendar year is defined as July 1 – June 30). The Student Handbook is a resource of information relating to the organization of the College of Pharmacy, and is the students' guide to academic policies, course descriptions, the academic calendar, student life and professional activities and student support services and may be revised from time to time. This edition of the Student Handbook supersedes all previous editions. The College of Pharmacy reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. Neither the College of Pharmacy nor Sullivan University is responsible for any misrepresentations of its requirements or situations that might arise as a result of errors in the preparation of this Student Handbook.

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.

Because of our dedication to excellence in pharmacy education and 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 demand that our students demonstrate excellent cognitive, behavioral and technical skills and abilities that prepare them for practice as safe, competent and ethical practitioners in any 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 possesses 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 pharmacy professionals. The student must demonstrate compassion and concern for others whether they are patients or their care-givers, or peers. As a professional, a student takes

personal responsibility for his/her actions and must possess the emotional stability to function under stressful conditions.

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 Administration, 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 Administration, Faculty, Student Body and Staff espouse the spirit of diversity and non-discrimination in all activities.

Student Affairs Policies and Procedures

Confidentiality of Student Records and Information

The Family Educational Rights and Privacy Act of 1974 and Amendments (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 and others authorized by the Office of the Dean.

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 original or source documents that have not been part of the SUCOP admission review). Students will be responsible for the costs of these copies. Education records do not include instructional or administrative materials that are in the sole possession of the maker. These records are not accessible or revealed to any individual except as provided by FERPA. Health records, however, may be reviewed by a physician of the student's choosing.

Students may not inspect or 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 of Pharmacy 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 issues with the Assistant Dean of Student Affairs. If the Assistant Dean is 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 and he/she 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 of Pharmacy 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 of Pharmacy.

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.

Criminal Background Checks and Drug Screens

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 disciplinary action.

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. 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. The student authorizes the College of Pharmacy to conduct a criminal background check at anytime while a student. These consent forms will be executed at or before orientation of new students.

Procedure in the Event of Felony or Misdemeanor Activity

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

Applicants 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 Dean of the College in consultation with the Assistant Dean of Student Affairs 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 matter will be referred to the Academic Progression and Ethics Committee (APEC), which will make a recommendation to the Dean of the College on whether or not to continue enrollment. The decision of the Dean of the College of Pharmacy will be final and binding.

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.

Policy on Possession and/or Use of Illegal Drugs/Weapons

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, Sullivan University and the College of Pharmacy prohibit the possession, sale, use or furnishing of drugs, including 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 of this policy or any student who refuses to submit to a drug screen is subject to disciplinary action up to and including suspension or dismissal from the

College of Pharmacy. The College of Pharmacy West Campus absolutely bans the possession of weapons of any type.

Healthcare and Immunization Documentation

All students enrolled in the College of Pharmacy must provide evidence of immunizations for the protection of the students and patients with whom they may come into contact. This documentation shall be submitted to the Office of Student Affairs upon a student's acceptance into the doctoral program or no later than the end of the first week of classes.

The required immunizations are:

- The MMR titer (mumps, measles and rubella)
- Tetanus
- Polio
- The hepatitis B series or positive titer
- Other tests that may be required by the pharmacy practice 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. Each student shall also provide documentation 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 care are kept in the student's academic records in the Office of Student Affairs. However, a copy of these records is maintained in the Office of Experiential Education (OEE), which has responsibility for enforcing adherence to this policy.

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, he/she is encouraged to meet with the Assistant Dean of Student Services to discuss their need, who will refer the student to the appropriate agency.

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.

Student 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.

Imminent Danger Policy

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.

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) and Section 504 of the Rehabilitation Act of 1973. In order to properly support those with disabilities and to respond to requests for disability-related accommodations, the College of Pharmacy requires that any student who has a disability

and requires special accommodations from the College, notify the Office of Student Affairs (in writing) at the beginning of the academic quarter. If a disability occurs during a quarter, the student must notify the Office of Student Affairs as soon as he/she is aware of a problem. A form for this purpose is available in the Office of Student Affairs of the College of Pharmacy.

The College of Pharmacy will not inquire as to whether or not a student presently has a disability or if he/she has had one in the past. The decision to disclose a disability or, to not disclose a disability is entirely up to the student. If a student chooses to not disclose his/her disability initially, he/she may later do so if desired. However, disclosure of a disability does not create an *ex post facto* obligation for the University or the College of Pharmacy to re-test and/or re-grade any coursework, tests, etc completed prior to the disclosure and verification process.

Students who come to the College of Pharmacy who may have had an IEP (Individualized Education Plan) at any time throughout their K-12 education should understand that colleges and universities do not follow the same provisions of an IEP unless verified and affirmed through a separate verification process that is age and level appropriate. Since IEP's are written specifically for students in K-12 environments, an IEP is not sufficient documentation to determine appropriate and reasonable accommodations at Sullivan University or the College of Pharmacy. To request accommodations at the College of Pharmacy, the student must submit a *Sullivan University, College of Pharmacy Disability Verification Form*, completed by an appropriately licensed professional along with any required information and supporting documentation.

The **Verification Process** and procedure for students to request disability-related accommodations is as follows:

1. The disability must be disclosed to the Assistant Dean of Student Affairs by using the *College of Pharmacy Disability Self-Disclosure Form* available in the Office of Student Affairs.
2. After a student discloses his/her disability, a *Verification of Disability Form* will be provided and is to be completed by an appropriately licensed professional. The completed form and all supporting documentation must be returned to the Office of Student Affairs of the College of Pharmacy for review.
3. The Assistant Dean of Student Affairs will, upon receipt, review the documentation within 3-5 business days and determine the following:
 - Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act?
 - What are the functional limitations of the disability in an educational setting?
 - What, if any, accommodations are reasonable and appropriate for the student?
4. The Dean of the College of Pharmacy will review the documentation of the disability and determine a plan of action for the student. Upon review by the Dean of the College, the Office of Student Affairs will notify the student and the Faculty of the College of Pharmacy in

writing of the accommodation(s) approved for the student. Any questions concerning a student's disability shall be referred to the Office of Student Affairs. As with all student records, the provisions of HIPPA and FERPA will be maintained.

Sexual Misconduct/Harassment 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 and social electronic media) 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 or social electronic media is strictly prohibited.

Complaints of sexual misconduct within the College of Pharmacy will be reported directly to the Dean of the College, who with the Office of Student Affairs, will investigate the matter for further action. In the event that legal action occurs, the parties will be placed on suspension pending resolution of the legal matter.

If physically 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

Public Safety and Campus 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).

Campus Vehicle Traffic and Parking 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.
- **PARKING FOR SUCOP-West Campus: P-1 students are to park in assigned spaces in the south-west parking area adjacent to the Nolan Building. P-2 students are to park in assigned the assigned parking area in front of the College of Pharmacy Building.**

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>

Inclement Weather Schedule

In the event of an announced weather related delay as opposed to a weather related closing, the academic day will be 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 a regular class day. Students are urged to register for DEAN ALERT to receive current information on delays and closings. To do so, visit www.deanalert.com and follow the instructions to receive notices by voice call, email or text message. Students will need their student ID to complete registration. .

Emergency Evacuation Plan

PREAMBLE:

Each class of students will be under the responsibility of two faculty and staff. In case emergency evacuation is needed, each responsible faculty or staff will come to the Office of the Dean to retrieve a class roster; they will be responsible to account for each student in their respective class rosters in their specified area of evacuation in the parking lot.

In the event of emergencies or situations occurring at the Sullivan University College of Pharmacy, the Management Team members on site at the time must notify the Dean as soon as possible by phone and email. If there are no members of the Management Team present, the Executive Assistant to the Dean will have the responsibility to notify the Dean as soon as possible by phone and email.

PROCEDURES:

A. Office of the Dean

1. Responsible for providing the class rosters.
2. Be sure each class roster is distributed to the responsible party (***course instructor at the time of the emergency***) when an emergency evacuation occurs.
3. Retrieval of rosters when the situation is cleared by the proper authorities.
4. Accountability of all people on the class roster or in the building.
5. Ultimately responsible for accountability of all persons during the emergency evacuation.

B. Faculty and Staff

1. After learning of an emergency, each faculty and staff will report to the Office of the Dean to retrieve their respective class roster.
2. After obtaining the class roster, go to the specified area of evacuation.
3. Responsible to account for all persons listed on the class roster.
4. Responsible for reporting those persons missing to the Office of the Dean.
5. Make sure all areas are evacuated. Report to the Office of the Dean any issues with evacuation, and bring back the completed check of their roster to the Office of the Dean.

Anyone in the College of Pharmacy needs to reports signs of risks or emergency to the Office of the Dean. The Office of the Dean is responsible to notify the Security Office of Sullivan University.

During emergency evacuation, no faculty, staff, or students are allowed to leave the parking lot without the authorization from the Dean of the College of Pharmacy; this will enable emergency vehicles to have direct access to the site of the emergency.

This policy will be reviewed during the first week of class each summer quarter.

Student Affairs Student Conduct and Professionalism

Policy Relating to Student Issues and Concerns

In order to provide a clear plan of action and protect the confidentiality of student matters, any student issue or concern, whether academic or professional in nature, shall be immediately referred to the Office of Student Affairs for follow up. The Assistant Dean of Student Affairs will consult with the appropriate party or parties and the Dean of the College of Pharmacy to formulate a plan of action to resolve the issue or concern.

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 may present the matter to the College Executive Committee for review and advice. If the allegation is deemed credible, the Dean may 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 be notified as necessary.

It is the duty of the Academic Progression and Ethics Committee to review all credible allegations of academic and/or professional misconduct presented to it. 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 include but are not limited to:

- 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.

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. Fraud includes but is not limited to:
 1. Tampering with grades or helping any other part of a student's academic record
 2. Furnishing to a College official a document based on information that is known to be false or which has been tampered with.

3. Changing a grade in a faculty member's records, on an exam or on other work for which a grade has been given.

Other forms of academic or professional misconduct include but are not limited to:

- Unauthorized downloading or copying of lecture material or examinations or use of unauthorized equipment.
- Buying, stealing or otherwise obtaining all or part of an unadministered examination or the unauthorized usage of a previously administered examination
- Use of electronic information resources in violation of the "Accepted Use Policy for Computer Usage"
- 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 Facebook or other internet media that result in derogatory comments toward the College of Pharmacy and Sullivan University, its Administration, Faculty, Staff or Students.

The College 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 of Pharmacy.

In cases of unexpected absences, 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 and complete the Excused Absence Form. 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 or laboratory 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 of Pharmacy.

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 and the practice site.

Policy on Unexcused Absences

It is essential to mastering the skills and concepts necessary for the practice of pharmacy that the students attend all classes and laboratory periods as well as activities outside of the classroom or laboratory as deemed necessary by the instructors, courses coordinator, or College administration. 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 such as work. To ensure students are attending all courses and other assigned activities attendance will be randomly taken and sent to the Office of Student Affairs (OSA) for review and determination of excused/unexcused absence in accordance with the Student Handbook. Once absences have been determined to be excused or unexcused, OSA will send the information to the Department Chairs and Office of Academic Affairs and Assessment for any necessary follow-up. Absences deemed to be unexcused according to the policy in the Student Handbook will be given for each class/activity a student misses in a day. Students who accumulate unexcused absences documented by random attendance taken will be subject to the following actions:

First 2 unexcused absences in a quarter (2 total/quarter)

- Student will be asked to meet with the Office of Academic Affairs and Assessment (OACA) and will be given a verbal warning.
- The attached form will be signed by OACA and the student indicating a verbal warning has been given. The signed form will be placed in the student's file.

Total of 4 unexcused absences in a quarter (4 total/quarter)

- Student will be referred to the Academic Ethics and Progression Committee (APEC) for review and potential action such as probation.
- While on probation the student will lose all privileges as defined in the student handbook for a student on probation.

Total of 6 unexcused absences in a quarter (6 total/quarter)

- Student will be referred to APEC for review and potential action such as suspension.
- While on suspension the student will lose all privileges as defined in the student handbook for a student on suspension.

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.

Policy Relating to Attendance and Student Sign In Sheets

Since it is essential to mastering the skills and concepts necessary for practice, students in the doctoral program are expected to attend all classes and laboratory periods as well as activities outside of the classroom or laboratory deemed necessary by the Faculty and/or the Administration of the College of Pharmacy.

The Faculty responsible for lecturing in a course, the course coordinator or, in the case of other activities outside of the classroom or laboratory, a member of the Administration of the College of Pharmacy may, from time to time, require students to sign an attendance sheet in lieu of taking roll. Students must legibly sign the attendance sheet as requested. Students who sign in students not present for a class or other activities as well as the student who is signed in are subject to discipline by the Academic Progression and Ethics Committee for cheating and unprofessional conduct.

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 even in combination with leggings
- 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.*

Probation, Suspension or 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 2.50 but not below 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, which is designed to improve the student's academic performance. Students on probation will also lose all privileges e.g. exam and course remediation as stated in the College of Pharmacy Student Handbook.

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 may be placed on suspension for failure to pass all of his/her course 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.

Dismissal

A student may be 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 repeated violations 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.

All penalties of probation or suspensions of one (1) year or more are subject to review by the Dean of the College of Pharmacy after six (6) months.

Address and Name Changes

The Office of Student Affairs should be notified whenever a student has a change of address, change of name, change of telephone or personal email. The Office of Student Affairs will handle all changes with the University Records Office. The College of Pharmacy is not responsible for any mis-communications sent to students who have not provided correct contact information to the Office of Student Affairs.

Students' Rights

As professionals, students in the Doctor of Pharmacy Program are held to high standards of personal conduct and encouraged to maintain integrity. The University adopts only such reasonable rules applicable to students as are necessary for the orderly, harmonious and beneficial functioning of the entire learning 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, gender, 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. The confidential nature of student records will be maintained by the institution in accord with applicable State and Federal laws.
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 and as approved by the Office of the Dean of the College of Pharmacy.

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.
- Sullivan University College of Pharmacy publications, e.g. DIC Newsletter

Within the College of Pharmacy, students are encouraged to utilize the Bulletin Board 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 at least once a day for announcements and other information of importance. Therefore the College of Pharmacy is not responsible for any missed academic requirements, College functions and their consequences.**

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.

Policy for Computer Usage

In order to enhance and support its educational and research–related mission, the Sullivan University College of Pharmacy Drug Information Center provides Wi-Fi access for students to use with their electronic devices as specified by the College of Pharmacy. 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 respect the privacy of other users especially in regard to disclosing passwords to anyone; reading others mail and revealing addresses and/or phone numbers.
6. To avoid abuse of e-mail for inappropriate purposes.
7. 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 devices 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 University 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 experiential sites. Students may not download or copy any lecture or exam material on other electronic systems for any purpose except personal academic use without permission of the Faculty or Administration of the College.

Policy on Student Computers

Students in the College of Pharmacy are required to have PC laptop computers that conform to specifications outlined in this policy. **Mac laptops are not permitted.**

Feature	Recommended
Hardware	
Processor	Dual Core 2 GHZ or higher
RAM	2 GB or higher
Monitor Graphics Card	XVGA Embedded graphics card with 128 MB of memory or higher, Direct X9 Support required
Sound	Speaker and Microphone
Network Adapter	802.11b/g Wi-Fi Adapter required 802.11b/g/n preferred
Operating System	Windows 7 preferred, Windows XP/Vista are supported
Hard Drive	120 GB with 15 GB free space
Sound	Sound card with speakers
Software	
Software – Required	Microsoft Office 2007
Drives	DVD-ROM
E-mail Client	Microsoft Outlook
Browser	IE 7.x Firefox 2.0 or higher
Internet Connection	Broadband (Cable or DSL)
Software (free)	Current antivirus protection and latest version of: Adobe Reader, Flash and Java

Policy on 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. Copiers are also available in the University Library for student use.

Student Identification and Access to the College of Pharmacy

Each student receives a photo ID that identifies him/her as a student of Sullivan University and the College of Pharmacy. This identification is used to gain access to the College of Pharmacy Building by use of the Card Reader mechanism located at the front door of the College and at the corridor door located on the second floor of the College. The ID must be available at all times while a student is in the building. Students who need a replacement card should contact the Office of Student Affairs. There is a five dollar (\$5.00) replacement charge.

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.** When students are on pharmacy practice experiences, they must follow the rules concerning smoking at those institutions and facilities.

Food Consumption and Drinking in the College of Pharmacy Building

Because of the carpeted halls and classrooms in the building, eating and drinking are only permitted in the Student Lounge unless otherwise directed by the Office of Student Affairs, and of course, outdoors. However, students may bring bottled water into the classrooms unless prohibited by an instructor. Students should always dispose of cans and bottles and other items that can be recycled in the proper containers around the College of Pharmacy.

Student Work Hours

It is the policy of the College of Pharmacy not to encourage Doctor of Pharmacy students to engage in outside employment. Any student who is employed or who plans to be employed whether or not to accrue internship hours must complete a form requesting authorization from the Office of the Dean prior to accepting employment. This policy exists to prevent a student from falling into academic difficulty. If a student who is employed is not performing satisfactorily academically, the College of Pharmacy reserves the right to review the student's work schedule and direct the student to make necessary changes to ensure his/her satisfactory academic performance. The form for this purpose is available in the Office of Student Affairs.

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.

(Please refer to the complete listing on the Library website)

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 operated as part of the College of Pharmacy.

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.

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.

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.

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

- The Rho Chi Society. The College has petitioned for a Charter. Eligible students from the Class of 2011 will be retroactively inducted into the Society.
- The Vietnamese American Professional Pharmacists Association (VAPPA)

These organizations welcome student interaction and participation in their activities. It is the policy of the College of Pharmacy that student professional organizations submit a list of the organization's Officers to the Office of Student Affairs for approval and ratification by the Dean of the College. The names of students who desire to run for office or serve as delegates to meetings shall be submitted to the Office of Student Affairs for ratification by the Dean of the College of Pharmacy.

College of Pharmacy Student Government

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. Each class elects a President, Vice President, Secretary/Treasurer and an Historian. 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.

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. Annual events that have been developed and implemented by student leaders include participation in the Prescription for Wellness Fair, Cultural Diversity Fair, Operation Heart Health and Derby Day luncheon. In addition, campus activities coordinated by the University Office of Student Affairs are open to all students of the University.

Student Ambassadors

The Student Ambassador Program is instituted in the College of Pharmacy in order to provide an additional mechanism to engage our Student Body in the activities of the College. Appointment of Ambassadors is made by the Dean of the College upon recommendation of the Student Government Association. Students who are in good academic standing, that is, having at least a 2.50 grade point average (on a 4.0 scale) are eligible for appointment.

The duties of the Student Ambassadors include but are not limited to the following:

- Serve as ushers/guides at all College functions
- Assist in planning and execution of College functions
- Represent the College at University sponsored events that include the College of Pharmacy. For example, the Ambassadors can assist and represent the College at University Open House activities.

The functioning of the Student Ambassadors will be coordinated by the Office of Professional and Student Relations. While the Ambassadors will be expected to make a commitment of time to discharge their duties, students will be given enough advance notice so that they can plan their schedules accordingly. We anticipate that with a large enough group of Ambassadors, no one will be called upon to give an excessive amount of time.

Professional Friday Activities

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) unless instructed otherwise by the site coordinator or Director of Experiential Education.

Examples of Professional Friday activities include:

- Distinguished Lecturers Presentations
- Dean's Town Hall Meetings
- 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)
- Training Programs (Smoking Cessation, CPR, Immunizations etc)

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.

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 in accordance with the Attendance Policy. 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.

Student 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

Eli Lilly Achievement Award

Awarded to the student with the highest academic standing

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 Tenacity Award

Sponsored by PharMerica

Awarded to the most improved student from PY1 to PY2

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

Shooting for the Stars Award

Sponsored by PharMerica

Presented to a student of high academic standing who aspires to work in academia and exemplifies leadership and professionalism

The MVP Award

Sponsored by PharMerica

Presented to a well rounded student leader demonstrating high standards of professionalism and character

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

Academic Policies and Procedures

Academic and Professional Advising

A Schedule of Classes is published each quarter by the Office of Academic Affairs and Assessment. 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 (optional) 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.

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 Office of Student Affairs will notify the Office of Academic Affairs and Assessment and the Office of the Dean prior to presenting a recommendation to the Academic Progression and Ethics Committee (APEC) 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. The Chair of APEC will also notify the Faculty Advisor if any of his/her advisees is in academic difficulty. 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. In exceptional cases, the Dean of the College of Pharmacy will review and make a determination.

Academic Honors

A student who earns a Grade Point Average of 3.7 or higher in a quarter will be placed on the Dean's List for that quarter.

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), fulfill all academic requirements and must have his/her pharmacy practice experience hours certified by the Dean of the College of Pharmacy. He/she must have been recommended for a degree by the Faculty of the College; he/she must file an application for a degree with the Office of Student Affairs no later than the first week of the final quarter of the 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 and College including tuition, charges for books or fees, etc. before being allowed to receive their degree. 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

**ACADEMIC CALENDAR
CLASS OF 2014
DIDACTIC**

PROFESSIONAL YEAR	2011-2012 (P1)	2012-2013 (P2)
<i>Summer Quarter</i>	July 5 – September 16 Holiday: September 5 (Labor Day) Break: September 17 – October 2 (2 Weeks)	July 2 – September 14 Holiday: July 4 (Fourth of July) September 5 (Labor Day) Break: September 15 – September 30 (2 Weeks)
<i>Fall Quarter</i>	October 3 – December 16 Holiday: November 24 and 25 (Thanksgiving) January 2 (New Year’s Day) Break: December 17 – January 2 (2 Weeks)	October 1 – December 14 Holiday: November 22 and 23 (Thanksgiving) January 1 (New Year’s Day) Break: December 15 – January 1 (2 Weeks)
<i>Winter Quarter</i>	January 3 – March 16 Holidays: January 16 (Martin Luther King, Jr. B’ day) Break: March 17 – March 31 (2 Weeks)	January 2 – March 15 Holidays: January 14 (Martin Luther King, Jr. B’ day) Break: March 16 – March 31 (2 Weeks)
<i>Spring Quarter</i>	April 2 – June 15 Holiday: May 28 (Memorial Day) Break: June 16 – June 30 (2 Weeks)	April 1 – June 14 Holiday: May 27 (Memorial Day) Break: June 15 – June 30 (2 Weeks)

**ACADEMIC CALENDAR
CLASS OF 2013
DIDACTIC**

PROFESSIONAL YEAR	2010-2011 (P1)	2011-2012 (P2)
<i>Summer Quarter</i>	July 6 – September 19 Holiday: July 5 (Fourth of July) September 6 (Labor Day)	July 5 – September 16 Holiday: September 5 (Labor Day)

	Break: September 19 – October 3 (2 Weeks)	Break: September 17 – October 2 (2 Weeks)
<i>Fall Quarter</i>	October 4 – December 19 Holiday: November 25 and 26 (Thanksgiving) Break: December 20 – January 2 (2 Weeks)	October 3 – December 16 Holiday: November 24 and 25 (Thanksgiving) January 2 (New Year’s Day) Break: December 17 – January 2 (2 Weeks)
<i>Winter Quarter</i>	January 3 – March 18 Holidays: January 17 (Martin Luther King, Jr. B’ day) Break: March 18 – April 3 (2 Weeks)	January 3 – March 16 Holidays: January 14 (Martin Luther King, Jr. B’ day) Break: March 17 – March 31 (2 Weeks)
<i>Spring Quarter</i>	April 4 – June 17 Holiday: May 30 (Memorial Day) July 4 (Fourth of July) Break: June 18 – July 3 (2 Weeks)	April 2 – June 15 Holiday: May 28 (Memorial Day) Break: June 16 – June 30 (2 Weeks)

ACADEMIC CALENDAR FOR CLASS OF 2012

APPE (8 Total Rotations-- 200 Hours Per Rotation)	Dates (5 Weeks Per Rotation)	Break
1	July 5-August 5, 2011	September 10-September 18, 2011
2	August 8-September 9, 2011	
3	September 19-October 21, 2011	November 24-January 2, 2012
4	October 24-November 23, 2011	
5	January 3-February 3, 2012	March 10-March 18,2012
6	February 6-March 9, 2012	
7	March 19-April 20, 2012	May 26-June 3, 2012
8	April 23-May 25, 2012	
Return to SUCOP	May 29-June 8, 2012 Graduation Review	Graduation June 9, 2012 Graduation Gala June 2, 2012

Academic Progression

A grade of 70% is required to pass a course in the College of Pharmacy. Students must pass all courses and fulfill all academic requirements in order to progress from one quarter to the next. A student who fails a course or does not fulfill an academic requirement may have the opportunity for remediation as determined by the Academic Progression and Ethics Committee. Students who fail more than two (2) courses in a quarter or a total of three (3) courses in a calendar year are referred to the Academic Progression and Ethics Committee. The Committee will make recommendations to the Dean of the College for progression of the student(s) in these cases.

Assisting Students with English as a Second Language

Sullivan University College of Pharmacy has developed a plan to work with students who have English as their second language (ESL students). ESL students who feel they need extra tutoring in English may seek help through the Office of Academic Affairs and Assessment (OACA) who will arrange tutoring. Faculty members who identify an ESL student who may be having trouble with English should send a letter to their respective Department Chairs outlining the nature of the problem and include any supporting documentation. The Department Chair will then refer the matter to the Office of Academic Affairs and Assessment (OACA). The OACA will then meet with the student to discuss the issue and refer the student for mandatory English tutoring. Students who are referred for mandatory tutoring are required to pass an English competency exam in order to graduate.

Tutoring will be offered through the Sullivan University English department. The English department will send SUCOP a monthly report outlining the number of meetings the student has had and documentation of the students' progress.

CPR Certification

Sullivan University College of Pharmacy students will be required to maintain a valid and current CPR certification throughout their academic tenure. The College of Pharmacy will provide students with training for initial certification and recertification at no cost to them. Students will not be permitted to progress to Pharmacy Practice Experiences until certification or recertification is successfully completed. Students who fail to attend and successfully complete a College of Pharmacy sponsored CPR certification training event will be required to obtain CPR certification through another sponsor at their own cost. All absences, excused and unexcused, will result in student assumption of the cost for CPR certification.

Examination Policy

A student who fails to appear for an examination or a makeup examination at its scheduled date and time will receive a grade of "zero" unless his/her absence is considered excused.

An absence from an examination shall be considered excused and the student allowed to take a makeup exam, if it occurs because of any one of the circumstances listed in the Attendance Policy. In the case of an emergency, the student shall contact the Office of

Student Affairs (by telephone or email) as soon as possible to relate the reason for missing the examination and present supporting documentation within 24 hours upon his/her return. Upon verification, the Department Chair will permit the student to take a makeup examination. The makeup exam may be an essay or multiple choice exams, a paper or other assignment.

All students are expected to be present during Final Exam Week. A request to take a final exam before or after its scheduled day and time shall be approved by the Dean of the College. If a student misses a final exam, he or she must have the approval of the Dean of the College in order to take a makeup final exam.

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 within 24 hours of their return.
- The course coordinator 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 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 in order to schedule a make-up examination.
- Make-up examinations should be completed within two business days of returning unless other arrangements have been made. Students who need more than two business days will need permission of the respective Department Chair.
- A student who must complete a make-up examination will receive a different examination than was given originally.

Examination Proctoring Policy

Students may not communicate with anyone (with the exception of the proctors) within the examination room(s) or anyone outside the examination room(s) during the assessment. Two proctors will be assigned for each examination. If an assigned proctor cannot attend the examination they are responsible for finding their own replacement and notifying the other proctor, course coordinator, and respective Department Chair of the change.

Proctors may permit restroom breaks, one student at a time. The student may not take anything into the restroom including, but not limited to, coats, book bags, purses, etc.

Should questions arise during an examination, the proctor will go to the student who asked the question. The student is not permitted to leave his/her seat. Any clarifications regarding the exam questions will be shared with the entire class.

Only the items clearly designated by the proctor (e.g. pencil, non-programmable calculator,) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, electronic devices and book bags must be kept in the front of the auditorium or along the side isles. These items may not be retrieved until AFTER the examination. Cell phones, pagers and other electronic devices must be turned off. 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 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.

The proctors, with the help of the COP Administrative Assistants, will randomly designate a prearranged seating order for the assessment.

If a proctor suspects a student of academic dishonesty the following options are available:

- a. The proctors may ask a student to change seats before or during an examination for any reason.
- b. If the proctor has no direct evidence of academic dishonesty (only a suspicion) the proctor may choose do nothing or request the student change seats during the examination and allow the student to then complete the examination with or without a verbal warning. Once the examination is concluded the proctor should then notify the respective Department Chair and course coordinator of the suspected academic dishonesty.
- c. If the proctor has direct evidence of academic dishonesty then one of the proctors should immediately take the examination paper and ask the student to leave the examination room pending further action. The proctor should immediately inform the respective Department Chair that there is direct evidence of a violation. If the respective Department Chair is not available, the proctor should inform another member of administration. The Department Chair or a member of administration will come and assess the situation and notify the Assistant Dean of Student Affairs who will refer the matter to the Dean of the College for further action in accordance with the College of Pharmacy Honor Code.

Grading Policy in the College of Pharmacy

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%)
AU	Audit	0.00	

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 course coordinator as soon as possible but no later than the end of the first week of the next quarter. If, after verification, the student believes the grade is inappropriate, he/she should submit a written appeal to the Assistant Dean of Academic Affairs and Assessment 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 and Assessment will review the matter, consult with the course coordinator and the student as necessary and present the matter to the Office of the Dean for a final decision within three (3) working days. The decision of the Dean will be final and binding. Students on IPPE or APPE who question a grade on a rotation will bring the matter to the Assistant Dean of Experiential Education for review. The Assistant Dean of Experiential Education will present the matter to the Office of the Dean for a final decision. The decision of the Dean will be final and binding.

A student who believes that a grade **on an assignment or project** is inaccurate or inappropriate must consult with the course coordinator within three (3) working days of the posting of the grade. The course coordinator will review the assignment 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 a written appeal to the respective Department Chair within three (3) working days. The decision of the Department Chair will be final and binding.

Policy on Auditing Courses

The purpose of this policy is to explain the process by which students are permitted to audit a course in the College of Pharmacy and what is expected of the student and faculty when a course is audited. Audited courses will NOT count towards SUCOP graduation requirements.

Selection of Students for Audit

- Academic Progression and Ethics Committee (APEC) may recommend to the Dean that a student audit a course as part of their remediation plan
- Once the Dean has approved the recommendation the Office of the Dean will notify the student of the audit decision.

- If a student chooses not to audit the course upon recommendation of APEC, the student must request permission to NOT audit from the Office of the Dean no later than 2 weeks prior to the start of the quarter.
- The Dean will decide if the student will be excused from auditing the course. The decision of the Dean is final and binding.

Student Expectations When Auditing a Course

- Students auditing the courses will need to contact the course coordinator no later than 1 business day after signing their letter from the Office of the Dean to inform the coordinator that he/she will be auditing. However, students auditing a course are not permitted to take exams or quizzes in the course.
- For graded assignments the auditing student needs to clearly communicate with both the course coordinator and group members what they will be participating in so the group members are not surprised later. This information should be shared in writing with the group members and the course coordinator.
- The Auditing student is still expected to adhere to all SUCOP policy and procedures.

Faculty Expectation When a Student Audits a Course

- Course coordinator will meet with the student auditing the course no later than 1-2 business days after being contacted by the student to discuss and decide with the student what activities the student will participate in during the course. Auditing students may elect to participate or not participate in any graded assignments but what is being participating in must be agreed upon at this initial meeting with the coordinator. This information will be reduced to writing so the student and coordinator are all clear on the expectations.
- The course coordinator will be responsible for notifying all faculty of the auditing student's participation in the class as needed.
- The faculty member should give the student feedback on their performance in the course (if the student has participated in graded activities) but no official grade will be reported for the student.

Course and Experiential Remediation Policy

Didactic course remediation is a privilege not an inherent right of a Sullivan University College of Pharmacy student. Permission to remediate a didactic course is reviewed by the Academic Progression and Ethics Committee (APEC). 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 below.

APEC will review the following factors as well as all other relevant information before making a recommendation to the Office of the Dean regarding a student's remediation status. Information to be reviewed includes but is not limited to the following:

- 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)

The following provisions apply to didactic course remediation depending on the number of courses failed per quarter/calendar year. Students who undergo course remediation may have their academic status in the College of Pharmacy changed. Examples of such changes include but are not limited to probation, suspension, and dismissal (see Page 31).

- The following provisions apply to all didactic course remediations.
 - The type of remediation will be determined by the Course coordinator and respective Department Chair.
 - If the student passes remediation with a score of 69.5% or greater, then a grade of "C" will be recorded for the course.
 - If the student fails remediation they will be referred back to APEC for review.
- Students may remediate 1 course during the 2 week break between quarters if the cumulative grade average in the course is 60-69.4% AND the student has NOT failed more than 3 courses in a calendar year (courses successfully remediated during previous quarters due to course failures count toward the year end total).
- Students who need to remediate a 2nd or 3rd course from a particular quarter will need to complete remediation after all didactic course work has been completed for the year.**
- Students who fail 4 or more courses in a calendar year (courses successfully remediated during previous quarters due to course failures count toward the year end total) may be put on academic probation, suspension, or dismissed from the Sullivan University College of Pharmacy (SUCOP). Students placed on academic probation or suspension may have to take the courses failed the next time they are offered at SUCOP.

* Failure to pass the following courses, in sequential order, **MAY** require the student to be placed on academic probation or suspension (see definition below) until the classes are successfully completed as they are building blocks for future quarters:

- Therapeutics I-IV
- Applied Therapeutics Lab I-IV
- Pharmacology/Medicinal Chemistry I-IV

** All first professional year (PY1) courses and the high stakes portion of the PY1 End of the Year Milestone Exam must be successfully completed prior to start of the second professional year and all second professional year courses as well as the Capstone Skills Assessment must be successfully completed prior to start of Advanced Pharmacy Practice Experiences.

Once the APEC recommendations have been approved by the Office of the Dean, the Office of the Dean will inform the student, the Office of Academic Affairs and Assessment, Department Chairs, and the student's faculty advisor of the decision. A copy of the approved recommendation will also be kept in the student's file in the Office of Student Affairs.

REMEDICATION DURING IPPE AND APPE

INTERMEDIATE PHARMACY PRACTICE EXPERIENCES (IPPE)

- IPPEs will be graded on a pass or fail basis.
- To pass IPPE students must be graded as:
 - “Meet standard” on all Primary Learning Objectives
 - “Meet or partial meet standards” on all Additional Learning Objectives
- Students will be allowed to remediate an IPPE rotation anytime prior to entering APPE. Students who cannot complete the rotation prior to APPE will be required to retake the rotation before the start of Advanced Pharmacy Practice rotations. This option may result in a delay of a student’s graduation.
- Students who only “partially meet” the IPPE Additional Learning Objectives must develop a plan for improvement. This plan will be developed by the student with the assistance the Office of Experiential Education (OEE). Plan will be carried out during the student’s second professional year using the Applied Therapeutics Labs and the student’s Service Learning hours.
- OEE will refer any student to APEC who has violated the SUCOP honor, ethics, or professionalism code of conduct.
- OEE will review all IPPE remediation plans with the Office of the Dean. Once approved by the Office of the Dean, the Office of the Dean will inform the student, Office of Academic Affairs and Assessment, Department Chairs, and the student’s faculty advisor of the decision. A copy of the approved recommendation will also be kept in the student’s file in the Office of Student Affairs.

ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE)

- Students who fail an APPE practice experience (score <70%) will NOT have the opportunity for remediation.
- All experiential rotations which are failed must be repeated and passed in order for a student to qualify for graduation from SUCOP.
- Students who fail two consecutive rotations or a total of three rotations in an APPE sequence are referred to APEC who will make recommendations to the Office of the Dean regarding a student’s continued progression in the College of Pharmacy. OEE will refer any student to APEC who violates the SUCOP honor, ethics, or professionalism code of conduct.
- Once the APEC recommendations have been approved by the Office of the Dean, the Office of the Dean will inform the student, the Office of Academic Affairs and Assessment, Department Chairs, and the student’s faculty advisor of the decision. A copy of the approved recommendation will also be kept in the student’s file in the Office of Student Affairs.
- Students may be allowed to retake rotations during the Thanksgiving/Christmas holiday break or at the end of the year. This may result in a delay of a student’s graduation.

Policy on Examination Remediation

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

Policy on 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:

- 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 in any manner. 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.

Requests for Leave of Absence or Withdrawal from the College of Pharmacy

A student who wishes to request a leave of absence or to withdraw from the College of Pharmacy will follow these procedures:

- Send an official request to the Dean of the College of Pharmacy stating the request and the reason(s) for the request.
- Upon receipt of the request, the Office of the Dean will arrange for the student to meet with the Department Chairs, the Assistant Dean of Academic Affairs and Assessment and the Assistant Dean of Student Affairs for the purpose of reviewing the decision with the student and to allow the College Administration to formulate a plan of action to recommend to the Dean.
- Finally, the student will meet with the Dean and the Assistant Dean of Student Affairs to review and sign the decision taken and the future plan of action. All documentation will be inserted in the student's academic file and remain confidential.
- A student requesting to withdraw from the College of Pharmacy must reapply should he/she desire to return to their studies at SUCOP. A student requesting to withdraw from the College of Pharmacy must submit the request in writing to the Assistant

Dean of Student Affairs who will arrange a meeting with the student and the Dean of the College.

- Students on leave of absence who plan to return to classes are not required to apply for readmission. However, they must contact the Dean of the College of Pharmacy at least two (2) weeks prior to the beginning of the quarter in which they plan to return, in order to complete any necessary paperwork.

Readmission after Dismissal

A student dismissed from the College of Pharmacy for academic or other reasons may apply for readmission 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 Dean of the College of Pharmacy 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.

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 College or School of Pharmacy stating the applicant's academic standing and the Dean's recommendation or other comments.

Upon receipt of this information, the Assistant Dean of Student Affairs and the Assistant Dean of Academic Affairs and Assessment will review the transfer request and determine eligibility and course equivalency. If the previous coursework is found equivalent to courses at Sullivan University College of Pharmacy and if a grade of “C” or better has been earned in the courses taken at the previous institution, they may recommend to the Dean of the College of Pharmacy that a waiver and advanced standing be granted to the transfer applicant. The decision to accept a transfer student is made by the Dean of the College of Pharmacy.

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

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 of Student Affairs will make a recommendation to the Dean of the College of Pharmacy for approval.

ACPE Policies Related to Complaints

The following are 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.

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 Dean of the College of Pharmacy 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.



Class of 2014

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 _____